



# New Courses for Spring 2012

**Spring into Action!**

**More courses added  
by popular demand!**

## American Management Association University Certificate in Human Resources

### Compensation: Effective Reward Programs

The course will give you a solid, fundamental understanding of the field of compensation and serve as a primary resource as you implement new programs or improve existing ones.

1.5 CEU or 15 CPE hours.

Tuition: \$295 (includes AMA course materials: \$120)

**XCP202-102868**

5 sessions Th **Mar 8 – Apr 12\*** 6:30-9:30pm

\*No class Apr 5

*Joan Naudts, MCCC Instructor*

### Performance Management

Develop strategies and crucial communication skills including: coaching, problem solving, and giving feedback while teaching methods of linking organizational and personal goals.

1.5 CEU or 15 CPE hours.

Tuition: \$295 (includes AMA course materials: \$120)

**XCP206-102870**

5 sessions M **Mar 12 – Apr 16\*** 6:30-9:30pm

\*No class Mar 26

*Marc Dorio, MCCC Instructor*

## American Management Association University Certificate in Management

### Leadership Skills for Managers

This course enables you to gain the skills necessary to fulfill this challenging, changing, and rewarding leadership role.

1.5 CEU or 15 CPE hours.

Tuition: \$295 (includes AMA course materials: \$120)

**XML181-102874**

5 sessions M **Mar 12 – Apr 9** 6:30-9:30pm

*Iona Harding, M.Ed., SPHR*

### Setting, Managing, and Achieving Goals

This is a hands-on guide to both setting and redefining goals, as well as a nuts and bolts planning resource for achieving those goals.

1.5 CEU or 15 CPE hours.

Tuition: \$295 (includes AMA course materials: \$120)

**XML180-102877**

5 sessions W **Mar 7 – Apr 4** 6:30-9:30pm

*Iona Harding, M.Ed., SPHR*

## American Management Association University Certificate in Project Management

### Successful Negotiating

Learn everything from pre-negotiation planning to the use of seemingly unimportant details like seating arrangements and meeting site selection to influence the results of negotiations.

1.5 CEU or 15 CPE hours.

Tuition: \$295 (includes AMA course materials: \$120)

**XCP214-102904**

5 sessions W **Apr 25 – May 23** 6:30-9:30pm

*Edward Kurocka, MCCC Instructor*

### Successful Project Management

The objective of the course is to develop skills to manage projects using planning, tracking, monitoring, and control techniques.

1.8 CEU or 18 CPE hours.

Tuition: \$335 (includes AMA course materials: \$120)

**XML170-102905**

6 sessions M **Apr 16 – May 21** 6:30-9:30pm

*Kevin Fitzpatrick, PMP*

**Any questions regarding the AMA certificates, please  
contact ComEd@mccc.edu or call 609.570.3311.**



## Microsoft Office™ 2010 Training

### MS Excel™ 2010 I

**Prerequisite:** Introduction to the OS or equivalent knowledge

You will learn spreadsheet terminology and basic spreadsheet formatting, how to enter and edit data, move and copy data, use simple functions, and create and modify charts. Workbook required. Available in college bookstore.

1.2 CEU. Cost: \$225 (tuition and fees: \$73; lab fees: \$152)

**XCA807-102878**

**Mar 19 – Apr 2\***

4 sessions M,W 6:30-9:30pm

\*No class Mar 26

Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Excel Certified Master/Expert

### MS Excel™ 2010 II

**Prerequisite:** Introduction to the OS or equivalent knowledge;

**MS Excel 2007 I or 2010 I**

This course builds on the skills and concepts taught in Excel 2010 I. You will learn how to use multiple worksheets and workbooks efficiently, and more advanced formatting options. Learn how to work with lists and tables, apply advanced charting techniques, and worksheet auditing and protection. Workbook required. Available in college bookstore.

1.2 CEU. Cost: \$225 (tuition and fees: \$73; lab fees: \$152)

**XCA808-102906**

**Apr 9 – Apr 18**

4 sessions M,W 6:30-9:30pm

John Paone, MCCC Instructor

### MS Access™ 2010 I

**Prerequisite:** Introduction to the OS or equivalent knowledge

Learn how to design and create databases and then create, populate and analyze the data. Work with tables, fields, and records, sort and filter data, and create queries, forms, and reports. Workbook required. Available in college bookstore.

1.2 CEU. Cost: \$225 (tuition and fees: \$73; lab fees: \$152)

**XCA809-102879**

**Mar 5 – Mar 7**

2 sessions M,W 9:30 am – 4 pm\*

\*1/2 hour for lunch

Sue Zimbalist, MCCC Instructor

### MS Access™ 2010 II

**Prerequisite:** Introduction to the OS or equivalent knowledge;

**MS Access 2007 I or 2010 I**

Learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages. Workbook required. Available in college bookstore.

1.2 CEU. Cost: \$225 (tuition and fees: \$73; lab fees: \$152)

**XCA810-102880**

**Mar 12 – Mar 14**

2 sessions M,W 9:30 am – 4 pm\*

\*1/2 hour for lunch

Sue Zimbalist, MCCC Instructor

### Microsoft Excel Certification Preparation 2010

**This course is designed to provide the practical knowledge and skills to prepare for the MOS certification in Excel.**

2.7 CEU. Tuition and fees: \$595 (tuition and fees: \$279; lab fees: \$316) (Fee includes books and exercise disk) Students to pursue exam on own, if desired.

**XCA314-102881**

**Apr 23 – May 10**

9 sessions M,W,Th 6:15-9:15pm

Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Excel Certified Master/Expert

## Web Design and Development

### Advanced Cascading Style Sheets

**NEW!**

**Prerequisites:** Web Design Concepts, Essentials of HTML

This hands-on course delves into advanced CSS techniques used to build web-standard site layouts (without tables). Advanced CSS topics include CSS3 and responsive web design. Students will work on projects that include creating a multi-column layout from hand-coded CSS, and adapting that layout to deliver well-designed, focused content on varying media types from desktops to mobile devices using responsive web design techniques. Students will also learn the latest CSS3 properties to add additional flare to their web pages. Textbook required. Available in college bookstore.

Cost: \$399 (tuition: \$169; lab fees: \$230)

**XCS403-102886**

**Apr 3 – Apr 19\***

\*No class Apr 5, moved to Wed Apr 4

6 sessions Tu,Th 6:30-9:30pm

Rich Finelli, MCCC Instructor

### Essentials of HTML

**Prerequisite:** Basic knowledge of Windows; familiarity with creating and saving files, ability to touch type

Course will cover an overview of the essential HTML tags needed for designing web pages. (ISBN 0-321-43084-0) Materials will be provided by instructor.

1.8 CEU. Cost: \$399 (tuition: \$169; lab fees: \$230)

**XCS311-102882**

**Mar 26 – Apr 16\***

\*No class Apr 11

6 sessions M,W 6:30-9:30pm

Alvin Daniel, MCCC Instructor

### Intro to Photoshop CS5

**Prerequisite:** Introduction to Windows, experience with word processing desirable

Topics include resolution and image size, palettes and file formats, and color and tonal adjustments. Textbook required. Available in college bookstore.

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCA141-102883**

**Apr 12 – May 3**

4 sessions Th 6:30-9:30pm

Larry Petrarco, MCCC Instructor

### Intro to Dreamweaver CS5

**Prerequisite:** Essentials of HTML, and knowledge of Windows

Topics include: working with text and images, links, image maps, tables, page layout, and templates. Textbook required. Available in college bookstore.

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

**XCS354-102884**

**Apr 23 – May 14**

4 sessions M 6:30-9:30pm

John Paone, Adobe Certified Associate

### Intro to Illustrator CS5

Adobe Illustrator helps you create beautiful and scalable illustrations, logos, web layouts, and even simple page layouts. Illustrator also helps you create for use in your Macromedia Flash projects. This course will provide a full overview of the program's capabilities and functionality.

1.2 CEU. Cost: \$266 (tuition: \$113; lab fees: \$153)

Textbook required. Available in college bookstore.

**XCA135-102885**

**Apr 21 – May 5**

3 sessions Sat 9 am – 1 pm

Don Hankinson, MCCC Instructor

## Personal Development

**NEW!**

### How to Become an Effective Substitute Teacher

This course is intended for you if you would like to become a substitute teacher in any public or private school in the State of New Jersey. It is also designed to provide you with those tools necessary to be a highly effective professional in the classroom.

#### Course Objectives/Outline

Upon completion of this course, you will be able to:

- Navigate the substitute teacher application process
- Understand the roles and responsibilities of a substitute teacher
- Develop the skills necessary for appropriate classroom management
- Recognize how to maintain positive classroom climate
- Appreciate the development of good lesson planning and lesson follow-through
- Value different student learning styles as they correlate to various models of teaching
- Realize the need for good personal relationship building with students and fellow school personnel
- Appreciate the learning disabled child

Tuition and fees: \$136

**XCP177-102902**

3 sessions

Tu, Th

**Mar 20 – Mar 27**

6 – 9 pm\*

\*Last class (Mar 27) 6 – 8 pm

**XCP177-102903**

2 sessions

Sat

**Apr 28 – May 5**

9 am – 1 pm

William Robbins, MCCC Instructor

### Introduction to the Teaching Profession: 24-Hour Pre-service Program

This course is a prerequisite of the NJ Department of Education for all Certificate of Eligibility applications received after October 31, 2009.

New Pathways to Teaching is pleased to offer this new program required for all alternate route candidates who plan to apply for a Certificate of Eligibility (CE). This course will include:

- An Overview of the Teaching Profession
- Classroom Management
- Assessment Tools
- Lesson Plans
- Learning Strategies

This is a noncredit course with 20 hours of classroom work and a 4-hour classroom observation requirement. Book available for purchase at the Registration Desk in the Conference Center for approximately \$55.

2.0 CEU. Tuition and fees: \$200

Students must register for both reference numbers:

**XCP101-102887 (classroom component) and**

**XCP108-102888 (internship component - no fee) Mar 12 – Apr 16\***

10 sessions

M, Th

6-8pm

\*No class Apr 5

William Osman, MCCC Instructor

### Terminology for Pharmacy Technicians

This course will provide an introduction to pharmaceutical terminology including: common prescription drugs, therapeutic indications, drug classifications, medical abbreviations, and symbols. The students will also learn about and decipher the various parts of a prescription and hospital medical chart.

1.8 CEU. Tuition and fees: \$180

**XAH153-102929**

6 sessions

W

**Apr 11 – May 16**

6-9pm

Jonathan Marbach, MCCC Instructor

**NEW!**

### Understanding the College Admissions Process

*This course is open to both students and parents, however, parents MUST be accompanied by a student. Students must meet the grade requirement.*

This course helps students currently in 10th or 11th grade, as well as transfer students, learn about the college admissions process for any college or university. The college admissions process can be overwhelming, and preparing yourself is the best way to stay ahead. Each school has different requirements, but this course will help you focus on what schools you are interested in and how to create an appealing application for each. Topics that will be covered include: finding colleges you are interested in, filling out the application, creating a resume, writing an essay and how to handle the interview process.

Tuition and fees: \$48

**XPE231-102921 (students)**

**XPE232-102922 (parents)**

2 sessions

Sat

**Mar 24 - 31**

9 am – 12 pm

Brielle Parady, MCCC Instructor

## Culinary Arts

### Knife Skills

Don't think you can cut it? Learn from an expert how to handle a knife like a pro. Learn the techniques to improve your dexterity and confidence in the kitchen. This class also shows you how to make some impressive garnishes with your new skills.

Tuition and fees: \$79 (tuition \$20; fees \$59-includes a high quality 8" chef's knife that's yours to keep)

**XCU676-102959**

1 session

Sa

**May 12\*\***

9 am -12 pm

**XCU676-102799**

1 session

Sa

**May 12\*\***

2-5pm

Chef Bill Conrad

\*\*Registration for these courses begins after March 9.

### ServSafe® Certification Food Safety Manager Exam Prep and Exam

Our ServSafe® training course provides professional food protection managers with the tools needed to identify and prevent foodborne illnesses. Please obtain and review the textbook before beginning class and bring 2 forms of ID (one photo) to class to take the exam. Textbook required: ServSafe® 5th Edition with answer sheet. Available in college bookstore. The exam will be given at the end of the second class.

Tuition and fees: \$99 (tuition \$94; fees \$5)

**XCU607-102916**

2 sessions

Tu

**Mar 27 – Apr 3**

5:30-9:30pm

Frank Benowitz, MCCC Instructor

**XCU607-102910**

2 sessions

Tu

**Apr 17 – Apr 24**

5:30-9:30pm

Douglas E. Fee, CHE, MCCC Instructor

### ServSafe® Re-Certification

It is recommended that ServSafe® certified restaurant personnel in New Jersey obtain re-certification every three years and are required to do so every five years. Please be sure to bring photo ID and familiarize yourself with the ServSafe® Essentials book with the test answer sheet.

Tuition and fees: \$59 (tuition \$54; fees \$5)

**XCU608-102917**

1 session

Tu

**Apr 3**

5:30-9:30pm

Frank Benowitz, MCCC Instructor

**XCU608-102911**

1 session

Tu

**Apr 24**

5:30-9:30pm

Douglas E. Fee, CHE, MCCC Instructor

Back by popular demand!

## Building Performance Institute (BPI) Courses

### BPI Certification: Building Analyst I Training

Train to perform whole house energy audits with Building Performance Institute's (BPI) Building Analyst I certification. In this two-week training program, become skilled at how to find the cause of your customers' energy conservation problems and provide solutions that work. Fee includes written and field tests, scorings, as well as course materials, handouts and reference books.

6.0 CEU. Tuition and fees: \$1600 (\$400 tuition; \$1200 fees) (includes all materials, testing, scoring and reporting)

**XTC135-102925**

10 sessions  
\*1 hour lunch

M-F

**Apr 9 – Apr 20**  
9am - 4 pm\*

Charles Goldate, Technical Services Manager, EAM Associates

### BPI: Envelope/Shell Professional

This training will give you a deeper understanding of the building envelope and its interaction with other building systems. Building upon the foundation introduced in BPI Building Analyst I Training, BEP training participants will learn the skills needed to become a Building Envelope Professional. This class includes all fees for the BEP written and field tests. 4.2 CEU. Tuition and fees: \$1225 (\$225 tuition; \$1000 fees)

**XTC136-102927**

7 sessions  
\*1 hour lunch

M-F

**Apr 23 – May 1**  
9am-4pm\*

Charles Goldate, Technical Services Manager, EAM Associates

GI Bill reimbursement of costs for BPI is available.  
For more information, email [ComEd@mccc.edu](mailto:ComEd@mccc.edu).

## Reiki Overview

NEW!

Reiki attunes the energy flow within the body and allows for one's natural healing process to occur. Experience this gentle healing energy while learning about this ancient art. Reiki can be used to relieve stress, boost the immune system and promote inner peace.

Come to an overview to learn about Reiki. \$10  
Those who attend will receive a 10% off coupon for a Reiki course.  
**Wednesday, March 14 • 6 – 7 pm**  
The Conference Center  
XAH216-102918

### Reiki Level I

The Japanese word "Reiki" means universal life force energy and also refers to the technique of hands-on healing that uses this energy to restore physical, mental and emotional balance. Reiki can be used on yourself, on others, and even your pets. Reiki promotes healing, boosts the immune system and restores your body's natural ability to heal itself. This gentle, non-invasive system of natural healing is frequently used in the healthcare setting as complementary care. All students will practice giving and receiving Reiki. Dress comfortably and bring a pillow, blanket, lunch and bottled water. Limited enrollment.

Tuition and fees: \$125

**XAH219-102919**

2 sessions

Sa,Su

**Apr 14 – Apr 15**  
10am-4pm\*

**XAH219-102920**

2 sessions

Sa,Su

**Apr 28 – Apr 29**  
10am-4pm\*

\*1/2 hour for lunch

Maryann Marian, MSW, Reiki Master



### Register Now!

call: **609.570.3311**

email: **ComEd@mccc.edu**

Please visit [www.mccc.edu/ccs](http://www.mccc.edu/ccs)  
for complete program information.



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