



SPRING 2020

CREDIT & NONCREDIT COURSES

PLUS WINTER SESSION

ACCELERATED CLASSES (page 6)



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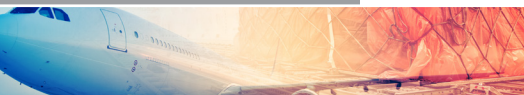
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This publication is available in alternate form upon request.
Contact the coordinator of Special Services at (609) 570-3525.



NONCREDIT & CONTINUING STUDIES INFORMATION SESSIONS

Join us at The Center for Continuing Studies to learn more about our programs at any of our upcoming FREE Information Sessions.

FEBRUARY

Monday

3

at 6 pm

West Windsor Campus
**Certified Nurse Aide and
Certified Home Health Aide**

MARCH

Wednesday

4

at 6 pm

West Windsor Campus
Medical Billing & Coding

Wednesday

18

at 6 pm

West Windsor Campus
Clinical Development

Wednesday

18

at 6 pm

West Windsor Campus
Veterinary Assistant

Wednesday

18

at 6 pm

West Windsor Campus
Amazon Web Services

APRIL

Wednesday

7

at 6 pm

James Kerney Campus
Phlebotomy and EKG

MAY

Monday

11

West Windsor Campus
**Montessori Teacher
Certification**

LEARN about course details and the application process.

MEET our program staff and educators.

ASK questions about the program, enrollment requirements, and more!

Registration is encouraged but not required.

To register, visit our website at www.mccc.edu/ccs or call 609.570.3311



SPRING AHEAD!
www.mccc.edu/spring

For Best Class Selection...

REGISTER NOW for College Credit Courses ► page 81

REGISTER NOW for Continuing Studies / Noncredit ► page 84

EXPLORE MERCER! OPEN HOUSE

Wednesday, April 22 | 6 to 8 p.m.

Student Center Cafeteria
West Windsor Campus, 1200 Old Trenton Road



Meet our professors and current students as well as Transfer and Financial Aid representatives. Explore careers and majors, including some exciting newly introduced academic programs – even bachelor's and master's degrees through The University Center at MCCC. Find out how technology supports teaching and learning. Enjoy refreshments. Explore Mercer!

*Reservations preferred but not required. Please RSVP at www.mccc.edu/openhouse.
For more information e-mail admiss@mccc.edu*

FOR MORE INFORMATION ABOUT...

ADMISSIONS

(609) 570-3795



ACADEMIC ADVISEMENT

(609) 570-3292 or 3139



ACADEMIC TESTING CENTER

(609) 570-3295



COUNSELING

(609) 570-3354 or 3563



CREDIT COURSE REGISTRATION

(609) 570-3228 or 3139



EDUCATIONAL OPPORTUNITY FUND

(609) 570-3423



FINANCIAL AID

(609) 570-3210 or 3178



INTERNATIONAL STUDENT SERVICES

(609) 570-3531



JAMES KERNEY CAMPUS SERVICES

(609) 570-3139



NONCREDIT COURSES

(609) 570-3311



RETENTION SERVICES

(609) 570-3423



STUDENT SUPPORT SERVICES

(609) 570-3492



TRANSFER COUNSELING

(609) 570-3307 or 3397



ACADEMIC DIVISIONS

Business & STEM

(609) 570-3482

Health Professions

(609) 570-3383

Liberal Arts

(609) 570-3378

MAIN NUMBER:

(609) 586-4800

CHOOSE FROM OUR CONVENIENT TERMS:

CREDIT COURSES

WS (Winter Session): Dec. 16 - Jan. 24

S: January 21 - May 4

S7A: January 21 - March 9

S10: February 18 - May 4

S7B: March 10 - May 4

Actual start and end dates for classes vary within each term's date range.

For more key dates, see page 79.

NONCREDIT COURSES

SPRING Semester: January - April

SUMMER Semester: May - August

FALL Semester: September - December

The Center for Continuing Studies provides lifelong personal enrichment and professional learning opportunities to meet the needs of the community and regional businesses through a diverse range of noncredit programs and courses.

EARN A DEGREE OR CERTIFICATE, UPDATE KNOWLEDGE, IMPROVE SKILLS, OR SIMPLY TAKE CLASSES OF INTEREST

Whatever your academic or career interests, life position and aspirations, Mercer County Community College offers practical, abundant opportunities for higher education and continuing studies – an impressive range of options for you to meet, and perhaps even exceed, your educational expectations.

Program Possibilities

- More than 100 degree and credit certificate programs leading to further education or directly to employment.
- Earn college credits for prior learning and experience.
- Dual admissions and transfer agreements for those seeking to pursue advanced degrees from other schools. (see page 77)
- Certain bachelor's and master's degrees earned right on-site through The University Center at Mercer. (see page 71)

Course Options

- Hundreds available – choose your subject!
- Practical and convenient day, evening, and weekend scheduling.
- Accelerated classes in later-starting terms in addition to standard 14-week classes.
- Generous selection of online classes, even study abroad! (see page 60)
- Mercer Honors Program for an enriched academic experience. (see page 71)
- Free academic advising, tutoring, counseling services.

Payment Plans

- Reasonable tuition. (see page 79)
- Financial aid assistance for those who qualify. (see pages 77 and 80)
- Monthly payment plan. (see page 80)
- Scholarship opportunities – hundreds available! (see page 82)

NEED HELP WITH CAREER PLANNING?

Contact a career counselor at (609) 570-3397 or careers@mccc.edu to learn more about career options that match your interests and abilities.

NEED MORE INFORMATION?

Call the Admissions office at (609) 570-3795 (West Windsor Campus) or (609) 570-3139 (Trenton Campus).

EQUAL OPPORTUNITY POLICY

Mercer County Community College is committed to a policy of equal treatment and opportunity in every respect of its relations with current and prospective faculty and staff members, without regard to race, color, religion, affectional or sexual orientation, gender and/or gender identity or expression, marital or parental status, ethnicity, nationality, veteran or military status, age, disability and any other legally protected basis. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, compensation, and granting of tenure. Questions regarding the equal opportunity policy and compliance statement may be directed to the Affirmative Action Officer, West Windsor Campus, (609) 570-3635.



www.mccc.edu/mymercer

- Browse Courses
- Register for Classes
- Pay Online
- Explore and Monitor Financial Aid
- Access MercerMail
- View and Print Class Schedules
- Grades
- Transcripts
- and more!

TWO CAMPUSES:

West Windsor Campus

1200 Old Trenton Road
West Windsor, NJ 08550

James Kerney Campus

102 North Broad Street
Trenton, NJ 08608

NEED HELP CHOOSING COURSES?

- Contact the Advisement Center:
e-mail advisor@mccc.edu
- Call Admissions: (609) 570-3795
- Contact faculty and staff members within the academic division responsible for the course:

CREDIT COURSES

Business & STEM(609) 570-3482
Health Professions(609) 570-3383
Liberal Arts(609) 570-3378

NONCREDIT COURSES

Center for Continuing Studies (609) 570-3311

Catch Up or Get Ahead with Accelerated Classes

For students seeking to complete a course in two weeks on campus or in six weeks online this winter, Mercer County Community College offers more than 50 accelerated classes during its traditional mid-winter break.

2019-2020 WINTER SESSION	Classes begin; start of \$35 Late Registration fee	Final day of course refund eligibility	Withdrawal deadline	Classes end (excluding final exams)
On-Campus classes	Jan. 2, 2020	Jan. 3, 2020	Jan. 4, 2020	Jan. 10, 2020
MercerOnline classes	Dec. 16, 2019	Dec. 17, 2019	Jan. 3, 2020	Jan. 24, 2020

On-Campus Courses: January 2-10, 2020

West Windsor Campus

COURSE	SECTION	TYPE	DAYS	TIME start / end	TERM start / end	LOCATION	CREDITS
BIO—Biology Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/BIO							
Honors Research in Biology I	BIO-293-800	IND			WS 1/2/2020 1/10/2020	WWC	2 cr
CHE—Chemistry Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/CHE							
Honors Research in Chemistry I	CHE-293-805	LAB			WS 1/2/2020 1/10/2020	WWC	2 cr
EET—Electronic Engineering Technology Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/EET							
Intro to Electronics I	EET-138-020	LEC	MTWTH	01:00PM 04:30PM	WS 1/2/2020 1/10/2020	WWC	4 cr
FUN—Funeral Service Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/FUN							
Funeral Srv Laws Rules&Regs	FUN-220-010	LEC	FS	09:00AM 03:30PM	WS 1/2/2020 1/10/2020	WWC	1 cr
HOS—Hospitality Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/HOS							
Breakfast/Pantry	HOS-110-010	LEC	MTWTHF	07:00AM 11:50AM	WS 1/2/2020 1/10/2020	WWC	2 cr
HPE—Health/Physical Education Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/HPE							
Concepts of Health/Fitness	HPE-110-015	LEC	MTWTHF	09:00AM 11:30AM	WS 1/2/2020 1/10/2020	WWC	2 cr
Living With Health	HPE-111-030	IND			WS 1/2/2020 1/10/2020	WWC	3 cr
Personal Fitness	HPE-171-015	LEC	TWTH	06:00PM 08:30PM	WS 1/2/2020 1/10/2020	WWC	1 cr
Beginning Tennis	HPE-225-020	IND			WS 1/2/2020 1/10/2020	WWC	1 cr

Online Courses: Dec. 16, 2019 - Jan. 24, 2020

(see MercerOnline details, page 61)

COURSE	SECTION	TYPE	DAYS	TIME start / end	TERM start / end	LOCATION	CREDITS
BIO—Biology Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/BIO							
Human Anatomy	BIO-106-315	WEB			WS 12/16/2019 1/24/2020	MercerOnline	4 cr
Biological Science Concepts	BIO-113-315	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
BUS—Business Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/BUS							
Introduction to Business	BUS-101-320	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Business Law I	BUS-107-300	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Business Law II	BUS-108-315	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Business Communication	BUS-209-310	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
CIS—Computer Information Systems Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/CIS							
PC Applications: Spreadsheets	CIS-175-300	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr

COURSE	SECTION	TYPE	DAYS	TIME start / end	TERM start / end	LOCATION	CREDITS
CRJ—Criminal Justice		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/CRJ					
Criminology	CRJ-105-300	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Criminal Law	CRJ-202-300	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Juvenile Justice	CRJ-212-300	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
ENG—English		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/ENG					
English Composition I	ENG-101-325	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
English Composition I	ENG-101-335	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
English Composition II	ENG-102-325	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
English Composition II	ENG-102-335	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
American Literature I	ENG-205-300	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Children's Literature	ENG-222-315	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
HIS—History		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/HIS					
United States History to 1865	HIS-105-305	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
United States Hist Since 1865	HIS-106-305	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
World History Since 1500	HIS-113-305	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
HPE—Health/Physical Education		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/HPE					
Basic Concepts of Nutrition	HPE-101-315	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Living With Health	HPE-111-355	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Living With Health	HPE-111-365	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Living With Health	HPE-111-370	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Living With Health	HPE-111-375	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Medical Terminology	HPE-113-305	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
IST—Information Systems Technology		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/IST					
Computer Concepts/Applications	IST-101-320	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Computer Concepts/Applications	IST-101-345	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Computer Concepts/Applications	IST-101-360	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
MAT—Mathematics		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/MAT					
Mathematics for Liberal Arts	MAT-120-335	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Elementary Statistics I	MAT-125-355	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Elementary Statistics I	MAT-125-365	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
MKT—Marketing		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/MKT					
Principles of Marketing	MKT-101-305	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
NET—Networking Technology		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/NET					
Linux	NET-212-300	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Linux	NET-212-310	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Network Security	NET-240-300	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
PHI—Philosophy		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/PHI					
Introduction to Philosophy	PHI-102-305	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Moral Choices	PHI-205-310	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
POL—Political Science		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/POL					
American Political System	POL-101-315	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
PSY—Psychology		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/PSY					
Introduction to Psychology	PSY-101-315	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Introduction to Psychology	PSY-101-325	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Developmental Psychology	PSY-207-325	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
SOC—Sociology		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/SOC					
Introduction to Sociology	SOC-101-325	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Introduction to Sociology	SOC-101-335	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
SPA—Spanish		Course descriptions, prerequisites, corequisites > www.mccc.edu/courses/SPA					
Beginning Spanish I	SPA-101-305	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Beginning Spanish I	SPA-101-315	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr
Beginning Spanish II	SPA-102-305	WEB			WS 12/16/2019 1/24/2020	MercerOnline	3 cr

KEEP YOUR MIND AND BODY FIT AT MCCC



Want to work in the fitness industry? Mercer County Community College is a great place to get your career in shape! Students studying Exercise Science will acquire the skills, knowledge, and experience they need to reach their personal best as professionals in the wellness field, as well as prepare for transfer to related baccalaureate programs.

Career opportunities include personal training, coaching, education, exercise physiology, exercise research, health promotion and program management, rehabilitative exercise, and sport-specific athletic performance. Not only will you earn your associate degree, you will also be prepared to take the National Strength and Conditioning Association's Certified Personal Trainer (NSCA-CPT) exam, which incorporates certification for First Aid Cardio-Pulmonary Resuscitation (CPR) for the Professional and Automated External Defibrillator (AED).

For a shorter-term option, MCCC's Center for Continuing Studies (CCS) offers a 30-hour Certified Personal Trainer course that prepares participants for the exam as a Level I trainer.

If personal wellness is your goal, CCS offers a variety of courses to help you get and stay in shape. Aquatics classes in the college's Olympic-size pool are offered for beginning to advanced swimmers, from infants and preschoolers to teens and adults. Aqua fitness classes strengthen your muscles, your core, and your cardiovascular system – without damaging your joints!

If land-based workouts are more your thing, CCS offers plenty of group exercise classes. Challenge yourself with Pilates, dance, or t'ai chi classes!

Keep "mind and body" fit for a lifetime. Fit Mercer County Community College into your training schedule!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on "for college credit" classes in the **Exercise and Fitness** category. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

HEALTH / PHYSICAL EDUCATION

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/HPE

HPE 101	Basic Concepts of Nutrition
HPE 110	Concepts of Health and Fitness
HPE 111	Living with Health
HPE 163	Principles of Coaching
HPE 171	Personal Fitness
HPE 241	Applied Exercise Physiology
HPE 242	Exercise Measurement and Prescription
HPE 243	Exercise Science Field Experience



DEGREE PROGRAM

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer in the exercise and fitness fields!

ASSOCIATE DEGREE

- Exercise Science



AQUATICS

FIRST DIP (AGES 6 MONTHS-2 YEARS)

Requirements: Child must be accompanied by a parent in the pool. Children who are not toilet trained must wear a swim diaper.

A fun and interactive experience for both the child and parent while familiarizing the child with water while getting their faces wet. In this class, the accompanying adult's participation in the lessons is a key part of the child's experience. Rather than being on the sidelines, you'll be in the water, having fun with your child.

NCSWM-CS017-01 / cost: \$120 for adult and child

DATES	Jan 24 – Mar 27	TIME	6:30-7:20pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	F	NOTES	

NCSWM-CS017-02 / cost: \$120 for adult and child

DATES	Jan 25 – Mar 28	TIME	12:00-12:50pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	SA	NOTES	

AMERICAN RED CROSS

PRESCHOOL SWIM PROGRAM (AGES 3-5)

Requirements: Child must be 3 years old prior to the first class. Children in this class are taught basic aquatic safety and swimming skills while increasing their comfort level in and around the water. Skills are age-appropriate, helping children achieve success on a regular basis while enjoying social interactions with other children. **Parents and/or guardians are not allowed to accompany children directly in the pool.**

NCSWM-CS045-01 / cost: \$120

DATES	Jan 24 – Mar 27	TIME	6:30-7:20pm
SESSIONS	10	INSTRUCTOR	Samantha Gordon
DAY	F	NOTES	

NCSWM-CS045-02 / cost: \$120

DATES	Jan 25 – Mar 28	TIME	9:00-9:50am
SESSIONS	10	INSTRUCTOR	Samantha Gordon
DAY	SA	NOTES	

NCSWM-CS045-03 / cost: \$120

DATES	Jan 25 – Mar 28	TIME	12:00-12:50pm
SESSIONS	10	INSTRUCTOR	Samantha Gordon
DAY	SA	NOTES	

PRESCHOOL SWIM PROGRAM (AGES 3-5)

Requirements: Child must be 3 years old prior to the first class. This program teaches children swimming skills that could be lifesaving while improving their competency. Children in this program learn to swim with their face submerged in water. **Parents and/or guardians are not allowed to accompany children directly in the pool.**

NCSWM-CS055-01 / cost: \$120

DATES	Jan 21 – Apr 14	TIME	9:15-10:05am
SESSIONS	12	INSTRUCTOR	Barbara Sedia/Patricia Sylvester
DAY	TU	NOTES	

NCSWM-CS055-02 / cost: \$120

DATES	Jan 21 – Apr 14	TIME	10:10-11:00am
SESSIONS	12	INSTRUCTOR	Barbara Sedia/Patricia Sylvester
DAY	TU	NOTES	

NCSWM-CS055-03 / cost: \$120

DATES	Jan 22 – Apr 8	TIME	1:00-1:50pm
SESSIONS	12	INSTRUCTOR	Barbara Sedia/Patricia Sylvester
DAY	W	NOTES	

NCSWM-CS055-04 / cost: \$120

DATES	Jan 22 – Apr 8	TIME	1:55-2:35pm
SESSIONS	12	INSTRUCTOR	Barbara Sedia/Patricia Sylvester
DAY	W	NOTES	

LEARN TO SWIM PROGRAM (AGES 5-12)

Requirements: Child must be 5 years old prior to the first class

NCSWM-CS042-01 / cost: \$140

DATES	Jan 25 – Mar 28	TIME	8:00am-12:00pm (varies). Class runs 50 minutes.
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	SA	NOTES	See enrollment instructions as follows.

NEW STUDENTS (LEARN TO SWIM PROGRAM ONLY)

- Must attend an in-water screening in order to be assigned to the appropriate class level in the American Red Cross Progressive Swimming Sequence (see below for screening dates and information).
- Must complete registration in person prior to attending the screening session
- Registration closes on January 14, 2020
- No refunds will be provided if you register but are unable to make either screening date.
- Parents and/or guardians are not allowed to accompany children directly in the pool.
- Please visit our website for the complete Pool & Aquatics policy.

New Student Screening Dates

Saturday, January 11: 10:00 or 11:00am
OR
Wednesday, January 15: 6:30 -7:30pm

IMPORTANT: Due to the size of our program, we can offer new student screening ONLY on the designated dates and time. If you miss the screening on the designated dates, please do not come to the pool during class times.

All students:

- Classes will be between 8:00am – 12:00pm. Class times are assigned based on the skill level screening and each runs for 50 minutes.
- Please ensure your child will be available between 8:00am – 12:00pm before you consider enrollment in this program. We are unable to accept requests for specific time slots.
- Parents will be notified before the first day of class of their child's assigned class time and level.
- Registration must be completed on the phone or by mail only. NO ONLINE registrations permitted.

Other Registration start dates:

Currently enrolled students: November 11
Siblings of currently enrolled students and Pre-K graduates: December 2
Open registration: December 9



TEEN SWIM (AGES 12-17)

Teens can learn to swim or improve their swimming skills in classes designed in a fun, relaxed way.

NCSWM-CS043-01 / cost: \$120

DATES	Jan 22 – Mar 25	TIME	7:30-8:20pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	W	NOTES	

ADULT BEGINNERS SWIM

Adult non-swimmers will learn the front crawl, back crawl, elementary backstroke, underwater swimming, and rhythmic breathing. Elementary diving and treading water will be introduced.

NCSWM-CS048-01 / cost: \$132

DATES	Jan 21 – Mar 24	TIME	7:00-7:50pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	TU	NOTES	

NCSWM-CS048-02 / cost: \$132

DATES	Jan 27 – Mar 30	TIME	7:30-8:20pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	M	NOTES	

ADULT INTERMEDIATE SWIM

Geared to adults who can swim 5-10 yards on their front and back, and want to continue their progress. Review and improve swim strokes (freestyle, elementary backstroke, and back crawl) with practice and drills. Breaststroke, sidestroke, and open turns are introduced. Treading water, rhythmic breathing, entering deep water and elementary diving will be included.

NCSWM-CS053-01 / cost: \$132

DATES	Jan 24 – Mar 27	TIME	7:30-8:20pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	F	NOTES	

ADULT ADVANCED SWIM

For those familiar with swim strokes and who want to improve swimming and diving skills. Focus on swimming endurance, swim techniques, and flip turns while being introduced to sidestroke and butterfly. Swimming drills will be performed to improve strokes as well as starts. A variety of dives from the side of the pool, blocks, and board will be taught.

NCSWM-CS054-01 / cost: \$132

DATES	Jan 21 – Mar 24	TIME	8:00-8:50pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	TU	NOTES	

H2O FITNESS

Held in our heated pool, you will work out to music in shallow and deep water. The goal of this class is to build strength, flexibility, cardio endurance, balance, and overall well-being. There is no swimming during these classes. Pool shoes are strongly recommended.

NCSWM-CS047-01 / cost: \$132

DATES	Jan 27 – Mar 30	TIME	6:30-7:20pm
SESSIONS	11	INSTRUCTOR	Lori Gordon
DAY	M	NOTES	

NCSWM-CS047-02 / cost: \$132

DATES	Jan 29 – Apr 1	TIME	6:30-7:20pm
SESSIONS	11	INSTRUCTOR	Lori Gordon
DAY	W	NOTES	

ARE YOU WSI CERTIFIED?

Join Our Team!

We are looking for Swim Instructors interested in teaching group swim lessons to children and adults. We are also looking for instructors interested in teaching aqua fitness classes.

**For more information or to apply, email
ComEd@mccc.edu or call 609.570.3311**



AQUA-FIT WORKOUT

This low impact, muscle strengthening and endurance building class held in our heated pool. You will experience a full body workout that includes aerobics, core work and weight training set to music. There is no swimming during these classes. Pool shoes are strongly recommended. Students can register for one or multiple classes.

NCSWM-CS051-01 / cost: \$120

DATES	Jan 6 – Mar 16	TIME	8:30-9:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	M	NOTES	No class Jan 20

NCSWM-CS051-02 / cost: \$120

DATES	Jan 8 – Mar 11	TIME	8:30-9:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	W	NOTES	

NCSWM-CS051-03 / cost: \$120

DATES	Jan 10 – Mar 13	TIME	8:30-9:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	F	NOTES	

E-Z AQUA EXERCISE

Begin your fitness lifestyle with this moderate intensity workout in our heated pool. This class targets endurance, muscular strength, range of motion, and balance while being low-impact on joints. There is no swimming during these classes. Pool shoes are strongly recommended. Students can register for one or multiple classes.

NCSWM-CS052-01 / cost: \$120

DATES	Jan 6 – Mar 16	TIME	9:30-10:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	M	NOTES	No class Jan 20

NCSWM-CS052-02 / cost: \$120

DATES	Jan 8 – Mar 11	TIME	9:30-10:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	W	NOTES	

NCSWM-CS052-03 / cost: \$120

DATES	Jan 10 – Mar 13	TIME	9:30-10:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	F	NOTES	



REGISTER TODAY FOR NON-CREDIT COURSES

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FITNESS, DANCE, AND RECREATION

PERSONAL TRAINER CERTIFICATION

Offered through our partnership with World Instructor Training Schools (W.I.T.S.), this personal trainer course is a great start to becoming a successful Certified Personal Trainer. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments; and 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills, and more.



- Students may begin to work immediately upon successfully passing the Level 1 Certified Personal Trainer exam.
- CPR/AED is required to prior to taking the exam.
- Students are provided with an option to complete a 30-hour employer internship to get to the Level 2 Certified Personal Trainer credential at no additional cost.
- Students must be 18 years of age to enroll.
- Certified Personal Trainer Course with Test Voucher Included.
- Students will earn 6.0 CEUs through IACET and AOTA or 60 W.I.T.S. CECs0029.

Textbook is required and not included in course fees. Fitness Professional's Handbook 7th ed. with web resources (ISBN-13: 9781492523376). Call 888-330-9487 or visit www.witseducation.com to order the textbook.

NCHCP-CS025-01 / cost: \$791

DATES	Feb 16 – Mar 29	TIME	10:00am-5:00pm
SESSIONS	6	INSTRUCTOR	WITS
DAY	SU	NOTES	No class Mar 22



PILATES - MAT

Mat work is a great place to begin with Pilates. All of the fundamental movements and Pilates exercise principles are incorporated in the mat exercises. These exercises are adaptable to any level. Gain strength and confidence quickly when using the Pilates method. Please wear comfortable clothing, bring a mat and water.

NCREC-CS023-01 / cost: \$150

DATES	Jan 23 – Mar 26	TIME	7:00-8:00pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	TH	NOTES	Senior Discount Eligible

T'AI CHI CH'UAN

T'ai Chi Ch'uan is the ancient Chinese secret to health, rejuvenation, and longevity. A martial art and moving meditation, T'ai Chi is based on Taoist philosophy, emphasizing calm awareness and inner tranquility.

NCREC-CS005-01 / cost: \$60

DATES	Feb 5 – Mar 11	TIME	7:00-8:00pm
SESSIONS	6	INSTRUCTOR	Guy DeRosa
DAY	W	NOTES	Senior Discount Eligible

BELLY DANCING - BEGINNER

Discover the beauty and mystery of this ancient art form. Raqs Sharqi, oriental dance or belly dance will help you tone, strengthen and improve flexibility, feel more confident, elegant and poised. You will learn basic stance, basic arm and body movement and positions most often seen in Egyptian style belly dance. A choreography suitable for performance will be taught that will continue into the Intermediate Level. Please wear comfortable clothing that allows complete freedom of movement. No shoes allowed on the dance floor.

NCPER-CS038-01 / cost: \$65

DATES	Jan 14 – Feb 18	TIME	12:30-1:30pm
SESSIONS	6	INSTRUCTOR	Alma Castillo
DAY	TU	NOTES	Class meets at JKC - Trenton

NCPER-CS038-02 / cost: \$65

DATES	Jan 16 – Feb 20	TIME	5:30-6:30pm
SESSIONS	6	INSTRUCTOR	Alma Castillo
DAY	TH	NOTES	Class meets at WWC

BELLY DANCING - INTERMEDIATE

You will refine movements learned in the beginner's class and will begin working with props (finger cymbals or zills, and veil). During this course, you will continue working on the choreography introduced in the Beginner Level.

NCPER-CS039-01 / cost: \$65

DATES	Feb 25 – Apr 7	TIME	12:30-1:30pm
SESSIONS	6	INSTRUCTOR	Alma Castillo
DAY	TU	NOTES	Class meets at JKC - Trenton

NCPER-CS039-02 / cost: \$65

DATES	Feb 27 – Apr 2	TIME	5:30-6:30pm
SESSIONS	6	INSTRUCTOR	Alma Castillo
DAY	TH	NOTES	Class meets at WWC

REGISTER TODAY FOR NON-CREDIT COURSES

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BALLROOM DANCE - BEGINNERS

No experience required! Anyone can learn a variety of social dances in the classic ballrooms styles including waltz, tango, and foxtrot. This course is ideal for anyone that is looking for an entertaining, fun, and social atmosphere to learn the beginning basics of ballroom dancing. No partner necessary.

NCREC-CS029-01 / cost: \$108

DATES	Feb 25 – Mar 31	TIME	6:00-7:00pm
SESSIONS	6	INSTRUCTOR	Skip Ascari
DAY	TU	NOTES	Senior Discount Eligible

LATIN BALLROOM

No experience required! Develop your dance skills in the energetic Latin dances! You will explore styles including tango, bachata, cha cha, salsa, mambo and more! No partner necessary.

NCREC-CS031-01 / cost: \$108

DATES	Feb 25 – Mar 31	TIME	7:00-8:00pm
SESSIONS	6	INSTRUCTOR	Skip Ascari
DAY	TU	NOTES	Senior Discount Eligible

BALLROOM DANCE - INTERMEDIATE

Prerequisite: Ballroom – Beginner or similar dance experience
You have learned the basics steps and started having fun in the Ballroom Dance-Beginners class. Review the dances you are already familiar with and learn new steps in advanced styles to become more confident while having fun.

NCREC-CS030-01 / cost: \$108

DATES	Feb 27 – Apr 2	TIME	6:00-7:00pm
SESSIONS	6	INSTRUCTOR	Skip Ascari
DAY	TH	NOTES	Senior Discount Eligible

SOCIAL DANCING

This course requires no previous dance training! Learn the basic dance moves and spins that are perfect to show off your skills at any dance venue—parties, weddings, dance or nightclubs. In this class, you will learn the styles of rumba, bachata hustle, salsa, and the nightclub foxtrot. No partner necessary.

NCREC-CS032-01 / cost: \$108

DATES	Feb 27 – Apr 2	TIME	7:00-8:00pm
SESSIONS	6	INSTRUCTOR	Skip Ascari
DAY	TH	NOTES	Senior Discount Eligible

BOLLYWOOD DANCE FOR FITNESS - BEGINNER

Bollywood, as a dance form from the Bollywood movies of India, often includes huge musical numbers featuring a whole troupe of dancers. You will build awareness of this high-energy form of dance while learning the culture significance and building confidence during the process. You will leave class ready to take on life's obstacles with grace and power...just a like a Bollywood Star.

NCPER-CS045-01 / cost: \$65

DATES	Jan 28 – Mar 3	TIME	6:00-7:00pm
SESSIONS	6	INSTRUCTOR	Pooja Bindal
DAY	TU	NOTES	Senior Discount Eligible

BOLLYWOOD DANCE FOR FITNESS - INTERMEDIATE

Now that you have mastered the Bollywood steps of the Beginner course, you are ready to take on the next class. Enhance your coordination and agility as you focus on celebrations and themes. This course ends with a student showcase for friends and family.

NCPER-CS046-01 / cost: \$65

DATES	Mar 17 – Apr 21	TIME	6:00-7:00pm
SESSIONS	6	INSTRUCTOR	Pooja Bindal
DAY	TU	NOTES	Senior Discount Eligible



REGISTER TODAY FOR NON-CREDIT COURSES

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BALLET FITNESS

Designed to stretch and strengthen muscles and joints, increase flexibility, improve technique, and correct alignment, all while learning and having fun! Basic ballet fundamentals, terminology, vocabulary, and posture will be incorporated into toning and cardio exercises in the center of the floor. No dance experience required, just the desire to learn and move.

NCREC-CS028-01 / cost: \$65

DATES	Feb 4 – Mar 10	TIME	5:15-6:15pm
SESSIONS	6	INSTRUCTOR	Erica Milcarek
DAY	W	NOTES	Senior Discount Eligible

KAYAKING CLASSES (AGES 18+) - BEGINNER

Join us a few beautiful hours in the morning and learn the basics of kayaking - perfect for beginners. Kayaks and lifejackets will be provided. Classes meet at Rosedale Lake Boat Ramp, at Rosedale Park, 424 Federal City Road, Pennington, NJ 08534.

NCREC-CS011-01 / cost: \$80

DATES	Apr 19	TIME	10:00am-12:30pm
SESSIONS	1	INSTRUCTOR	Bryan Mitchell
DAY	SU	NOTES	

NCREC-CS011-02 / cost: \$80

DATES	Apr 26	TIME	10:00am-12:30pm
SESSIONS	1	INSTRUCTOR	Bryan Mitchell
DAY	SA	NOTES	

BOATING SAFETY - BOATERS LICENSING PREPARATION, SAFE BOATING AND PERSONAL WATERCRAFT COURSE (AGES 13+)

This licensing course prepares students and satisfies the State of New Jersey requirement to operate lawfully a boat or personal watercraft. All necessary filings are completed for each participant after successful passing of the licensing test administered at the end of the class. This course is accredited by the N.J. State Police. All materials included.

NCREC-CS018-01 / cost: \$93

DATES	Mar 10 – Mar 12	TIME	6:00-10:00pm
SESSIONS	2	INSTRUCTOR	Keith Gunsten
DAY	TU, TH	NOTES	

NCREC-CS018-02 / cost: \$93

DATES	Apr 21 – Apr 23	TIME	6:00-10:00pm
SESSIONS	2	INSTRUCTOR	Keith Gunsten
DAY	TU, TH	NOTES	



ARE YOU INTERESTED IN TEACHING?

We are looking to hire specialized instructors including:

- WSI certified aquatics instructors
- Dance instructors
- Fitness instructors
- Recreational Programming instructors

For more information, contact
ComEd@mccc.edu or call 609.570.3311

WHERE LEARNING GETS CREATIVE



Are you a creative person who wants to make the most of your talents? Whether the arts are key to your career aspirations or purely a personal passion, Mercer County Community College can help you realize your creative potential. The college offers a long list of courses, certificates, and degree programs in the arts – from architecture to art history, from digital media arts to dance, from painting to photography, from television to theatre. And that's to name just a few.

Most degree programs in the arts are designed for transfer to four-year schools. Mercer has a wide network of alumni who provide opportunities for internships and even entry-level jobs. In the performing arts, students work with theater, music, and dance professionals, staging full-scale productions at Kelsey Theatre or in the more intimate Studio Theatre performance space several times a year.

MCCC's Center for Continuing Studies (CCS) can also be the place to channel your creative energies and talents. CCS offers a variety of graphic design courses, as individual courses or as part of two different certificate program tracks for either Web Design or Print and Publishing design. Students can continue to explore their creative sides through art, painting, or hand lettering classes; or by taking a hands-on course with photography.

Whether your mission at Mercer is for career advancement or simply to explore your artistic side for fun and family, our instructors are ready to make your creative vision a reality!



STILL SEEKING COLLEGE SOLUTIONS?

- **AFFORDABLE** tuition, plus financial aid, payment plans and scholarships
- **FREE TUITION** for qualified students under the NJ Community College Opportunity Grant program
- **CONVENIENT** campuses in West Windsor and Trenton, and day, evening, weekend and online classes
- **UNIVERSITY CENTER** at Mercer including five partner colleges offering bachelor's degrees
- **TRANSFER** agreements with NJ colleges and universities, plus many other schools nationwide
- **COLLEGE AND CAREER READINESS** through success coaching and tutoring support
- **SPECIALTY PROGRAMS** including Aviation, Funeral Services and Radiography

Register **NOW** for the Spring semester!

For more details, visit at www.mccc.edu/enroll, email admiss@mccc.edu, or call 609-570-3224.



MERCER
COUNTY COMMUNITY COLLEGE
Moving You Forward >>>


COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes in the category of **Arts / Design / Media**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

ADVERTISING + GRAPHIC DESIGN

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ADV

- ADV 101** Advertising Design I
- ADV 110** Typography I: Basics of Graphic Design
- ADV 202** Advertising Design III: Portfolio
- ADV 210** Publication Design
- ADV 220** Illustration I

ARCHITECTURE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ARC

- ARC 104** Computers in Architecture
- ARC 123** Architecture Basic Design II
- ARC 124** History and Theory of Modern Architecture

ART, FINE ARTS, ART HISTORY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ART

- ART 102** Basic Drawing
- ART 104** Life Drawing
- ART 105** Two-Dimensional Design
- ART 106** Three-Dimensional Design
- ART 121** History of Art I
- ART 122** History of Art II
- ART 125** Topics in Contemporary Art
- ART 126** African American Art
- ART 130** Painting I
- ART 145** Beginning Ceramics: Handbuilding
- ART 146** Beginning Ceramics: Wheel-Throwing
- ART 150** Printmaking I
- ART 230** Painting II
- ART 232** Advanced Painting and Drawing
- ART 241** Sculpture II
- ART 250** Printmaking II

COMMUNICATION

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/CMN

- CMN 101** Mass Media
- CMN 102** Media Issues and Ethics
- CMN 107** Cinema
- CMN 111** Speech: Human Communication
- CMN 112** Public Speaking
- CMN 122** Organizational Communication
- CMN 131** Journalism I
- CMN 141** Introduction to Studio Production
- CMN 142** Introduction to Field Production
- CMN 146** Social Media Technologies
- CMN 147** Introduction to Story
- CMN 151** Introduction to Radio
- CMN 153** Digital Audio Production I

- CMN 201** Persuasion and Propaganda
- CMN 214** Issues in Intercultural Communication in the U.S.
- CMN 231** Journalism II
- CMN 242** Advanced Film Production
- CMN 252** Applied Radio Programming and Production

DANCE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/DAN

- DAN 103** Modern Dance I
- DAN 113** Modern Dance II
- DAN 116** Studio Dance Technique I
- DAN 117** Studio Dance Technique II
- DAN 118** Studio Dance Technique III
- DAN 119** Studio Dance Technique IV

DIGITAL MEDIA ARTS

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/DMA

- DMA 110** Digital Imaging
- DMA 115** Vector Drawing
- DMA 120** 3-D Modeling I
- DMA 135** Digital Narrative
- DMA 144** Internet Tools and Techniques
- DMA 145** Web Design I
- DMA 210** Motion Graphics
- DMA 226** Computer Animation II
- DMA 245** Web Design II

DRAFTING / COMPUTER-AIDED DESIGN

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/DRA

- DRA 190** Introduction to Computer-Aided Drafting
- DRA 191** Introduction to Building Information Modeling
- DRA 218** 3-D Modeling / 3-D Printing

ENTERTAINMENT TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ETT

- ETT 200** Technical Production
- ETT 205** Arts and Entertainment Management

FASHION

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/FAS

- FAS 120** Introduction to Fashion Industries
- FAS 130** Introduction to Textiles for Fashion
- FAS 150** Technical Skills for Apparel Production I
- FAS 205** Fashion Visual Merchandising and Display
- FAS 220** History of Costume Design
- FAS 230** Fundamentals of Fashion Buying and Merchandising
- FAS 260** Fashion Industries Capstone and Portfolio

GAME DESIGN

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/GAM

- GAM 120** Game Design Theory and Culture
- GAM 140** Game Design I
- GAM 260** Game Development

DEGREE AND CERTIFICATE PROGRAMS

MUSIC

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/MUS

- MUS 101** Chorus I
- MUS 102** Chorus II
- MUS 103** Introduction to Music
- MUS 109** Applied Music I
- MUS 110** Applied Music II
- MUS 111** Chamber Ensemble I
- MUS 112** Chamber Ensemble II
- MUS 119** Jazz Band I
- MUS 120** Jazz Band II
- MUS 122** Piano Class II
- MUS 123** Music Business
- MUS 127** Music Theory I
- MUS 155** History of Jazz and Blues
- MUS 167** Musicianship I
- MUS 182** Orchestra I
- MUS 183** Orchestra II
- MUS 201** Chorus III
- MUS 202** Chorus IV
- MUS 209** Applied Music III
- MUS 210** Applied Music IV
- MUS 211** Chamber Ensemble III
- MUS 212** Chamber Ensemble IV
- MUS 219** Jazz Band III
- MUS 220** Jazz Band IV
- MUS 222** Piano Class IV
- MUS 225** Music History and Literature II – Baroque Through Modern
- MUS 227** Music Theory III
- MUS 235** Music Composition in the Virtual Studio
- MUS 267** Musicianship III
- MUS 282** Orchestra III
- MUS 283** Orchestra IV

PHOTOGRAPHY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/PHO

- PHO 103** Digital Photography I
- PHO 110** History of Photography
- PHO 203** Photography II
- PHO 251** Documentary Photography

THEATRE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/THR

- THR 101** Introduction to Theatre
- THR 102** Stagecraft
- THR 104** Fundamentals of Acting
- THR 105** Acting II: Principles of Characterization
- THR 217** Theatre Workshop

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer in the arts, design, or media fields!

ASSOCIATE DEGREES

- Advertising + Graphic Design
- Architecture
- Communication
- Communication: New Media
- Communication: Speech and Theatre
- Dance
- Digital Film
- Digital Media Arts
 - 3-D Animation concentration
 - Multimedia concentration
 - Web Design concentration
- Entertainment Technology
 - Music Technology concentration
 - Technical Theatre concentration
- Fashion/Apparel Design
- Game Design
- Illustration
- Music
- Photography
- Radio
- Television
- Theatre
- Visual Arts
 - Art History concentration
 - Ceramics/Sculpture concentration
 - Fine Arts concentration

CREDIT CERTIFICATES

- 3-D Animation
- Photography
- Web Design



ART

BOTANICAL DRAWING

Come along for a visual exploration of the organic, imperfect charm of plants and flowers. Using simple drawing media and working from live specimens, we will create visual studies on paper. You will learn guided drawing techniques to develop an understanding of the shapes and forms that make up various plants and flowers and leave with an understanding of the basic principles that make a drawing beautiful and interesting and create a piece of their own botanical artwork. Basic drawing skills are a plus, but all levels are encouraged and welcomed. Cost includes all materials. You may bring your own sketchbook or paper.

NCART-CS045-01 / cost: \$150

DATES Jan 21 – Feb 11 **TIME** 7:00 – 9:30pm
SESSIONS 4 **INSTRUCTOR** Erin Ellis
DAY TU **NOTES**

BOTANICAL WATERCOLOR

Prerequisite: Botanical Drawing

Come along for further exploration of the vibrant beauty of plants and flowers, in color! Using pan watercolors, you will practice color mixing and palette making, some light drawing, brush control and technique to explore this beautiful medium as a vehicle for translating plant and flower to paper. This is a beginner-painting course, building on the principles taught in Botanical Drawing. Materials will be provided but students are welcome to bring any materials that they already enjoy using.

NCART-CS055-01 / cost: \$180

DATES Apr 21 – May 12 **TIME** 6:30 – 9:30pm
SESSIONS 4 **INSTRUCTOR** Erin Ellis
DAY TU **NOTES**

REALISM PENCIL DRAWING - BEGINNER

Are you constantly doodling on the side of your notes? All of us can draw! Realism is a style of art that makes one observe and see things exactly as they are. Everything that we see is a shape and if we start observing objects as shapes, we can easily transfer them onto paper to create realistic images. This course will teach you the simple techniques and unique strategies for realism pencil drawing skills- from shading techniques to values, perspective and composition. This introductory course requires no background in drawing ability. By the end of the class, you will have a completed project you can frame and display proudly! Cost includes all materials.

NCART-CS054-01 / cost: \$275

DATES Feb 15 – Mar 21 **TIME** 10:00am – 12:00pm
SESSIONS 6 **INSTRUCTOR** Samirah Akhlaq
DAY SA **NOTES**

HAND LETTERING

What is the difference between handwriting, lettering, fonts, and calligraphy? Why use hand lettering instead of a font? In an increasingly digital world, a desire for the hand drawn image is on the rise.

Working with the drawn letter, you will gain an understanding of letterform construction, proportion, rhythm, and the value of negative space through a series of exercises and assignments. We will explore a variety of styles, focusing on the expressive qualities of hand lettering with emphasis on preserving a human and handmade quality in clean, professional looking, and fully custom lettering work Typeface (font) selection and simple digitization techniques will also be covered. Specific materials will be provided. You may bring your own sketchbook and any favorite lettering tools.

NCART-CS046-01 / cost: \$225

DATES Mar 2 – Mar 18 **TIME** 7:00-9:30pm
SESSIONS 6 **INSTRUCTOR** Erin Ellis
DAY M, W **NOTES**

SATURDAY PENCIL DRAWING

Learn and experiment with artistic drawing techniques with graphite pencils and colored pencils! Develop unique pieces to build your portfolio or to display for an art exhibit. Join this challenging program as you experience the joy of drawing with music, engage in lively conversations about art, and share your creativity with one another. Materials will be provided in class.

NCART-CS047-01 / cost: \$158

DATES Mar 14 - Mar 28 **TIME** 9:30am-1:00pm
SESSIONS 3 **INSTRUCTOR** Eleanor Evans
DAY SA **NOTES**

SATURDAY THINK INK

Learn and tryout inventive drawing and painting techniques with fine point marker, India ink and acrylic ink. Design remarkable pieces to add for your portfolio or to display for an art exhibit. Materials will be provided in class.

NCART-CS048-01 / cost: \$158

DATES Apr 4 - Apr 25 **TIME** 9:30am-1:00pm
SESSIONS 3 **INSTRUCTOR** Eleanor Evans
DAY SA **NOTES** No class April 11

LANDSCAPE DRAWING

This class is for those with prior drawing experience who wishes to challenge and grow their interpretation skills. With transparent color washes and thin line work, students will learn to use a small set of artist-quality markers to draw from life. Drawing concepts explained and demonstrated include simplification of line, use of negative space to define form, abstraction, and intuitive drawing. An introduction to materials and techniques will be through drawing from photographs and still life objects. Materials will be provided in class.

NCART-CS053-01 / cost: \$120

DATES Apr 9 - Apr 30 **TIME** 6:00-8:00pm
SESSIONS 4 **INSTRUCTOR** Léni Paquet-Morante
DAY TH **NOTES**

ONLINE

START YOUR OWN ARTS AND CRAFTS BUSINESS

Cost: \$104

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You will learn to create your own unique business identity, and discover what makes marketing in the arts and crafts business different from marketing in most other enterprises and find a sales approach the fits your personality.

You will learn how to find and get into the best craft shows, as well as design booths that really draw customers in. You will discover how to price your work effectively so you can set yourself up for success whether you are selling through craft shows, in galleries, online, or even in your own retail store.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.



GRAPHIC DESIGN

The Center for Continuing Studies at Mercer County Community College is now offering a condensed track for students to have a quick and easy way of successfully earning their certificate in a specific area of graphic design study. Students can select from two courses of study to earn their certificate in either Print and Publishing Design or Web Design after they have completed their core foundation classes. Any of these courses can be taken as individual classes for career development or personal enrichment, and do not need to be taken as part of the certificate program.

Adobe Continuing Education classes are taught by Adobe Certified Instructors (ACIs). This means our teachers are recognized by Adobe as some of the top Adobe instructors. Upon completion of these indicated courses, you will receive a certificate from Adobe indicating that you have successfully completed an Adobe Authorized course.

PRINT AND PUBLISHING DESIGN CERTIFICATE (6.6 CEU)

Students pursuing the Print and Publishing Design Certificate must complete the following courses:

- Foundations of Graphic Design
- Color Theory for Graphic Designers
- Adobe Photoshop CC Complete
- Adobe Illustrator CC Complete
- Adobe InDesign CC Complete

WEB DESIGN CERTIFICATE (9.9 CEU)

Students pursuing the Web Design Certificate must complete the following courses:

- Foundations of Graphic Design
- Color Theory for Graphic Designers
- Adobe Photoshop CC Complete
- Adobe Illustrator CC Complete
- Essentials of HTML & CSS
- Dreamweaver Complete
- WordPress Complete



FOUNDATIONS OF GRAPHIC DESIGN

From typography through page layout and on to color theory, this course helps novice designers or working pros to understand better the qualities of creating professional graphic design. Topics include a history of graphic arts and introductory discussions of type, composition/layout, color theory, and photographic and illustrated images as they directly impact today's graphic designer.

NCGDS-CS001-01 / 0.9 CEU / cost: \$220

DATES	Jan 14 - Jan 21	TIME	6:30-9:30pm
SESSIONS	3	INSTRUCTOR	John Paone
DAY	TU, TH	NOTES	

COLOR THEORY FOR GRAPHIC DESIGNERS

Discover the intricate ways colors interact with each other and the implications these interactions have for designers and artists. Examine ideas of space and learn about spatial problems that color can solve and understand color harmony, qualities, and combinations.

NCGDS-CS002-01 / 1.2 CEU / cost: \$220

DATES	Jan 28 - Feb 4	TIME	6:30-9:30pm
SESSIONS	3	INSTRUCTOR	John Paone
DAY	TU, TH	NOTES	

ADOBE PHOTOSHOP CC COMPLETE

Required: Basic knowledge of Windows; familiarity with creating and saving files; experience with word processing.

Adobe Photoshop is the world's premier imaging application. Its toolset allows you to realize more creative possibilities than ever to create beautiful pixel images. Learn all the basics and many of the advanced features of this amazing software from an Adobe Certified Instructor. After successfully completing this class, students will receive a certificate from Adobe stating that you have successfully completed an authorized Adobe training course. **Students should bring notebook, pen and a thumb drive.**

NCWEB-CS036-01 / 1.5 CEU / cost: \$560

DATES	Feb 1 - Feb 15	TIME	8:30am-2:00pm
SESSIONS	3	INSTRUCTOR	Steve Weinrebe
DAY	SA	NOTES	½ hour lunch

ADOBE ILLUSTRATOR CC COMPLETE

Required: Basic knowledge of Windows; familiarity with creating and saving files.

Adobe Illustrator offers the world's most powerful tools for creating beautiful vector graphics and illustration. Learn all the basics and many of the advanced features of this incredible vector graphics application from an Adobe Certified Instructor. After successfully completing this class, students will receive a certificate from Adobe stating that you have successfully completed an authorized Adobe training course. **Students should bring notebook, pen, and a thumb drive.**

NCGDS-CS014-01 / 1.5 CEU / cost: \$560

DATES	Mar 21 - Apr 4	TIME	8:30am-2:00pm
SESSIONS	3	INSTRUCTOR	Jeff Witchel
DAY	SA	NOTES	½ hour lunch

ADOBE INDESIGN CC COMPLETE

Required: Basic knowledge of Windows; familiarity with creating and saving files; experience with word processing.

Adobe InDesign, the industry-leading layout application, helps you to work faster and smarter than ever before with its unmatched tools for creating beautiful pages. Learn all the basics and many of the advanced features of this amazing page layout application from an Adobe Certified Instructor. After successfully completing this class, students will receive a certificate from Adobe stating that you have successfully completed an authorized Adobe training course. **Students should bring notebook, pen, and a thumb drive.**

NCGDS-CS013-01 / 1.5 CEU / cost: \$560

DATES	Feb 22 - Mar 7	TIME	8:30am-2:00pm
SESSIONS	3	INSTRUCTOR	Jeff Witchel
DAY	SA	NOTES	½ hour lunch

ADOBE INDESIGN CC INTERACTIVE

Prerequisite: Familiar with the basics of using InDesign CC for print

Are you a designer currently using InDesign for print? Then this Adobe Authorized course is for you! During this advanced 10-hour class, you will cover all of the basic interactive layout features such as hyperlinks, buttons, multi-state objects, animation, and adding movies and sound. You will learn many advanced tips, tricks and secrets for creating Interactive documents to be exported to PDF, Fixed Layout EPUB, Adobe's Publish Online and more. Knowledge in this area is in great demand and a wonderful addition to your portfolio and skillset!

NCGDS-CS015-01 / 1.0 CEU / cost: \$420

DATES	Apr 18 – Apr 25	TIME	8:30am – 2:00pm
SESSIONS	2	INSTRUCTOR	Jeff Witchel
DAY	SA	NOTES	½ hour lunch

ESSENTIALS OF HTML & CSS

Required: Basic knowledge of Windows; familiarity with creating and saving files; ability to touch type.

Now's the time! Learn to read and write proper HTML 5 code to create accessible web pages. Understand conceptual design, text formatting, creating links, tables and lists, and inserting graphics and images. Cascading Style Sheets and creating forms are introduced. Materials will be provided by the instructor.

NCWEB-CS037-01 / 1.8 CEU / cost: \$400

DATES	Feb 11 – Feb 27	TIME	6:30-9:30pm
SESSIONS	6	INSTRUCTOR	John Paone
DAY	TU, TH	NOTES	

ADOBE CC DREAMWEAVER COMPLETE

Prerequisite: Essentials of HTML & CSS

Do you want to learn how to design and manage websites using the Adobe CC Dreamweaver web authoring software? This class will show you how as you learn to navigate in the Dreamweaver workspace. Topics include working with text and images; links; page layout; and templates. Advanced topics include online forms; Javascript behaviors; and designing responsive websites (i.e., for portable devices like cell phones and tablets).

NCWEB-CS032-01 / 1.8 CEU / cost: \$420

DATES	Mar 24 – Apr 14	TIME	6:30-9:30pm
SESSIONS	6	INSTRUCTOR	John Paone
DAY	TU, TH	NOTES	

WORDPRESS COMPLETE

Required: Basic knowledge of Windows; familiarity with creating and saving files.

You, too, can use WordPress, the popular website blogging and content management system! Great for the beginner, this hands-on class focuses on building pages, adding plug-ins, using templates, and editing themes learn all you need to know to create your own basic WordPress website. An understanding of website architecture, hosting, and programming languages (i.e., HTML, PHP, MySQL) is helpful, but not necessary.

NCWEB-CS038-01 / 1.2 CEU / cost: \$280

DATES	Mar 3 – Mar 12	TIME	6:30-9:30pm
SESSIONS	4	INSTRUCTOR	John Paone
DAY	TU, TH	NOTES	

ONLINE

INTRODUCTION TO LIGHTROOM CLASSIC CC

Cost: \$104

Do you have many images to manage? Adobe Photoshop Lightroom is a fantastic tool for digital photographers at any skill level who need to manipulate and organize photos and images.

This course will teach you how to use Lightroom Classic CC, Adobe's easy-to-use software that prepares, edits, and organizes photos quickly and effectively. Through hands-on exercises, you will learn to use Lightroom Classic CC like a pro and perfect your digital photos!

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.



PHOTOGRAPHY

NAVIGATING THE FEATURES ON YOUR DIGITAL CAMERA

Are you thinking of buying a digital camera or have you purchased one and need a jump-start on learning the camera's features - then this course is for you. This class provides an overview of what to look for when making that purchase and understanding the special features so you can take great photos. If you have already purchased a digital camera and are a bit unsure of where to get started, this class will help take the guesswork out. **Please bring your digital camera to class.**

NCART-CS010-02 / cost: \$115

DATES	Mar 11 – Mar 25	TIME	6:00-8:30pm
SESSIONS	3	INSTRUCTOR	Margaret Rose
DAY	W	NOTES	Senior Discount Eligible

NCART-CS010-01 / cost: \$115

DATES	Mar 16 – Mar 30	TIME	6:00-8:30pm
SESSIONS	3	INSTRUCTOR	Margaret Rose
DAY	M	NOTES	Senior Discount Eligible

INTRO TO DIGITAL PHOTOGRAPHY

Note: Students should be familiar with their cameras or have taken the Navigating the Features on Your Digital camera course.

Learn about your camera equipment while experimenting in creative photographic environments, including field labs. Get the most from your camera before developing and downloading. This course covers adjusting aperture and shutter settings, composition lenses (zoom, wide-angle, telephoto and macro), and use of flash and filters, special effects, film and pixel quality. Attention: This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.

NCART-CS002-01 / cost: \$265

DATES	Mar 28 – May 16	TIME	1:00-3:30pm
SESSIONS	7	INSTRUCTOR	Margaret Rose
DAY	SA	NOTES	No class Apr 11; Senior Discount Eligible

NCART-CS002-02 / cost: \$265

DATES	Apr 6 – May 18	TIME	6:00-8:30pm
SESSIONS	7	INSTRUCTOR	Margaret Rose
DAY	M	NOTES	Senior Discount Eligible

NCART-CS002-03 / cost: \$265

DATES	Apr 15 – May 27	TIME	6:00-8:30pm
SESSIONS	7	INSTRUCTOR	Margaret Rose
DAY	W	NOTES	Senior Discount Eligible

INTERMEDIATE ART OF DIGITAL PHOTOGRAPHY

Note: Introductory course or knowledge of camera required.

Students will experiment with multiple exposures, abstract photography, low level light, and night photography. Students will complete a photo essay. Fields labs included. **This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.**

NCART-CS051-01 / cost: \$190

DATES	Apr 30 – May 28	TIME	6:00-8:30pm
SESSIONS	5	INSTRUCTOR	Margaret Rose
DAY	TH	NOTES	Senior Discount Eligible

INTRODUCTION TO COMPOSITION

Note: Introductory course or knowledge of camera required.

Would you like to take better pictures more often? This course will help you. Designed to enhance creative composition, students will learn the basic composition skills, improve techniques, and develop a better photographic eye when taking pictures. Field labs included. This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.

NCART-CS052-01 / cost: \$190

DATES	Apr 28 – May 26	TIME	6:00-8:30pm
SESSIONS	5	INSTRUCTOR	Margaret Rose
DAY	TU	NOTES	Senior Discount Eligible

WORKSHOP IN PHOTOGRAPHY

Designed to enhance Exposure and Composition skills, this three-hour workshop in a gorgeous setting will give you a hands-on experience in a creative environment to take beautiful photographs. **Cost does not include admission to the Grounds for Sculpture.** Students should purchase tickets in advance as **timed tickets** are required to visit GFS. Please plan accordingly for the weather when purchasing tickets. Tickets are non-refundable and may not be exchanged. Visit the GFS website www.groundsforsculpture.org for more information on their ticket policy.

NCART-CS056-01 / cost: \$90

DATES	Apr 19	TIME	1:00-4:00pm
SESSIONS	1	INSTRUCTOR	Margaret Rose
DAY	SU	NOTES	Rain date April 26

ONLINE

TRAVEL PHOTOGRAPHY FOR THE DIGITAL PHOTOGRAPHER

Cost: \$104

This course will teach you what you need to capture scenes from around the world and bring them back to your home. You will learn how to get the best shots of animals in captivity and animals in the wild. You will discover ways to blend in with nature and the best kind of equipment for specialized shooting.

This course will address environmental challenges that can put your camera equipment in jeopardy such as, freezing temperatures and tropical heat, and offer practical solutions that travel easily. You will learn how to travel with digital equipment, what to take, and what to leave behind. You will examine various examples from destinations around the world, and expand your knowledge of techniques for shooting digitally and working with the images when you return from your trip.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

BUSINESS BEYOND THE USUAL



Do you have an entrepreneurial spirit? Are you a “big ideas” person? Do you like to work in a highly productive team environment? Perhaps you aspire to begin working in an office or move up to the managerial level in your current job.

Mercer County Community College's programs in Business, Management and Office Technology provide the preparation you need to enter or advance in the ever-evolving world of business. Associate degree programs range from Administrative Professional to Accounting, from Economics to Hotel Management, from Medical Office Assistant to Marketing. Some programs prepare you for direct entry into a busy office environment, while others are designed for transfer to four-year schools to continue for your bachelor's degree. In either case, MCCC will equip you with the building blocks for a successful future where being well-prepared often means staying in the black.

For those seeking more advanced corporate skills, new approaches that can provide a winning edge, or short-term training that leads to entry-level jobs, MCCC's Center for Continuing Studies (CCS) is ready to serve the business community. Courses in business, management, leadership, the nonprofit sector, and supply chain management are among the offerings. CCS partners with numerous professional organizations and is a recognized leader in technology training. When you earn a certificate of completion from CCS, you will be prepared for your industry's credentialing exam – and you will be even more attractive to employers.

Those in business know that knowledge in the field never stands still. Updating credentials, staying abreast of the latest trends, and learning new technology are the way businesses grow and prepare for the challenges ahead. Simply stated, MCCC is an investment in your future – and your business goals!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on "for college credit" classes in the category of **Business / Management / Office**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

ACCOUNTING

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ACC

- ACC 106** Office Accounting I
- ACC 111** Principles of Financial Accounting
- ACC 112** Principles of Managerial Accounting
- ACC 202** Intermediate Accounting II
- ACC 204** Auditing
- ACC 207** Computerized Accounting
- ACC 214** Accounting for Non-Profit Organizations

BUSINESS

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/BUS

- BUS 101** Introduction to Business
- BUS 105** Business Writing
- BUS 107** Business Law I
- BUS 108** Business Law II
- BUS 109** Personal Finance
- BUS 202** Customer Orientation
- BUS 205** Business Statistics I
- BUS 206** Business Statistics II
- BUS 209** Business Communication
- BUS 210** Principles of Management
- BUS 225** Employee Motivation and Leadership
- BUS 230** Global Environment of Business
- BUS 239** Entrepreneurship
- BUS 240** Human Resource Management

ECONOMICS

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ECO

- ECO 103** Basic Economics
- ECO 111** Macroeconomics
- ECO 112** Microeconomics

MARKETING

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/MKT

- MKT 101** Principles of Marketing
- MKT 102** Marketing Management
- MKT 106** Introduction to Sports Marketing
- MKT 230** Principles of Retailing

MEDICAL OFFICE ASSISTANT

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/MOA

- MOA 101** Medical Ethics and Office Procedures
- MOA 103** Medical Billing and Coding Procedures

DEGREE AND CERTIFICATE PROGRAMS

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer for a variety of business, management, and office support professions!

ASSOCIATE DEGREES

- Accounting
- Business Administration
 - Global Business concentration
 - Sports Management concentration
- Business Studies
 - Business Systems concentration
 - Entrepreneurship concentration
 - Management concentration
 - Software Professional concentration
- Fashion Merchandising

CREDIT CERTIFICATES

- Accounting: CPA
Education Compliance
- Administrative Support
- Catering Management
- Medical Office Assistant
- Small Business Management





SMALL BUSINESS

LAUNCHING AND SURVIVING A SMALL BUSINESS

This course covers what you need to know to succeed and what you need to do to avoid the common pitfalls in opening your own small business. Topics covered will include entrepreneurship, creating a startup vision, registering your business, business startup checklist, resources for startups, and common mistakes and how to avoid them.

NCBUS-CS069-01 / 1.2 CEU / cost: \$160

DATES	Jan 14 – Jan 23	TIME	6:00-9:00pm
SESSIONS	4	INSTRUCTOR	Ed Andriessen
DAY	TU, TH	NOTES	

HIRING THE RIGHT EMPLOYEE FOR YOUR SMALL BUSINESS

The hiring process is never easy. With the numbers of qualified applicants looking for employment, finding the right candidate can be overwhelming. This course provides you with tools to not only hire the perfect employee, but grow them within the business as well. Some of the topics that will be covered are critical hiring areas, creating a clear job description, and evaluating qualified candidates. Employee termination process and legal considerations will also be discussed.

NCBUS-CS078-01 / 0.6 CEU / cost: \$160

DATES	Mar 24 – Mar 26	TIME	6:00-9:00pm
SESSIONS	2	INSTRUCTOR	Ed Andriessen
DAY	TU, TH	NOTES	

OVERCOMING THE FEAR OF SOCIAL MEDIA MARKETING

Anyone who has owned their own small business over the past few years has witnessed amazing changes taking place in marketing through social media. This course teaches introduces you to the various social media platforms such as Facebook, Twitter, LinkedIn, Instagram, as well as how to create promotion content, blogging for business.

NCMKT-CS005-01 / 0.9 CEU / cost: \$120

DATES	Feb 5 – Feb 19	TIME	6:00-9:00pm
SESSIONS	3	INSTRUCTOR	Ed Andriessen
DAY	W	NOTES	

LEVERAGING GOOGLE FOR YOUR SMALL BUSINESS

Google is a big supporter of small to medium size businesses. To “level the playing field” between large and small companies, Google has developed a suite of tools to help small businesses market their business effectively and at a very low (to no) cost. This course introduces you why Google is important for local business, how does the search engine work, Google Analytics, Adwords, GSuite, Google My Business, webmaster tools, and more.

NCMKT-CS006-01 / 1.2 CEU / cost: \$90

DATES	Mar 3 – Mar 12	TIME	6:00-9:00pm
SESSIONS	4	INSTRUCTOR	Ed Andriessen
DAY	TU, TH	NOTES	

ONLINE

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT

Cost: \$104

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management.

You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job.

You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance.

Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.



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HOW TO COMMUNICATE WITH DIPLOMACY, TACT, AND CREDIBILITY

Learn how to choose and use the most appropriate words and emotional tone for every business interaction. You will gain insights into your communication style and the styles of others while building skills to clearly and effectively receive and transmit information, ideas, thoughts, feelings, and needs.

NCBUS-CS064-01 / 1.5 CEU / cost: \$280

DATES	Feb 6 – Mar 5	TIME	6:30-9:30pm
SESSIONS	5	INSTRUCTOR	Jim O'Donnell
DAY	TH	NOTES	

STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS

Unstable economic times can mean fast and frequently unexpected organizational changes, greater responsibilities and new projects and initiatives. Being a confident, polished speaker is not only necessary but also well advised in order to communicate such matters effectively and persuasively. This five-session seminar offers presentation tips and strategies to help you develop your presentation skills and learn how to present your ideas with conviction, control, and poise—and without fear. Through in-class practice, gain the specific presentation skills and direction you need to become comfortable with your own style while receiving expert advice on how to handle especially challenging situations.

NCBUS-CS065-01 / 1.5 CEU / cost: \$280

DATES	Apr 2-Apr 30	TIME	6:30-9:30pm
SESSIONS	5	INSTRUCTOR	Jim O'Donnell
DAY	TH	NOTES	

SOCIAL MEDIA VIDEO PRODUCTION FOR BUSINESS

In the world of a growing social media marketing, well-planned and well-executed videos are more important than ever to grow your brand and reach your audience. Social media is the fundamental way for your businesses to gain exposure and videos are the key to increased engagement. But not all videos are the same. A well-produced video is needed to set yourself apart from your competition. This course is designed for small business owners, employees, entrepreneurs, or those already working in the field looking to gain skills for their resume. You will gain hands-on experience in real-world applications to develop lighting, sound mixing, editing, cinematography, producing and directing techniques to share your brand on all social media platforms. Students should bring a note pad, pens, and preferably a laptop (but not required).

NCMKT-CS007-01 / cost: \$595

DATES	Feb 18 - Mar 3	TIME	6:00-8:30pm
SESSIONS	7	INSTRUCTOR	Brandon Ascari
DAY	TU	NOTES	

BUSINESS & MARKETING 101 FOR THE CONSULTANT, COUNSELOR, COACH AND SERVICE BASED PROVIDER

Do you currently have your own service-based business or are considering one? Are you an entrepreneur in the making, a counselor, creative, consultant, coach, or healer? A huge component of creating your own business is marketing and the creative, soul-led professionals eyes often glaze over when thinking about it! In this course, Speaker, Business Coach and Creative Jen Mele will get you excited about business strategy and marketing and at the same time give you the confidence and knowledge to understand what steps you need to kick the entrepreneurial journey with heart.

Understanding effective and authentic business practice is not only a form of self-care, it is vital when it comes to creating a sustainable business that can continuously grow for the long-term.

By the end of the workshop you will feel ignited, understanding the fundamental concepts and intuitive skills necessary to turn your passion into a profitable income, while honoring your needs, lifestyle and of course, your continuous stream of clients.

NCBUS-CS084-01 / cost: \$120

DATES	Jan 28 – Feb 4	Time	6:00 - 8:30pm
SESSIONS	2	Instructor	Jen Mele
Day	TU	NOTES	

INTRODUCTION TO BOOKKEEPING

This basic, hands-on, workshop-style manual bookkeeping course covers the complete accounting cycle from business transactions through entry into the books and records. Posting to accounts, preparation of worksheets and adjusting journal entries, and preparation of financial statements and closing are also discussed. Introduction to Bookkeeping will prepare you for any accounting or bookkeeping system: manual, one-write, or software driven. Topics include the sales and purchase journals; cash receipts and cash disbursements journal; accounts receivable; inventory; and the use of Excel spreadsheets. **Textbook is required and available in college bookstore.**

NCACC-CS002-01 / 4.2 CEU / cost: \$410

DATES	Jan 27 – Mar 11	TIME	6:30-9:30pm
SESSIONS	14	INSTRUCTOR	Surendra Jakhar
DAY	M, W	NOTES	

ADVANCED BOOKKEEPING

Prerequisite: Introduction to Bookkeeping or equivalent experience

Advanced Bookkeeping revisits topics covered in Introduction to Bookkeeping while focusing on basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail including: accruals, journal entries, allowances for doubtful debts, adjusting entries, revenue recognition, inventory, fixed assets, depreciation, liabilities, income statement, balance sheet, and cash flow statement – as well as their interpretation. Full-charge bookkeeping will be discussed to help prepare for Certification in Bookkeeping. **Requires the same book used in Introduction to Bookkeeping, and is available in the college bookstore.**

NCACC-CS010-01 / 6.0 CEU / cost: \$580

DATES	Jan 18 – Mar 21	TIME	9:00am-3:30pm
SESSIONS	10	INSTRUCTOR	Surendra Jakhar
DAY	SA	NOTES	½ hour lunch

ONLINE

QUICKBOOKS 2016 SERIES

Cost: \$199

Whether you are a small-business owner, bookkeeper, or accountant needing a QuickBooks refresher, this course will make you more confident and secure in accounting for your business.

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small- to mid-sized-business owner who needs a fully functional accounting system that is also easy to use. Gain hands-on experience as you master the tools you need set up a chart of accounts; reconcile your checking account; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports and more.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

LEAN SIX-SIGMA YELLOW BELT CERTIFICATION

This training course prepares individuals to take the International Association of Six Sigma Certification (IASSC) certification exam for the Lean Six Sigma Yellow Belt. Six Sigma is a methodology used to improve business processes by utilizing statistical analysis rather than guesswork. This proven approach has been implemented within a myriad of industries to achieve hard and soft money savings, while increasing customer satisfaction. The Lean Six Sigma (LSS) Yellow Belt course serves to provide participants with the knowledge and tools to perform the role of a LSS Yellow Belt. This foundational course introduces and integrates Lean and Six Sigma principles and tools that lead to effective process improvement. The Yellow Belt training consists of the primary sections of Define, Measure, Analyze, Improve and Control, which are each broken down into sub-categories consisting of individual subject matter topics. This course also incorporates fundamentals of White Belt training providing students with the necessary foundational knowledge, central definitions, concepts, and structure of methodology.

Textbook is required and available in the college bookstore.

NCBUS-CS079-01 / 4.1 CEU / cost: \$1,025

DATES Feb 15 - Apr 25 **TIME** 8:30-11:30am (SA)
6:00-8:30pm (M, W)

SESSIONS 14 **INSTRUCTOR** Jeffrey Keller
DAY M, W, SA **NOTES** Please see website for exact dates.
Exam Date: Apr 25

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION® PREP AND REVIEW

The Project Management Institute's PMP® credential is a leading industry-recognized certification for project managers. The PMI credential following your name tells current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace.

Benefit from the professional advantages derived from attaining the Project Management Professional (PMP) status if you are a:

- Project manager, team leader, project coordinator
- Team member seeking to learn the PMBOK® framework
- Person looking to increase project management knowledge

This 40-hour course is designed to help you prepare for the PMP® exam while gaining the most understanding of project management with the least amount of study. **Textbook is required and available in the college bookstore.**

NCBUS-CS080-01 / 4.0 CEU / cost: \$1,400

DATES Jan 22 - Mar 16 **TIME** 6:30-9:00pm
SESSIONS 16 **INSTRUCTOR** Sandeep Jasra
DAY M, W **NOTES**

For more information on certifications, consult the Project Management website at: www.pmi.org/certification



SHRM BODY OF COMPETENCY (SHRM BOCK) CERTIFICATION PREPARATION COURSE

Applies to the following certifications: SHRM CP (Certified Professional) and SHRM SCP (Senior Certified Professional)

The Center for Continuing Studies at Mercer and the Society for Human Resource Management (SHRM) offer a comprehensive review of the major disciplines within the field of human resources in this certification prep course. Utilizing the SHRM Body of Competency and Knowledge, the course is designed to give human resource professionals new tools for successful performance on the job while helping to prepare them for the national examinations. Human Resource professionals seeking advancement in their career should strongly consider taking this course to prepare for higher-level certification. Prior to taking this course, it is important to review the SHRM CP and SHRM SCP eligibility requirements on the SHRM website: www.certification.shrm.org.

Special discount for local SHRM chapter members of the Human Resource Management Association of Princeton. For information on becoming a chapter member, see the HRMA chapter website at www.hrma-nj.shrm.org.

NCBUS-CS007-01 / 3.9 CEU / cost: \$1,420

NCBUS-CS007-02 / 3.9 CEU / cost: \$1,370*

*Special discount for local SHRM chapter members of the Human Resource Management Association of Princeton. For information on becoming a chapter member, see the HRMA chapter website at www.hrma-nj.shrm.org.)

DATES	Jan 18 – Apr 25	TIME	9:30am-12:30pm
SESSIONS	14	INSTRUCTOR	Various
DAY	SA	NOTES	No class Apr 11

ONLINE

EVENT PLANNING SUITE

Cost: \$199

Learn how to create and coordinate successful special events. Develop skills, find resources and gain confidence to plan and produce any size or type of event. Find out what the experts and master planners already know so that you can avoid embarrassing and costly planning errors or production mistakes. After just a few weeks, you will become a knowledgeable event planner poised to produce any type of event.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.



NONPROFIT MANAGEMENT

FUNDAMENTALS OF NONPROFIT MANAGEMENT

A nonprofit can only be as strong as the fundamentals it is built upon. In this class, examine aspects of non-profit organizations that make them unique while focusing on areas critical to their success. Emphasis will be placed on the development of an effective Board, the roles and responsibilities of the Board of Directors, the importance of a mission statement and vision, and the effective management of volunteers.

NCBUS-CS054-01 / 1.5 CEU / cost: \$155

DATES	Mar 30 – Apr 27	TIME	6:00-9:00pm
SESSIONS	5	INSTRUCTOR	Marge Smith
DAY	M	NOTES	

MARKETING AND PUBLIC RELATIONS FOR NONPROFITS

Marketing and public relations can make or break a nonprofit today. This course focuses on marketing and communication issues and techniques for promoting events and programs while raising a nonprofit's profile in the public, private, and corporate arenas. Sessions will include tools, resources, procedures, and practical information along with hands-on group and individual exercises. One session will be dedicated to the significance and use of such social media as Facebook, Twitter, and LinkedIn.

NCBUS-CS015-01 / 1.2 CEU / cost: \$130

DATES	Apr 7 – Apr 16	TIME	6:00-9:00pm
SESSIONS	4	INSTRUCTOR	Ed Andriessen
DAY	TU, TH	NOTES	

ONLINE

STARTING A NONPROFIT

Cost: \$104

Do you dream of starting and running your very own nonprofit? This highly interactive, hands-on course is ideal for anyone who is interested in forming a new nonprofit, converting an informal group to tax-exempt status, or reorganizing an existing organization. It provides practical how-to information about incorporation, organization, and other issues pertinent to anyone involved with a nonprofit start-up.

No matter what level of experience you have, you are sure to find this unique course to be a valuable source of useful strategies and industry-specific advice that you can put to immediate use. The course is also supplemented with useful checklists, worksheets, reading lists, and field trips to a wide variety of online resources. By the time you graduate, you will be well prepared to meet the challenge of starting and operating a successful nonprofit.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

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BUDGET BASICS

This core course simplifies the mysticism surrounding a nonprofit's overall organizational budget and provides the vital concepts and components necessary to develop budgets for special programs and fundraisers, along with the related Federal and State reporting requirements. Staff, volunteers, and Board members will benefit from knowing how to read and understand the budget framework to support and promote the mission effectively. No accounting expertise required.

NCBUS-CS016-01 / 1.2 CEU / cost: \$130

DATES	Feb 5 – Feb 26	TIME	6:00-9:00pm
SESSIONS	4	INSTRUCTOR	Brian McCloskey
DAY	W	NOTES	

ONLINE

BUILDING TEAMS THAT WORK

Cost \$104

Teams are becoming a staple in today's workplace. In this course, you will learn the components of a successful team and the stages of its development. You will master the skills you will need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you will have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.

Along the way, you will follow real-life examples and scenarios to help you identify with the team-building process. There's a lot more to it than just getting several people together in a room at the same time. Are you eager to develop your leadership qualities and be a quality team participant? Many of today's teams rotate leadership roles, so it's crucial to understand both perspectives as you learn the best ways to communicate and work together for positive change.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

GRANT WRITING ESSENTIALS

Successful Grant Writing can be a valuable resource and survival skill for the nonprofit. This course is designed for beginners with little or no grant writing experience. To enable the class materials to assimilate quickly 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 required final mini-grant project to put into practice what is learned in the class. **Textbook is required and available in the college bookstore.**

NCBUS-CS022-01 / 1.5 CEU / cost: \$155

DATES	Jan 16 – Feb 27	TIME	6:30-9:00pm
SESSIONS	6	INSTRUCTOR	John Vadnais
DAY	TH	NOTES	No class Feb 13

ADVANCED GRANT WRITING

Prerequisite: Grant Writing Essentials

This detailed, hands-on workshop is intended for the student who is serious about writing "real" grants for a nonprofit. Students must come to class with a favorite nonprofit and an idea about an aspect of the nonprofit's programming for which a grant proposal will be started and/or developed. Advance communication with the nonprofit and some research about potential grant proposals/RFPs is highly recommended. It is helpful to be well versed in the nonprofit's mission, programming, and basic financial data to develop the project budget. Federal, state, and foundation grants will be discussed. The instructor will be discussing grant details, both as they apply to all grants and to each student's grant. The class will be held in a computer lab, and part of the class will be individual writing and research, with instructor guidance. Homework will be required to pass the course. **Textbook is required and available in college bookstore.**

NCBUS-CS018-01 / 1.5 CEU / cost: \$177

DATES	Apr 9 – May 14	TIME	6:30-9:00pm
SESSIONS	6	INSTRUCTOR	John Vadnais
DAY	TH	NOTES	

ONLINE

BECOMING A GRANT WRITING CONSULTANT

Cost: \$104

Good grant writing consultants are always in demand. Learn how you can use a basic knowledge of grant or proposal writing to become an expert in the red-hot grant-consulting field. The course will provide you with easy-to-follow instructions that you can use to start your own home-based business. You will learn what services to offer, how to find clients, and how to set your fees. This is one field where your creative writing skills can literally touch thousands of people and make a true difference in their quality of life.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.



SUPPLY CHAIN MANAGEMENT

MSSC - CERTIFIED LOGISTICS TECHNICIAN (CLT)

Recommended: Individuals should have at an 8th-grade math and 10th-grade reading level; high school diploma or equivalency; and basic computer keyboarding, browser, email proficiency.

This 70 hour program allows students to gain valuable training leading to a Manufacturing Skill Standards Council (MSSC) CLT certification which is an industry recognized credential. CLT certification CLT allows individuals to demonstrate their core competencies for higher skilled, frontline material handling workers across all supply chain facilities: factories, warehouses, distribution centers and transporters across all supply chain facilities: factories, warehouses, distribution centers and transporters.

The CLT program consists of two parts: The foundational-level Certified Logistics Associate (CLA) Certificate (included in this program) and the mid-level technical CLT Certification. Before sitting for the CLT assessment, candidates must have a CLA Certificate. Study materials, and exam fees included in the course cost. **Registration deadline: January 18, 2020**

NCBUS-CS081-01 / 7.0 CEU / cost: \$1,950

DATES	Jan 28 – Apr 23	TIME	6:00pm-9:00pm
SESSIONS	24	INSTRUCTOR	Marilyn Gettinger
DAY	TU, TH	NOTES	Exam dates: Mar 10 (CLA), Apr 23 (CLT)

MSSC - CERTIFIED PRODUCTION TECHNICIAN (CPT)

Recommended: Individuals should have at an 8th-grade math and 10th-grade reading level; high school diploma or equivalency; and basic computer keyboarding, browser, email proficiency.

The Certified Production Technician (CPT) certificate program is an industry recognized credential provided by the Manufacturing Skills Standards Council (MSSC). This certification addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing. The CPT program consists of four individual certificate modules: Safety, Quality Control, Maintenance, and Manufacturing Processes & Production, and a full Certified Production Technician (CPT) Certificate to those who pass all four original modules.

The Manufacturing Skill Standards Council (MSSC) is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. The nationwide MSSC System, based upon industry defined and federally-endorsed standards, offers both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the technology-intensive jobs of the 21st century.

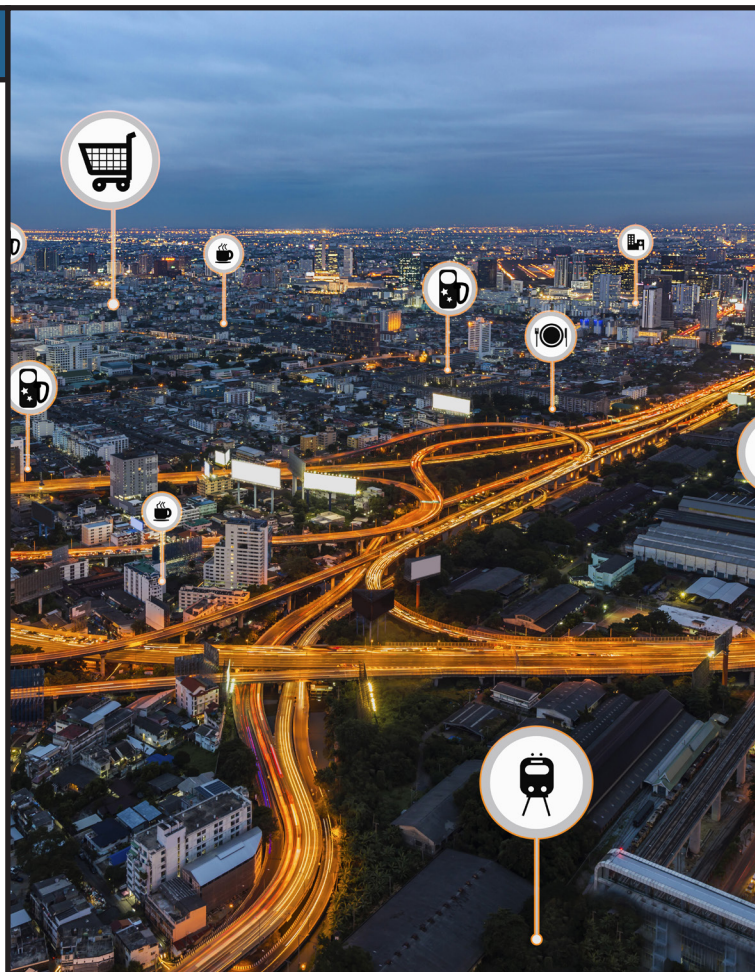
NCBUS-CS082-01 / 14.4 CEU / cost: \$2,950

MODULE 1: SAFETY MODULE

DATES	Feb 8 – Mar 3	TIME	9:00am-3:30pm (SA ½ hour lunch) 6:00pm-9:00pm (TU, TH)
SESSIONS	10	INSTRUCTOR	Darryl Price
DAY	SA, TU, TH	NOTES	Exam date: Mar 3

MODULE 2: MANUFACTURING PROCESSES AND PRODUCTION

DATES	Mar 5 – Mar 26	TIME	9:00am-3:30pm (SA ½ hour lunch) 6:00pm-9:00pm (TU, TH)
SESSIONS	10	INSTRUCTOR	Darryl Price
DAY	SA, TU, TH	NOTES	Exam date: Mar 26



MODULE 3: QUALITY PRACTICES AND MEASUREMENT

DATES	Mar 31 – Apr 25	TIME	9:00am-3:30pm (SA ½ hour lunch) 6:00pm-9:00pm (TU, TH)
SESSIONS	10	INSTRUCTOR	Darryl Price
DAY	SA, TU, TH	NOTES	Exam date: Apr 25; No class Apr 11

MODULE 4: MAINTENANCE AWARENESS

DATES	Apr 28 – May 19	TIME	9:00am-3:30pm (SA ½ hour lunch) 6:00pm-9:00pm (TU, TH)
SESSIONS	10	INSTRUCTOR	Darryl Price
DAY	SA, TU, TH	NOTES	Exam date: May 19

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IT PROFESSIONALS CONNECT HERE



Perhaps you learned computer and information technology fundamentals years ago and need to add to your skill set. Or, maybe you have been a “techie” since childhood and would like to embark on a career in this innovative and indispensable field.

Mercer County Community College offers a range of programs that provide the foundations for a satisfying and stimulating technology career. MCCC instructors, many of whom are industry professionals, will teach you to “learn how to learn” as you become competent and confident in this rapidly evolving and demanding field. With the right skills, you can expect generous starting salaries and opportunities for advancement that will reflect your place as a highly valued member of any business team.

Mercer's Center for Continuing Studies (CCS) recently joined the Amazon Web Services (AWS) Academy to offer an authorized AWS curriculum. Courses are taught by AWS Academy accredited instructors trained to help students become proficient in AWS technology, the world's most comprehensive and broadly adopted platform.

With employers demanding more technology know-how from their employees, CCS regularly adds to its offerings based on industry needs. For anytime, anywhere learning, CCS offers online courses in computer programming and other areas of technology that can be completed in six months or less.

Need to take your technology skill set to the next level? Mercer is your best choice for training that's convenient and affordable!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes in the category of **Computers / Information Technology**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

COMPUTER INFORMATION SYSTEMS

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/CIS

- CIS 105** Excel Basics
- CIS 173** PC Applications: Database
- CIS 175** PC Applications: Spreadsheets
- CIS 182** PC Applications: Presentations

COMPUTER SCIENCE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/COS

- COS 101** Introduction to Computer Science
- COS 102** Computer Science I – Algorithms and Programming
- COS 204** Discrete Mathematical Structures
- COS 210** Computer Science II – Data Structures

INFORMATION SYSTEMS TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/IST

- IST 033** Tech Studio
- IST 101** Computer Concepts with Applications
- IST 102** Computer Concepts with Programming
- IST 108** Introduction to Programming with Mobile Application Development
- IST 109** Introduction to Programming
- IST 209** Project Management Concepts
- IST 251** Management of Computer Technology
- IST 262** Oracle SQL

NETWORKING TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/NET

- NET 102** Introduction to PC Hardware and Software
- NET 103** IT Essentials
- NET 104** Fundamentals of Computer Networks
- NET 120** Windows Desktop Operating System Administration
- NET 122** Windows Server Operating System Administration
- NET 130** Routing and Switching Essentials
- NET 230** Scaling Networks
- NET 244** Network Defense and Countermeasures

OFFICE SYSTEMS TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/OST

- OST 111** Computer Keyboarding with Word Processing Applications
- OST 219** Word Processing Concepts and Applications

DEGREE AND CERTIFICATE PROGRAMS

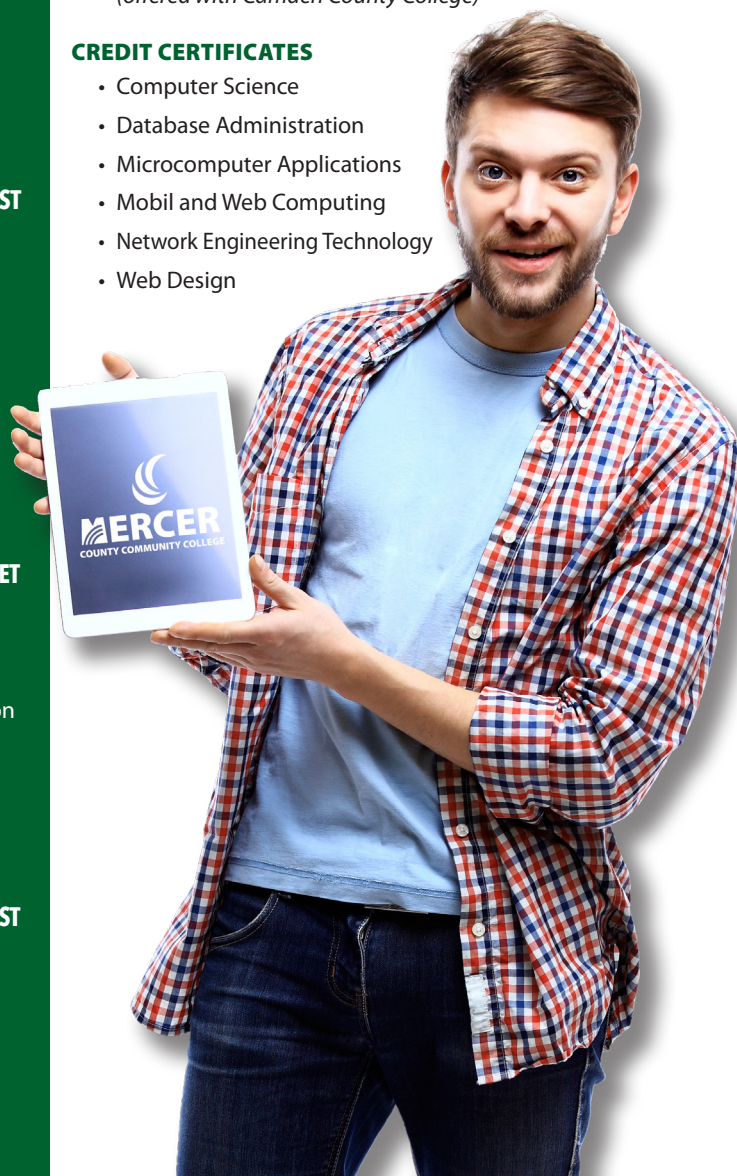
Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer for a variety of computer and information technology specialties!

ASSOCIATE DEGREES

- Computer Information Systems
- Computer Networking and Technology
- Computer Science
- Cybersecurity
- Game Design
- Game Programming
- Health Information Technology
(offered with Camden County College)

CREDIT CERTIFICATES

- Computer Science
- Database Administration
- Microcomputer Applications
- Mobil and Web Computing
- Network Engineering Technology
- Web Design



COMPUTER TRAINING

MS EXCEL™ 2016 I

Recommended: Basic computer knowledge

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.

Textbook is required and available in the college bookstore.

NCMOS-CS017-01 / 1.2 CEU / cost: \$250

DATES	Jan 14 – Jan 16	TIME	9:30am – 4:00pm
SESSIONS	2	INSTRUCTOR	Steve Tirado
DAY	TU, TH	NOTES	

NCMOS-CS017-02 / 1.2 CEU / cost: \$250

DATES	Jan 14 – Jan 23	TIME	6:30-9:30pm
SESSIONS	4	INSTRUCTOR	Milind Joshi
DAY	TU, TH	NOTES	

MS EXCEL™ 2016 II

Prerequisite: MS Excel 2016 I

Build upon the skills and concepts learned in Excel 2016 I. Learn how to use efficiently multiple worksheets and workbooks efficiently while incorporating more advanced formatting options. Learn how to work with lists and tables while applying advanced charting techniques and worksheet auditing and protection. **Textbook is required and available in the college bookstore.**

NCMOS-CS018-01 / 1.2 CEU / cost: \$250

DATES	Jan 21 – Jan 23	TIME	9:30am – 4:00pm
SESSIONS	2	INSTRUCTOR	Steve Tirado
DAY	TU, TH	NOTES	

NCMOS-CS018-02 / 1.2 CEU / cost: \$250

DATES	Jan 28 – Feb 6	TIME	6:30-9:30pm
SESSIONS	4	INSTRUCTOR	Milind Joshi
DAY	TU, TH	NOTES	

MS EXCEL™ 2016 III

Prerequisite: MS Excel 2016 I and MS Excel 2016 II

Beyond the basics, this course focuses on advanced Excel features that allow you to analyze data thoroughly. Topics such as pivot tables, macros, and VLOOKUP are explained and demonstrated with examples. Students are given the opportunity to apply these techniques to their own files. **Textbook is required and available in the college bookstore.**

NCMOS-CS019-01 / 1.2 CEU / cost: \$250

DATES	Jan 18 – Jan 30	TIME	9:30am – 4:00pm
SESSIONS	2	INSTRUCTOR	Steve Tirado
DAY	TU, TH	NOTES	

NCMOS-CS019-02 / 1.2 CEU / cost: \$250

DATES	Feb 11 – Feb 20	TIME	6:30-9:30pm
SESSIONS	4	INSTRUCTOR	Milind Joshi
DAY	TU, TH	NOTES	



ONLINE

MICROSOFT WORD 2016 SERIES

Cost: \$225

One of the most basic skills needed in any job is writing reports and letters using Microsoft Word 2016 (now available through Office 365). In this series of courses, you will gain the foundational skills you need to make the most of this powerful program. Then go beyond the basics of word processing and master the more advanced features of Microsoft Word 2016.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

INTRODUCTION TO MICROSOFT POWERPOINT 2013

Cost: \$104

Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you will learn how to use Microsoft PowerPoint 2013 or PowerPoint 365 to create professional-quality slide presentations that grab and hold your audience's attention from start to finish.

You will see how to plan a presentation for your audience, format it with themes and color, and use slide and layout masters to make global changes. You will embellish your slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and learn to add multimedia effects to create animated presentations and more.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

INFORMATION TECHNOLOGY

AMAZON WEB SERVICES (AWS)

The Center for Continuing Studies has joined the AWS Academy program to offer authorized AWS curriculum to students. Courses are taught by AWS Academy Accredited Instructors, who are trained by AWS to help students become proficient in AWS technology, the world's most comprehensive and broadly adopted platform.



AWS ACADEMY CLOUD FOUNDATIONS

AWS Academy Cloud Foundations is a 20-hour course that is intended for students who are seeking an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing and support. Additionally, this course prepares students for the AWS Academy Cloud Computing Architecture course.

Prerequisites: This is an entry-level course, but it assumes the following:

- General IT technical knowledge
- General IT business knowledge

Delivery Method: This course is delivered through a mix of

- Instructor-Led Training (ILT)
- Assessments
- Videos
- Hands-On Labs
- LMS-hosted content

NCTEC-CS001-01 / 2.0 CEU / cost: \$650

DATES	Feb 15 – Mar 14	TIME	9:00am – 1:30pm
SESSIONS	5	INSTRUCTOR	Prakash Rao AWS Accredited Instructor
DAY	SA	NOTES	½ hour lunch

**Free Information Session for
AMAZON WEB SERVICES**
See page 3 for details



INTRO TO MOBILE APP DEVELOPMENT WITH SWIFT

Requirements: You must bring your own MacBook with the latest operating system, macOS Sierra 10.13.6 or later, capable of running Xcode 10. Xcode is available as a free download on the Mac App Store, is the integrated Developer Environment used to build apps for iOS, Mac, AppleTV and Apple Watch.

This 90-hour course is intended to help students build a solid foundation in programming fundamentals using Swift as the language. You get practical experience with the tools, techniques, and concepts needed to build a basic iOS system. You will also learn user interface design principles, which are fundamental to programming and making great apps. Swift is the powerful and intuitive programming language created by Apple for building apps. It makes programming easier, more flexible, and more fun.

NCWEB-CS040-01 / 9.0 CEU / cost: \$1,080

DATES	Feb 11 – Apr 25	TIME	6:00-9:00pm (TU, TH); 8:30am-2:30pm (SA)
SESSIONS	26	INSTRUCTOR	Kathy Yang
DAY	TU, TH, SA	NOTES	SA class dates: Sep 1; Oct 19; Nov 16; Dec 7; No class Oct 31; Nov 2

INTRO TO MOBILE APP DEVELOPMENT WITH IONIC

Preferred: Some knowledge or prior experience with programming or web development

Get your next mobile app idea started with the newest mobile development frameworks. Using a hands-on approach create simple user interfaces and set up your development environment using the Ionic framework. In addition, work with smart phone components like the camera and network. This class will focus on Android, but the techniques learned can be applied to other platforms too. Upon completion of this course, you will be able to: learn to create simple mobile apps with a user interface that can respond to basic user requests. You will be introduced to the working with the smart phone storage, camera, and network. In addition, learn to set up your development environment, test, and debug your apps. Textbook is recommended, not required, and available in college bookstore.

NCWEB-CS039-01 / 1.8 CEU / cost: \$450

DATES	Jan 15 – Feb 19	TIME	6:00-9:00pm
SESSIONS	6	INSTRUCTOR	James Boyce
DAY	W	NOTES	



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LEARNING NEVER ENDS!



Education can expand perspectives, ignite new ideas, and nurture the joy of discovery. Just remember one of your favorite teachers. Chances are they stimulated your understanding of how the world works and how we are all interconnected.

Mercer County Community College is committed to learning at all ages and stages of life and career. Students enroll at Mercer fresh from high school to get a well-rounded general education as the first stop on their academic journey. Returning adults who have postponed post-secondary education turn to MCCC for certificates and degrees that will advance their world view – and their careers. Our courses in anthropology, history, writing, political science, literature, psychology, religious studies, sociology, and public speaking – to name just a few – help our students become better thinkers and better citizens.

Nowhere is that more important than for those who aspire to be teachers. The curriculum for MCCC's degree programs in Education and Early Childhood Education / Special Education Assistant include a variety of stimulating Liberal Arts courses, plus specialized courses in education and opportunities for field experiences. Our Education students are well-prepared for the academic rigors at their transfer schools.

MCCC's Center for Continuing Studies (CCS) is also dedicated to educating the educators. Including a Montessori Teacher Certificate program and emphasis for those focused on providing building blocks for preschoolers, CCS's professional development courses earn high marks for every teaching toolbox.



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes in the category of **Education / General Studies**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

ANTHROPOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ANT

ANT 101 Anthropology

COLLEGE SUCCESS FOR BUSINESS

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/CSB

CSB 100 College Success and Wellness for Business

COLLEGE SUCCESS AND WELLNESS

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/CSW

CSW 100 College Success and Personal Wellness

EDUCATION

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/EDU

EDU 102 Introduction to Exceptional Children

EDU 109 Introduction to Education

EDU 120 Introduction to Early Childhood Education

EDU 214 Curriculum and Methods for Early Childhood

ENGLISH

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ENG

ENG 204 World Literature II

ENG 206 American Literature II

ENG 213 African American Literature

ENG 216 Literature Into Film

ENG 220 Science Fiction Literature

ENG 222 Children's Literature

ENG 228 English Literature II

HISTORY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/HIS

HIS 101 History of Western Civilization to 1648

HIS 102 History of Western Civilization Since 1648

HIS 105 United States History to 1865

HIS 106 United States History Since 1865

HIS 112 World History to 1500

HIS 113 World History Since 1500

HIS 214 The United States Since 1945

HIS 215 The Holocaust and Other Genocides

DEGREE PROGRAMS

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer in the education profession or other field of your choice!

ASSOCIATE DEGREES

- Communication
- Early Childhood Education / Special Education Assistant
- Education (K-12)
- Liberal Arts
 - Global Studies concentration

PHILOSOPHY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/PHI

PHI 102 Introduction to Philosophy

PHI 112 Critical Thinking

PHI 113 Logic

PHI 204 Ethics

PHI 205 Moral Choices

POLITICAL SCIENCE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/POL

POL 101 The American Political System

POL 102 State and Local Government

POL 201 International Relations

PSYCHOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/PSY

PSY 101 Introduction to Psychology

PSY 206 Child Development

PSY 207 Developmental Psychology: Across the Life Span

PSY 210 Abnormal Psychology

PSY 215 Human Sexuality

RELIGION

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/REL

REL 102 Living World Religions

SOCIOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/SOC

SOC 101 Introduction to Sociology

SOC 104 Sociology of Education

SOC 107 Social Problems

SOC 201 Marriage and the Family

SOC 209 Racial, Ethnic and Minority Groups



MONTESSORI TEACHER CERTIFICATION

The Montessori Teacher Training Institute of Mercer County Community College is American Montessori Society (AMS) affiliated and is accredited by the Montessori Accreditation Council for Teacher Education (MACTE) (www.macte.org). Our program utilizes the complete Montessori curriculum.

Classes are held at Robbinsville Montessori located at 2022 Washington Boulevard in Robbinsville, New Jersey; this location allows you to be immersed in the Montessori method from the first day of class.

Who should enroll?

- Montessori teachers or assistant teachers who do not have certification
- Teachers and educators who wish to learn (and receive certification in) the Montessori Method
- Those considering a career in Montessori education - a Montessori Teacher Certificate is recognized in every state and throughout the world.
- Parents or other individuals who wish to further their understanding of child development and successful teaching methods.

Requirements:

- A proficient understanding of the English language, both written and spoken
- Bachelor's Degree (to earn a Montessori Teacher designation)
- High school diploma or equivalent or Associates Degree (to earn a Montessori Associate designation)

To earn a certificate, you must complete the following courses and practicum hours. Please visit the Education page at www.mccc.edu/ccs-education to download information about the program including the Adult Learner Handbook and an application. Montessori schools will not hire a teacher without the Montessori Teacher certificate.

MODULE I (FALL 2020)

- Philosophy/Theory
- Practical Life

Cost: \$1,650 (price subject to change)

MODULE II (FALL 2020)

- Sensorial
- Math
- Art

Cost: \$1,095 (price subject to change)

MODULE III (SPRING 2020)

- Child Development
- Language
- Music, Movement

Cost: \$1,215 (price subject to change)

MODULE IV (SPRING 2020)

- Observation
- Parent Involvement/Education
- Science/Social Studies
- Classroom Leadership

Cost: \$1,435 (price subject to change)

PRACTICUM - 540 HOURS

Prerequisite: Successful completion of Modules I-IV
Cost: \$1,350

SELF-DIRECTED PRACTICUM

Prerequisite: Successful completion of Modules I-IV
Cost: \$2,230



MACTE
Montessori Accreditation
Council for Teacher
Education

MODULE III

The course within this module will cover Child Development, Language, and Music and Movement components of learning. Coursework within Child Development delves into the physical, cognitive, emotional, and social stages of child development and the learning theories that apply to them.

NCEDU-CS007-01 / 7.2 CEU / cost: \$1,215

DATES	Jan 9 – Feb 27	TIME	5:30-8:30pm (TU, TH); 8:30am – 4:30pm (SA)
SESSIONS	18	INSTRUCTOR	Monica Shah
DAY	TU, TH, SA	NOTES	½ hour lunch - Sat classes: Jan 11, 25; Feb 8, 22; No class Jan 28

MODULE IV

This module covers the areas observation, parent involvement, science, social studies, and classroom leadership all comprise this module. Botany, zoology, earth elements, and physical science will be topics of study in science while land and water forms, globes, maps, and flags will be covered in social studies. In classroom leadership, you will learn the important class components of scheduling and curriculum planning, lesson strategies, communication, problem solving, and much more.

NCEDU-CS008-01 / 8.85 CEU / cost: \$1,435

DATES	Mar 3 – May 12	TIME	5:30-8:30pm (TU, TH); 8:30am – 4:30pm (SA)
SESSIONS	25	INSTRUCTOR	Monica Shah
DAY	TU, TH, SA	NOTES	½ hour lunch - Sat classes: Mar 7, 21; Apr 18; May 2, 9; No Class Apr 7, 9

PRACTICUM - 540 HOURS

Prerequisite: Successful completion of Modules I-IV

NCEDU-CS009-01 / cost: \$1,350

DATES Sep 1 – Jun 30

SELF-DIRECTED PRACTICUM

NCEDU-CS009-02 / cost: \$2,230

DATES Sep 1 – Jun 30

Free Information Session for
MONTESSORI
TEACHER CERTIFICATE
See page 3 for details



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CHILD CARE DEVELOPMENT

INTERESTED IN LEARNING MORE ABOUT CHILD CARE DEVELOPMENT?

The Center for Continuing Studies is excited to be bringing a newly designed program for early childhood educators in childcare centers and schools.

To learn more and for our new course descriptions, please visit our website at www.mccc.edu/ccs and look for "Education".



NEW PATHWAYS TO TEACHING IN NJ

NPTNJ is a unique online program for people with a bachelor's degree to become a certified teacher in New Jersey.

New Pathways to Teaching in NJ (NPTNJ) is designed to provide candidates with the knowledge, skills, and strategies necessary to become successful teachers.

We offer three flexible paths:

- Low-cost non-credit course options
- Graduate online credit courses
- Integrated online Masters Degree with certification

NPTNJ offers personalized advice and assistance navigating the New Jersey Department of Education regulations, strong faculty support, and high quality coursework.

New Pathways is a 15-year partnership between New Jersey City University and many of the New Jersey Community Colleges that is regulated and approved by the N.J. Department of Education.

njcu.edu/nptnj | newpathways@njcu.edu | 201-123-4567



SATISFY YOUR APPETITE FOR LEARNING



Are you passionate about food? Have you considered taking your home cooking skills to the next level? Or, perhaps you are interested in an exciting management career in the hospitality industry.

You need look no further than Mercer County Community College to get a high quality education in Culinary Arts, Culinology, and Hotel, Restaurant and Institution Management.

At Mercer, you learn by doing. That means the Culinary Center's three kitchens and dining room are your primary classroom. From menu planning to sanitation and safety to running your own student restaurant with your classmates, you will graduate from these programs with highly marketable skills.

The MCCC Hospitality Club supplements the hard work in the kitchen with service projects on campus and in the community. In the process, students start to build connections with industry professionals that often lead to internships and jobs.

When it comes to helping you know your wine, every year is a good year for the MCCC Center for Continuing Studies (CCS) wine appreciation series. Classes throughout the year focus on the many varietals and their distinctive characteristics, wine-growing regions around the world, and even food pairings that enhance that special meal. Each class ends with a tasting of the evening's featured wines. (Participants must be 21 or older.)

Take a bite out of life at the MCCC Culinary Center!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes in the **Culinary and Hospitality** categories. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

HOSPITALITY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/HOS

- HOS 101** Food Preparation I
- HOS 102** Food Preparation II
- HOS 104** Hotel Management and Lodging Operations
- HOS 109** Advanced Culinary Arts
- HOS 111** Culinary Math
- HOS 115** Food and Culture
- HOS 116** Techniques of Healthy Cooking
- HOS 118** Sanitation and Safety in Food Service Operations
- HOS 123** Introduction to Travel and Tourism
- HOS 185** Table Service
- HOS 204** Hospitality Marketing
- HOS 210** Applied Kitchen Skills – Café
- HOS 217** Professional Baking I
- HOS 218** Professional Baking II
- HOS 219** Professional Baking III
- HOS 240** Classical Cuisine / Advanced International
- HOS 245** Chocolates and Confections / Retail Bakeshop
- HOS 249** Advanced Pastry

DEGREE AND CERTIFICATE PROGRAMS

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer in the culinary and hospitality fields!

ASSOCIATE DEGREES

- Culinary Arts
 - Culinary Arts concentration
 - Pastry Arts concentration
- Culinology / Food Science
- Hotel, Restaurant, and Institution Management

CREDIT CERTIFICATES

- Catering Management
- Professional Baking
- Professional Cooking



WINE

(Participants must be 21 years of age and be prepared to show ID.)

Please note: Each class will conclude each class with a tasting and discussion of each wine. Our discussions will include the styles, appellations, climates, food pairings, better producers, and much more.

AUSTRIAN WINES

Austria produces mostly dry white wines but also interesting reds from both local and international varieties. Many Austrian wines have German roots, like Traminer and Blaufrankisch.

NCHOS-CS001-01 / cost: \$65

DATES	Mar 11	TIME	6:30-8:30pm
SESSIONS	1	INSTRUCTOR	Bruce Smith
DAY	W	NOTES	

WINES FROM PASO ROBLES

Paso Robles is halfway between San Francisco and Los Angeles with a small town charm on California's Central Coast. In this region, there are more than 200 wineries. The region's specialties are Zins and Rhone varieties, and a variety of whites can be found as well.

NCHOS-CS001-02 / cost: \$65

DATES	Mar 18	TIME	6:30-8:30pm
SESSIONS	1	INSTRUCTOR	Bruce Smith
DAY	W	NOTES	

IF YOU LIKE THIS, TRY THAT

Many people like a certain varietal, but are afraid to try another that is similar. They are comfortable with their choice and do not like disappointment. During this course, you will compare two different wines that have similar characteristics. Is a Dolcetto similar to Cabernet Franc? Different? Gewurztraminer vs Torrontes? Will the same foods be compatible with each?

NCHOS-CS001-03 / cost: \$65

DATES	Mar 25	TIME	6:30-8:30pm
SESSIONS	1	INSTRUCTOR	Bruce Smith
DAY	W	NOTES	

WINES OF LANGUEDOC AND ROUSSILLON

These two French appellations are a large and expansive along the Mediterranean coast from Spain to Provence. This area produces a wide range of white and red wines, each offering excellent value and pricing.

NCHOS-CS001-04 / cost: \$65

DATES	Apr 1	TIME	6:30-8:30pm
SESSIONS	1	INSTRUCTOR	Bruce Smith
DAY	W	NOTES	

ONLINE

RESTAURANT MANAGEMENT

Cost: \$995

Restaurant Management opens the door to worldwide employment opportunities and experiences in a variety of culinary environments. You will be provided with the knowledge to succeed in the areas of restaurant design and concept, menu creation and management, food and beverage elements, human resources and business management elements.

This course will impart the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry. You will also learn how to market a restaurant to key customer groups and how to sustain a profitable restaurant while adhering to all legal requirements.

Visit careertraining.ed2go.com/mercer for a complete program listing and start dates.



ONLINE

CATERING PROFESSIONAL

Cost: \$1,295

This course provides the foundational skills needed for a career in the catering and events industry by teaching the elements of catering services, including overseeing events and functions, and collaborating with other catering services. You will gain the ability to plan for successful food preparation and apply beverage management requirements.

This course will also demonstrate best practices for marketing a catering business, considerations for preparing and executing contracts, effectively manage human resources, and applying basic accounting principles. It will also prepare you for the Certified Professional in Catering and Events (CPCE) through the National Association for Catering and Events.

In our Catering Professional course, you will have the opportunity to work alongside a variety of skilled professionals and cater to an assortment of food and beverage requests. You will learn the foundations of event planning, food and beverage management, sales and marketing, human resources, accounting practices, and legal contracts.

Visit careertraining.ed2go.com/mercer for a complete program listing and start dates.

MERCER INSTITUTE

of Management & Technology Training



GRANT FUNDED TRAINING IS AVAILABLE!

Successful businesses know the importance of training.

Why wait? Get your **EMPLOYEES** the skills they need to be successful **NOW!**

We Offer Training In:

- MS Office - Word, Excel & PowerPoint
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- Supervisory Skills
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Training is funded by a partnership between the New Jersey Business and Industry Association, NJ Department of Labor, the NJ Community College Consortium for Workforce and Economic Development and The African American Chamber of Commerce.

Jennifer Kaklamanis
Account Executive

609.570.3279 • kaklamaj@mccc.edu

www.mercerinstitute.com

MAKE A HEALTHY DIFFERENCE



Healthcare remains one of the strongest employment sectors in the state. The need for trained professionals in a variety of disciplines is acute and growing. Mercer County Community College offers numerous degree programs and certifications in the health professions for both entry-level employment and for those seeking to take their careers to the next level.

MCCC's Health Professions Division offers ten degree and certificate programs in high demand fields. Career programs with licensure include Nursing, Radiography, Medical Laboratory Technology, Occupational Therapy Assistant, Physical Therapist Assistant, Occupational Therapist Assistant and Medical Laboratory Technology. Degree programs designed for transfer include Exercise Science and Public Health. Additional programs include Health Science and Medical Office Assistant.

Our graduates are well-prepared for employment at top medical facilities in our region and many find jobs directly after graduation. Pass rates on certification exams are consistently high.

Interested in shorter-term training that will give you marketable skills fast? The college's Center for Continuing Studies (CCS) offers certificate programs in Clinical Development, Home Health Aide, Certified Nurse Aide, Phlebotomy Technician, and Pharmacy Technician. The center also offers advanced options in specialized disciplines like MRI and CT.

If you are interested in working in a medical office, programs in Medical Billing and Coding, Medical Administrative Assistant, and Electronic Health Records Specialist will equip you with the skills you need. An introductory course in Medical Terminology will help you speak the language of healthcare.

For students interested in the field of veterinary medicine, CCS offers a Veterinary Assistant certificate program approved by the National Association of Veterinary Technicians in America that prepares them for the certification exam. The five-module program includes a clinical externship in a veterinary hospital or office as its final component.

To jump start a rewarding career in healthcare, or achieve your personal wellness goals, consider Mercer as a healthy start!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes for the **Health Professions**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

HEALTH / PHYSICAL EDUCATION

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/HPE

HPE 105 First Aid, CPR and AED

HPE 113 Medical Terminology

MEDICAL LABORATORY TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/MLT

For available Spring 2020 courses as well as enrollment requirements and approvals, contact the program coordinator at (609) 570-3387 or e-mail shavel@mccc.edu.

NURSING

Course descriptions, prerequisites, corequisites at [www.mccc.edu/courses/NUR, NRS, NSG](http://www.mccc.edu/courses/NUR,NRS,NSG)

For available Spring 2020 courses as well as enrollment requirements and approvals, contact the Nursing Education office at (609) 570-3391 or e-mail Elizabeth Mizerek, Director of Nursing Education, at mizereke@mccc.edu.

PHYSICAL THERAPIST ASSISTANT

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/PTA

PTA 101 Introduction to PTA

PTA 105 Kinesiology

PUBLIC HEALTH

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/PBH

PBH 101 Principles of Public Health

RADIOGRAPHY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/RAD

For available Spring 2020 courses as well as enrollment requirements and approvals, contact the Admissions office at (609) 570-3795 or e-mail the Health Professions coordinator at matyasc@mccc.edu.

RESPIRATORY THERAPY

Brookdale Community College reserves a limited number of seats in its Respiratory Therapy program for qualified Mercer County residents who have completed their general education and core science courses at Mercer County Community College. For more details about this cooperative program, call the Admissions office at (609) 570-3795 or e-mail kerrs@mccc.edu.

DEGREE AND CERTIFICATE PROGRAMS

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer in the healthcare field!

ASSOCIATE DEGREES

- Health Information Technology¹
- Health Science
 - Radiography concentration
- Medical Laboratory Technology
- Nursing
- Nursing Cooperative (St. Francis)²
- Occupational Therapy Assistant³
- Physical Therapist Assistant
- Public Health
- Radiography
- Respiratory Care⁴

¹ offered with Camden County College

² offered with St. Francis Medical Center School of Nursing

³ offered with School of Health Professions at Rutgers, The State University of New Jersey

⁴ offered through Brookdale Community College

CREDIT CERTIFICATE

- Medical Office Assistant



ALLIED HEALTH

FOR ALL ALLIED HEALTH PROGRAMS:

- If for some unforeseen reason you wish to withdraw from the course at least ten (10) days before the start of the program, you will receive a refund in the amount of the tuition minus \$100 for administration fee. No refunds will be issued if you withdraw from the course less than ten (10) days before the start of the program.
- Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information.
- All students must complete the application process prior to registering for these courses. Class size is limited. Attendance at all sessions is mandatory.
- Please email Andrea Bash at basha@mccc.edu for an application packet or with any questions.

CERTIFIED NURSE AID (CNA)

Requirements:

- A clear understanding of written and spoken English.
- Scrubs, student liability insurance, 2-step PPD, and state examination are all required and have additional costs.
- A money order of \$76 must be presented at the time of the skills test.
- In order to complete this program, participants must pass a background check.
- The high-demand occupation of CNA (Certified Nurse Aide) involves caring for patients in long-term care facilities, assisted living, rehabilitation centers, pediatric care, and hospitals. This 90-hour course is approved by the NJ Department of Health and Senior Services and consists of 50 classroom hours and 40 hours of clinical instruction.

You will be prepared to take the NJ State Certified Nursing Assistant Exam. Licensed CNAs are eligible to take an additional ten-hour course to become a Certified Home Health Aide (CHHA). **Textbook is required and is available in the college bookstore.**

Upon successful completion of the program, students are eligible to receive one academic credit toward an Associate in Applied Science (AAS) degree at Mercer County Community College.

Please bring lunch – cafeteria is closed.

NCHCP-CS031-02 / 9.0 CEU / cost: \$1,400

DATES	Jan 13 - Mar 24	TIME	Various
SESSIONS	19	INSTRUCTOR	Robin Jones
DAY	M, W	NOTES	Skills Test date: Apr 4

Make-up dates are: Jan 31; Feb 11, 25; Mar 10, 26 (In case one of the mandatory sessions is not attended, a make-up date must be completed and scheduled with instructor in order to continue in the program.)

Schedule will be provided at time of registration.

Class is held at JKC (Trenton) Campus

Clinical sessions times vary and are held at Hamilton Continuing Care, 1059 Old Trenton Road, Hamilton, NJ 08690

CERTIFIED HOME HEALTH AIDE (CHHA)

Required: Students MUST be currently certified by the NJ Department of Health and Senior Services as a Certified Nurse Aide. Proof of licensure must be provided to register.

This ten-hour program is designed for the CNA who wants to become a Certified Home Health Aide (private care). Students will process the application to become a CHHA with the NJ Board of Nursing. There will be a licensing fee of \$80 paid by money order only.

NCHCP-CS032-01 / 1.0 CEU / cost: \$153

DATES	Mar 28 – Apr 4	TIME	9:00am-2:30pm
SESSIONS	2	INSTRUCTOR	Marilyn Wargo
DAY	SA	NOTES	½ hour lunch

PHLEBOTOMY I (LECTURE/CLASSROOM)

Requirements: High School diploma or equivalent.

This 90-hour lecture course provides the first step to preparing for a career as a Certified Phlebotomy Technician. The program begins with the healthcare delivery system, collection of materials and equipment, venipuncture and capillary techniques, and medical, legal, and ethical implications of blood collection. Upon successful completion of the didactic portion of this course, students will be sent to a local healthcare facility to complete an externship. During this externship, students will perform 40 venipunctures. Thereafter, students will be eligible to take the National Certification Exam given by NHA or the ASCP Phlebotomy Certification tests. (The certification test cost is the student's responsibility) **Textbook is required and available in the college bookstore.**

NCHCP-CS029-01 / 9.0 CEU / cost: \$1,396

DATES	Jan 16 – Mar 28	TIME	5:00-9:00pm (TU, TH); 9:00am-3:30pm (SA) ½ hour lunch
SESSIONS	22	INSTRUCTOR	Fern Harhay
DAY	TU, TH, SA	NOTES	Saturday class Mar 28 9:00-3:30pm ½ hour lunch

Classes meets at JKC (Trenton) Campus

PHLEBOTOMY II EXTERNSHIP (40 HOURS)

Requirements:

- Successful completion of Phlebotomy I and instructor recommendation are required to register for the Phlebotomy II Externship
- Scrubs are mandatory
- Background checks must be completed prior to externship. **State mandated**
- 2-step PPD/immunizations and a physical examination are required
- Phlebotomy Liability Insurance required (\$40)

Students will complete Phlebotomy II with 40 hours of documentation, performing a minimum of 40 venipunctures. This externship is performed at a local healthcare facility under direct supervision. Schedules will vary and will be assigned by the Phlebotomy I instructor. Students must adhere to their schedule and complete the hours assigned. Note: Students have 6 months after completing Phlebotomy I to complete externship.

NCHCP-CS091-01 / 4.0 CEU / cost: \$360

DATES Apr 1 – Aug 31



EKG CARDIAC TECHNICIAN GENERAL COURSE AND TEST PREPARATION

Requirements: High School diploma or equivalent.

The comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the NHA Electrocardiograph (EKG) Technician exam. This course includes important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography, and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement, and other clinical practices.

NHA certification is provided upon successful passing of the national test, completion of the course and the test fee is included in the tuition cost. **Textbook is required and available in the college bookstore.**

NCHCP-CS028-01 / 5.0 CEU / cost: \$1,120

DATES	Jan 22 – Mar 18	TIME	5:30-8:30pm
SESSIONS	17	INSTRUCTOR	Tracey Pinkney
DAY	M, W	NOTES	Mar 18 class is 5:30-7:30pm only

Classes meets at JKC (Trenton) Campus

PHARMACY TECHNICIAN CERTIFICATION PREP PROGRAM

Requirements: High School diploma or equivalent; strong mathematical skills.

The Pharmacy Technician Certification Prep Program prepares students with knowledge and skills to confidently take the Pharmacy Technician Certification Board's national exam. This program offers both retail and hospital settings as part of its hands-on externship. Who should attend? Those seeking nationwide employment opportunities within the field of pharmacy. Total program consists of 250 hours. Total cost of all four modules is \$2,877.00. **Textbook is required and available in the college bookstore.**

MODULE III

Prerequisite: Modules I and II

This module provides a continuation of pharmacology II, hospital pharmacy, trends in pharmacy and community pharmacy.

NCHCP-CS053-01 / 6.5 CEU / cost: \$748

DATES	Feb 18 - Apr 9	TIME	5:30-9:30pm (TU, TH); 5:30-10:00pm (Apr 7 & 9)
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SESSIONS	16	INSTRUCTOR	Yamaris Rivera
DAY	TU, TH	NOTES	

Classes meets at JKC Trenton Campus

MODULE IV - EXTERNSHIP

Prerequisite: Successful completion of Modules I, II and III

This professional pharmacy and clinical externship occurs off-campus. Students are required to complete a drug test and background check as well as maintain up-to-date inoculations. Student liability insurance must be obtained prior to starting the externship. Lab coat must be worn during the duration of the externship.

NCHCP-CS054-01 / 6.0 CEU / cost: \$690

DATES Apr 10 - Aug 31

PATIENT CARE TECHNICIAN

Requirements: High School diploma or equivalent.

This 125-hour course prepares Patient Care Technicians via NHA National HealthCareer Association. The course provides instruction related to advanced fundamentals of patient care with phlebotomy and EKG practice to include but not limited to lectures, discussion, audiovisuals, demonstration of skills, and clinical skills validation. The course further expands content to include the key practice elements of the Patient Care Technician providing a conceptual framework of practice to include advanced nursing assistant, phlebotomy, EKG and monitor technician and unit secretary. "Patient Care Technician Practicum" is the final course where students are evaluated with their hands-on patient care tech skills. **Textbook is required and available in the college bookstore.**

NHA certification is provided upon successful passing of the national test, completion of the course and the test fee is included in the tuition cost.

NCHCP-CS090-01 / 12.5 CEU / cost: \$1,975

DATES	Jan 13 - Apr 8	TIME	9:00am-2:00pm
SESSIONS	25	INSTRUCTOR	Kimberly Brown
DAY	M, W	NOTES	No class Jan 20

Class meets at JKC (Trenton) Campus

MEDICAL BILLING AND CODING CERTIFICATES

Accurate medical billing/coding is necessary to secure maximum reimbursement for the healthcare provider while ensuring legal compliance on claims. The Certificate in Medical Billing/Coding is designed to prepare participants for an entry-level position in one of the fastest growing industries. This administrative position assists medical research and reimbursement in medical offices, hospitals, or other healthcare settings. Prepare for a career change or advancement today.

NHA certification is provided upon successful passing of the national test, completion of the course and the test fee is included in the tuition cost.

INTRODUCTION TO MEDICAL ADMINISTRATION IN BILLING AND CODING

Requirements: High School diploma or equivalent.

All students must complete this course to take the Medical Administrative Assistant, Medical Billing Specialist, Medical Coding Specialist, and/or Electronic Health Records Specialist courses. The topics for this 72-hour class include Medical Terminology, Introduction to Allied Health Clinical and Administration, Anatomy, and Clinical Pathology. **Textbook is required and available in the college bookstore.**

NCHCP-CS068-01 / 7.2 CEU / cost: \$1,008

DATES	Jan 15 – Mar 18	TIME	6:00-10:00pm
SESSIONS	18	INSTRUCTOR	Fern Harhay
DAY	M, W	NOTES	No class Jan 20

ALLIED HEALTH

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

Prerequisite: Medical Administration in Billing and Coding Introduction.

This 50-hour course instructs students on how to process insurance claims, perform bookkeeping procedures, and perform clerical functions. You will also learn personal attributes, job readiness, and workplace dynamics. Medical assisting administrative procedures and applications of medical terminology are reviewed. Upon successful completion, students are eligible to receive the Medical Administrative Assistant Certificate. **Textbook is required and available in the college bookstore.**

NCHCP-CS073-01 / 5.0 CEU / cost: \$800

DATES Jan 22 – Mar 18 **TIME** 6:00-9:00pm

SESSIONS 17 **INSTRUCTOR** Kimberly Brown

DAY M, W **NOTES** Mar 18 6:00-8:00pm only

Please note: Students who complete this course and pass the CMAA exam may be eligible for credit for MOA 101: Medical Ethics and Office Procedures, one of ten courses required for the Certificate of Proficiency in Medical Office Assistant. Terms and conditions apply. Contact Coordinator, Medical Office Assistant for details and visit www.mccc.edu/moa.

ELECTRONIC HEALTH RECORDS SPECIALIST CERTIFICATE (EHR)

Prerequisite: Medical Administration in Billing and Coding Introduction and Medical Administrative Assistant

This 50-hour course prepares students to perform duties using the Simchart EHR software, an electronic chart used by medical office professionals, billers, and coders in a variety of medical specialties and can be specialized. Students must bring their own flash drive to class to save their work. **Textbook is required and available in the college bookstore.**

NCHCP-CS070-01 / 5.0 CEU / cost: \$800

DATES Jan 21 – Mar 17 **TIME** 6:00-9:00pm

SESSIONS 17 **INSTRUCTOR** Kimberly Brown

DAY TU, TH **NOTES** Mar 17 6:00-8:00pm only

MEDICAL BILLING SPECIALIST CERTIFICATE

Prerequisite: Medical Administration in Billing and Coding Introduction.

Corequisite: Medical Coding Specialist

This 50-hour course focuses on the process of medical billing and the reimbursement a medical office receives for medical procedures. The various types of billing claims, process, and collection of payments, and tracking routing slips are the main focus of this course. Understand the differences between claims, billing, and reimbursements as they apply to commercial, government, and private health insurance. Receive an introduction to CPT. **Textbook is required and is available in the college bookstore. Please bring book to first class.**

NCHCP-CS072-01 / 5.0 CEU / cost: \$800

DATES Jan 22 – Mar 18 **TIME** 6:00-9:00pm

SESSIONS 17 **INSTRUCTOR** Jessica Schutte

DAY M, W **NOTES** Mar 18 6:00-8:00pm only



MEDICAL CODING SPECIALIST CERTIFICATE

Prerequisite: Medical Administration in Billing and Coding Introduction

Corequisite: Medical Billing Specialist.

The Medical Coding 50-hour course is a job training program for those seeking employment in the Medical Administration Billing and Coding field. Students gain an understanding of the important link between the provisions of healthcare and reimbursement for services. The multi-step billing process and medical coding procedures are the foundation of the program. Learn healthcare law and ethics, medical terminology, anatomy and physiology, and the various software programs commonly used in the medical arena. Prepare for employment in hospitals, physicians' offices, and billing facilities while learning the steps necessary to become a Certified Inpatient Coder (CIC), a Certified Professional Coder (CPC), a Certified Professional Biller (CPB), or a Certified Coding Specialist (CCS). Upon successful completion, you are eligible to receive a Coding Certificate. Textbook is required and is available in the college bookstore. Please bring book to first class.

NCHCP-CS071-01 / 5.0 CEU / cost: \$800

DATES Jan 21 – Mar 17 **TIME** 6:00-9:00pm

SESSIONS 17 **INSTRUCTOR** TBD

DAY TU, TH **NOTES** Mar 17 6:00-8:00pm only

Please note: Students who complete this course and pass the CPC exam may be eligible for credit for MOA 103: Medical Billing and Coding Procedures, one of ten courses required for the Certificate of Proficiency in Medical Office Assistant. Terms and conditions apply. Contact Coordinator, Medical Office Assistant for details and visit www.mccc.edu/moa.

ADVANCED IMAGING PROGRAMS

Mercer County Community College Continuing Studies Department is offering ASRT approved didactic course hours and allotted clinical experience to prepare for the ARRT credentialing exam in the areas of Magnetic Resonance (MRI) and Computed Tomography (CT) programs. Both programs are approved for 42 Continuing Education Credits by the ASRT.

Program begins in Fall 2020. Applications are now available online and are accepted and reviewed on a first come first serve basis for this program. Program enrollment size is limited.

For more information on the Advanced Imaging Programs, or for an application, please email Andrea Bash at basha@mccc.edu or visit our website at www.mccc.edu/ccs and look for "Advanced Imaging".

MAGNETIC RESONANCE (MRI)

Prerequisite Requirements: Prospective interns must hold ARRT primary certification in Radiography, Nuclear Medicine, Radiation Therapy, or Sonography.

Didactic: This course is made up of 42 hours (48 hours for those enrolled in Option 1) of classroom learning which includes instructional videos and demonstrations.

Clinical: Students must complete all repetitions as required by the ARRT to become eligible to sit for the credentialing exam. Students will have a six-month period complete the required repetitions.

COMPUTED TOMOGRAPHY (CT)

Prerequisite Requirements: Prospective interns must hold ARRT primary certification in Radiography, Nuclear Medicine, Radiation Therapy, or Sonography.

Didactic: This course is made up of 42 hours of (48 hours for those enrolled in Option 1) classroom learning which includes instructional videos and demonstrations.

Clinical: Students must complete all repetitions as required by the ARRT to become eligible to sit for the credentialing exam. Students will have a five-month period complete the required repetitions.



LOOKING TO DO SOMETHING MORE WITH YOUR CAREER?

Become a CNA Instructor for Mercer County Community College!

We are looking to sponsor Registered Nurses that are interested in becoming a CNA Instructor for the college. All interested must meet the minimum workshop requirements and be committed to teach at MCCC for at least one year.

CNA Instructor Training Workshop Requirements

1. Currently licensed as a registered professional nurse for at least 3 years (need to provide license)
2. Possesses at least 1 year of full time experience as a registered professional nurse in a licensed long term care facility within 5 years immediately preceding submission of resume to the Certification Program
3. Current affiliations with a Department of Health approved NATCEP

If interested, and for more information, please reach out to

Elizabeth Mizerek
mizereke@mccc.edu | 609-570-3526

Andrea Bash
basha@mccc.edu | 609-570-3122

EMERGENCY

ECO - EMERGENCY COMMUNICATION OFFICER

911 BASIC DISPATCHER

(9-1-1 OFFICER NATIONAL CERTIFICATION COURSE)

This NECI 9-1-1 Officer basic dispatcher national certification course will provide students with basic skills in public safety communications. You must successfully pass a written exam and practical exam in order to receive certification. This course is approved by the State of New Jersey Office of Telecommunications Services. Attendance at all sessions is mandatory. **NECI 9-1-1 Officer National Certification Student Manual required and available in college bookstore.**

NCEMT-CS011-01 / 3.9 CEU/ Cost: \$350

DATES Feb 5 -Feb 19 **TIME** 6:30-10:30pm (W); 6:00-10:30pm (F); 8:30am-4:30pm (SU)

SESSIONS 7 **INSTRUCTOR** Anthony Gulotta

DAY W, F, SU **NOTES**

Class meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648

For a complete list of our Emergency Training courses, please be sure to visit our website at www.mccc.edu/ccs and look for "Emergency Training".



EMERGENCY MEDICAL DISPATCHER

Required: Must obtain a Health Care Provider Level CPR card prior to the start of the class and must maintain same throughout the course and certification process.

Prerequisite: 911 Basic Dispatcher Certification or enrollment in NECI 9-1-1 Basic Dispatcher course (see course description on this page)

This course is the National Highway Traffic Safety Administration Emergency Medical Dispatch National Standard Curriculum. You will gain knowledge and skills to be an Emergency Medical Dispatcher. You must successfully pass a written exam and practical exam in order to receive certification. This course is approved by the State of New Jersey Office of Telecommunications Services. **Attendance at all sessions is MANDATORY.**

NCEMT-CS012-01 / 3.7 CEU/ Cost: \$300

DATES Feb 26 -Mar 8 **TIME** 6:00-11:00pm (TU, W); 8:30am -4:30pm (SU)

SESSIONS 6 **INSTRUCTOR** Anthony Gulotta

DAY W, F, SU **NOTES**

Class meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648

BLS (BASIC LIFE SUPPORT) FOR HEALTH CARE PROVIDERS AND PROFESSIONAL RESCUERS

(For new and renewal) (Ages 16+)

This course will provide training for adult, child, and infant CPR. Learn one and two rescuers CPR, rescue breathing, and skills for conscious and unconscious choking victims.

Participants will also learn how to use barrier devices and AED.

All participants will receive an American Heart Association card valid for 2 years.

NCHSC-CS002-01 / Cost: \$100

DATES Mar 7 **TIME** 9:00am-1:30pm

SESSIONS 1 **INSTRUCTOR** LifeForce USA, Inc.

DAY SA **NOTES**

NCHSC-CS002-02 / Cost: \$100

DATES Apr 20 **TIME** 6:00-10:30pm

SESSIONS 1 **INSTRUCTOR** LifeForce USA, Inc.

DAY M **NOTES**

BLS (BASIC LIFE SUPPORT) FOR HEALTH CARE PROVIDERS AND PROFESSIONAL RESCUERS

(Ages 16+)

The Heartsaver CPR/AED course consists of the following skills: CPR for adult, child, and infant victims; first aid for conscious and unconscious choking victims; use of AED; and the use of barrier devices. This course is intended for lay-rescuers, workplace programs, fitness professionals, teachers and coaches, and babysitters, etc. This course fulfills the CPR/AED requirement of Personal Training Certification.

All participants will receive an American Heart Association card valid for 2 years.

NCHSC-CS003-01 / Cost: \$95

DATES Feb 10 **TIME** 6:30-9:30pm

SESSIONS 1 **INSTRUCTOR** LifeForce USA, Inc.

DAY M **NOTES**

NCHSC-CS003-02 / Cost: \$95

DATES Mar 31 **TIME** 6:30-9:30pm

SESSIONS 1 **INSTRUCTOR** LifeForce USA, Inc.

DAY TU **NOTES**

REGISTER TODAY FOR NON-CREDIT COURSES



WWW.MCCC.EDU



609-570-3311



COMED@MCCC.EDU



CLINICAL DEVELOPMENT AND REGULATORY AFFAIRS

In response to the increasing demand for trained professionals in the pharmaceutical, biopharmaceutical, and medical device industries, the Center for Continuing Studies at Mercer is offering a comprehensive certificate program in Clinical Development and Regulatory Affairs. All courses in the certificate program are taught by highly experienced instructors, and welcomed guest speakers who bring added expertise to the program.

Upon completion of the certificate program, participants will be able to:

- Define the roles and responsibilities of Sponsor, Monitor, and Investigator as they relate to the conduct of global clinical trials.
- Recognize clinical trial documentation differences for biologics, medical devices, and pharmaceuticals.
- Describe differences between regulatory submission requirements of new biologics, medical devices, pharmaceuticals, and vaccines.
- Discuss the impact of FDA regulations and guidance documents, EU directives, EMEA regulations and ICH GCP on clinical development.
- Describe the elements of a clinical protocol, an informed consent, monitoring visit reports and a corrective and preventative action plan.

Who should attend? Those with a Bachelor of Arts or Bachelor of Science in:

- Nursing
- Pharmacy
- Chemistry
- Biology
- Medical Technology
- Other fields of study may be appropriate

Earn Graduate Credits

MCCC has an articulation agreement with Drexel University College of Medicine. Participants who successfully complete the Certificate in Clinical Development and Regulatory Affairs may earn up to nine (9) graduate credits when they apply and gain acceptance to Drexel University's Master Degree in Clinical Research Organization and Management.

For more information regarding the Certificate of Clinical Development and Regulatory Affairs, please email ComEd@mccc.edu.

Required Courses

- Foundations of Clinical Development: Prerequisite for all other courses.
- Regulatory Affairs: Regulations and Compliance (online)

Elective Courses (Choose one)

- Fundamentals of Clinical Research Monitoring and Study Coordination
- Clinical Data Management
- Clinical Quality Assurance

FOUNDATIONS OF CLINICAL DEVELOPMENT

Required course

Introduces you to the process of bringing a new pharmaceutical or medical device to market. Principles of good clinical practices and the elements of informed consent as well as regulations and compliance will be discussed. Upon completion of this course, you will be able to describe the stages of development for biologics, medical devices and pharmaceuticals as well as the roles and responsibilities of sponsors, investigators, and clinical research professionals. Textbook required and is available in the college bookstore. Students must obtain the textbook prior to the start of class.

NCPHA-CS001-01 / 3.6 CEU / cost: \$1,100

DATES	Feb 3 – Feb 22	TIME	6:00-9:00pm (M, W); 9:00am-4:00pm (SA) ½ hour lunch
SESSIONS	9	INSTRUCTOR	Michael Falkow
DAY	M, W, SA	NOTES	Sat Class: Feb 8, 15, 22

FUNDAMENTALS OF CLINICAL RESEARCH MONITORING AND STUDY COORDINATION (ONLINE)

Prerequisite: Foundations of Clinical Development

Required: Access to a computer, Microsoft Office compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.

The Clinical Coordination and Monitoring course was developed to educate Clinical Research Associates (CRAs) and Clinical Research Coordinators (CRCs) as well as members of the clinical research project team who interact with them. In this course, students are introduced to clinical trial activities as they directly relate to the CRA and CRC job functions while becoming educated in the various facets of clinical trial monitoring including the CRA/ CRC roles and responsibilities, general study design, investigative site selection/feasibility, regulatory document collection, types of monitoring visits, privacy, risk management and fraud in clinical research today. The importance of pre-study, initiation, interim monitoring and close-out visits, including a review of the FDA Guidance on Risk-Based Monitoring, will also be discussed. Online Orientation and 36 hours of online instruction.

NCPHA-CS005-01 / 3.6 CEU / cost: \$1,100

DATES	Feb 10 – Mar 30	TIME	Online
SESSIONS	10	INSTRUCTOR	Jill Johnston
DAY	Online	NOTES	

REGULATORY AFFAIRS: REGULATIONS AND COMPLIANCE (ONLINE)

Prerequisite: Foundations of Clinical Development

Required: Access to a computer, Microsoft Office compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.

Introduces you to the impact of regulation on clinical development of new biologics, pharmaceuticals, and vaccines. Upon completion of this course, you will be able to describe the differences between an Investigational New Drug Application (INDA), a Biologic License Application (BLA), a New Drug Application (NDA), an Abbreviated New Drug Application (ANDA), and a PreMarket Application (PMA). You will also gain an understanding of FDA and ICH guidelines and regulations as well as the FDA Bioresearch Monitoring program.

NCPHA-CS008-01 / 3.6 CEU / cost: \$1,100

DATES	Mar 2 – Apr 2	TIME	Online
SESSIONS	Online	INSTRUCTOR	Michael Falkow
DAY	Online	NOTES	

CLINICAL QUALITY ASSURANCE

Prerequisite: Foundations of Clinical Development

This course is designed to provide you with a thorough understanding of current Good Clinical Practices (GCPs) and Clinical Quality Assurance (CQA) requirements in detecting study misconduct and fraud in global clinical trials. Additionally, you will learn how to develop an audit plan and conduct site and vendor audits. Included in the course work will be the development of Corrective and Preventative Action Plans. Materials provided.

NCPHA-CS006-01 / 3.6 CEU / cost: \$1,100

DATES	Apr 7 – May 14	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Michael Falkow
DAY	TU, TH	NOTES	



**Free Information Session for
CLINICAL DEVELOPMENT**
See page 3 for details



VETERINARY ASSISTANT CERTIFICATE PROGRAM

This program, approved by the National Association of Veterinary Technicians in America (NAVTA), is designed for the student interested in pursuing an entry-level career in the field of veterinary medicine. Veterinary assistants serve as integral members of the veterinary team under direct supervision of the veterinarian or veterinary technician. Trained veterinary assistants offer added value to a veterinary practice and a certificate in veterinary assisting will enhance your resume.

Students who have completed this certificate program will have the knowledge and abilities to take NAVTA's national certification examination. To earn the certificate, the student must successfully complete all modules of the certificate program in sequential order.

Prerequisites: High school diploma or equivalent; a clear understanding of written and spoken English; proof of personal health insurance (before registering for Module 4).

Module 1: Introduction to the Veterinary Profession

Module 2: Nursing Skills-Part I

Module 3: Nursing Skills-Part II

Module 4: Laboratory Skills

Module 5: Clinical Externship



Textbook is required and available in the college bookstore.

Instructors: Sherif Gerdes, CVT; Patrick Trusdell, CVT; Allie Whartenby, CVT

MODULE 1: INTRODUCTION TO THE VETERINARY PROFESSION

This session will provide you with an overview of the profession of veterinary medicine and the role of each member of the veterinary team. You will learn practice management skills including office and hospital procedures and client relations. Other topics include: common canine, feline and equine breeds; medical terminology; pharmacy and pharmacology skills.

NCASC-CS016-01 / 3.6 CEU / cost: \$593

DATES	Mar 3 – Apr 9	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Allie Whartenby
DAY	TU, TH	NOTES	

MODULE 3: NURSING SKILLS - PART II

Prerequisite: Modules 1 and 2

Learn how to effectively assist veterinarians and veterinary technicians with examinations and surgical procedures. Understand the skills needed to play a role in the treatment and prevention of disease. Other topics include: basic anatomy, restraint, animal husbandry, first aid, and vital signs monitoring.

NCASC-CS017-01 / 3.9 CEU / cost: \$642

DATES	Jan 14 – Feb 27	TIME	6:00-9:00pm
SESSIONS	13	INSTRUCTOR	Allie Whartenby/ Sherif Gerdes/ Patrick Trusdell
DAY	TU, TH	NOTES	No class Feb 25



MODULE 4: LABORATORY SKILLS

Prerequisite: Modules 1 and 2

Receive an introduction to the diagnostic tools used in veterinary practice and learn the skills needed to assist the veterinary team. Common veterinary laboratory diagnostics will be covered as well as lab record keeping. This course will also provide you with a chance to review and prepare for the clinical externship.

NCASC-CS019-01 / 3.6 CEU / cost: \$593

DATES	Mar 17 – Apr 23	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Allie Whartenby/ Sherif Gerdes/ Patrick Trusdell
DAY	TU, TH	NOTES	

MODULE 5: CLINICAL EXTERNSHIP

Prerequisite: Modules 1, 2, 3, and 4

All students will be required to complete the clinical externship at a pre-approved veterinary setting to earn the Veterinary Assistant Certificate. Students will be required to purchase a uniform for this module and must have proof of personal insurance. This 100-hour externship will be arranged for each student with the veterinary site.

NCASC-CS020-01 / cost: \$900

DATES	May 19 – Aug 15
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ONLINE

VETERINARY OFFICE MANAGER

Cost: \$3,995

This Veterinary Assistant Online Certificate Program will teach you the essential skills for managing the business aspects of a veterinary practice and becoming a veterinary assistant. Learn the necessary skills to become a pivotal member of a veterinary practice. Microsoft Word and Excel certifications provide foundational skills that jump off a resume. You will also learn QuickBooks so you can understand accounts payable and receivable, and payroll. This program will set you on the path to success as a Veterinary Office Manager.

Visit careertraining.ed2go.com/mercer for a complete program listing and start dates.

**Free Information Session for
VETERINARY ASSISTANT**
See page 3 for details



REGISTER TODAY FOR NON-CREDIT COURSES



WWW.MCCC.EDU



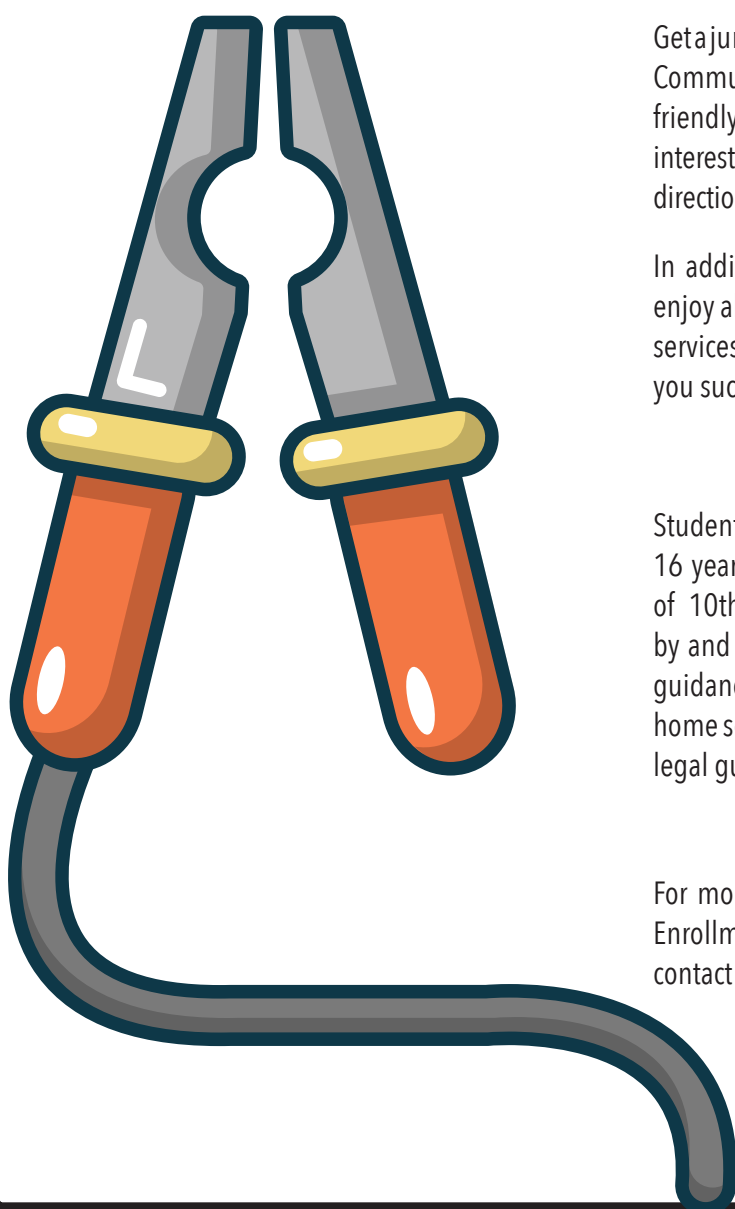
609-570-3311



COMED@MCCC.EDU



HIGH SCHOOL STUDENTS: “JUMP START” YOUR COLLEGE CAREER



Get a jump start on your college career at Mercer County Community College! Earn college credits, enjoy our friendly atmosphere, meet new friends with similar interests, and explore new subjects and academic directions.

In addition to earning college credits, students can enjoy all college resources, campus facilities, tutoring services, and career counseling – all toward helping you succeed in your future college career.

ARE YOU ELIGIBLE?

Students in the Jump Start program must be at least 16 years of age and have completed the equivalent of 10th grade. Applicants must be recommended by and have written approval from their high school guidance counselor and parent/legal guardian. For home schooled students, written approval of a parent/legal guardian will suffice.

LET US HELP YOU

For more information regarding MCCC's Concurrent Enrollment for High School Students programs, contact Admissions at admiss@mccc.edu.

GET THE CONVERSATION STARTED AT MERCER!



You might not think of your local community college as having much international flavor. But Mercer County Community College is so culturally diverse that all sorts of languages are spoken – and learned – here.

Whether you seek to master a world language or improve your English skills if you are non-native English speaker, MCCC will help you get the conversation started in the language of your choice.

At the college's West Windsor Campus, the English as a Second Language (ESL) program offers non-native speakers an opportunity to develop their English skills as part of their college curriculum. ESL classes are also available for anyone wishing to improve their skills for personal or employment reasons. At the James Kerney Campus in downtown Trenton, students can enroll in the English Language Institute, a noncredit program for beginners that provides practical basics from which to grow in employment and higher education.

Those who seek to become fluent in a world language have a number of options to choose from, including beginning and intermediate levels of French, German, Italian, Japanese, Spanish, and American Sign Language. Taken as an elective in a Liberal Arts or Humanities degree program, world languages can add a valuable skill set to a graduate's resume. The college's chapter of Alpha Mu Gamma, the national collegiate foreign language honor society, recognizes academic excellence among its language students in an annual ceremony.

The Center for Continuing Studies (CCS) has its own language offerings. If you are looking to learn a second language, CCS offers a variety including Italian, French, Spanish, and Arabic, which are ideal for travel, business, and everyday conversation. If you are looking to improve your English-speaking skills, we offer a variety of courses to teach the basic fundamentals of the English language for everyday speaking.

Beyond languages, CCS offers a selection of writing and film courses for the creative minds.

So learn to speak out at Mercer in the language of your choice!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes in the category of **Languages / Communication**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

AMERICAN SIGN LANGUAGE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ASL

ASL 102 American Sign Language II

ENGLISH

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ENG

- ENG 023** Introduction to College Composition I
- ENG 024** Introduction to College Composition II
- ENG 033** Introduction to College Reading I
- ENG 034** Introduction to College Reading II
- ENG 101** English Composition I
- ENG 102** English Composition II
- ENG 112** English Composition II with Speech
- ENG 215** Creative Writing I
- ENG 218** Creative Writing II

ENGLISH AS A SECOND LANGUAGE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ESL

- ESL 041** ESL Foundation in Speech Concepts
- ESL 042** ESL Foundation in Reading Concepts
- ESL 043** ESL Foundation in Grammar Concepts
- ESL 051** ESL Speech Concepts I
- ESL 052** ESL Reading and Critical Thinking I
- ESL 053** ESL Writing Concepts I
- ESL 061** ESL Speech Concepts II
- ESL 062** ESL Reading and Critical Thinking II
- ESL 063** ESL Writing Concepts II
- ESL 071** ESL Speech Concepts III
- ESL 072** ESL Reading and Critical Thinking III
- ESL 073** ESL Writing Concepts III

FRENCH

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/FRE

FRE 102 Beginning French II

GERMAN

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/GER

GER 102 Beginning German II

ITALIAN

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ITA

ITA 102 Beginning Italian II

JAPANESE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/JPN

JPN 102 Beginning Japanese II

DEGREE AND CERTIFICATE PROGRAMS

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer in the communication field!

ASSOCIATE DEGREES

- Communication
- Communication:
Speech and Theatre



SPANISH

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/SPA

- SPA 101** Beginning Spanish I
- SPA 102** Beginning Spanish II
- SPA 151** Intermediate Spanish I
- SPA 152** Intermediate Spanish II
- SPA 252** Advanced Spanish II

LANGUAGES

SPANISH - BEGINNERS

This class introduces basic vocabulary and phrases that start speaking immediately! Taught in a comfortable atmosphere with other beginners, our popular Spanish instructor will not only teach you simple phrases that can be used in personal and professional conversation, but he will also introduce you to the culture and customs of South America. **Textbook required and available in the college bookstore.**

NCLAN-CS016-01 / cost: \$180

DATES	Apr 6 – Jun 15	TIME	5:30-7:30pm
SESSIONS	10	INSTRUCTOR	Romel Flores
DAY	M	NOTES	No class May 25; Senior Discount Eligible

SPANISH - INTERMEDIATE

Improve pronunciation, learn proper sentence structure, and add to your Spanish vocabulary in this fun and active intermediate class. Gain confidence as you practice with vocabulary-building exercises and speaking prompts. Complement your speaking ability by further exploring this beautiful South American culture. **Textbook is required and available in the college bookstore.**

NCLAN-CS017-01 / cost: \$180

DATES	Apr 6 – Jun 15	TIME	7:35-9:35pm
SESSIONS	10	INSTRUCTOR	Romel Flores
DAY	M	NOTES	No class May 25; Senior Discount Eligible

SPANISH - ADVANCED

Build upon intermediate Spanish-speaking skill with Advanced Spanish. Learn the rules of proper grammar while increasing your awareness of the intricacies in everyday language. Practice complex conversation to increase confidence! Learn new and advanced vocabulary and sentence structure for use in business, travel and social interactions. The conversational topics in Advanced Spanish will focus on Spanish customs and culture. **Textbook is required and available in the college bookstore.**

NCLAN-CS018-01 / cost: \$180

DATES	Apr 8 – Jun 10	TIME	6:00-8:00pm
SESSIONS	10	INSTRUCTOR	Romel Flores
DAY	W	NOTES	Senior Discount Eligible

ONLINE

SPANISH FOR LAW ENFORCEMENT

Cost: \$104

With more and more Spanish-speaking people living in the United States every year, learning the Spanish language is becoming ever more important. In the law enforcement field, mastering basic Spanish will give you more power to handle situations involving Spanish-speaking victims, witnesses, or criminals.

Whether you are new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. By the end of this course, you will be well on your way to being a Spanish speaker and communicating more effectively with the Spanish speakers all around you.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

ARABIC I

This course introduces the fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Arabic and demonstrate cultural awareness. **Textbook required and available in the college bookstore.**

NCLAN-CS010-01 / cost: \$180

DATES	Feb 3 – Mar 4	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Carla Helou
DAY	M, W	NOTES	Senior Discount Eligible

ARABIC II

This course includes the fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Specific examples include Day-to-day survival and social needs- reading, writing, street signs, airport, restaurant, hospital, shopping, culture, food, geography, and communication. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Arabic and demonstrate further cultural awareness.

NCLAN-CS015-01 / cost: \$180

DATES	Mar 23 – Apr 22	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Carla Helou
DAY	M, W	NOTES	Senior Discount Eligible

FRENCH CONVERSATION I

Bonjour! You too can learn conversational French and be able to get around on a daily basis in French-speaking countries. Vocabulary and some basic grammar for traveling, shopping, dining, etc. will be included in this practical course. **Textbook required and available in college bookstore.**

NCLAN-CS004-01 / cost: \$180

DATES	Jan 21 – Feb 20	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Carla Helou
DAY	TU, TH	NOTES	Senior Discount Eligible

FRENCH CONVERSATION II

This class is a continuation of French Conversation I. Learn advanced vocabulary that can be used for travel, business and social interactions in a class centered on conversation and culture. **Bring same book used in French Conversation I.**

NCLAN-CS005-01 / cost: \$180

DATES	Mar 3 – Apr 2	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Carla Helou
DAY	TU, TH	NOTES	Senior Discount Eligible

ITALIAN CONVERSATION I

Learn the basics of vocabulary for use in travel and social interactions. **Textbook required at the first class and available in the college bookstore.**

NCLAN-CS008-01 / cost: \$180

DATES	Feb 3 – Mar 4	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Ryan Gogol
DAY	M, W	NOTES	Senior Discount Eligible

ITALIAN CONVERSATION II

This class is a continuation of Italian Conversation I. Learn more advanced vocabulary, grammar, and verb conjugation in different tenses in order to converse in Italian for travel and social interactions. **Bring same book used in Italian Conversation I.**

NCLAN-CS009-01 / cost: \$180

DATES	Mar 9 - Apr 8	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Ryan Gogol
DAY	M, W	NOTES	Senior Discount Eligible

ONLINE

CONVERSATIONAL JAPANESE - ONLINE

Cost: \$104

Whether you want to learn conversational Japanese for travel or just for fun, you will find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Throughout this course, you'll gain cultural knowledge and learn useful conversational phrases and vocabulary words particular to a specific area of travel. By the end of this course, you will have acquired basic conversational skills that enable you to travel around the country easily, and you'll have discovered the heart of Japan!

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.



TEST PREP

ARE YOU READY?

All the following test prep courses are offered online through our partner Ed2Go. Please visit www.ed2go.com/mccc.edu for more information.

GED PREPARATION

Want to pass the GED test? This course will help you develop the skills you'll need to succeed.

\$104

GMAT PREPARATION

Discover powerful test-taking techniques and methods for improving your score on the GMAT?

\$104

GRE PREP SERIES WITH GRE PREPARATION PART 1 AND PART 2

You'll be prepared for all aspects of the computerized GRE revised General Test

\$199

GRE PREPARATION - PART 1 (VERBAL AND ANALYTICAL)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE revised General Test (course 1 of 2)

\$104

GRE PREPARATION - PART 2 (QUANTITATIVE)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test (course 2 of 2)

\$104

LSAT PREPARATION - PART 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2)

\$104

LSAT PREPARATION - PART 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2)

\$104

PREPARE FOR THE GED MATH TEST

Master the skills you will need to pass the Mathematical Reasoning module in the GED test series.

\$104

SAT/ACT PREP COURSE - PART 1

Master the reading, writing, English, and science questions on the ACT and new SAT.

\$104

SAT/ACT PREP COURSE - PART 2

Master the math questions on the ACT and new SAT.

\$104

SAT/ACT PREP SERIES

This series will prepare you to excel in all sections of the undergraduate college entrance exams.

\$199

WRITING AND FILMS

INTRODUCTION TO FILMMAKING

Have you ever wanted to create a TV show or film? Have you ever watched a scene and wondered how it was shot? This course will show you the industry from the inside out. Together we will watch scenes from films then dissect these scenes to see the techniques and practices behind the art of film. This will be a fun interactive survey course with an award-winning director of independent films. Warning: After this course, movies and television will never look the same. You will see behind the façade and know just how much work went into the art you are seeing on the screen.

NCPER-CS016-01 / cost: \$150

DATES	Jan 23 – Feb 20	TIME	6:30-8:30pm
SESSIONS	5	INSTRUCTOR	Lawrence Greenberg
DAY	TH	NOTES	

INTRODUCTION TO ACTING AND PERFORMANCE

In this performance-based workshop, you will have the opportunity to hone your acting skills through scene study and character development. The course culminates in a readers-theater performance (no memorization required) featuring scenes and short plays worked on in class.

NCPER-CS041-01 / cost: \$150

DATES	Jan 30 – Feb 27	TIME	7:00-9:00pm
SESSIONS	5	INSTRUCTOR	Barry Putt
DAY	TH	NOTES	Class on Feb 27 meets from 6:30-9:00pm

FICTION WRITING WORKSHOP: AN INTRODUCTION

You will study various narrative approaches to fiction writing and learn how to create unique, compelling characters and plot lines. You will begin to work on a short story or novel.

NCCOM-CS021-01 / cost: \$75

DATES	Mar 12 – Mar 19	TIME	6:30-9:00pm
SESSIONS	2	INSTRUCTOR	Barry Putt
DAY	TH	NOTES	

WRITING CHILDREN'S FICTION I

Students will learn the essential elements of creating engaging children's stories. Explore story language, developing memorable characters for children and story structure. Marketing approaches will also be discussed.

NCCOM-CS009-01 / cost: \$90

DATES	Mar 14	TIME	9:30am-4:00pm
SESSIONS	1	INSTRUCTOR	Barry Putt
DAY	SA	NOTES	1/2 hour lunch

WRITING CHILDREN'S FICTION II

Prerequisite: Writing Children's Fiction I

In level II of this course, you will use the skill sets learned in Writing Children's Fiction I to develop an original children's story for an age-group of your choice.

NCCOM-CS018-01 / cost: \$90

DATES	Mar 21	TIME	9:30am-4:00pm
SESSIONS	1	INSTRUCTOR	Barry Putt
DAY	SA	NOTES	1/2 hour lunch

SCREENWRITING

Learn the basics of screenwriting. During this course you will learn story structure, character development, script formatting, and marketing approaches. You will also outline a story for a feature-length screenplay.

NCPER-CS047-01 / cost: \$185

DATES	Mar 26 – Apr 30	TIME	6:30-9:00pm
SESSIONS	5	INSTRUCTOR	Barry Putt
DAY	TH	NOTES	No class on Apr 2

MEMOIR AND PARENTHOOD: WRITING YOUR STORY

It's so complicated to be a parent today. What choices should you make for your children? What kind of parent do you want to be? What happens when you face adversity? This class will help you choose what to write about (or work on pieces already started), explore how to choose captivating topics, and explore best writing practices. You will leave with a finished piece you can be proud of and can propose to a number of publishing outlets.

NCCOM-CS046-01 / cost: \$120

DATES	Apr 14 – May 5	TIME	6:30-8:30pm
SESSIONS	4	INSTRUCTOR	Judy Walters
DAYS	W	NOTES	

ONLINE

GRAMMAR REFRESHER

Cost: \$199

The key to effective writing and speaking is English grammar. Whether you are just now learning the basics of grammar or if you need a refresher, this course will help you develop the foundational skills you need. In this course, you will explore the eight parts of speech, punctuation and mechanics, foundational sentence construction, and we'll even get into the details of phrases, clauses, problem words, common grammar mistakes, and much more!

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

THE CRAFT OF MAGAZINE WRITING

Cost: \$104

Have you ever thought about writing for magazines? Turn your dreams into bylines and help yourself to a bright future as a magazine writer. It is fun, easy, and a great source of extra income. If you are a determined new writer, or if you have not written for magazines in years, this class will jump-start your career. You will learn plenty of powerful brainstorming techniques designed to get those creative juices flowing with articles that practically write themselves.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

ESL COURSES FOR ENGLISH

FUNDAMENTALS OF ENGLISH LANGUAGE- LEVEL 1

Prerequisite: Students **MUST** attend mandatory placement session on Thursday, January 16 at 6pm.

Improve pronunciation, comprehension, and vocabulary skills in a relaxed atmosphere as you explore American culture. In this course, you will become comfortable with the rules of English grammar. Practice everyday conversation, gain confidence, and learn useful expressions in a friendly, helpful atmosphere. **Textbook is required and available for purchase in the college bookstore.**

Students **MUST** attend mandatory placement session on Thursday, January 16 at 6pm.

NCELL-CS016-01 / cost: \$320

Students **MUST** attend mandatory placement session on Thursday, January 16 at 6pm.

DATES	Jan 21 – Feb 27	TIME	6:00 – 9:00pm
SESSIONS	12	INSTRUCTOR	Priya Singh
DAY	TU, TH	NOTES	

NCELL-CS016-02 / cost: \$320

Students **MUST** attend mandatory placement session on Thursday, January 16 at 6pm.

DATES	Feb 1 – Apr 25	TIME	9:00am – 12:00pm
SESSIONS	12	INSTRUCTOR	Priya Singh
DAY	SA	NOTES	No class on Apr 11

INTENSIVE INTERMEDIATE GRAMMAR FOR ENGLISH AS SECOND LANGUAGE LEARNERS - LEVEL 2

Students **MUST** attend mandatory placement session on Thursday, January 16 at 6pm.

If you want to improve your English this intensive, 12 session Level 2 course is for you. You will improve your English reading, writing, listening and speaking in a relaxed atmosphere and become more comfortable with the rules of English grammar. Practice complex everyday conversation to gain confidence and learn useful expressions.

Textbook is required and available for purchase in the college bookstore.

NCELL-CS019-01 / cost: \$320

Students **MUST** attend mandatory placement session on Thursday, January 16 at 6pm.

DATES	Jan 27 – Mar 4	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Effie Pourshahidi
DAY	M, W	NOTES	

NCELL-CS019-02 / cost: \$320

No online or phone registrations. Registrations will be in-person only. Placement test will be provided at the time of registration.

DATES	Mar 9 – Apr 15	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	TBA
DAY	M, W	NOTES	

SPEAKING EVERYDAY ENGLISH - LEVEL 3

Prerequisite: Intensive Intermediate Grammar Level 2

Talk about everyday topics that occur at the bank, store, restaurant, car repair shop, train station, and more. Read dialogue text and role-play to increase confidence in daily activities. This course helps students improve their ability to hold a conversation in a variety of settings and situations.

NCELL-CS018-01 / cost: \$320

DATES	Mar 16 – Apr 22	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Vandana Mathur
DAY	M, W	NOTES	



ANYWHERE, ANYTIME EDUCATION OPPORTUNITIES



Mercer County Community College students are busy people – often juggling jobs, family responsibilities, and extracurricular activities while they pursue their education. MCCC's commitment to online education began more than two decades ago and has grown to include a wide variety of fully online and hybrid courses that help you complete your degree. That means you can work independently when and where learning fits into your schedule.

Every semester, MercerOnline offers approximately 75 courses for some 3,000 students. A majority of Mercer students take at least one online class and many say they could not achieve their goals without online options.

Three degree programs can be completed fully online: Liberal Arts, Criminal Justice (Corrections), and Business Studies (Management).

The Center for Continuing Studies also embraces the convenience of online learning. CCS has partnered with Ed2Go to provide hundreds of affordable courses for professional development and personal enrichment, including art and design, business, computer programming, construction and trades, hospitality, creative writing, health and fitness, languages, professional development for teachers, and more. Working adults can even prepare for industry certifications through CCS's online programs.

These highly interactive courses are taught by expert instructors, many of whom are nationally known in their fields. Classes generally run for six weeks; some begin monthly and others can be started at any time.

If your time is limited, but your desire to learn is strong, MCCC's online options can open a world of educational possibilities. Jump online and let the learning begin!

MCCC SPRING 2020 • ONLINE LEARNING



www.mccc.edu/MercerOnline

A growing number of students are taking distance learning courses through MercerOnline. Taking courses via the Internet allows students to choose when and where they learn. MercerOnline offers convenience and flexibility to those with busy lives and unconventional schedules. Success in an online course requires commitment and high motivation to complete assignments.

TAKING AN ONLINE COURSE (WEB-BASED)

To take an online course, you need access to a computer, Microsoft Word-compatible software, a web browser such as Google Chrome or Mozilla Firefox, and reliable access to the Internet. Students enrolled in online courses should be comfortable using a computer and navigating the Internet.

TAKING A BLENDED COURSE (IN-PERSON AND ONLINE)

Blended courses, involving both web technology and the traditional classroom, deliver the best of both worlds: on-campus instruction and distance learning wrapped into one course. "Face to face" meeting times are noted on your schedule.

SPRING 2020 MERCERONLINE COURSES

ACC106	Office Accounting I	ENG102	English Composition II *
ACC111	Principles of Financial Accounting	ENG112	English Composition II with Speech
ACC112	Principles of Managerial Accounting	ENG222	Children's Literature
ACC204	Auditing	HIS102	History of Western Civilization Since 1648
ACC207	Computerized Accounting	HIS105	United States History to 1865
ANT101	Anthropology	HIS106	United States History Since 1865
ART125	Topics in Contemporary Art	HIS113	World History Since 1500
AVI101	Aerospace Development	HPE101	Basic Concepts of Nutrition
AVI102	Aviation Transportation	HPE111	Living with Health
BIO106	Human Anatomy	HPE113	Medical Terminology
BIO113	Biological Science Concepts	IST101	Computer Concepts with Applications
BIO114	Environmental Science Concepts	IST102	Computer Concepts with Programming
BUS101	Introduction to Business	IST109	Introduction to Programming
BUS107	Business Law I	IST209	Project Management Concepts
BUS108	Business Law II	IST251	Management of Computer Technology
BUS109	Personal Finance	LEG143	Family Law
BUS209	Business Letter/Report Writing	LEG232	Civil Litigation III
BUS210	Principles of Management	MAT120	Mathematics in Liberal Arts
BUS230	Global Environment of Business	MAT125	Elementary Statistics I
BUS239	Entrepreneurship	MAT126	Elementary Statistics II
BUS240	Human Resource Management	MAT151	Calculus I for the Mathematical and Physical Sciences
CIS105	Excel Basics	MKT101	Principles of Marketing
CIS173	PC Applications: Database	MKT230	Principles of Retailing
CIS175	PC Applications: Spreadsheets	NET104	Fundamentals of Computer Networks
CIS182	PC Applications: Presentations	NET130	Routing and Switching Essentials
CMN101	Mass Media	OST219	Word Processing Concepts and Applications
CMN112	Public Speaking	PHI102	Introduction to Philosophy
CMN122	Organizational Communication	PHI205	Moral Choices
COS102	Computer Science I – Algorithms and Programming	POL101	The American Political System
CRJ101	Introduction to the Criminal Justice System	PSY101	Introduction to Psychology
CRJ102	Police in the Community	PSY206	Child Development
CRJ103	Introduction to Corrections	PSY207	Developmental Psychology: Across the Life Span
CRJ105	Criminology	PSY210	Abnormal Psychology
CRJ202	Criminal Law	PTA101	Introduction to PTA
CRJ212	Juvenile Justice	PTA105	Kinesiology
CSW100	College Success and Personal Wellness	SOC101	Introduction to Sociology
ECO103	Basic Economics	SOC104	Sociology of Education
EDU102	Introduction to Exceptional Children	SOC201	Marriage and the Family
EDU120	Introduction to Early Childhood Education	SPA101	Beginning Spanish
ENG101	English Composition I *	SPA102	Beginning Spanish II

* Students who register for online sections of ENG101 and ENG102 are required to write two essays, one at the beginning of the semester and one at the end, in the Academic Testing Center on the West Windsor Campus. Further information about this requirement can be obtained by calling (609) 570-3389.

For further information or for assistance, contact us at (609) 570-3389 or merceronline@mccc.edu. Our office is CM 120.

We realize that many of our students are trying to fit education in with the responsibilities of full-time work and life, in general. For those students who are, by responsibility or distance, unable to attend our in-class courses, we are able to offer a wide range of highly interactive online courses through our partnership with ed2go.

We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.

Please visit our website to learn more www.ed2go.com/mccc.edu/

BLOGGING AND PODCASTING FOR BEGINNERS

Cost: \$115

Blogging and Podcasting for Beginners will teach you how to plan and create your very own blog and podcast. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. You will find that creating a blog and podcast is much easier than you ever imagined.

Learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. Learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

CERTIFICATE IN WOMEN'S HEALTH ISSUES

Cost: \$84

Women and their health issues have traditionally been neglected both nationally and globally. Poverty, scarce education or economic opportunities, gender bias, gender discrimination, unjust laws, and human rights violations impede advancements in women's health worldwide. The ability to effectively communicate their needs also impacts women's health. When women's health concerns, women's rights, and empowerment are made a priority, the result is immense improvements in the health and well-being of women and their children on a global scale.

In this course, you will learn key health issues facing women, both globally and nationally. It addresses physical and mental health issues for women; lesbian, gay, bisexual, transgender, and questioning health issues; effective and empowering communication; and self-care for health and well-being.

RESUME WRITING WORKSHOP

Cost: \$115

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each.

Make the most of your work experience and discover how to use references to your advantage. This course includes the use of online resumes and is invaluable for anyone who wants to create their own resume, or learn how to write resumes and cover letters for profit.

SELF-PACED TUTORIALS

Build skills or earn continuing education credits

- Start Anytime
- Most tutorials completed in a few hours
- Quick self-study on demand
- Supported independent study
- Certificate of completion awarded with passing score

INSTRUCTOR-LED COURSES

Professional development and personal enrichment

- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

CAREER TRAINING PROGRAMS

Prepare for industry certification or start a new career

- Start Anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal Instructor assistance
- Certificate of completion awarded with passing score

PERSONAL FINANCE

Cost: \$104

Do you have clear financial goals? Are you confident you will be able to retire someday? How can be sure you are making the right investments? Do you know how to change your credit report to reduce your expenses and increase your financial security? Do you know how to keep good financial records?

This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future. You will develop a retirement savings plan, and you will be better prepared to make large purchases and plan for taxes.

INTRODUCTION TO JOURNALING

Cost: \$104

If you have ever wanted to try journaling, this course will provide answers to your every question. You will discover the different types of journaling and many journaling techniques, exercises, tools and resources. You will explore a seven-step process that will ease you into writing a journal. You will get detailed instructions on developing, decorating, and customizing your journal, and you will learn exciting new ways to express yourself and develop your creativity.

You will discover how you can use your journal to explore your thoughts, feelings, and values, and you will learn how to use your journal to support your emotional well-being. You will also understand how journaling can ease the stress of unwanted change throughout the course of your life. You will even discover how journaling can help you choose the best career for you or advance in your current career.

START A PET SITTING BUSINESS

Cost: \$104

If you are an animal lover, find out how you can start your own pet sitting business to translate your passion into a profitable career! In this course, you will master the essentials of running a cat and dog sitting business. You will begin with pet care, including nutrition, exercise, first aid, and identification of common diseases.

You will learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. You will discover how to handle home visits and impress your potential clients. You will also explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care. In addition, you will delve into finances and explore start-up costs, accounting, fee setting, business plans, and low-cost marketing.

CERTIFIED WEDDING PLANNER

Cost: \$1,595

In this program, you will learn all aspects of the wedding and social event industry. From creating event concepts and planning ceremony details to handling vendor contracts, you will learn the professional processes used to make a couple's dream wedding or any special event or party a success.

As a wedding planner, you will play an integral role in the planning of a couple's most important day. You will learn about planning, budgets, vendors, contracts, revenue channels, and how to keep up with the latest trends in bridal fashion, color choices, and wedding design.

CERTIFIED ADMINISTRATIVE PROFESSIONAL (VOUCHER INCLUDED)

Cost: \$1,695

To be a successful administrative professional, you must possess skills to handle a wide variety of workplace tasks and scenarios. In this course, you will learn the basics of workplace administration as well as how to begin and grow a successful career as an administrative professional. The course covers the intricacies of organizational communication, office and records management, and human resources fundamentals, among other topics. You will also learn to effectively write for business, produce documents, and utilize informational technology.

CERTIFIED PARALEGAL (VOUCHER INCLUDED)

Cost: \$2,495

Join one of today's fastest growing professions by earning your Certified Paralegal (CP) credential. In this course, you will train to become a paralegal and prepare for the National Association of Legal Assistants' CP exam. In this course, you will learn about the U.S. legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness.

ANDROID APP DEVELOPER

Cost: \$495

This Google-Authorized Training program on Certified Android App Developer is designed to propel your career as a professional Android app developer. This program takes you through the basics and moves on to advanced concepts in Android app development. You will acquire the necessary skillsets and experience for professional Android application development by building six top-trending applications during the program.

CISCO CERTIFIED NETWORK PROFESSIONAL (CCNP) (VOUCHER INCLUDED)

Cost: \$2,895

The CCNP Certification Training Bundle contains 3 training courses, preparing you for the CCNP Routing & Switching certification. The CCNP certification is one of the highest-level credentials Cisco offers, preparing you for positions as a Network Engineer, System Engineer, Network Administrator and many other positions. You will be proficient in advanced IP addressing and routing in implementing scalable and highly secure Cisco routers that are connected to LANs, WANs, and IPv6.

In the CCNP Routing & Switching program, you will learn the necessary information needed to become an expert in Cisco technology, most specifically Cisco routing and switching. Upon completion, you will have an expertise in IP configuration, EIGRP, VLAN's and Trunking, LAN and WAN protocols as well as many other topics. The CCNP is one of Cisco's highest-ranking certifications and commands a substantial salary in the marketplace.

Once you are CCNP certified, you will be qualified for a variety of networking related positions; including but not limited to, Network Engineer, System Administrator, LAN Engineer and many others. Having the CCNP certification will provide you with a valuable advantage in the marketplace to attain high paying IT positions in the networking sector of the technology field.



Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

PURSUE SPECIALIZED PROFESSIONS AND PERSONAL PASSIONS!



At Mercer County Community College, you can pursue some unusual career tracks, as well as personal interests and new hobbies. Mercer offers degree programs that may surprise you, including some that are unique in our region and draw students from a wide swath of the tri-state area.

Students who dream of careers in aviation can pursue pilot licensure through our Aviation Flight Technology program, offered in partnership with Infinity Flight Group and Piedmont Airlines. Or, they can pursue the business side of aviation through the Aviation Management program.

Mercer's Funeral Service program prepares students for licensure with a curriculum that blends business and science.

Students who seek to serve the public have numerous options with degree programs in Law Enforcement, Corrections, and Fire Science Technology. Those interested in law can prepare for a fulfilling career as a paralegal either through our associate degree program or, for those who already have an associate or bachelor's degree, by earning a certificate in as little as one year.

If you're looking to develop a skill or pursue a particular personal interest or hobby, Center for Continuing Studies (CCS) courses in music, art, photography, fitness, dance – and more – enrich your life with creativity and fun.

So check us out and let us help you be your professional and personal best!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes in the category of **Specialty Interests and Professions**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

AVIATION TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/AVI

AVI 101	Aerospace Development
AVI 102	Aviation Transportation
AVI 111	Flight Concepts
AVI 113	Flight I
AVI 113	Flight I Extension
AVI 114	Flight II Extension
AVI 114	Flight II
AVI 131	Commercial Pilot I
AVI 132	Commercial Pilot II
AVI 203	Aircraft Components
AVI 213	Flight III Extension
AVI 213	Flight III
AVI 214	Flight IV
AVI 214	Flight IV Extension
AVI 215	Aerodynamics
AVI 216	Flight V
AVI 231	Commercial Pilot III

CRIMINAL JUSTICE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/CRJ

CRJ 101	Introduction to the Criminal Justice System
CRJ 102	Police in the Community
CRJ 103	Introduction to Corrections
CRJ 104	Introduction to Security
CRJ 105	Criminology
CRJ 202	Criminal Law
CRJ 206	Police Administration
CRJ 207	Criminal Investigation
CRJ 211	Community Corrections
CRJ 212	Juvenile Justice

FIRE SCIENCE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/FIR

FIR 202	Water Supply for Fire Protection
FIR 204	Fire Fighting Tactics
FIR 205	Fire Department Organization
FIR 209	Fire Prevention and Code Enforcement II
FIR 211	Fire Investigation II

DEGREE AND CERTIFICATE PROGRAMS

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer for your choice of specialty professions!

ASSOCIATE DEGREES

- Aviation Flight Technology
 - Airline Transport Pilot (ATP) concentration
- Aviation Management
- Criminal Justice – Corrections
- Criminal Justice – Law Enforcement
- Fire Science Technology
- Funeral Service
- Funeral Service Preparatory
- Paralegal

CREDIT CERTIFICATES

- Airline Transport Pilot (ATP)
- Aviation Flight Technology (CFI)
- Funeral Service
- Paralegal



LEGAL STUDIES

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/LEG

LEG 129	Role of the Paralegal
LEG 130	Civil Litigation I
LEG 132	Civil Litigation II
LEG 133	Legal Research and Writing
LEG 143	Family Law
LEG 212	Field Experience – Paralegal
LEG 232	Civil Litigation III

PERSONAL INTERESTS

NONCREDIT COURSES / CONTINUING STUDIES

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PERSONAL INTEREST

INTRODUCTION TO VOICEOVERS

Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a real script and receive coaching from your instructor, a professional, working voice actor from Voices for All, to improve your delivery. Receive a professional voiceover evaluation later. One-time, 2 hour, introductory class! All students must be 18 years or older to register.

NCCOM-CS006-01 / cost: \$50

DATES	Feb 4	TIME	6:00-8:00pm
SESSIONS	1	INSTRUCTOR	Voices for All
DAY	TU	NOTES	

NCCOM-CS006-02 / cost: \$50

DATES	Apr 14	TIME	6:00-8:00pm
SESSIONS	1	INSTRUCTOR	Voices for All
DAY	TU	NOTES	

LEARN TO PLAY THE HARMONICA!

Play music anytime and anywhere with this convenient and portable instrument! This course is perfect for anybody interested in learning how to play harmonica. From a basic scale to an all-out jam session. Playing harmonica is challenging but so much fun. After this class, you should feel comfortable playing some solos or even jamming with the band. No music background is required. **All students must bring a harmonica in the key of C to the first day of class.**

NCMUS-CS005-01 / cost: \$175

DATES	Jan 18 – Feb 29	TIME	10:00am-12:00pm
SESSIONS	7	INSTRUCTOR	Stu Sternbach
DAY	SA	NOTES	Senior Discount Eligible

HARMONICA 2 - THE JAM

This class takes you beyond the fundamentals and gets you away from the music stand and up on stage. If your goal is to sit in with other musicians and you have already learned the basics from the beginner class, then this session is for you. Explore various styles, learn advanced methods to sound like a pro and develop the confidence to get out there and play! **All students must bring a harmonica in the key of C to the first day of class.**

NCMUS-CS008-01 / cost: \$175

DATES	Mar 7 – Apr 25	TIME	10:00am-12:00pm
SESSIONS	7	INSTRUCTOR	Stu Sternbach
DAY	SA	NOTES	No class Apr 11; Senior Discount Eligible

PLAY THE GUITAR LIKE A PRO - BEGINNERS

Learn the basics of playing a guitar. The traditional approach teaches note reading, while professional guitarists use chords. Here you will learn all the chords you need to play any song. Thousands of students nationwide have learned to play the guitar using this method and are now playing their favorite songs. It is easy, fun and will have beginners playing the guitar within an hour. All skill levels welcome. **A guitar is required.**

NCMUS-CS001-01 / cost: \$190

DATES	Jan 18 – Feb 29	TIME	10:00am-12:30pm
SESSIONS	6	INSTRUCTOR	Chris Peary
DAY	SA	NOTES	No class Feb 15; Senior Discount Eligible

PLAY THE GUITAR LIKE A PRO - INTERMEDIATE

Recommended: Play the Guitar like a Pro-Beginner or equivalent knowledge of guitar. This course is designed to build upon the skills developed in the beginner class. Emphasis will be more on understanding song structure, moveable chords and melodies. This course will concentrate on the personal development of technique on the guitar. A guitar is required.

NCMUS-CS002-01 / cost: \$190

DATES	Mar 14 – Apr 25	TIME	10:00am-12:30pm
SESSIONS	6	INSTRUCTOR	Chris Peary
DAY	SA	NOTES	No Class Apr 11; Senior Discount Eligible

NATIVE PLANT GARDEN DESIGN

Learn how to transform your property into a garden that is beautiful, supports our pollinators, and requires less maintenance by using perennial native flowers, bushes, ground covers, and trees. Turn lawns from monocultures into lovely rich vistas of growth with a diversity of blooming plants throughout the growing season. This course will include soil identification and needs, designing a plan for your garden, local resources for plants, pollinator identification, and gardening without using harmful pesticides and herbicides, and more. Many handouts will also be available. Our native pollinators--butterflies, bees, birds, and all the incredible variety of creatures--are necessary for the health of our food production and for the wide variety of pollinator dependent plants.

NCHOM-CS002-01 / cost: \$145

DATES	Mar 14 – Apr 18	TIME	10:00am-12:00pm
SESSIONS	6	INSTRUCTOR	Judith K Robinson
DAY	SA	NOTES	No class Apr 11; Senior Discount Eligible



REGISTER TODAY FOR NON-CREDIT COURSES

 WWW.MCCC.EDU  609-570-3311  COMED@MCCC.EDU

VALENTINE'S DAY FOR ME

Treat yourself to a relaxing evening of designing an elegant floral, enjoying a few fine chocolates and listening to a bit of Frank Sinatra. Bring your friends to this great evening just for you! The floral is yours to take home at the end of the evening.

NCHOM-CS001-01 / cost: \$90

DATES	Feb 11	TIME	6:00-8:00pm
SESSIONS	1	INSTRUCTOR	Deborah Moyer
DAY	TU	NOTES	Meets at the MCCC Horticulture Greenhouse at the West Windsor Campus

FLORAL GARLANDS

Learn the techniques to make those beautiful floral garlands that have been seen gracing the barn tables at events, or fireplace mantles at holiday time. You will enjoy working with a nice variety of textures and florals.

NCHOM-CS001-01 / cost: \$90

DATES	Mar 24	TIME	6:00-8:00pm
SESSIONS	1	INSTRUCTOR	Deborah Moyer
DAY	TU	NOTES	Meets at the MCCC Horticulture Greenhouse at the West Windsor Campus

UNDERSTANDING THE COLLEGE ADMISSION PROCESS

Are you a high school junior or senior that is preparing to apply for college? This course will guide high school students (and their parents) to understand the college admission process from where to apply, to filling out the college application (Common App) and Financial Aid forms. You will also walk away with tools to write a strong application essay.

NCCOL-CS010-01 / cost: \$90

DATES	Feb 14 - Feb 18	TIME	6:30-8:30pm
SESSIONS	3	INSTRUCTOR	Judy Walters
DAY	TU	NOTES	

NCCOL-CS010-02 / cost: \$90

DATES	Feb 27 - Mar 12	TIME	6:30-8:30pm
SESSIONS	3	INSTRUCTOR	Judy Walters
DAY	TH	NOTES	



RESUME WRITING: SUCCESSFULLY MARKETING YOURSELF IN YOUR JOB SEARCH

In a tough job market, you need to stand out. Today's business climate is more competitive than ever and there are many people out there competing for the best jobs available. Your resume is the best tool to market yourself and land the interview. Learn more about identifying your personal strengths and developing a professional looking and well written resume. During this workshop, you will have the opportunity to draft, develop, and revise a professional resume. Students are encouraged to bring their current resume and a laptop.

NCBUS-CS083-01 / cost: \$120

DATES	Apr 6 - Apr 15	TIME	5:30-7:00pm
SESSIONS	4	INSTRUCTOR	Erica Milcarek
DAY	M, W	NOTES	

ONLINE

LEARN TO BUY AND SELL ON EBAY

Cost: \$104

In this course, you will gain all of the knowledge necessary for success in the online marketplace. You will learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you are a buyer, you will learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

VIDEO GAME DESIGN AND DEVELOPMENT

Cost: \$1,995

The Video Game Design and Development Online Training Program is the place to start if you are seeking a professional career as a video game designer and developer. This program is also well suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

With this unparalleled comprehensive training program, you'll master skills that open doors to the growing video game industry. By the end of the program, you will have designed and created your own video game for the PC and will stand ready to join a team working on projects with larger scope or pursue independent development.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.

CCS is looking to hire qualified instructors that are interested in teaching a variety of topics including:

- Art and Music
- Card and Board Games (Mahjong, Bridge, etc.)
- Writing and Literature
- American Sign Language
- Genealogy
- Financial Planning
- Professional Development and Workforce Development for information technology, business, nonprofits interview skills, resume building, specialized career paths
- And more

For more information contact ComEd@mccc.edu or call 609.570.3311

EXPLORE A WORLD OF POSSIBILITIES!



If you are fascinated by the physical and natural world around us and enjoy observing, experimenting, and finding solutions, a career in the sciences can be one of the most fulfilling paths you can take.

Science is serious business at Mercer County Community College, with numerous courses in Biology and Chemistry, including honors classes and opportunities for honors research. Other programs of study include Mathematics and Physics (including honors options), Sustainability, Plant Science, and Ornamental Horticulture, which is taught in the MCCC Greenhouse.

Mercer's science faculty is dedicated to your success. Our recently refurbished labs house state-of-the-art microscopes and other equipment, while the Science Learning Center offers academic support for these challenging curricula. Most programs are designed for transfer with junior status; graduates often find that they have had more lab experience and are better prepared than classmates at their transfer schools.

If you are drawn to the design side of horticulture, the CCS certificate in Floral Design can be a beautiful way to grow your career. Train with an industry expert while refining skills needed for employment or business ownership.

If the natural world is calling you, start exploring it at Mercer County Community College!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes in the category of **Science / Math / Horticulture**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

BIOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/BIO

- BIO 100** Introductory Biology
- BIO 101** General Biology I
- BIO 102** General Biology II
- BIO 103** Anatomy and Physiology I
- BIO 104** Anatomy and Physiology II
- BIO 106** Human Anatomy
- BIO 113** Biological Science Concepts
- BIO 114** Environmental Science Concepts
- BIO 201** Microbiology
- BIO 202** Woody Plants
- BIO 208** Genetics
- BIO 215** Principles of Microbiology

CHEMISTRY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/CHE

- CHE 100** Introductory Chemistry
- CHE 101** General Chemistry I
- CHE 102** General Chemistry II
- CHE 106** Chemical Science Concepts
- CHE 107** General and Physiological Chemistry
- CHE 202** Organic Chemistry II

MATHEMATICS

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/MAT

- MAT 037** Beginning Algebra
- MAT 038** Intermediate Algebra for STEM
- MAT 042** Foundation Math for Non-STEM
- MAT 044** Foundation Math for STEM
- MAT 115** Algebra and Trigonometry I
- MAT 116** Algebra and Trigonometry II
- MAT 120** Mathematics for Liberal Arts
- MAT 125** Elementary Statistics I
- MAT 126** Elementary Statistics II
- MAT 140** Applied College Algebra
- MAT 146** Pre-Calculus
- MAT 151** Calculus I for Mathematical and Physical Sciences
- MAT 152** Calculus II for Mathematical and Physical Sciences
- MAT 200** Statistics for Social and Health Sciences I
- MAT 208** Linear Algebra
- MAT 251** Calculus III
- MAT 252** Differential Equations

DEGREE AND CERTIFICATE PROGRAMS

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer in the field of your choice involving science, mathematics, or horticulture!

ASSOCIATE DEGREES

- Biology
 - Pre-Medicine, Pre-Veterinarian, Pre-Dentistry concentration
- Chemistry
- Mathematics
- Ornamental Horticulture
 - Floral Design concentration
 - Horticulture concentration
 - Landscape Design concentration
- Physics
- Plant Science
- Sustainability

CREDIT CERTIFICATE

- Ornamental Horticulture

ORNAMENTAL HORTICULTURE

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/OHT

- OHT 102** Ornamental Horticulture
- OHT 108** Soil and Plant Nutrition
- OHT 202** Basic Landscaping and Planning II
- OHT 207** Floral Design I
- OHT 224** Topics in Horticulture: Landscaping
- OHT 232** Nursery Management I
- OHT 241** Equipment and Integrated Pest Management

PHYSICS

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/PHY

- PHY 101** College Physics I
- PHY 102** College Physics II
- PHY 109** Fundamentals of Physics
- PHY 111** Physical Science Concepts
- PHY 115** University Physics I
- PHY 215** University Physics II

FLORAL DESIGN

FLORAL DESIGN CERTIFICATE

To satisfy the requirements for the Mercer County Community College Center for Continuing Studies Floral Design Certificate, students must:

- Complete the Basic Floral Design class (Those with work or classroom related experience may receive a waiver for this course from the instructor.)
- Complete 10 elective courses (for 11 total classes completed; those waived from the Basic Floral Design must complete 11 electives. All 11 courses required for the Floral Design Certificate must be completed within a two-year time span.)
- Present a portfolio of your work, a current resume, and one completed floral design to three MCCC panelists at the culmination of the entire program

Whether you are an aspiring floral designer that is looking to start your career, considering making advancements in your profession, or looking to open your own business, enrolling in our certificate program is the ideal pathway. You will train with an industry expert while refining your skills for employment or business ownership opportunities.

To ensure enough resources, no one will be registered past seven days prior to class.

Prerequisite Class: Basic Floral Design (offered every semester)

- Cascading Wedding Bouquets (offered spring of even years)
- Tropical Triangle Floral Design (offered spring of even years)
- Funeral Floral Design (offered spring of even years)
- Crescent & Hogarth Curve Floral Design (offered spring of odd years)
- Floral Designs to Accent Cakes (offered spring of odd years)
- Hand Tied Wedding Bouquets (offered spring of odd years)
- Armature Based Floral design (offered fall of odd years)
- Corsages, Boutonnieres, and Hair Florals (offered fall of odd years)
- Pave' Floral Design (offered fall of odd years)
- Floral Tablescape (offered fall of even years)
- Horizontal and Vertical Floral Designs (offered fall of even years)
- Organic Floral Design (offered fall of even years)

Please see the Personal Interest Section of the catalog for additional standalone classes.

BASIC FLORAL DESIGN

Do you love flowers and always wanted to learn how to create amazing floral arrangements? During this introductory class, we will discuss the Principles and Elements of Floral Design. Using industry standard techniques, you will design a vased floral, a foam based floral, and a ribbon bow. The skills taught in this class are the foundations for all the elective floral design courses.

NCFLO-CS001-01 / cost \$95

DATES	Jan 21	TIME	6:00-9:00pm
SESSIONS	1	INSTRUCTOR	Deborah Moyer
DAY	TU	NOTES	Class will meet at MCCC Horticulture Greenhouse Complex

TROPICAL TRIANGLE FLORAL DESIGN

The tropical regions of the world offer some of the most unique, beautiful, and exotic flowers for design use. Using triangular geometric lines, you will learn how to work with these vibrant tropical flowers, known for their bright colors and distinctive shapes.

NCFLO-CS008-01 / cost \$95

DATES	Feb 18	TIME	6:00-9:00pm
SESSIONS	1	INSTRUCTOR	Deborah Moyer
DAY	TU	NOTES	Class will meet at MCCC Horticulture Greenhouse Complex

CASCADING WEDDING BOUQUETS

A bride's special day is not complete without her floral bouquet. Today's romantic bride admires the waterfall effect of the cascading bouquet. You will create lavish cascading bouquets using two industry standard techniques: floral foam bouquet holder and chicken wire armature.

NCFLO-CS007-01 / cost \$95

DATES	Mar 10	TIME	6:00-9:00pm
SESSIONS	1	INSTRUCTOR	Deborah Moyer
DAY	TU	NOTES	Class will meet at MCCC Horticulture Greenhouse Complex

FUNERAL FLORAL DESIGN

Life celebrations can be beautifully complimented by meaningful flower arrangements. You will design an easel spray and urn wreath to serve as a wonderful tribute to a loved one.

NCFLO-CS009-01 / cost \$95

DATES	Apr 14	TIME	6:00-9:00pm
SESSIONS	1	INSTRUCTOR	Deborah Moyer
DAY	TU	NOTES	Class will meet at MCCC Horticulture Greenhouse Complex





MERCER HONORS PROGRAM

an enriched college experience for highly motivated and intellectually curious students

The **Mercer Honors Program** is an enriched college experience for highly motivated and intellectually curious students with a commitment to cultivating complex understanding and innovation in their academic work. It features smaller discussion-based seminar classes and creative laboratory experiences.

The program is not a separate college track or major. Students matriculate into an MCCC degree program and take one or more honors courses each semester toward fulfillment of their general education and program requirements.

Students have access to a range of honors courses in biology, business and technology, chemistry, composition, humanities, mathematics, and social sciences.

The distinction of honors coursework shows clearly on transcripts, and students who take honors classes are exceptionally well-prepared for transfer to four-year colleges and universities.

For more information about the program, student qualifications, and how to apply visit www.mccc.edu/honors or email Dr. Bettina Caluori, Director of Mercer Honors Program, at caluorib@mccc.edu.



University Center

Advanced Degree Programs Right Here, Right Now

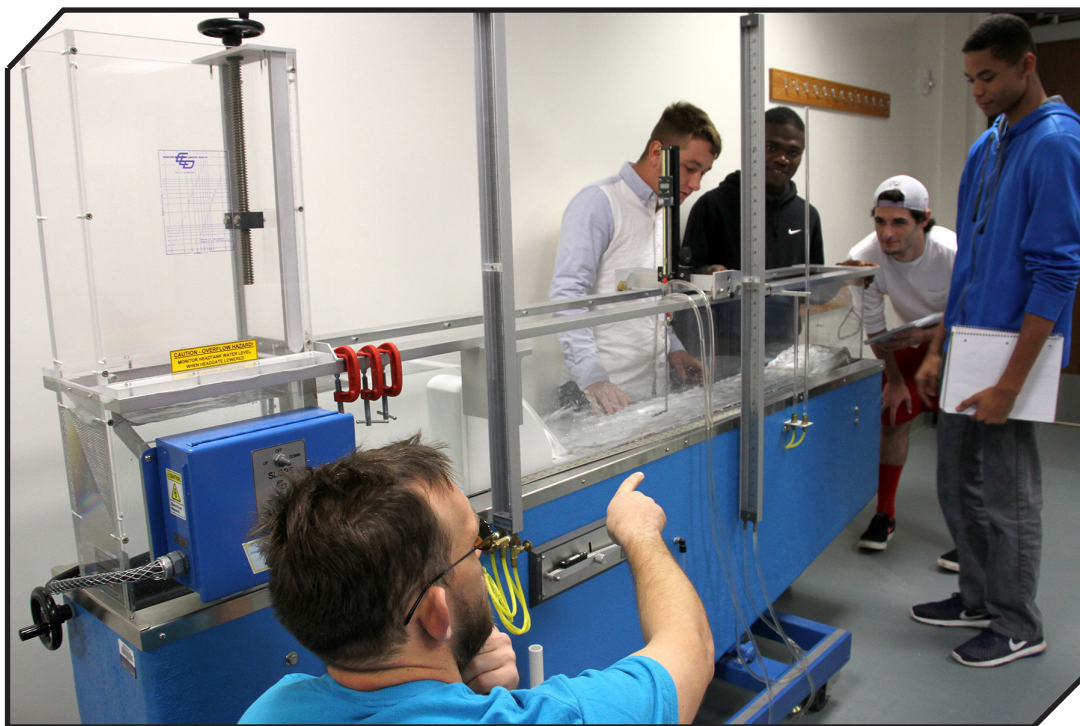
**Earn your bachelor's and
even master's degree
at MCCC's West Windsor campus.**

**Collaborating with other New Jersey institutions
of higher education, Mercer County Community
College now extends college opportunities beyond
the two-year associate degree.**

- Fairleigh Dickinson University – bachelor's and master's
- Felician University – bachelor's
- Rutgers University – bachelor's
- William Paterson University – bachelor's
- Wilmington University – bachelor's and master's

Details at www.mccc.edu/universitycenter

FIND TOOLS FOR YOUR FUTURE AT MERCER



If you are ready to build your career, Mercer County Community College is the place to lay the foundation. MCCC combines classroom theory with hands-on technical skills that will give you entry-level credentials valued by employers and put you on track for future management positions.

MCCC's technical and construction-related degree programs include Automotive Technology, Civil Engineering Technology, Electronics Engineering Technology, Engineering Technology, Heating, Refrigeration and Air Conditioning, Mechanical Engineering Technology and Security Systems Technology.

On the noncredit side, the Center for Continuing Studies (CCS) recognizes that project management is key to any construction project. Through its Construction Project Management certificate program, managers will put principles and theory into immediate action on the job. The Uniform Construction Code program is for general contractors who seek to advance in their careers as New Jersey State Inspectors for local municipalities.

Whether your goal is a college degree that sets you on your technical construction career path, or you are already there and want to move to the next level, equip yourself with essential tools for success at Mercer!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/spring for more detailed information on “for college credit” classes in the category of **Technical / Construction**. In addition to those offered during Spring 2020 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

ADVANCED MANUFACTURING TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/AMT

- AMT 101** Machine Shop Techniques I
- AMT 103** Blueprint Reading Basics
- AMT 110** Machine Shop Techniques II

AUTOMOTIVE TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/AUT

- AUT 110** Introduction to Automotive Electronics
- AUT 111** Automotive Service Fundamentals
- AUT 112** Automotive Fuel Systems
- AUT 113** Suspension, Steering and Alignment
- AUT 114** Automotive Electricity and Electronics
- AUT 211** Automotive Emissions and Driveability
- AUT 224** Manual Transmissions and Drivelines

CIVIL ENGINEERING TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/CIV

- CIV 101** Surveying I
- CIV 102** Surveying II
- CIV 103** Statics
- CIV 105** Introduction to Engineering
- CIV 106** Mechanics
- CIV 216** Highway Engineering
- CIV 228** Reinforced Concrete Design

ELECTRONICS ENGINEERING TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/EET

- EET 130** Fundamentals of Electronics

ENGINEERING TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/ENT

- ENT 116** Engineering Graphics

HEATING, REFRIGERATION AND AIR CONDITIONING

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/HRA

- HRA 103** Refrigeration / Air Conditioning Electrical Controls
- HRA 202** Light Commercial Systems I
- HRA 203** Light Commercial Systems II

SECURITY SYSTEMS TECHNOLOGY

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/SST

- SST 200** Physical Security Product Technologies
- SST 230** Security Sales: The Consultative Approach

DEGREE AND CERTIFICATE PROGRAMS

Move forward to achieve your career and life goals with a degree or credit certificate from Mercer County Community College. Dedicated faculty and comprehensive support services contribute to student success. Reach higher and go further with Mercer in your choice of technical fields!

ASSOCIATE DEGREES

- Advanced Manufacturing Technology
- Automotive Technology
- Civil Engineering Technology
- Electronics Engineering Technology
- Engineering Science
- Heating, Refrigeration, and Air Conditioning
- Security Systems Technology
- Technical Studies

CREDIT CERTIFICATES

- Advanced Manufacturing Technology
- Building Construction Technology
- Electronics Engineering Technology
- Engineering Science
- Heating, Refrigeration, and Air Conditioning
(offered with Mercer County Technical Schools)



CONSTRUCTION

CONSTRUCTION PROJECT MANAGEMENT

The Center for Continuing Studies' 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. To earn the certificate, you must complete all 9 course.

Core Courses (all required for the certificate):

- Construction Blueprint Reading
- Materials, Methods and Systems of Construction
- Construction Cost Estimating I
- Construction Cost Estimating II
- Construction Change Orders and Claims
- Construction Project Management
- Contract Law in the Construction Industry
- Construction Specifications and Contracts
- Sketch Up Your Design

CONSTRUCTION CHANGE ORDERS AND CLAIMS

In today's hectic design and construction process and with unforeseen conditions, it is rare to find projects that do not require "change to contracts" or change orders. This course discusses the means and methods of preparing change orders, scopes, pricing of work, and methods of negotiation. Impacts of Change Orders on the Project Schedule/Completion will be reviewed. The avoidance of claims, preparation of claims, and their resolution are also discussed.

NCABT-CS005-01 / 1.5 CEU / cost: \$163

DATES	Mar 5 - Apr 2	TIME	6:30-9:30pm
SESSIONS	5	INSTRUCTOR	James Langsdorf
DAY	TH	NOTES	

CONSTRUCTION COST ESTIMATING II

Prerequisite: Construction Cost Estimating I

This course provides the tools required in estimating the direct and indirect cost of a project. The course material covered in Cost Estimating II enhances and improves any estimator's abilities. Students are challenged by problem solving practices. Learn expert techniques for precise and reliable detail estimating.

NCABT-CS008-01 / 1.8 CEU / cost: \$234

DATES	Feb 4 - Feb 20	TIME	6:30-9:30pm
SESSIONS	6	INSTRUCTOR	Joseph Scillieri
DAY	TU, TH	NOTES	

MATERIALS, METHODS, AND SYSTEMS OF CONSTRUCTION

This course provides a comprehensive overview of the various types of construction. The function of building systems will be discussed.

NCABT-CS002-01 / 2.4 CEU / cost: \$275

DATES	Jan 13 - Feb 10	TIME	6:30-9:30pm
SESSIONS	8	INSTRUCTOR	Joseph Scillieri
DAY	M, W	NOTES	No class Jan 20

ONLINE

QUICKBOOKS FOR CONTRACTORS 2014

Cost: \$104

Contractors have many unique bookkeeping needs, so this course is designed specifically for the construction industry. In this course, you will learn how to use the Premier Contractor Edition of QuickBooks 2014 to run your business more efficiently. You'll discover how to create custom, professional-looking contract estimates and track time and materials, and you'll learn the different methods you can use to bill your clients, including how to use the QuickBooks progress invoicing and job-costing features.

You will find out how to deal with tricky situations, like change orders and retainage requirements, and you'll learn how to properly set up accounts, items, customers, and jobs. All along the way, you'll learn how to avoid many of the big and often costly mistakes contractors commonly make with QuickBooks.

Visit www.ed2go.com/mccc.edu for a complete course listing and start dates.



REGISTER TODAY FOR NON-CREDIT COURSES



WWW.MCCC.EDU



609-570-3311



COMED@MCCC.EDU

UNIFORM CONSTRUCTION CODE PROGRAM 2020-2021

These classes are for general contractors who are seeking to advance their careers and become New Jersey State Inspectors for local municipalities. The New Jersey State Department of Community Affairs (DCA) offers tuition reimbursement for qualified applicants. The information below lists the courses Mercer County Community College will offer this term. All course work within a particular discipline must be taken in the appropriate sequence (i.e. RCS, ICS, HHS). For a complete list of the courses offered statewide, see the DCA website at https://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf

For hybrid courses that have an online component students must have a computer with speaker and microphone and Chrome browser and a valid email address.

Please note: After successfully completing the required courses, contractors also need to pass National Exams. Students that need additional material and training for the national exams or having questions about requirements or textbooks should contact the DCA Licensing Unit 609-984-7820 or go to <http://nj.gov/dca/divisions/codes/official>. All UCC courses will use the current New Jersey Uniform Construction Code textbook. Students are responsible for purchasing the required books.

BUILDING INSPECTOR ICS

Prerequisite: Residential and Small Commercial Specialist (RCS)

This course covers the administrative, plan review and inspection requirements for structural, energy, accessibility, radon, mechanical and fire protection systems applicable to Class 2 structures. **This is a hybrid course that meets for 19 sessions for a total of 75 hours, which includes a mandatory field trip and has additional inline work as well. Textbooks: 2019 International Building Code, 2018 International Mechanical Code, and the 2018 International Fuel Gas Code.**

NCUCC-CS005-01 / 7.5 CEU / cost: \$825

DATES	Jan 14 – Mar 17	TIME	5:30-9:30pm
SESSIONS	19	INSTRUCTOR	James Strang
DAY	TU, TH	NOTES	

BUILDING INSPECTOR HHS

Prerequisite: Residential and Small Commercial Specialist (RCS), and Building Inspector (ICS)

This course covers the administrative, plan review and inspection requirements for structural, energy, accessibility, radon, mechanical and fire protection systems applicable to Class I structures. **This is a hybrid course that meets for 15 sessions for a total of 60 hours, which includes a mandatory field trip and has additional inline work as well.**

Textbooks: 2019 International Building Code, 2018 International Mechanical Code, and the 2018 International Fuel Gas Code.

NCUCC-CS007-01 / 6.0 CEU / cost: \$660

DATES	Mar 24 – May 12	TIME	5:30-9:30pm
SESSIONS	15	INSTRUCTOR	James Strang
DAY	TU, TH	NOTES	



ELECTRICAL INSPECTOR HHS

This 45-hour course covers: system design, electrical service design and sizing, branch circuit and feeder design, appliance and motor circuits, plan review and field inspection, systematic plans analysis, material requirements, installation methods, basic inspection, report writing, violation notices, inspection and recordkeeping, Uniform Construction Code organization and content, electrical subcode, and other relates ICS. This is a Hybrid course that meets online and in class. The online portion will be discussed in class.

NCUCC-CS003-01 / 6.0 CEU / cost: \$660

DATES	Jan 13 – Mar 4	TIME	5:30-8:30pm
SESSIONS	15	INSTRUCTOR	Scott Borsos
DAY	M, W	NOTES	No Class Jan 20

REGISTER TODAY FOR NON-CREDIT COURSES

WWW.MCCC.EDU 609-570-3311 COMED@MCCC.EDU

SUMMER YOUTH PROGRAMS

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CAMP COLLEGE (AGES 6-16)

Art, music, science, journalism, swimming, computers, and more! Campers choose up to six “courses” for each four-week session to make this a truly customized summer experience. **Camp College begins June 22** and meets Monday through Friday from 8:30 a.m. to 4 p.m. Extended child care as well as one-week half- and full-day workshops are also available. For more information call (609) 570-3311 or visit www.mccc.edu/campcollege.

NEW FOR 2020

- “A” is for Artist
- Bricks & Sticks Stop Animation
- Droids & Bots
- Inventor’s League: Prototyping for the Future
- Javascript Developer Jam
- Minecraft Redstone Engineers
- Mini Robotics: Sphero Ozobot & Bristlebots
- YouTube Content Creators



INFORMATION SESSIONS

March 14 • April 18 • May 9

12 to 2 p.m.

Conference Center

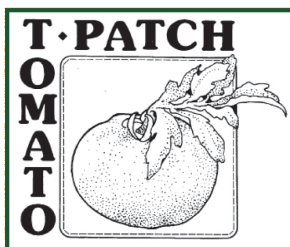
Mercer County Community College

www.mccc.edu/campcollege
(609)-570-3311

TOMATO PATCH WORKSHOPS (GRADES 4-12)

Theater - Dance - Video - Vocal Music - Visual Arts
Session I for grades 7-12 **begins June 22**
Session II for grades 4-6 **begins July 20**

Students select a major concentration in either theater, dance, music, or fine arts for two morning classes. After lunch, electives in other areas may include make your own music video, children’s theatre, computer art, improvisation, painting, drawing, jazz, musical theatre, vocal ensemble, comedy, and hip-hop. For more information call (609) 570-3566.



SPORTS CAMPS (AGES 6-14)

Mercer County Community College will once again offer its annual summer soccer, tennis, basketball, field hockey, and sports fitness camps **beginning June 15**. Experienced staff, highly successful college coaches and limited enrollment ensure maximum individualized instruction. For more information call (609) 570-3779.

**MCCC
SPORTS
CAMP**

SUMMER YOUTH CAMPS OPEN HOUSE!

**Sunday, January 26, 12 to 3 p.m.
in the Student Center**

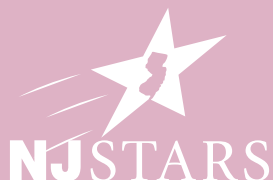
**Snow date:
Feb. 2**

- Meet the camp directors
- Have all your questions answered
- Learn about new programs and activities for the upcoming summer
- Tour the facilities

Visit our website: www.mccc.edu/camps



ATTEND MCCC TUITION-FREE



- Be identified in the top 15% of your high school class for either your junior or senior year.
- Achieve the required score on the college placement test to determine college readiness.
- Enroll in an associate degree program and sign up for at least 12 college credits.
- Complete the *Free Application for Federal Student Aid* (FAFSA), although NJ STARS eligibility is not based upon financial need.
- Your second year at Mercer is renewable if all academic criteria are met.

For more information call the MCCC Financial Aid office at (609) 570-3210 or e-mail finaid@mccc.edu

For general information call (609) 588-3594 or e-mail njstars@hesaa.org

*Subject to available state appropriations.
up to 18 credits per semester, excluding fees



New Jersey
Community College
Opportunity Grant

NEW FEATURES FOR 2019-2020

- Now covers dependent students who are attending college part-time (typically two classes) in a semester.
- Now covers fees for nursing, culinary, and other career and technical education programs. (More details to come!)

TO QUALIFY, YOU MUST...

- Have a total household adjusted gross income not exceeding \$65,000.
- Not have a prior college degree.
- Complete a FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov, including submission of all required documents.
- Make satisfactory academic progress.

YOUR NEXT STEPS

- Apply for financial aid. We can help you complete the FAFSA form.
- Complete your MCCC admission application.
- Meet with your assigned Success Coach.

FOR MORE DETAILS / ASSISTANCE

- **Admissions:** (609) 570-3795 or email admiss@mccc.edu
- **Financial Aid:** finaid@mccc.edu
- **Success Coaching:** successcoach@mccc.edu

TRANSFER OPPORTUNITIES

Mercer's **transfer programs** make it easy for you to move on to other colleges and universities. Hundreds of Mercer graduates transfer successfully each year to many highly regarded bachelor's degree-granting institutions.

Our **dual admissions agreements** with The College of New Jersey, Delaware Valley University, Fairleigh Dickinson University, Georgian Court University, James Madison University, La Salle University, Montclair State University, New Jersey Institute of Technology, Rider University, Rowan University, Rutgers University, Stockton University, University of the Sciences, William Paterson University, and Wilmington University and our **transfer agreements** are ideal for students wishing to earn a bachelor's degree. These agreements enable Mercer students to predict how their course credits will transfer.

MCCC's **special partnerships** with Fairleigh Dickinson University, Felician University, Rutgers University, William Paterson University, and Wilmington University make it convenient for students to finish certain bachelor's or master's degrees on-site at Mercer.

For those who are undecided about transferring, the college maintains resources and offers appointments and workshops to students to allow them to explore options at other colleges and universities. Mercer is just the beginning!

For more information about the transfer opportunities at Mercer, call Transfer Services at (609) 570-3397, visit www.mccc.edu, or email transfer@mccc.edu.



ONE-STOP ENROLLMENT

At every step in the enrollment process, advisors are available to assist students with both academic and financial planning. The advisors provide program information and help students select the most suitable educational courses and services.

See page 81 for Enrollment Services office hours.

	AD BUILDING, 2ND FLOOR West Windsor Campus	KC218 James Kerney Campus
Admissions:	(609) 570-3795	(609) 570-3139
Advisement:	(609) 570-3569	(609) 570-3139
Financial Aid:	(609) 570-3210	(609) 570-3178
E-mail:	advisor@mccc.edu or admiss@mccc.edu	



YOUR WORK EXPERIENCE MAY EQUAL CREDIT

For more information call Beth Knight at 609-570-3206 or email knighte@mccc.edu

ADVISEMENT

The Office of Advisement Services assists new students at the West Windsor (**570-3292** or advisor@mccc.edu) and James Kerney (**570-3139** or advisorjkc@mccc.edu) campuses with developing educational plans, course selection, and preparation for a progressive academic experience while at MCCC. A student with more than 12 credits should schedule an appointment with an advisor who is a faculty member in their chosen area of study.

STUDENT SUCCESS COACHES

Your coach will work individually with you during your journey at Mercer to ensure you are on the correct pathway to completion, to reach your destination!

570-3451 or successcoach@mccc.edu

CAREER SERVICES

The Career Center maintains a full library of career resources and provides information and assistance for choosing a major or a career, job searching and resume writing. The Center also coordinates employer job fairs.

570-3397 or careers@mccc.edu

SPECIAL NEEDS

Students with special needs may request reasonable accommodations for placement testing and coursework by providing appropriate documentation to the Office of Special Services (Library, room 217). Intended to provide academic support and opportunities for students with special needs, such accommodations must be requested each semester.

570-3525 or **3517**

VETERANS SERVICES

MCCC is approved for veterans education and training under the GI Bill and is a member of the Servicemembers Opportunity Colleges (SOC) network. This office provides assistance with education benefits for active duty servicemembers, members of the National Guard and U.S. Army Reserve, veterans, and their families.

570-3240 or vets@mccc.edu

SCHEDULE AND TUITION



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MOST CREDIT CLASSES BEGIN IN LATE JANUARY

2020 Spring Key Dates & Deadlines

	Classes begin; start of \$35 Late Registration fee	Final day of course refund eligibility	Recess	Withdrawal deadlines	Classes end (excluding final exams)	Grades available online at www.mccc.edu
Winter Session <i>MercerOnline</i> WS	12/16	12/17		1/3	1/24	1/28
Winter Session <i>On-Campus</i> WS	1/2	1/3		1/4	1/10	1/15
14-week Term S	1/21	1/27	3/16-3/22	4/3	5/4	5/15
7-week Term S7A	1/21	1/22		2/21	3/9	3/13
10-week Term S10	2/18	2/19	3/16-3/22	4/10	5/4	5/15
7-week Term S7B	3/10	3/11	3/16-3/22	4/17	5/4	5/15

REGISTER EARLY!

Get your Spring started. See page 81 to register NOW to get the classes you need at the times you want – and to avoid late fees.

It pays to register early! Questions?
Email registration@mccc.edu

PAYMENT AND REFUND POLICIES

Deadlines for refund eligibility and avoiding Late Registration fees:
Please note the "Key Dates" specified at left.

A one-time \$35 Late Registration fee is charged beginning on the first day of each term.

Deadlines for course refund eligibility differ according to term length, as follows:

- 14-week terms: Full refunds are available for classes dropped within the *first seven days* of the associated term (NOT the *class* start date).
- Terms shorter than 14 weeks: Full refunds are available for classes dropped within the *first two days* of the associated term (NOT the *class* start date).

A course dropped anytime after refund eligibility for that course ends will be processed as a withdrawal. No refund of tuition or fees will be made to a student who is withdrawn from a course by an instructor due to non-attendance or who is dismissed from the college for cause.

Please be aware that dropped classes or withdrawals can cause adjustments to any financial aid awards, resulting in a balance being due to the college for tuition.

TUITION AND COLLEGE FEES*

Mercer County Community College reserves the right to change tuition or fees at any time. Figures below, accurate at time of publication, include a \$23.75 college fee and a \$24.50 technology fee applied per credit.

Total Number of credits/ charge hours	Mercer resident or student with chargeback**	Non-Mercer resident without chargeback	Out-of-state or foreign student
1	\$182.50	\$233.00	\$327.50
2	\$365.00	\$466.00	\$655.00
3	\$547.50	\$699.00	\$982.50
4	\$730.00	\$932.00	\$1310.00
5	\$912.50	\$1165.00	\$1637.50
6	\$1095.00	\$1398.00	\$1965.00
7	\$1277.50	\$1631.00	\$2292.50
8	\$1460.00	\$1864.00	\$2620.00
9	\$1642.50	\$2097.00	\$2947.50
10	\$1825.00	\$2330.00	\$3275.00
11	\$2007.50	\$2563.00	\$3602.50
12	\$2190.00	\$2796.00	\$3930.00
13	\$2372.50	\$3029.00	\$4257.50
14	\$2555.00	\$3262.00	\$4585.00
15	\$2737.50	\$3495.00	\$4912.50

* The tuition and fees above do not include applicable special course fees and lab fees.

**Students who are residents of New Jersey counties other than Mercer may qualify for in-county rates if the courses they seek at MCCC are not available at their own community colleges.

PAYING FOR YOUR EDUCATION



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Community colleges charge the lowest tuition and fees of all higher education institutions. Mercer County Community College receives significant support from Mercer County and the State of New Jersey, but courses are not free. Students are required to pay for a portion of their education. To determine the cost of a course, consider tuition and college fees, special course fees, books and supplies.

TUITION AND FEES

Tuition and college fees are calculated on a per-credit basis. The table on page 79 will help you determine how much you owe based upon the total number of credits you are taking and your residency. Besides regular tuition and college charges, some courses carry an additional fee.

BOOKS AND SUPPLIES

Students must purchase their own course materials. The Mercer Bookstore (visit online at www.mcccshop.com) guarantees the availability of these for any course offered at MCCC. Acceptable methods of payment include cash, credit card, and financial aid (checks not accepted). Most textbooks can also be rented; please see website for details.

PAYMENT OF COURSE COSTS

Tuition and fees are due by Friday, December 13, 2019 for all Spring semester students who have registered by that date. **After that date, payment is due when you register.** You can pay by cash, check, money order, VISA, MasterCard, American Express or Discover. Payment can be made in person, by mail or at www.mccc.edu if you use a credit card. Questions about your bill should be directed to the Bursar's office at bursar@mccc.edu.

FINANCIAL AID

You will be considered for federal, state and MCCC financial aid if you complete the **Free Application for Federal Student Aid (FAFSA)** at www.fafsa.gov.

Our financial aid staff can answer your questions and may be able to help you complete the forms. However, processing may take up to 60 days, so apply as early as possible – even before completing an application for admission.

Help is available at the Financial Aid Office on the first floor of the Administration Building (AD) at the West Windsor Campus (609-570-3210) and the Student Services Office in room 218 at the James Kerney Campus (609-570-3180). E-mail finaid@mccc.edu or visit our web page at www.mccc.edu and click on Financial Aid FATV.

UNEMPLOYED?

Tuition may be waived for unemployed persons during **Late Registration only**. Consult your local unemployment office for benefit details. **Students are responsible for paying any applicable fees and for covering expenses for textbooks and other class materials.**

SENIOR CITIZENS

Mercer County residents who are 65 or older may enroll in courses without paying full tuition – but **paying all fees** – if seats are available in a class after paying students have registered. To take advantage of this opportunity, senior citizens must register in person at either the West Windsor or James Kerney campus and pay the applicable semester fees.

HOPE SCHOLARSHIP

You may be eligible for up to \$1500 in tax credits. Details at www.irs.ustreas.gov.

VET ASSISTANCE

MCCC is approved for veterans' training under various GI Bills. Information: (609) 570-3240.

TUITION PAYMENT PLAN

Break down your tuition balance into affordable monthly payments. There's no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll.

Payment Methods

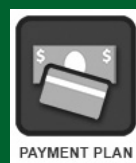
- Automatic bank payment (ACH)
- Credit or debit card

Cost to Participate

- \$50 enrollment fee
- \$30 fee if a payment is returned

Simple Steps to Enroll

- Log in to MyMercer student portal
- Click the Payment Plan icon
- Follow instructions



To review your agreement or make a change to your account, visit www.mypaymentplan.com/mercer. Be sure to have your confirmation e-mail – sent to you one business day after you submit your agreement – available before logging in.

www.MyCollegePaymentPlan.com/mercer • For assistance 24/7 call 833-269-3675.

CREDIT COURSE REGISTRATION



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CONTINUING STUDENTS

- Examine your program requirements.
- Consult an academic advisor.

NEW TO MCCC

- Complete admissions application (available at www.mccc.edu/apply or call 609-570-3795).
- Submit college transcripts*

* or verification that course(s) will transfer to your college

VISITING STUDENTS FROM OTHER COLLEGES

- If you are a first-time visiting student at MCCC, complete the online Admissions Application at www.mccc.edu/apply. Returning visiting students proceed to the following step.
- E-mail the Admissions Office at admiss@mccc.edu with your name, date of birth, and the course number that you intend to register for. Admissions will complete your registration and provide you with your class schedule including the tuition amount and due date.

JOIN US FOR SUMMER AND WINTER SESSIONS

Mercer County Community College enrolls many students from other colleges and universities during MCCC's Summer and Winter sessions. While you're home, why not enroll in an affordable MCCC course to make up missed coursework, improve a grade, speed the completion of your degree, pursue an additional interest -- or meet people like yourself from schools far and near!

Most **Summer** classes, six weeks in duration, typically begin in late May and the first week in July. A limited selection of accelerated **Winter Session** classes begin late December (MercerOnline) and early January (on-campus).

We recommend that you confirm with your home college/university that they will accept the credits that you intend to obtain from Mercer County Community College.

After completing your course at MCCC, request an official transcript to be sent back to your college from MCCC.

ACCEPTED FORMS OF PAYMENT

(Payment Plan available – see page 80)

1. Cash



3. Check (include Student ID number)



ONLINE

www.mccc.edu/MyMercer

- View Courses
- Register
- Pay (VISA, MasterCard, Discover, or American Express)



IN-PERSON

ENROLLMENT SERVICES

West Windsor Campus – AD Administration Building 2nd floor
James Kerney Campus – KC 218

When: Monday to Thursday, 9 a.m. to 6 p.m.; Friday, 9 a.m. to 5 p.m.;
Saturday, 10 a.m. to 2 p.m. (West Windsor Campus ONLY)

Summer: Monday to Thursday, 9 a.m. to 5 p.m.;
Friday, 9 a.m. to 4 p.m.;
Saturday, 10 a.m. to 2 p.m. (West Windsor Campus ONLY)

Extended hours prior to and following the start of Fall and Spring semesters – check website.

PAYMENTS (Bursar's Office)

West Windsor Campus – AD Administration Building 1st floor (Accounting Window)

When: Mon., Tue., Thur., Fri., 9 a.m. to 5 p.m.; Wednesday, 9 a.m. to 6 p.m.

Summer: Monday to Friday, 9 a.m. to 4 p.m.

Extended hours prior to the start of Fall and Spring semesters – check website.

James Kerney Campus – KC 218

When: Monday, Tuesday, Wednesday, 10 a.m. to 3 p.m.;
Thursday and Friday, 10 a.m. to 2 p.m.

REGISTER EARLY TO AVOID LATE FEES!

SEE PAGE 79 FOR KEY DATES.

PLEASE NOTE: Due to their popularity, some high-demand classes may already be filled. Register early for improved chances of course availability and best class selection.



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SCHOLARSHIPS
available from MCCC Foundation

Scholarships support your education.

**Scholarship
Amounts**



\$5,000
largest

\$1,200
average

**They do not
need to be repaid!**

Interested?

Start your 2020-21 application now. It's easy and quick.
All current or incoming freshmen may apply.
A wide variety of scholarships are available.

Visit www.mccc.edu/apply4awards



More information available at
www.mccc.edu/m-scholarships



Courses offered conveniently in Trenton!

Join us at our James Kerney Campus for additional credit and noncredit courses offered at Mercer County Community College.

The Career Training Institute (CTI) at the Kerney Campus

CTI at the James Kerney Campus in Trenton provides short-term training programs with an industry recognized credential for adults to learn new skills or improve existing skills to be able to enter and advance in the workplace.

CTI offers training for

- Administrative Professional
- Medical Office
- Computerized Accounting

REGISTRATION TAKES PLACE EVERY MONTH. Interested individuals should contact Ms. Peg Gould by phone at 609-570-3133 or email at gouldm@mccc.edu.

NONCREDIT COURSE REGISTRATION

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DIVISION OF LIFELONG LEARNING

REGISTRATION AND ENROLLMENT QUESTIONS

Stacie Hannawacker
609.570.3311 or email ComEd@mccc.edu
Agency-sponsored registration, Uniform Construction Code tuition reimbursement, CEU/certificate questions and unemployment grant questions

THE CENTER FOR CONTINUING STUDIES

Jigna Rao, Director
609.570.3278
raoj@mccc.edu

CAMP COLLEGE AND YOUTH PROGRAMS

Rose Fiorello, Director
609.570.3267
fiorellr@mccc.edu

MERCER INSTITUTE OF MANAGEMENT AND TECHNOLOGY TRAINING

Jennifer Kaklamanis, Account Executive
609.570.3279
kakalamaj@mccc.edu

CONFERENCE CENTER

Darota Fish, Event Manager
609.570.3237
fishd@mccc.edu

5 WAYS TO REGISTER! (Now Open)



ONLINE
www.mccc.edu/mymercer
Forms available online



DOWNLOAD & MAIL
1200 Old Trenton Road
PO BOX 17202
Trenton, NJ 08690



PHONE **FAX**
609.570.3311 609.570.3883



IN PERSON
Conference Center
1200 Old Trenton Road
West Windsor Campus

Have questions?

Call **609.570.3311**
Email **ComEd@mccc.edu**

IMPORTANT INFORMATION

PARKING, DIRECTIONS, AND SECURITY

West Windsor: Ample parking is provided and all lots are well lit at night. If your course is assigned a classroom in the Conference Center, you may park in the lot adjacent to the building. If your course is assigned to a classroom in another building on campus, please park in the East or West student lots. Driving directions and a map of campus is available online at www.mccc.edu under "About MCCC."

JKC Trenton: To access parking, all students must obtain a Mercer ID card and register their cars with the JKC Campus Safety Office. Free parking options can be found on Academy Street in Lot #B (next to the Trenton City Library) and Lot #C (next to the YWCA). Additional parking options are available for a nominal fee. More information on the James Kerney Campus is available online at www.mccc.edu under "About MCCC."

Students with mobility issues and needing individual assistance and parking accommodations should contact the Office of Inclusion, Transition and Accessibility by calling 609.570.3525 or Security by calling 609.570.3503 prior to the start of the course.

Emergency Telephone Numbers

- Security, General calls (West Windsor Campus): dial 609.570.3503.
- Security, Emergency Only (West Windsor Campus): dial 609.570.3200
- Security, General and Emergency calls (Trenton Campus): dial 609.570.3175
- Emergency Police, Fire and Ambulance: dial 911

REGISTRATION

Registrations can be confirmed by calling 609.570.3311 or emailing ComEd@mccc.edu.

- Telephone/Mail/Fax: After you register, you will receive your Student Schedule and receipt via email.
- Online: When you complete the online registration process, you will be able to print out a Student Schedule, which serves as your paid receipt and confirmation of your class. Please be sure to check your Spam or Junk folders as some browsers screen the confirmations into these folders.

AGE & REFUND POLICY

Unless otherwise specified, all Continuing Studies students must be 18 years of age or older.

Our refund policy: If it is 10 or more days before the beginning of a class, you will receive 100% refund. If it is less than 10 days before the class start date, no refunds will be provided. Credit card payments will be refunded to the credit card; cash and check payments will be refunded via a check from MCCC made out to the student, unless employer sponsored.

EARLY REGISTRATION & CLASS CANCELLATIONS

Many courses fill quickly and some do have size limitations. In addition, courses do cancel if enrollment is not sufficient. Your registration may be the one that makes the class carry so please take advantage of early registration.

The college reserves the right to cancel a course when registration is less than the minimum required. All tuition and fees are refunded in full when the college cancels the course. Notice of cancellation will be given by phone and email. When you register, please provide the best phone number and email to reach you during the day.

THE CENTER FOR CONTINUING STUDIES (CCS) CODE OF CONDUCT

All student behavior should support and encourage – not hinder or disrupt – the learning process.

The following expectations are examples of appropriate student conduct:

- Students must follow all directions from instructors and CCS staff, and be respectful and courteous in all communications and interactions.
- Students should arrive to class and return from break on time.
- Cell phones should be off or on silent mode; no texting or Instant Messaging during classroom time.
- Students who need to leave a class in session should do so quietly. The Instructor should be advised in advance of situations requiring known departures from the room.
- Classroom instruction time is for all participants:
 - All conversations should be relevant to the course content.
 - Students should refrain from distracting behaviors such as walking around or having conversations with other students.
 - Students should be respectful and attentive during discussions or presentations.
- Students are expected to honor the MCCC Student Code of Conduct, (available online at <http://www.mccc.edu/pdf/handbook.pdf>) Disciplinary Process for Center for Continuing Studies

Students who do not comply with CCS Conduct Expectations: The Instructor will give a verbal warning to the student. Instructor will document the incident in writing and forward to the Director of Continuing Studies by email within 24 hours.

Students who continue non-compliance with CCS Conduct Expectations: The Instructor will notify student that she/he must schedule a meeting with CCS Director prior to the next class meeting date. Instructor will document the incident in writing and email to the CCS Director. After discussion and counseling, if student agrees to respect all expectations, CCS Director will allow return to the course and will notify the course Instructor in writing.

If student is unwilling to comply with the expectations, CCS DIRECTOR will notify the Instructor. The student will be dismissed from the course with no refund. CCS Director will determine if there is to be a restriction on future registrations and will send formal documentation to

- a) Student
- b) Sponsoring agency, if appropriate
- c) Dean, Division of Lifelong Learning

Violations of the MCCC Student Code of Conduct will be reported to MCCC Security. Confirmed violations will result in dismissal from the course without refund.

Appeal Process:

- Violation of CCS Student Code of Conduct – Student may file a written appeal with the Dean, Division of Lifelong Learning. The Dean will review and has option to hold a meeting with all parties prior to rendering a decision. Decision will be made within 5 business days of the appeal.
- Violation of the MCCC Student Code of Conduct/Threat to Safety - Student may file a written appeal with the Dean, Division of Lifelong Learning. The Dean will review and has option to hold a meeting with all parties prior to rendering a decision. Decision will be made within 5 business days of the appeal.

METHOD OF PAYMENT

Tuition and fees must be paid in full upon registration.

- Checks and money orders may be used for payment either in person or by mail.
- Cash is accepted for in-person registration only. Please do not mail cash.

There will be a \$20 administrative fee charged for the first returned check and \$35 charged for any subsequent returned checks.

VISA, MasterCard, American Express, and Discover are accepted for payment by phone, fax, mail, or in-person.

SUPPLIES/MATERIALS/BOOKS

Course descriptions include required materials and book information. Required texts are available for purchase through the MCCC Bookstore (www.mccc.bkstr.com). Questions regarding Bookstore policy and procedure can be directed to 609.570.3416. Bookstore hours are subject to change, please visit the website to confirm hours.

West Windsor Bookstore Hours

Monday-Thursday: 8:30am-7pm

Friday: 8:30am-5pm

INCLEMENT WEATHER / EMERGENCY CLOSINGS

When classes are cancelled due to inclement weather or other reasons, please check the MCCC website (www.mccc.edu), social media channels, WWFM 89.1, or cable channels 80 (on Cablevision), 26 (on Comcast), or 20 (on Verizon FIOS) for more information.

PROFESSIONAL DEVELOPMENT

The Center for Continuing Studies at Mercer County Community College is a registered provider of professional development with the New Jersey State Department of Education. Our provider number is 4285. In addition, Center for Continuing Studies at Mercer County Community College is registered with the New Jersey State Board of Accountancy for Continuing Professional Education (CPE) credits for licensed Certified Public Accountants and Public Accounts (certification #20 CE 00011900).

As indicated within the appropriate course descriptions, some of MCCC's noncredit professional development courses award CEUs (Continuing Education Units), CPEs (Continuing Professional Education for Certified Public Accountants), CECH's (Continuing Education Contact Hours), and/or PDU's (Professional Development Units) to the student upon successful completion and a passing grade for the course. Successful completion means the student has mastered the material and has attended at least 80% of the scheduled class time. A passing grade is Satisfactory (S).

EMPLOYER SPONSORED REGISTRATIONS

Employers who are interested in sponsoring their employees for Continuing Studies classes should submit the Employer Sponsor Information Form and return it with payment to the Center for Continuing Studies. Forms and payment can also be submitted electronically by visiting the website (www.mccc.edu/ccs) and filling out the Employer Sponsor form, submitting it with a credit card payment. Questions regarding this process can be directed to 609.570.3311 or ComEd@mccc.edu.

SENIOR CITIZEN POLICY

Mercer County residents who are age 65 or over are eligible to apply a 20% discount to some noncredit courses, provided all course prerequisites are met. Seniors need to register in person and present proof of birth date and current address in order to qualify. Contact CCS for more information at ComEd@mccc.edu or 609.570.3311

ADDITIONAL INFORMATION AVAILABLE ONLINE

For a complete list of all the policies and general information for the Center of Continuing Studies, please visit our website at www.mccc.edu/ccs. Additional information available online include How to Find your Room Assignment, Tuition and Fees, Financial Assistance, Grades, MCCC Library, Affirmative Action and Compliance Statement, Cafeteria & Vending Machines, Smoking Policy, Cell Phone Usage, Student ID cards, and Certification Completion.

LOOKING FOR A PLACE TO HOST YOUR NEXT BUSINESS MEETING OR CELEBRATION?



Imagine a place where space, service, technology, and training all come together to create the perfect experience.

The Conference Center at Mercer is surrounded by 292 acres of woodland on the Mercer County Community College campus. Inside the Center is 38,000 square feet of media-rich, high-tech space that provides an ideal environment where you can meet, learn, and celebrate.

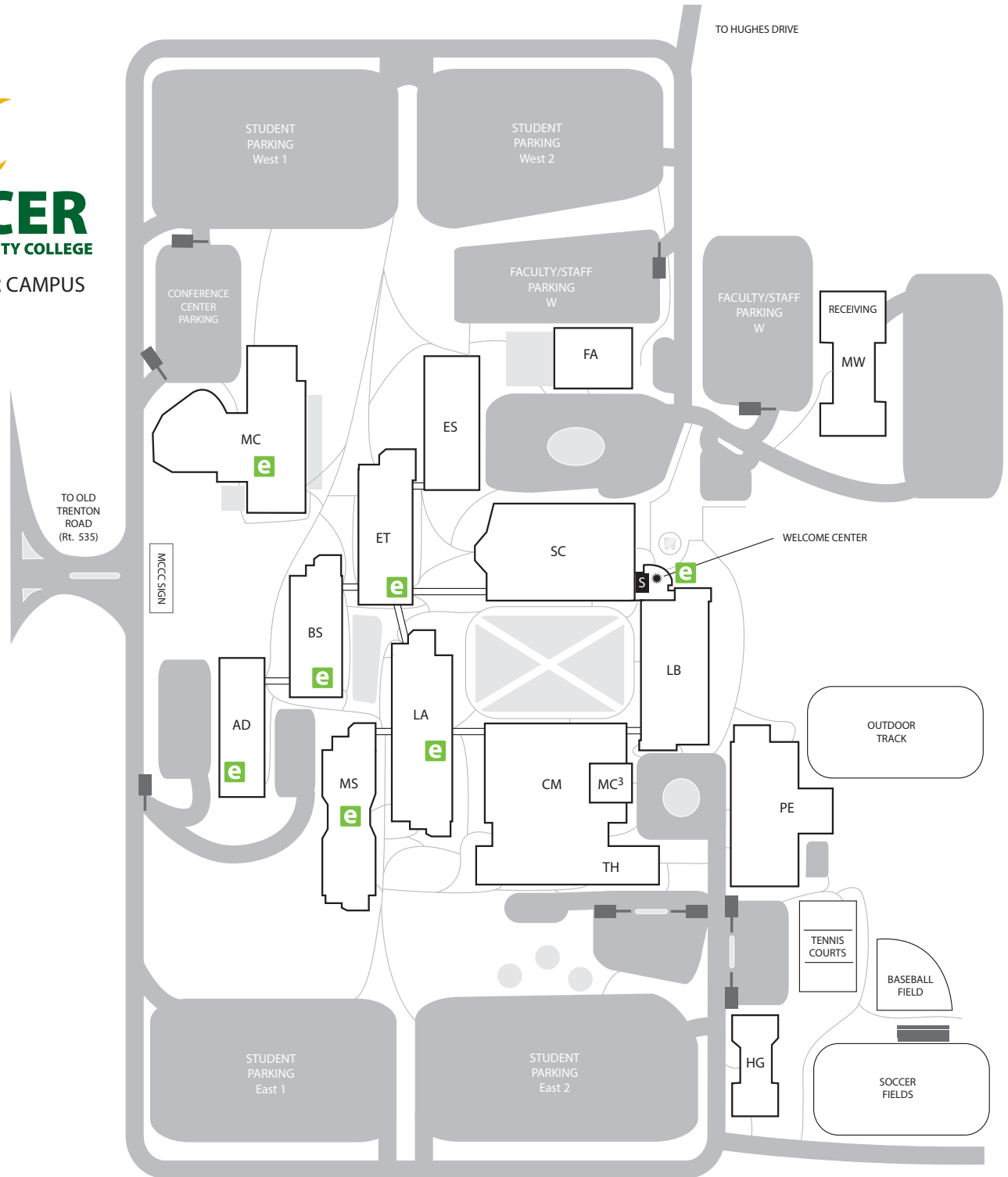
Call today to learn about our Daily Meeting Packages or schedule a tour to view our facility.

1200 Old Trenton Road | West Windsor, NJ 08550
609.570.3237 | ccinfo@mccc.edu



THE CONFERENCE CENTER
AT MERCER
Corporate Meetings & Events

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ELEVATOR



YOU ARE HERE!



SECURED GATE



BUILDING OR STRUCTURE



ROAD

WALKWAY



Welcome Center

AD Richard K. Greenfield
Administration Building

Administ	
Business	

BS	Business
CM	Communications Center

ES Engineering Systems



ET Engineering & Technology

FA Fine Arts

HG Horticulture Greenhouse

LA Liberal Arts

LB Library

MC Conference Center

MC³ Studio Theatre

MS Science & Health Professions

MW Maintenance

PE Physical Education



S Security

SC Student Center

TH Kelsey Theatre



1200 Old Trenton Road
West Windsor, NJ 08550

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**YOU MAY BE
ELIGIBLE FOR**

**FREE
TUITION**

AT MCCC

NEW FEATURES FOR 2019-2020

- ✓ Now covers dependent students who are attending college part-time (typically two classes) in a semester.
- ✓ Now covers fees for nursing, culinary, and other career and technical education programs. (More details to come!)

TO QUALIFY, YOU MUST...

- ✓ Have a total household adjusted gross income not exceeding \$65,000.
- ✓ Not have a prior college degree.
- ✓ Complete a FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov, including submission of all required documents.
- ✓ Make satisfactory academic progress.

For More Details/Assistance

Admissions:

(609) 570-3795 or email admiss@mccc.edu

Financial Aid:

finaid@mccc.edu

Success Coaching:

successcoach@mccc.edu

Funded by:

