Be What You Always Dreamed!

CONTINUING STUDIES
NONCREDIT COURSES

Fall | September - December 2017

Center for Continuing Studies
1200 Old Trenton Road | West Windsor, NJ 08550 | 609.570.3311

www.mccc.edu/ccs
• Explore our industry recognized certificate programs.
• Hear about the new additions to our spring courses.
• Learn about the areas experiencing job growth.
• Meet our staff and instructors.
• Bring any questions you may have.
• See what’s available in your own backyard.

Representatives from the following programs will be present:

ALLIED HEALTH
CLINICAL DEVELOPMENT AND REGULATORY AFFAIRS
GRAPHIC DESIGN
MEDICAL BILLING AND CODING
MONTESSORI TEACHER TRAINING and more!

Wednesday, September 7, 2017
Starts promptly at 5:30 pm
The Conference Center at MCCC
1200 Old Trenton Road, West Windsor, NJ 08550

Register for this FREE event:
Call 609.570.3311

Don’t miss our Fall RAFFLE!
You must be registered and present to win.
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Look for this icon to find certificate programs!
Imagine...

...a conference center that feels like an extension of your business.

A place where space, service, technology, and training all come together to create the perfect experience.

It's our reputation for extraordinary customer service that sets us apart... from the moment you begin planning your meeting or event with us you will feel the difference.

We take great pride in handling the details... all of the details. Our goal is to manage each aspect of your meeting seamlessly so that you can focus on what is really important -- your agenda!

The Conference Center at Mercer is surrounded by 292 acres of woodland on the grounds of Mercer County Community College. The Center is 38,000 square feet of media-rich high-tech space that provides an ideal environment in which to meet, learn and celebrate.

1200 Old Trenton Road | West Windsor, NJ 08550
609-570-3237 or 609-570-3466
## HOW TO REGISTER ONLINE:

1. Go to: [www.mccc.edu/mymercer](http://www.mccc.edu/mymercer)

2. Click on “Need help?” in the Continuing Studies Students box for full login instructions.

   **OR**

   Log in via the “Continuing Studies Students” box.

3. Under “Registration”, select “Register and pay for Continuing Education classes.”

4. Search for your class by search criteria.

   Need help? Click on the “help” tab at the bottom or email us at [comed@mccc.edu](mailto:comed@mccc.edu).

### 5 ways to register!

**Registration begins Monday, July 17**

<table>
<thead>
<tr>
<th>Method</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online</strong></td>
<td><a href="http://www.mccc.edu/mymercer">www.mccc.edu/mymercer</a></td>
</tr>
<tr>
<td><strong>Mail</strong></td>
<td>1200 Old Trenton Road&lt;br&gt;PO BOX 17202&lt;br&gt;Trenton, NJ 08690</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>609.570.3883</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>609.570.3311</td>
</tr>
<tr>
<td><strong>In Person</strong></td>
<td>Conference Center&lt;br&gt;1200 Old Trenton Road&lt;br&gt;West Windsor Campus</td>
</tr>
</tbody>
</table>

Have questions? **Call 609.570.3311**  
**Email ComEd@mccc.edu**
Note: Occasionally the pool must be closed for emergencies or mandatory repairs. We regret that we are not able to reschedule cancelled sessions.

*Please note: The Senior Citizen Policy does not apply to the classes listed below.

Aqua-Fit Workout
*Note: The Senior Citizen Policy does not apply to these classes.

Come start your day in the heated pool with an invigorating head to toe workout to music. This class includes aerobics, core work, and weight training. It is low impact, strengthens the muscular skeletal system and helps improve posture, balance and endurance. There is no swimming during these classes. Pool shoes are recommended. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 13</td>
<td>13 sessions</td>
<td>F</td>
<td>8:30 - 9:20am</td>
<td>Lorrie Hammell, USWFA certified</td>
</tr>
<tr>
<td>– Dec 15</td>
<td>1 x a week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost: $120</td>
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</table>

H2O Fitness
*Note: The Senior Citizen Policy does not apply to these classes.

This class is held in the college’s heated pool. You’ll be working out in shallow and deep water to music. This 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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 11</td>
<td>14 sessions</td>
<td>M</td>
<td>6:30 - 7:20pm</td>
<td>Lori Gordon, AFAA Certified</td>
</tr>
<tr>
<td>– Dec 11</td>
<td></td>
<td></td>
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<tr>
<td>Cost: $125</td>
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</table>

E-Z Aqua Exercise
*Note: The Senior Citizen Policy does not apply to these classes.

Begin your fitness lifestyle with a moderate workout in the heated pool to music. This class targets endurance, muscular strength, range of motion and balance with low impact on joints. There is no swimming during these classes. Pool shoes are recommended. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
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<td>9:30 - 10:20am</td>
<td>Lorrie Hammell, USWFA certified</td>
</tr>
<tr>
<td>– Dec 11</td>
<td>1 x a week</td>
<td></td>
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<tr>
<td>Cost: $120</td>
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</table>

Cost: $245

Cost: $372

No class Nov 24

If you are a WIT Certified life guard and interested in working at Mercer County Community College, please contact Mike DeAngelis, Fitness Center and Swimming Pool Coordinator at deangelm@mccc.edu.

Aquatics
**Aquatics**

**Adult Intermediate Swim**  
*Note: The Senior Citizen Policy does not apply to these classes.*  
This swim course is geared to adults who can swim 5-10 yards on their front and back and who want to continue their progress in swimming. 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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 8 - Dec 15</td>
<td>14 sessions</td>
<td>F</td>
<td>7:30-8:20pm</td>
<td>Lori Gordon, W.S.I. Coordinator</td>
</tr>
</tbody>
</table>

Cost: $160  
NCSWM-CS026-01  
No class Nov 24

**Adult Advanced Swim**  
*Note: The Senior Citizen Policy does not apply to these classes.*  
This course is 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.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 5 - Dec 5</td>
<td>14 sessions</td>
<td>Tu</td>
<td>7:00-7:50pm</td>
<td>Lori Gordon, W.S.I. Coordinator</td>
</tr>
</tbody>
</table>

Cost: $160  
NCSWM-CS027-01

**Kids Swim Program**  
Saturday morning swim instruction for children ages 5-12 is offered throughout the year. Enrollment is limited.  
Please note: Occasionally, the pool must be closed for emergencies or mandatory repairs.  
We regret, due to pool demand, that we are unable to reschedule cancelled sessions.

- Registered students must attend an in-water screening session for assignment to the appropriate class level in the American Red Cross Progressive Swimming Sequence (see below for date)
- Registration must be completed prior to the screening session.
- Parents are notified by e-mail of class assignments (time and class level) before the first class.
- Classes meet for 50 minutes on fourteen (14) Saturdays between 8am-12pm.

Please ensure your child is available between those hours. The instructor assigns class times based on skill level screening; therefore, we cannot accommodate specific time slot requests.

Cost: $170

**NEW STUDENT SCREENING FOR SATURDAY CLASSES ONLY:**  
Saturday, August 26 | 10 am-12 pm

**REGISTRATION DATES FOR KIDS SWIM PROGRAM:**
- For currently enrolled students: July 17, 2017
- For siblings of currently enrolled students and Pre-K graduates: August 7, 2017
- Open enrollment: August 14, 2017

**Kids Swim Weekend Program**  
(Ages 5-12)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 9 - Dec 13</td>
<td>14 sessions</td>
<td>Sa</td>
<td>8am-12pm</td>
<td>Lori Gordon and CCS Aquatic Staff W.S.I. Instructors</td>
</tr>
</tbody>
</table>

NCSWM-CS029-01  
No class Nov 25

**Teen Swim**  
This class is available for all teenagers between the ages of 12-17.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 6 - Dec 13</td>
<td>14 sessions</td>
<td>W</td>
<td>7:30-8:20pm</td>
<td>Lori Gordon and CCS Aquatic Staff W.S.I. Instructors</td>
</tr>
</tbody>
</table>

Cost: $160  
NCSWM-CS030-01  
No class Nov 22

**First Dip**  
(Ages 6 months-2 years + 1 adult companion)  
Requirements: swim diapers are mandatory for children not potty trained.

Now parents, grandparents or other adults can accompany their child in their first experiences in the water. This is a fun and interactive experience for both baby and adult. Familiarize baby with the water and wet faces and have fun together.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 8 - Dec 15</td>
<td>14 sessions</td>
<td>F</td>
<td>6:30 - 7:25pm</td>
<td>Lori Gordon, W.S.I. Instructor</td>
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Cost: $170 for adult and child  
NCSWM-CS028-01

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 9 - Dec 16</td>
<td>14 sessions</td>
<td>Sa</td>
<td>1:00-1:55pm</td>
<td>Lori Gordon, W.S.I. Instructor</td>
</tr>
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</table>

Cost: $170 for adult and child  
NCSWM-CS028-02  
No class Nov 24, 25

**Screening to be held on:**  
Saturday, August 26 | 10 am-12 pm
### Aquatics

#### Pre-School Swim Program
**(Ages 3-5)**
This program teaches preschoolers the swimming skills that could save their lives and focuses on improving those skills to build competent swimmers. Each class meets for 45 minutes per week. Enrollment is limited. Pre-schoolers in this program learn to swim with their faces submerged. Parents are advised to observe the program prior to enrolling to make sure it is appropriate for their children. No refunds are given after the course begins.

<table>
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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 5 - Dec 5</td>
<td>14</td>
<td>Tu</td>
<td>9:00 - 9:50am</td>
<td>See below</td>
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<tr>
<td>Cost: $170</td>
<td>NCSWM-CS031-01</td>
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<td>See below</td>
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<tr>
<td>Cost: $170</td>
<td>NCSWM-CS031-02</td>
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<tr>
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<td>14</td>
<td>W</td>
<td>1:00 - 1:50pm</td>
<td>See below</td>
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<tr>
<td>Cost: $170</td>
<td>NCSWM-CS031-03</td>
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<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 7 - Dec 14</td>
<td>14</td>
<td>Th</td>
<td>9:00-9:50am</td>
<td>See below</td>
</tr>
<tr>
<td>Cost: $170</td>
<td>NCSWM-CS031-04</td>
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<th>Dates</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 7 - Dec 14</td>
<td>14</td>
<td>Th</td>
<td>10:00-10:50am</td>
<td>See below</td>
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<tr>
<td>Cost: $170</td>
<td>NCSWM-CS031-05</td>
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#### Pre-School Red Cross Program
Pre-school age children 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. As in all Swimming and Water Safety courses, your child will always know that safety comes first.

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<tr>
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</thead>
<tbody>
<tr>
<td>Sept 6 - Dec 16</td>
<td>14</td>
<td>W</td>
<td>6:30 - 7:20pm</td>
<td>Samantha Gordon, Instructor</td>
</tr>
<tr>
<td>Cost: $170</td>
<td>NCSWM-CS032-01</td>
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<th>Dates</th>
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<tbody>
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<td>14</td>
<td>F</td>
<td>6:30 - 7:20pm</td>
<td>Samantha Gordon, Instructor</td>
</tr>
<tr>
<td>Cost: $170</td>
<td>NCSWM-CS032-02</td>
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<th>Instructor</th>
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<td>14</td>
<td>Sa</td>
<td>9:00 - 9:50am</td>
<td>Samantha Gordon, Instructor</td>
</tr>
<tr>
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<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 14 - Oct 22</td>
<td>4</td>
<td>Sa, Su</td>
<td>6:00 - 10:00pm</td>
<td>Matthew Giachetti, American Red Cross LGT, Instructor</td>
</tr>
<tr>
<td>Cost: $215</td>
<td>NCSWM-CS010-01</td>
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#### Lifeguard Training Update/Renewal
**(Ages 15+)**
Is your certification about to expire or do you need the Lifeguard Today update? If so, join us for this refresher course and renew your certification. Course will include a CPR challenge. Students must attend all classes. Time subject to change based on pool availability.

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<thead>
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<td>4</td>
<td>Sa, Su</td>
<td>6:00 - 10:00pm</td>
<td>Matthew Giachetti, American Red Cross LGT, Instructor</td>
</tr>
<tr>
<td>Cost: $215</td>
<td>NCSWM-CS010-01</td>
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</table>
Red Cross Water Safety Instructor

If you are at least 16 years old and a proficient swimmer, you can become an American Red Cross Water Safety Instructor. This course will help you learn how to teach others the skills that may save a life! As a Red Cross Water Safety Instructor, you can gain valuable work experience as an aquatics professional, earn money, or join a volunteer team while you help people learn valuable skills. In this class, you will learn organizational and presentation skills that will help you both in and out of the pool. Whether you want to splash around with kids and teach them to swim, help children and adults refine their strokes or teach diving safety techniques, you can do it as an American Red Cross Water Safety Instructor.

**Prerequisites:** Minimum age of 16. Demonstrate swimming skills consistent with the Stroke Performance Charts, Level 4.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 10, 17, 24, Oct 1, 8</td>
<td>5 sessions</td>
<td>Su</td>
<td>9:00am-4:00pm</td>
<td>Lori Gordon, W.S.I. Coordinator and Instructor</td>
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</tbody>
</table>

Cost: $230

NCSWM-CS019-01

1 hour lunch

Red Cross Water Safety Instructor Recertification

This class is for those who have already obtained a Red Cross WSI Safety Instructor certification and need to renew Red Cross certification. Proof of certification is required on first day of class.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 29</td>
<td>2 sessions</td>
<td>Su</td>
<td>8:00am-12pm</td>
<td>Lori Gordon, W.S.I. Coordinator and Instructor</td>
</tr>
<tr>
<td>Nov 5</td>
<td></td>
<td></td>
<td>8:00am-12pm</td>
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</tbody>
</table>

Cost: $140

NCSWM-CS020-01

*Class meets at pool (Time subject to change based on pool availability)

Grant-Funded Training is Available Year-Round!

Successful businesses know the importance of training. Why wait? Get your employees the skills they need to be successful NOW.

We offer training in:

- Microsoft Office Suite
- Conflict Resolution
- Business Writing
- Supervisory Skills
- Customer Service
- Problem Solving
- Time Management
- English as a Second Language
- Problem Solving
- Time Management
- English as a Second Language

Training is funded through NJBIA, the NJ Department of Labor and Workforce Development, the New Jersey Community College Consortium for Workforce & Economic Development and the African American Chamber of Commerce. Training is available for incumbent workers with employer approval.

For more information or to schedule on-site classes contact:

Jennifer Kaklamanis
609.570.3279 | jkaklamanis@mercerinstitute.com | www.MercerInstitute.com

TRAIN TO BE AN INTERPRETER At Brookdale Community College

**Use your mastery of English and a second language.**

Employment for interpreters is expected to grow much faster than average, according to the DOL.

For more information, please visit:

www.brookdalecc.edu/interpreting

AGE & REFUND POLICY

Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.
Nonprofit Management Certificate Program and Workshops

Our Nonprofit Certificate Program reflects the importance of this market sector within the current economic climate. The program is packed with the practical techniques necessary for survival in this challenging economy. Workshops are oriented to the needs of staff, program administrators, executive directors, board members, philanthropists, volunteers, and those interested in employment within nonprofits.

To successfully fulfill the requirements of the certificate program, students must complete all four of the core classes and any three electives. Courses can also be taken individually on a non-certificate basis.

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

Overview of Fundraising Techniques
Americans are generous people, but in the current economic environment, your organization may not be getting its share. Learn the basic elements of developing financial resources and how to implement them in your nonprofit. Explore the techniques of fundraising – including special events – and learn how to identify the best potential constituencies to target.

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<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Nov 13</td>
<td>5 sessions</td>
<td>M</td>
<td>6:00-9:00pm</td>
<td>Les Layden, Instructor</td>
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<tr>
<td>Nov 13 - Dec 11</td>
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<tr>
<td>1.5 CEU. Cost: $155</td>
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<td>NCBUS-CS019-01</td>
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</table>

Leadership: Engage and Empower your Volunteers, Board and/or Staff
This course will focus on providing tools and techniques which can motivate individuals within your organization to more effectively work together to create a climate of respect, inclusion and appreciation. It will also address questions such as how to match talents with jobs, how to build an effective team, and how to address factors which impact retention.

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<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 10</td>
<td>4 sessions</td>
<td>Tu</td>
<td>6:00-9:00pm</td>
<td>Marge Smith, Instructor</td>
</tr>
<tr>
<td>Oct 10 - Oct 31</td>
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<tr>
<td>1.2 CEU. Cost: $160</td>
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<tr>
<td>NCBUS-CS068-01</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 14</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:00-9:00pm</td>
<td>Ed Andriessen, Instructor</td>
</tr>
<tr>
<td>Nov 14 - Nov 28</td>
<td></td>
<td></td>
<td></td>
<td>Nonprofit Consultant</td>
</tr>
<tr>
<td>1.2 CEU. Cost: $130</td>
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<tr>
<td>NCBUS-CS015-01</td>
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</table>

Elective courses:
- Starting a Nonprofit
- Grant Writing Essentials
- Advanced Grant Writing
- Creating Your Mission Statement
- Developing an Effective Board
- Volunteer Management: Recruitment, Retention & Recognition
- Forging Effective Public / Private Partnerships

AGREEMENT & REFUND POLICY
Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.

Where it’s never too late to begin!
www.mccc.edu/ccs
Business and Management

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 become quickly assimilated into real grant opportunities, this course will focus on “Grant Anatomy” with emphasis on research and analysis of applicable grant possibilities and the format for developing a grant proposal. There will be homework assignments, which will include a required final mini-grant project to put into practice what is learned in the class. Textbook required - available in college Bookstore.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 14</td>
<td>6 Sessions</td>
<td>Th</td>
<td>6:30-9:00pm</td>
<td>John Vadnais, Nonprofit Consultant</td>
</tr>
<tr>
<td>– Oct 26</td>
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</table>

1.5 CEU Cost: $155
NCBUS-CS022-01
No class Oct 12

Certificate in Small Business Management
In Fall 2017, Mercer County Community College revised its Small Business Management Certificate program. To earn the new certificate, students must complete all eight classes. Four are offered in the fall and the others in the spring semester. Students who completed the previous certificate program will be exempt from certain classes. See notes in parentheses for more information.

Core classes:
- Launching and Surviving a Small Business (students who previously completed Small Business Start Up and Business Plan Development and/or Choices in Legal Formation are exempt)
- Over Coming the Fear of Social Media Marketing (students who previously completed Marketing Your Small Business to Success are exempt)
- Leveraging Google for your Small Biz
- Planning Your Company Budget
- Hiring (Firing) Small Business Employees
- Managing Your Small Business Employee Performance
- Growing your Small Business (students who previously completed Small Business Growth and Financial Development are exempt)
- Learning How to Speak Accounting

Other courses of interest (not required)
- Digital Marketing Fundamentals
- Comprehensive QuickBooks
- Business Writing for Success
- How to Communicate with Diplomacy, Tact and Credibility
- Strategies for Developing Effective Presentations Skills
- The Ideal Leader in You
### Launching and Surviving a Small Business

You have decided to open a business. Now what? What product or service do you want to sell? Who needs that product or service? What must you consider when launching your own small business? This course covers what you need to know to succeed and what you need to do to avoid the common pitfalls.

**This course will cover:**
- Entrepreneurship
- Creating a Startup vision
- Registering Your Business
- Keys to business startup
- Business startup checklist
- Ten common business mistakes and how to avoid them
- Resources for startups

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 26</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:00-9:00pm</td>
<td>Ed Andriessen, Instructor</td>
</tr>
<tr>
<td>- Oct 5</td>
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1.2 CEU. Cost: $160  
**NCBUS-CS069-01**

### 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. Some feel overwhelmed by the sheer number of different social media platforms. Others fear that getting involved with social media requires a big investment of learning and management time.

**This course will cover:**
- Introduction to Social Media
- Content promotion
- Blogging for business
- Facebook
- Twitter
- YouTube
- LinkedIn
- Google +
- Instagram
- Pinterest
- Next steps

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 11</td>
<td>3 sessions</td>
<td>W</td>
<td>6:00-9:00pm</td>
<td>Ed Andriessen, Instructor</td>
</tr>
<tr>
<td>- Oct 25</td>
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</table>

0.9 CEU. Cost: $120  
**NCMKT-CS005-01**

### Leveraging Google for your Small Business

The World Wide Web is a vast place filled with billions of users, websites, and ideas. How can a business get noticed in such a crowded environment? 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 will cover:**
- Why is Google so important to local business?
- How does the Google search engine work?
- An overview of Google tools for local business
- Google My Business
- GSuite for Business
- Google Analytics
- Google Adwords
- Google Webmaster tools

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 31</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:00 -9:00pm</td>
<td>Ed Andriessen, Instructor</td>
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<tr>
<td>- Nov 9</td>
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1.2 CEU. Cost: $90  
**NCMKT-CS006-01**

### AGE & REFUND POLICY

Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class: 100% refund. Less than 10 days before class start date: no refund.
Digital Marketing Fundamentals
Digital marketing provides the tools that businesses need to leverage the Internet in order to reach, interact with, and influence customers at all stages of the buying cycle. In this workshop, we will present current Best Practices and show you how to decide which digital marketing channels your business should be using, how to use them most effectively, and how to measure the return on your marketing investment. Topics include: Marketing trends, online marketing channels, optimizing your website for lead generation, content marketing, social media, e-mail marketing, search engine optimization, Google AdWords, Google Analytics.

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<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 21</td>
<td>1 session</td>
<td>Th</td>
<td>9:00am - 5:00pm</td>
<td>John Biancamano, Instructor</td>
</tr>
</tbody>
</table>

0.7 CEU. Cost: $75
NCMKT-CS004-01
1hr lunch

The Ideal Leader in You
This course is for anyone interested in leading their life in a more productive way or who is in a leadership role. The Energy Leadership Development System is firmly rooted in the 7 levels of awareness, and will catapult your energy and performance to a level that is perceived by all those around you as the “ideal” for leadership. You’ll understand the concept of the levels of energy and how they are related to leadership excellence. You’ll then learn how to shift your energy to present yourself in a way that inspires greatness in others.

Students will learn the 8 Building Blocks of the Energetic Leader
• Emotional Intelligence
• Dynamic Communication
• Influencing and Engaging Others
• Problem Solving
• Productivity and Decision Making
• High Energy Relationships
• Health & Wellness
• Time Management and Balance

Students will leave with their own personal mission statement as it applies to their personal lives and their careers.

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 10</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:30 - 8:00 pm</td>
<td>Jodi H. Grinwald, Instructor</td>
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<tr>
<td>Oct 19</td>
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0.6 CEU. Cost: $89
NCBUS-CS070-01
1hr lunch

Comprehensive QuickBooks™
A combination of Introduction and Intermediate QuickBooks™, Comprehensive QuickBooks™ features: entering and paying bills, using credit cards/other asset and liability accounts, tracking and paying sales tax, payroll, estimating, time tracking and job costing, and setting up a company in QuickBooks™. Students should bring a flash drive to every class.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 2</td>
<td>5 sessions</td>
<td>M</td>
<td>6:00-9:00pm</td>
<td>Michelle Solomon, Instructor</td>
</tr>
<tr>
<td>Oct 30</td>
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1.5 CEU. Cost: $308
NCACC-CS003-01

Community Association Manager
Introduction to Community Association Management: There are hundreds of thousands of community associations in the United States, and many are in need of trained and qualified community managers. This course, The Essentials of Community Association Management (M-100), offered in conjunction with the Community Associations Institute (CAI), helps prepare and qualify people for the career of managing community associations (condominiums, homeowner associations, and coops). Sample topics include the roles and responsibilities of community managers, owners, committees and the board; management ethics; preparing budgets; funding reserves; and managing sustainable and developing communities. Successful completion of the M-100 can be the first step toward earning the Certified Manager of Community Associations (CMCA) credential, awarded by CAMICB. To register, visit www.caionline.org/m100 or call 1-(888) 224-4321 (M-F, 9 am - 6 pm). Cost for members: $459 | Cost for Non-members: $559

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<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 26-28</td>
<td>3</td>
<td>Th, F, Sa</td>
<td>Various</td>
<td>CAI Instructor</td>
</tr>
<tr>
<td>Oct 26, 27, Th, Fr class meets 8:30 am - 5:30 pm, 1 hour lunch; Oct. 28 Sa class meets 8:30 - 12 pm</td>
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</table>
AMAZ Certificate in Business Communication (LEVEL 1)

This certificate program is for high-performing professionals who want to develop powerful techniques and a responsive communication style. Upon completion, you will have competencies and a solid foundation to help you:

- Flex your style to effectively receive and transmit information, ideas, thoughts, feelings and needs
- Captivate your audience and deliver your presentation with high levels of authority
- Polish your writing and select precise words that are simple, short and clear

In order to be eligible for the certificate students must complete the following three classes within 24 months from the start of their first class:

- How to Communicate with Diplomacy, Tact and Credibility
- Strategies for Developing Effective Presentation Skills
- Business Writing for Success

**Business Writing for Success**

Never underestimate the power of professional writing. With text messaging, chain-emails, Twitter and Instagram, writing content has become quick, punchy and informal. That delivery, when transposed into business communication methods, can come across as terse, unprofessional and grammatically flawed. This workshop will strengthen your professional writing style through instruction on clarity, tone, grammatical insight, peer and instructor review, in-class assignments and writing style discussions. Come away from this class with the tools you need to develop internal and external business memos/announcements, corporate emails and cover letters.

**Dates**

| Nov 1 | W | 6:30-8:30pm | Ashley Buchalla, Instructor |

| Nov 15 | W | 6:30-8:30pm | Ashley Buchalla, Instructor |

0.6 CEU Cost: $85
NCBUS-CS038-01

**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.

**Dates**

| Oct 2 | M | 6:30-9:30 pm | Jim O’Donnell, Instructor |
| Oct 30 | M | 6:30-9:30 pm | Jim O’Donnell, Instructor |

1.5 CEU Cost: $280
NCBUS-CS064-01

**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 well-advised in order to communicate such matters effectively and persuasively. This 5-day 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, you will 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.

**Dates**

| Nov 6 | M | 6:30-9:30 pm | Jim O’Donnell, Instructor |
| Dec 4 | M | 6:30-9:30 pm | Jim O’Donnell, Instructor |

1.5 CEU Cost: $280
NCBUS-CS065-01

**AGE & REFUND POLICY**

Unless otherwise specified, all Continuing Studies students must be 18 years of age or older.

10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.
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.

You will 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 your project management knowledge

This 35-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.

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<th>Dates</th>
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<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 18 - Nov 1</td>
<td>14 sessions</td>
<td>M, W</td>
<td>6:30-9:00pm</td>
<td>Sandeep Jasra, Instructor</td>
</tr>
</tbody>
</table>

3.5 CEU. Cost: $1,082

NCBUS-CS008-01

For more information on certifications, consult the Project Management website at: www.pmi.org/certification
Mercer County Community College
Your Resource for College Credits and Credentials

If your interest in education goes beyond personal enrichment or specific job advancement goals, Mercer is a one-stop resource for courses and programs that award college credits and lead to certificates or degrees!

Among the more than 100 degree and credit certificate programs offered at MCCC:

- Accounting
- Advertising and Graphic Design
- Aviation and Flight Technology
- Engineering (all major disciplines)
- Computer Science and Information Systems
- Criminal Justice
- Culinary Arts
- Cybersecurity
- Education
- Exercise Science
- Fashion Design
- Funeral Services
- Game Design and Game Programming
- Ornamental Horticulture
- Medical Coding and Laboratory Technology
- Nursing and other Health Professions
- Public Health
- Security Systems Technology
- Theater and Performing Arts

Mercer has forged University Center partnerships with Rutgers University, William Paterson University, Fairleigh Dickinson University, and soon with New Jersey Institute of Technology (NJIT). Enroll in partnership programs at Mercer’s University Center and you are on your way to your four-year degree right here at Mercer. Be taught by faculty members from our University Center partners, avoid costly room and board expenses, and benefit from discounted tuition and fees.

Transfer Agreements
Start at Mercer. Transfer effortlessly. Get your four-year degree at a fraction of the cost!

If you want a smooth transition to a 4-year-school, Mercer is the place for you! Mercer County Community College has cooperative agreements with more than 170 programs in 75 colleges and universities that assure a smooth transfer with acceptance of your Mercer credits! For more information about transferring, e-mail transfer@mccc.edu or call 609-570-3571.

Veteran and Military Friendly!
If you are a Veteran, there is truly no friendlier community college than MCCC! Mercer has been named the #1 military friendly community college in America by Victory Media. To learn more about how Mercer meets the needs of veteran students, visit www.mccc.edu/student_services_veterans. You have served your country - now let Mercer serve you!

Applying to Mercer
It is easy to apply to Mercer! Just visit our homepage and click for Admissions information. Creating an admissions account is easy, and once you do, you will be guided through the process by our skilled and caring admissions staff. Put our staff to work for your future! For more information, please e-mail admis@mccc.edu or call 609-570-3244.

The University Center
Start at Mercer. Stay at Mercer. Graduate with your four-year degree!
Financial Aid
Many students hesitate applying to Mercer because they think they cannot afford to attend college. Don’t let this stop you from applying – we are ready to help!

The federal government, the State of New Jersey, and Mercer County Community College offer eligible students a range of financial aid opportunities. Separately, MCCC Foundation provides more than $400,000 annually in scholarships and need-based student assistance! Please visit our website or stop by Mercer’s Financial Aid office in West Windsor for help.

It’s Your Time at Mercer!
Mercer is here to serve you, so we offer services and classes to meet your busy schedule. Check out our Admission, Financial Aid, Advising, Tutoring, and Student Activities services. We provide you with service anytime, anywhere.

And Mercer provides the flexibility you need to attend college on your terms. We have 15-week, 10-week, and 7-week programs during our fall and spring semesters. We offer a winter session and two summer sessions. We provide the flexibility of fully online and hybrid online courses.

Too busy to attend classes?
Apply to MercerOnline and set your own schedule!

Mercer offers 115 courses and three degree programs entirely online! Set your own pace, work when you can, get the study help you need – all on your own computer in the comfort of your own room. Just click the link on Mercer’s home page for more information.
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.

**Dates Sessions Day Time Instructor**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 9 – Dec 16</td>
<td>13 sessions</td>
<td>Sa</td>
<td>9:30am-12:30pm</td>
<td>See below</td>
</tr>
</tbody>
</table>

3.9 CEU

Course Codes and Fees:

- NCBUS-CS007-01 - Cost: $1,420
- NCBUS-CS007-02* - Cost: $1,370

Sa Dec 16: Final exam

No class Nov 25

*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.org.

**Instructors include: Ashley Buchalla, Loreta Sepulveda, Zee Dackey-Marsh, Lee McCulloagh, Mike Miller, Apryl Roach**

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 you for Certification in Bookkeeping. Requires the same book used in Introduction to Bookkeeping which is available in the college bookstore. (Note: Please bring a lunch - cafeteria is closed on Saturday.)

**Dates Sessions Day Time Instructor**

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 30 – Dec 9</td>
<td>10 sessions</td>
<td>Sa</td>
<td>9am - 3:30pm</td>
<td>Surendra Jakhar, Instructor</td>
</tr>
</tbody>
</table>

6.0 CEU Cost: $580

**Instructor**

NCACC CS010 01

½ hour lunch

No class Nov 25
Certificate In 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 instructors who are highly experienced in their field, as well as 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, 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.
• Regulations and Compliance

Elective Courses (Choose one)

• Fundamentals of Clinical Research Monitoring and Study Coordination
• Clinical Data Management
• Clinical Quality Assurance
Foundations of Clinical Development

Required course.

Foundations of Clinical Development introduce students 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, participants 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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 11</td>
<td>9 sessions</td>
<td>M, W, Sa</td>
<td>6-9pm</td>
<td>Michael Falkow, Instructor</td>
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<tr>
<td>- Sept 30</td>
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<td>9am-4pm*</td>
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3.6 CEU Cost: $1,100

NCPHA-CS001-01

Regulatory Affairs Regulations and Compliance (Online)

Prerequisite: Foundations of Clinical Development

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

Regulatory Affairs: Regulations and Compliance introduces students to the impact of regulation on clinical development of new biologics, pharmaceuticals and vaccines. Upon completion of this course, participants 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). Students will also gain an understanding of FDA and ICH guidelines and regulations as well as the FDA Bioresearch Monitoring program.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2</td>
<td>ONLINE</td>
<td>Tu, Th</td>
<td>6:00-9:00 pm</td>
<td>Michael Falkow, Instructor</td>
</tr>
<tr>
<td>- Nov 3</td>
<td></td>
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</tbody>
</table>

3.6 CEU Cost: $1,100

NCPHA-CS008-01

Clinical Quality Assurance

Prerequisite: Foundations of Clinical Development

This course is designed to provide participants 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, participants 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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 3</td>
<td>12 sessions</td>
<td>Tu,Th</td>
<td>6:00-9:00 pm</td>
<td>Renee Blanco-Fisher, Instructor</td>
</tr>
<tr>
<td>- Nov 9</td>
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</tbody>
</table>

3.6 CEU Cost: $1,100

NCPHA-CS006-01

Fundamentals of Clinical Research Monitoring and Study Coordination (Online)

Prerequisite: Foundations of Clinical Development

Students must have 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.

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<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 9 – Dec 8</td>
<td>ONLINE</td>
<td>Tu, Th</td>
<td>5-9:30 pm</td>
<td>Jill Johnston, Online Orientation and 36 hours of online instruction, Instructor</td>
</tr>
</tbody>
</table>

3.6 CEU Cost: $1,100

NCPHA-CS005-01

Clinical Data Management

Prerequisite: Foundations of Clinical Development

Clinical Data Management provides participants with a general overview of the steps involved in managing clinical data in global clinical trials. Traditional aspects of clinical data management will be discussed including the role of the clinical data manager in the development of a clinical trial protocol, the design and completion of case report forms, and the design of the clinical database. In addition, the course will cover methods of data collection and data entry, data validation, data query and resolution, the use of current industry standards in clinical data management, the use of quality control procedures, and interaction with both clinical research and biostatistics personnel.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 26</td>
<td>6 sessions</td>
<td>Tu, Th</td>
<td>5-9:30 pm</td>
<td>Denise Tsilionis, Instructor</td>
</tr>
<tr>
<td>- Oct 12</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Sept 30</td>
<td>2 sessions</td>
<td>Sa</td>
<td>9am-4pm</td>
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<tr>
<td>- Oct 7</td>
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</tbody>
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3.6 CEU Cost: $1,100

NCPHA-CS002-01

Where it’s never too late to begin!

www.mccc.edu/ccs
**Computer Training**

The Center for Continuing Studies (CCS) at Mercer offers a broad range of instruction in: computer literacy; business and office computing; web and graphic design and development; and information technology. You've come to the right place if you're looking to:

- Start a new career
- Re-enter the workforce
- Boost your resume
- Increase your workplace productivity or that of your employees
- Enhance your personal computing skills
- Fulfill an entrepreneurial dream
- Earn your certificate
- Prepare for certification

---

**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. **Workbook is required and available in the college bookstore.**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 17</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:30-9:30pm</td>
<td>Mark Durma, Instructor</td>
</tr>
<tr>
<td>- Oct 26</td>
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</tbody>
</table>

1.2 CEU. Cost: $250

**NCMOS-CS017-01**

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**MS Excel™ 2016 II**

**Prerequisite: MS Excel 2016 I**

**Recommended: Basic computer knowledge**

Build upon the skills and concepts learned in Excel 2016 I. Learn how to use 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. **Workbook is required and available in the college bookstore.**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Dec 5</td>
<td>2 sessions</td>
<td>Tu, Th</td>
<td>9:30am-4pm*</td>
<td>Steve Tirado, Instructor</td>
</tr>
<tr>
<td>- Dec 7</td>
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</table>

**NCMOS-CS017-02**

*1/2 hour for lunch

**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 will allow you to thoroughly analyze your data. 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. **Workbook is required and available in the college bookstore. Students MUST have the textbook.**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Nov 14</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:30pm-9:30pm</td>
<td>Mark Durma, Instructor</td>
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<td>- Nov 28</td>
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</table>

1.2 CEU. Cost: $250

**NCMOS-CS019-01**

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**Comprehensive QuickBooks™**

A combination of Introduction and Intermediate QuickBooks™. **Comprehensive QuickBooks™** features entering and paying bills, using credit cards/other asset and liability accounts, tracking and paying sales tax, payroll, estimating, time tracking and job costing, and setting up a company in QuickBooks™. Students should bring a flash drive to every class.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2</td>
<td>5 sessions</td>
<td>M</td>
<td>6pm-9pm</td>
<td>Michelle Solomon, Instructor</td>
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<tr>
<td>- Oct 30</td>
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1.5 CEU. $320

**NCACC-CS003-01**

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**AGE & REFUND POLICY**

Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.

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Phone: 609.570.3311 • Fax: 609.570.3883

www.mccc.edu/mymercer • ComEd@mccc.edu
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 take 8 core courses and complete 2 additional electives.

Core Courses (all required for the certificate):
- Construction Blueprint Reading
- Materials, Methods and System of Construction
- Construction Cost Estimating I
- Construction Change Orders and Claims
- Construction Project Management
- Contract Law in the Construction Industry
- Construction Specifications and Contracts
- Complete Microsoft Project 2010

Electives (choose any two):
- Sketch Up Your Design
- Cost Estimating II
- Construction Math
- Any AMA Business course

Construction Blueprint Reading
Introduction yourself to blueprints and the specifications used on construction projects while learning the skills necessary to reference through those documents. Topics include symbols, abbreviations and scaling of working plans.

Dates | Sessions | Day | Time | Instructor
--- | --- | --- | --- | ---
Sept 12 - Oct 5 | 8 sessions | Tu, Th | 6 - 8:30pm | Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

2.0 CEU. Cost: $275
NCABT-CS001-01

Construction Cost Estimating I
Prerequisite: Construction Blueprint Reading, Materials, Methods & Systems of Construction and computer literacy.

This course is designed for beginning estimators with an emphasis on developing a solid estimating foundation. Completion of the course will give estimators the knowledge to complete accurate quantity takeoffs of the material and labor costs, provide a strong knowledge of construction math, a sound estimating procedure and include a wide range of practice problems. Textbook required. Available in college bookstore.

Dates | Sessions | Day | Time | Instructor
--- | --- | --- | --- | ---
Oct 4 - Nov 1 | 5 sessions | W | 6:30 - 9:30pm | Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

1.5 CEU. Cost $180
NCABT-CS007-01

Sketch Up Your Design
Required: Familiarity with Microsoft Office

Learn to use the Google SketchUp Professional, version 7.0, to create a computer generated 3D model for residential, landscape and interior design. At the completion of the course, you will have a PowerPoint electronic portfolio to showcase your design and 3D modeling and technology skills to show your supervisor or future employer. Workbook is required and available in the college bookstore.

Dates | Sessions | Day | Time | Instructor
--- | --- | --- | --- | ---
Oct 11 - Nov 15 | 6 sessions | W | 6-9pm | Laurence C. Johnson, Jr., RA, LEED AP

1.8 CEU. Cost: $375
NCOST-CS005-01
## Construction OSHA – Hazard 30-Hour OSHA Construction Outreach

The OSHA 30-hour Construction Industry Outreach training is a comprehensive safety course designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues. This training will provide you with the knowledge and tools to recognize, evaluate, and control hazards found on construction sites. Please note: OSHA course completion cards will be issued to all participants.

### Audience: Personnel with safety responsibilities

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 18</td>
<td>2 sessions</td>
<td>Sa</td>
<td>8am-2pm</td>
<td>Transportation Engineering Technology, Instructor</td>
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<tr>
<td>– Dec 2</td>
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1.0 CEU. Cost $ 350.00
NCABT-CS015-01

### 30-Hour OSHA General Industry Outreach

The OSHA 30-hour General Industry Outreach Training Program is intended to provide an entry level general industry worker’s broad awareness on recognizing and preventing hazards on a general industry site. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles and work practices covered in OSHA Act part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. General industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job. Upon successful completion of the course, participants will receive an OSHA 30-hour General Outreach DOL course completion card within 6-8 weeks.

### Designed for: Entry to senior level factory employees, site supervisors, foremen and safety managers.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 12</td>
<td>10 sessions</td>
<td>Tu,Th</td>
<td>6-9pm</td>
<td>Haztek, Inc., Instructor</td>
</tr>
<tr>
<td>– Oct 12</td>
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3.0 CEU. Cost $ 650
NCABT-CS017-01

## 10-Hour OSHA General Industry Outreach

The OSHA 10-hour General Industry Outreach Training Program is intended to provide an entry level general industry worker’s broad awareness on recognizing and preventing hazards on a general industry site. Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles and work practices covered in OSHA Act part 1910. Special emphasis will be placed on areas most hazardous using OSHA standards as a guide. General industry workers must receive additional training, when required by OSHA standards, on specific hazards of the job. Upon successful completion of the course, participants will receive an OSHA 10-hour General Outreach DOL course completion card within 6-8 weeks.

### Designed for: Health care professionals, factory and warehouse staff, the manufacturing industry, storage employees.

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 23</td>
<td>2 sessions</td>
<td>Sa</td>
<td>8am-2pm</td>
<td>Haztek, Inc., Instructor</td>
</tr>
<tr>
<td>– Sept 30</td>
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1.0 CEU. Cost $ 375
NCABT-CS016-01

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**MORE COURSES!**

Keep browsing to find more exciting courses being offered this Fall

- Aquatics pg. 6
- Business & Management pg. 10
- Floral Design pg. 36
- Nutrition pg. 54
- Online pg. 17
- Photography pg. 57
- Wine pg. 59
40- Hour HAZPOWER Training
Hazardous material workers involved in cleanup/remediation at industrial sites, RCRA or Superfund sites, post emergency response activities of contaminated sites or spills, and voluntary cleanups require the OSHA 40 hour HAZPOWER training. HAZPOWER 40-hour training provides in-depth training for working safely at contaminated sites per OSHA requirements and beyond. This course covers 40 hours of instruction required by 29 CFR 1910.120, OSHA’s Hazardous Waste and Emergency training standard. *Designed for workers directly engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazard.*

**Dates Sessions Day Time Instructor**
Sept 9 - Nov 11 10 sessions Sa 8-2pm Haztek, Inc., Instructor

4.0 CEU. Cost: $795
1 hour lunch
NCABT-CS018-01

8-Hours HAZPOWER Annual Refresher
This course is for workers who come into contact with hazardous waste and substances. It meets the requirements outlined in OSHA 29 CFR 1910.120 for eight hours of annual refresher training. *Designed for workers directly engaged in hazardous substance removal or other activities which expose or potentially expose workers to hazardous substances and health hazards who have previously completed the 40-hour HAZPOWER training.*

**Dates Sessions Day Time Instructor**
Oct 14 1 session Sa 8am-5pm Haztek, Inc., Instructor

0.8 CEU. Cost: $175
1 hour lunch
NCABT-CS019-01

Uniform Construction Code Program 2017
Mercer County Community College, part of the Mid-Jersey regional community colleges, is pleased to offer Uniform Construction Code (UCC) classes for the fall semester. 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. For specific information on courses offered by the other Mid-Jersey regional community colleges for Fall 2016 through Spring 2017, visit the construction page of our website, www.mccc.edu/ccs.

**Building Inspector RCS**
This course covers the administrative, plan review and inspection requirements for structural, energy, radon, and mechanical systems applicable to Class III structures. This is a hybrid course that meets online and in the classroom. The online portion will be discussed in class

**Dates Sessions Day Time Instructor**
Oct 3 - Dec 14 22 sessions Tu, Th 5:30pm-9:30pm James Strang, Construction Official
Oct 7 Sa 9:00am-4:00pm*

9.0 CEU. Cost: $938
*1 hour lunch - bring lunch campus cafeteria closed
NCUCC-CS003-01

**Elevator Inspector HHS**
This 90-hour program is designed to prepare the students to obtain the license in the Elevator discipline according to the New Jersey Uniform Construction Code. Course required content includes elevators, escalators, platform lifts, chairlifts, and related devices. ASME A17.1 2013, ASME A18.1 2008 ASME A17.2 certificates required at first class.

**Dates Sessions Day Time Instructor**
Sept 12 - Nov 16 30 sessions Tu, W, Th 6pm-9pm Daniel Iober, Instructor

9.0 CEU. Cost: $990
NCUCC-CS011-01

**Electrical Inspector ICS**
This course covers the administrative, plan review and inspection requirements for electrical systems and design applicable to Class II and III structures.

**Dates Sessions Day Time Instructor**
Sept 28 - Dec 7 20 sessions Tu, Th 6:30pm-9:30pm Kenneth Verbos, Construction Official

6.0 CEU. Cost: $632
NCUCC-CS003-01

No class Nov 23

Where it’s never too late to begin!
www.mccc.edu/ccs
Child Care Development

Designed for early childhood educators in child care centers and schools, this program focuses on teaching concepts and skills that have immediate applications. Students identify effective teaching strategies and techniques while practicing these strategies during each course for use in their centers or classrooms. The completion of all ten (10) courses below satisfies the educational component for obtaining a Child Development Associate (CDA) credential, and the hours may also be used toward a Certified Childcare Professional (CCP) credential. To find out more about these national certification programs, call CDA at 1.800.424.4310 or CCP at 1.800.543.7161. The courses within the certificate program meet the annual staff development requirements enacted by the New Jersey Bureau of Child Care Licensing.

Upon successful completion of the program and passing the CDA credentialing exam, you may apply to Mercer County Community College to enter the Early Childhood credit program and be articulated for up to six credits.

For more information, contact Theresa Capra at caprat@mccc.edu.

To earn Mercer’s certificate, you must complete the following ten (10) required courses:

- Health and Safety with Young Children
- Physical Development
- Cognitive Development
- Classroom Design and Program Management
- Children’s Language and Literature
- Getting Creative with Art, Music and Drama
- Helping Children Learn About Themselves and Others
- Guiding Children’s Behavior
- Working with Families
- Professionalism and Your Professional Resource File

Note: The same textbooks are used for all courses and are available in the MCCC bookstore.

Health and Safety with Young Children

Having a safe and healthy environment is essential when caring for young children in any setting. Learn to maintain indoor and outdoor environments that promote wellness and reduce injuries and how to respond when children do become sick or injured. Discover ways to help children develop good hygiene and nutritional habits and receive training on how to recognize and report child abuse and neglect.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 6 – Oct 11</td>
<td>6 sessions</td>
<td>W</td>
<td>7-9pm</td>
<td>Angela Dixon, Instructor</td>
</tr>
<tr>
<td>1.2 CEU Cost: $120</td>
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Guiding Children’s Behavior

Learn positive techniques for minimizing problem behavior and encouraging self-discipline among young children. Tap your knowledge of child development to guide behavior, while learning guidelines for setting rules and limits. Teach children how to express strong feelings in acceptable ways, and how to use problem solving skills to minimize frustration. Develop strategies for responding to challenging behavior.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 7 – Oct 12</td>
<td>6 sessions</td>
<td>Th</td>
<td>7pm-9pm</td>
<td>Jefta Nandan, Instructor</td>
</tr>
<tr>
<td>1.2 CEU Cost: $120</td>
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Physical Development

A vast amount of physical development occurs during the first five years of life. Children are using their large muscles to crawl, walk, climb and jump, and their small muscles to hold markers, pinch play-dough, and cut with scissors. Learn how to provide materials, equipment, and opportunities for gross motor (large muscles) development as well as fine motor (small muscles) development. Develop a repertoire of activities to encourage children’s physical development.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 17 – Nov 21</td>
<td>6 sessions</td>
<td>Tu</td>
<td>7pm-9pm</td>
<td>Jefta Nandan, Instructor</td>
</tr>
<tr>
<td>1.2 CEU Cost: $120</td>
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Getting Creative with Art, Music and Drama

From painting with watercolors to acting, learn to promote self-expression by choosing materials and activities that enhance creativity. Discover how the early childhood environment can encourage artistic exploration and how providing a rich variety of art materials, musical instruments, and props leads to the development of creative expression. Develop a repertoire of art, music and drama activities which reflect the interests of the children you teach.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 18 – Nov 29</td>
<td>6 sessions</td>
<td>W</td>
<td>7pm-9pm</td>
<td>Angela Dixon, Instructor</td>
</tr>
<tr>
<td>1.2 CEU Cost: $120</td>
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Children’s Language and Literature

Calling Mother Goose! Early childhood is a prime time for acquiring language and literacy skills. Discover how to select quality children’s literature for each age and level of development, and how to nurture reading skills in young children naturally. Help children focus on the sounds and structures of language through songs, chants, rhymes and finger plays. Learn how to create a print-rich environment with materials that encourage children to read, write and begin to understand how speech and print are connected. Cognitive Development Learn to create an environment that invites children to develop and answer their own questions through exploration and investigation. Discover how to interact with children in ways to stimulate thinking and problem solving, and assist in the development of early math and science skills.

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<tr>
<th>Dates</th>
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<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 19 – Nov 30</td>
<td>6 sessions</td>
<td>Th</td>
<td>7pm-9pm</td>
<td>Margaret Komberg, Instructor</td>
</tr>
<tr>
<td>1.2 CEU Cost: $120</td>
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*No class Nov 23*
JAMES KERNEY CAMPUS
Courses offered conveniently in Trenton!

Join us at our James Kerney Campus for additional courses offered by the Center for Continuing Studies at Mercer County Community College.

The James Kerney campus is located at:
102 North Broad Street
Trenton, New Jersey

www.mccc.edu/ccs/jkc

MERcer Institute
of Management & Technology Training

Mercer Institute is Your Premier Provider of Training for Corporate and Community Organizations.

Don’t settle for off-the-shelf training programs. Let our experts work with you to assemble the customized training programs that you need to succeed!

Mercer Institute offers:
• Leadership Development
• Industry Certifications
• Executive Coaching
• Customized Workshops
• And more!

Jennifer Kaklamanis
609.570.3279
jkaklamanis@mercerinstitute.com
www.MercerInstitute.com

AGE & REFUND POLICY
Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.

Where it’s never too late to begin!
www.mccc.edu/ccs
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.) Our program utilizes the complete Montessori curriculum; the goals of the program are to facilitate an interest and excitement for learning, to educate children in their sensitive developmental period, and to prepare future educators to meet the many needs of young learners. Classes are held at Robbinsville Montessori located at 2022 Washington Boulevard in Robbinsville, New Jersey; this location enables students in our program 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.

To earn a certificate, you must complete the following courses and practicum hours. You may begin with Module I, II or III; however, if you are completely new to the Montessori Method, it is recommended that you begin the program with Module I. All four Modules must be completed prior to registering for the Practicum which begins the September following completion of all four Modules. There are no classes available in July and August.

Modules I and II will run in the fall with Module I beginning in September. Applications are being accepted until August 25.

Please visit the Teaching page of our website at www.mccc.edu/ccs to download complete information about the program including the Policy and Procedures Manual, FAQs, an application, and the full Montessori schedule for 2017-2018.

All interested participants must possess an understanding of the English language, written and spoken. In order to earn a Montessori Teacher designation, applicants must possess a Bachelor’s degree. If you have a high school diploma or Associates degree, you will earn a Montessori Associate designation at the end of this program. Please note that many Montessori schools will not hire a teacher without the Montessori Teacher certificate. If you need additional information, please email COMED@MCCC.EDU

Module I (Fall 2017)
- Philosophy/Theory
- Practical Life

Module II (Fall 2017)
- Sensorial
- Math
- Art

Practicum - 540 hours
Pre-requisite: Successful completion of Modules I-IV
Sept 2017 - June 2018
54.0 CEU. Cost $1,227
NCEDU-CS009

Module I

The courses within this module will present the historical perspective and key components of the Montessori Method through Maria Montessori’s documentation. Montessori theory and education philosophy will be discussed along with the nature and development of young children and their absorbent minds. The importance of practical life learning will also be covered through hands-on applications in a Montessori environment. Students are required to compile an album and prepare short essays.

Module II

Module II covers the areas of Sensorial learning, Math and Art. Montessori materials will be presented and practiced upon to strengthen students’ understanding of education and refinement of senses. The Sensorial area of any Montessori classroom builds the foundation of future success. Students will then learn the importance that Math and Art plays in the Montessori classroom. Each student will be required to compile an album for each area as well as begin a resource file.

Module III (Spring 2018)
- Child Development
- Language
- Music, Movement

Module IV (Spring 2018)
- Observation
- Parent Involvement/Education
- Science/Social Studies
- Classroom Leadership

Module I

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 5</td>
<td>13</td>
<td>Tu, Th</td>
<td>5:30-8:30pm</td>
<td>Monica Shah</td>
</tr>
<tr>
<td>– Oct 17</td>
<td></td>
<td></td>
<td></td>
<td>&amp; Puja Gupta,</td>
</tr>
<tr>
<td>Sept 9, 23</td>
<td>2</td>
<td>Sa</td>
<td>8:30am-4:00pm</td>
<td>Instructors</td>
</tr>
<tr>
<td>Oct 17, 14</td>
<td>2</td>
<td>Sa</td>
<td>8:30am-4:00pm</td>
<td></td>
</tr>
<tr>
<td>6.8 CEU Cost: $1,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCEDU-CS005-01</td>
<td>1/2 hour for lunch on Sat class</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Module II

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 31 – Dec 21</td>
<td>16</td>
<td>Tu, Th</td>
<td>5:30-8:30pm</td>
<td>Monica Shah &amp;</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Sa</td>
<td>8:30am-4:00pm</td>
<td>Madhavi</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Manella,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Instructors</td>
</tr>
<tr>
<td>7.8 CEU Cost: $997</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCEDU-CS027-01</td>
<td>1/2 hour for lunch on Saturday classes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class will not meet Nov 23</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
2018 OFFERINGS

• Basketball Camp
• Field Hockey
• Soccer
• Speed, Agility & Quickness
• Tennis
• Baseball

Camp days run June through August, Monday through Friday from 9 to 4 p.m. Before Care and After Care Programs are offered each week. For more information check the college website www.mccc.edu or call 609.570.3779.
Emergency Medical Technician (EMT)

Required: All students must obtain a Health Care Provider Level CPR card prior to the start of the class.

Recommended: Stethoscope, B/P Cuff and Penlight for each class (More information given at 1st class).

During the 220-hour Emergency Medical Technician (EMT) course, you will learn about human anatomy and physiology, pathophysiology, patient assessment techniques, management of common medical complaints, management of the trauma patient, administration of limited medications, and concerns for special patient populations. Course material will be presented through lectures, simulation labs, and clinical rotations where students will interact with patients. Successful course completion requires obtaining the minimal level of competency as outlined in the National EMS Educational Standards. After successfully completing this course, students will be eligible to sit for either the NJ EMT Certification exam or the National Registry EMT Certification exam to obtain certification. This is a hybrid class 4 hrs.0 per week in classroom and 10 hrs. per week online. Attendance at all sessions is mandatory.

The NJ Dept. of Health allows 16 & 17 year olds to attend EMT and receive a provisional certificate. Once 18 the individual get the full certificate. Those 16 and 17 year olds interested in registering must come the first night of class 20 minutes early with a parent to sign a parental consent form.

Textbook required - available in college bookstore.

Class meets at Dempster Fire Training Center, 350 Lawrence Station Rd. Lawrenceville, NJ 08648
(609) 799-3245 or www.DFTC.org

For more information about this course call Mercer County Fire Academy at 609-799-3245 or email McCannJ@mccc.edu

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 5 – Dec 19</td>
<td>19 sessions</td>
<td>Tu</td>
<td>6:30 -10pm</td>
<td>James J. McCann, Director Mercer County Fire Academy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sa</td>
<td>8:30am - 5pm</td>
<td></td>
</tr>
</tbody>
</table>

22.0 CEU. Cost: $1,425
Sat class: Oct 21, Nov 18, Dec 16 (1/2 hour lunch)

NCEMT-CS001-01
Construction Math
This course will provide an overview of mathematical operations one will need to apply on the job as a construction inspector.

Learning Objectives:
Understand why construction inspectors perform calculations
Review the units of measure commonly used by an inspector for documentation and payment.
Practice the rounding concepts and decimal measures used on a construction project.
Understand calculations and demonstrate how to apply them.

Inspectors and construction engineering field personnel and inspectors employed by public and quasi-public agencies will greatly benefit from this course.

Learning Objectives:
Understand why construction inspectors perform calculations
Review the units of measure commonly used by an inspector for documentation and payment.
Practice the rounding concepts and decimal measures used on a construction project.
Understand calculations and demonstrate how to apply them.

Inspectors and construction engineering field personnel and inspectors employed by public and quasi-public agencies will greatly benefit from this course.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 30</td>
<td>2 sessions</td>
<td>Sa</td>
<td>8:30am-12:30pm</td>
<td></td>
</tr>
<tr>
<td>– Oct 7</td>
<td></td>
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</table>

0.8 CEU. Cost: $225
NCABT-CS010-01

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 9</td>
<td>2 sessions</td>
<td>Sa</td>
<td>8:30am-12:30pm</td>
<td></td>
</tr>
<tr>
<td>– Dec 16</td>
<td></td>
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</tbody>
</table>

0.8 CEU. Cost: $225
NCABT-CS010-02

About NICET Certification:
NICET certification was designed for engineering technicians involved in the inspection (monitoring) of highway construction projects. Areas covered are interpretation of contract plans and specifications; project record keeping and reporting; construction surveying; field inspection and testing procedures, techniques, and equipment; and supervisory techniques.

N.I.C.E.T. Levels I & II Highway Construction
Our National Institute for Certification in Engineering Technology (NICET) workshops enable candidates to demonstrate their skills and knowledge, while establishing a path that promotes continuing professional development. This workshop is designed for technicians with less than 5 years’ experience. For more information please visit www.nicet.org

The proposed session consists of eight training modules including:
• Intro to the NICET Certification Process
• Basic and Intermediate Math and Conversions
• Basic Physical Science
• Plans, Surveying & Topographic Maps
• Communications
• Material Sampling & Testing
• Traffic Control, Safety & First Aid
• Levels I & II Special Work Elements

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<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 14</td>
<td>2 sessions</td>
<td>Sa</td>
<td>8am-1pm</td>
<td></td>
</tr>
<tr>
<td>– Oct 21</td>
<td></td>
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</tr>
</tbody>
</table>

1.0 CEU. Cost $250
NCTSP-CS001-01

N.I.C.E.T. Level III Highway Construction
The Level III workshop is for intermediate level technicians with more than 5 years of relevant work experience to expand upon Level I and II learning. Level III certification does not require prior certification at the lower level, but it does require meeting the certification requirements of the lower levels. For more information please visit www.nicet.org

The proposed session consists of seven (7) training modules including:
• Testing & Inspection of Materials, Structures, and Pavements
• Surveying and Complex Plans
• Quantity & Cost Calculation and Analysis/ Erosion & Sedimentation Control
• Compliance Issues / Safety and First Aid
• Payroll / Communication & Reporting
• Basic Government Programs
• Maintenance & Protection of Traffic

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 4 – Nov 11</td>
<td>2 sessions</td>
<td>Sa</td>
<td>8am-1pm</td>
<td></td>
</tr>
</tbody>
</table>

1.0 CEU. Cost $400
NCTSP-CS002-01

Where it’s never too late to begin!
www.mccc.edu/ccs
Courses For English Language Learners (Esl)

Please note: A placement test will be given on the first day of the class to be sure that students are placed in the appropriate level.

### Writing for English Learners - Level 3

Students will write short paragraphs about familiar topics. They will learn to write clear topic sentences and form compound and complex sentences using connectors and basic subordinates. Students will learn how to write informal and formal emails.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 7</td>
<td>10</td>
<td>Th</td>
<td>6pm-9pm</td>
<td>Elke Poushahidhi, Instructor</td>
</tr>
</tbody>
</table>

Cost: $300
NCELL-CS012-01

### First Aid

American Safety and Health Institute (ASHI) - First Aid (Ages 16+)

Learn how to recognize and provide care for various injuries, burns, wounds and sudden illnesses.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 11</td>
<td>1 session</td>
<td>W</td>
<td>6:30pm-9pm</td>
<td>LifeForce, USA, Inc.</td>
</tr>
</tbody>
</table>

Cost: $83
NCHSC-CS001-01

All participants will receive an ASHI card valid for 2 years.

### Defensive Driving

National Safety Council Defensive Driving Course DDC-6 (Ages 17+)

DDC-6 is a comprehensive driver improvement program designed to give drivers practical knowledge and techniques to avoid collisions and to choose safe, responsible, and lawful driving behavior. This interactive course is recognized by the New Jersey Motor Vehicle Commission for a two point reduction and insurance premium discount. It’s a great class for new drivers, or any driver who wants to play it safe.

Must possess a valid driver’s license. For information about point reductions and discounts, call LifeForce, USA, Inc. at 732.919.6070. (Note: Please bring a lunch—cafeteria closed.)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 21</td>
<td>1 session</td>
<td>Sa</td>
<td>9am-3:30pm</td>
<td>LifeForce, USA, Inc.</td>
</tr>
</tbody>
</table>

Cost: $130
NCPER-CS004-0

*1/2 hour for lunch

### ESL/First Aid & Safety

**Fundamentals of English Language- Level 1**

You’ll improve your 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. You will practice everyday conversation to gain confidence, and learn useful expressions in a friendly, helpful atmosphere. Students can register for either part 1 or part 2 based on experience, but an assessment will be given to determine actual language level and placed into appropriate level 1 or level 2.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 1</td>
<td>12</td>
<td>Th</td>
<td>6pm-9pm</td>
<td>Priya Singh, Instructor</td>
</tr>
</tbody>
</table>

Cost: $360
NCELL-CS013-01
No class Nov 23

**Intermediate Grammar for English as Second Language Learners- Level 2**

You’ll improve your pronunciation, comprehension and learn intermediate vocabulary skills in a relaxed atmosphere. In this course, you will become comfortable with the rules of English grammar. You will practice everyday conversation to gain confidence, and learn useful expressions in a friendly, helpful atmosphere. You will also learn everyday computer use through Microsoft Office to include Word, Powerpoint and Emails. Students can register for either Level 1 or Level 2 based on experience, but an assessment will be given at first class to determine placement.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 1</td>
<td>12</td>
<td>Th</td>
<td>6pm-9pm</td>
<td>Navneet Singh, Instructor</td>
</tr>
</tbody>
</table>

Cost: $340
NCELL-CS014-01
No class Nov 23

**AGE & REFUND POLICY**

Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.
American Heart Program
LifeForce USA is a BLS Community Training Center of the American Heart Association, New Jersey Region. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for this course do not represent income to the Association.

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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 28</td>
<td>1 session</td>
<td>Th</td>
<td>6:30pm-11pm</td>
<td>LifeForce, USA, Inc.</td>
</tr>
</tbody>
</table>

Cost: $115
NCHSC-C5002-01

HeartSaver Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillation (AED) (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 (pg. 56).

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2</td>
<td>1 session</td>
<td>M</td>
<td>6:30pm-9:30pm</td>
<td>LifeForce, USA, Inc.</td>
</tr>
</tbody>
</table>

Cost: $115
NCHSC-C5003-01

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 lawfully operate a boat or personal watercraft. All necessary filings are completed for each participant after successful passing of the licensing test that is administered at the conclusion of the class. This course is accredited by the N.J. State Police. All materials included.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 17</td>
<td>2 sessions</td>
<td>Tu, Th</td>
<td>6pm-10pm</td>
<td>Keith Gunsten, NJ Boating Safety Instructor</td>
</tr>
</tbody>
</table>

Cost: $93
NCREC-C5018-01

Red Cross Babysitting Certification (Ages 11-15)
This important course provides youth who are planning to babysit with the knowledge and skills necessary to safely and responsibly give care for children and infants. This training will help participants develop leadership skills, learn how to develop a babysitting business, keep themselves and others safe while helping children behave and learn about basic child care and basic first aid. The participants will be certified in CPR for children and infants for 1 year.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 8</td>
<td>2 Sessions</td>
<td>Su</td>
<td>1pm-4:30pm</td>
<td>Lori Gordon, Instructor</td>
</tr>
</tbody>
</table>

Cost: $125
NCHSC-C5009-01

More Courses!
Keep browsing to find more exciting courses being offered this Fall
- Clinical Development pg. 20
- Education pg. 26
- ESL pg. 32
- Health Professions pg. 42
- Information Technology pg. 48
- MRI/CT SCAN pg. 52
The following course is taught by World Instructor Training Schools. NCBTMB - 16 CE hours, AOTA – 6 CEUs, IACET – 6.0 CEUs and approved for 3 lower division college credits in personal fitness by the American Council on Education.

NEW – Certified Personal Trainer Course with Test Voucher Included!

Get all the information needed to start an exciting fitness career & become a Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical lab to master the essential career skills & knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment & 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. Included in this course is a complete 200 page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. CPR/AED is required to sit for exam and you can work right after passing the exams with your Level 1 Certified Personal Trainer. As a special bonus, you can take advantage of our 30 hour employer internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost!!

Textbook is required and not included in course fees. * Call to order and start reading immediately 888-330-9487 (www.witseducation.com) Fitness Professional’s Handbook 7th ed. with web resources (ISBN-13: 9781492523376) (Note: Please bring a lunch — cafeteria closed.) (6.0 CEUs through IACET and AOTA or 60 W.I.T.S. CECs)

### Pilates – Mat

Mat work is a great place to begin. All of the fundamental movements and Pilates exercise principles are incorporated in the mat exercises. These exercises are adaptable to any level, and it is a nice way to focus on learning the basics correctly. They will help you quickly gain a lot of strength and confidence in the Pilates method. Please wear comfortable clothing, bring a mat and water.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 7 – Dec 14</td>
<td>14 sessions</td>
<td>Th</td>
<td>7-7:50pm</td>
<td>Lori Gordon, Powerhouse Pilates, Mat I and II</td>
</tr>
</tbody>
</table>

Cost: $150
NCREC-CS023-01
No class Nov 23

### Zumba® Toning

This program combines lightweight resistance training with the international rhythms of the basic Zumba® program to produce a workout designed to tighten and tone all the target zones (arms, abs, legs and glutes). By shaking maraca-like Toning Sticks to the beat of high-energy music, participants are immersed in a calorie-torching, body-sculpting, head-to-toe dance party.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 7 – Dec 14</td>
<td>14 sessions</td>
<td>Th</td>
<td>8-8:50pm</td>
<td>Lori Gordon, licensed Zumba Toning Instructor</td>
</tr>
</tbody>
</table>

Cost: $150
NCREC-CS024-01
No class Nov 23

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 2</td>
<td>6 sessions</td>
<td>W</td>
<td>7-8pm</td>
<td>Guy DeRosa, MCCC Instructor</td>
</tr>
</tbody>
</table>

Cost: $60
NCREC-CS005-01

Kayaking Classes
Kayaks and lifejackets will be provided and the class will meet at Rosedale Lake Boat Ramp, at Rosedale Park, 424 Federal City Road, Pennington, NJ 08534. Classes are for people ages 18 and over.

**Beginning Kayaking**
Join us for a beautiful afternoon and learn the basics of kayaking – perfect for beginners.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 24</td>
<td>1 session</td>
<td>Su</td>
<td>10am-12:30pm</td>
<td></td>
</tr>
</tbody>
</table>

Cost: $80
NCREC-CS011-01

**Intermediate Kayaking**
Join us for a beautiful couple hours on the lake and enhance your basic paddling skills by learning more advanced strokes and maneuvers. **You must have several years of kayaking experience or have taken a previous beginner course with the instructor this year.**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 21</td>
<td>1 session</td>
<td>Sa</td>
<td>10am-12:30pm</td>
<td></td>
</tr>
</tbody>
</table>

Cost: $80
NCREC-CS012-01

Bryan Mitchell, Greenwave Paddling

Dancing for Elegant Events
No previous experience is necessary for these courses. Beginner basic dance steps, including fox-trot, waltz, and swing (jitterbug), as well as styling will be taught. No sneakers allowed. Wear lightweight, smooth leather bottomed casual shoes. High heels encouraged! Beginner Latin will include tango, salsa and cha-cha. Intermediate Ballroom will cover more advanced dance steps. **Registration is available to couples only.** Cost per couple: $65

**Beginner Ballroom Dancing**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 13</td>
<td>3 sessions</td>
<td>F</td>
<td>6:30-7:25pm</td>
<td></td>
</tr>
<tr>
<td>- Oct 27</td>
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<td></td>
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<td></td>
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</tbody>
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NCREC-CS013-01

**Beginner Latin Dancing**

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 13</td>
<td>3 sessions</td>
<td>F</td>
<td>7:30-8:25pm</td>
<td>Candace Woodward</td>
</tr>
<tr>
<td>- Oct 27</td>
<td></td>
<td></td>
<td></td>
<td>Clough, B.F.A. in</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Theatre Dance + Choreography</td>
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</tbody>
</table>

NCREC-CS015-01

**AGE & REFUND POLICY**
Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.
Floral Design Certificate
To satisfy the requirements for the Mercer County Community College Floral Design Certificate, students need to complete Basic Floral Design and 10 other classes (for a total of 11 classes) plus present a portfolio and floral design to three MCCC panelists. The portfolio presentation happens after all 11 classes are completed. The variety of courses offered in this certificate program cover many design techniques from corsage construction, tropical floral designs, and armature design work. Students need to successfully complete the 11 different classes within a two year time frame that starts during the semester of their first class. Each course during the spring and fall is three hours in length. The Certificate involves 11 different classes each three hours in length for a total of 33 hours or 3.3 CEUs.

Prerequisite Class: Basic Floral Design (offered every semester)
1. Cascading Wedding Bouquets (offered spring of even years)
2. Tropical Triangle Floral Design (offered spring of even years)
3. Crescent & Hogarth Curve Floral Design (offered spring of odd years)
4. Floral Designs to Accent Cakes (offered spring of odd years)
5. Hand Tied Wedding Bouquets (offered spring of odd years)
6. Armature Based Floral design (offered fall of odd years)
7. Corsages, Boutonnieres and Hair Florals (offered fall of odd years)
8. Pave’ Floral Design (offered fall of odd years)
9. Floral Tablescapes (offered fall of even years)
10. Horizontal and Vertical Floral Designs (offered fall of even years)
11. Organic Floral Design (offered fall of even years)
12. Funeral Floral Design (offered spring of even years)

Basic Floral Design
Do you love flowers? Have you always wanted to learn floral design? This class is perfect for beginners. We will discuss the Principles and Elements of Floral Design. You will learn how to create a vased floral, arrangement ribbon bow and foam based floral using industry standard techniques. The two floral designs made in class will be yours to take home and enjoy or share.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost: $80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 5</td>
<td>1 session</td>
<td>Tu</td>
<td>6pm-9pm</td>
<td>Deborah Moyer, Floral Designer</td>
<td>NCFLO-CS001-01</td>
</tr>
</tbody>
</table>

Armature Based Floral Design
Learn how to create structural framework to support your floral design and showcase your flowers. Industry standard floral design techniques will be used. Using two different base materials for the armatures, students will create two florals to take home or share.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost: $80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 17</td>
<td>1 session</td>
<td>Tu</td>
<td>6pm-9pm</td>
<td>Deborah Moyer, Floral Designer</td>
<td>NCFLO-CS007-01</td>
</tr>
</tbody>
</table>

Corsages, Boutonnieres and Hair Floral Designs
Flowers make the prefect accent for your special event or photo shoot. Join this class to explore several different industry techniques to create these hand crafted florals to wear. This is a perfect technique training course for newer industry or education personnel.

<table>
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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost: $80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 31</td>
<td>1 session</td>
<td>Tu</td>
<td>6pm-9pm</td>
<td>Deborah Moyer, Floral Designer</td>
<td>NCFLO-CS008-01</td>
</tr>
</tbody>
</table>

Pave’ Floral Design
Create beautiful floral patterns using the design technique of pave’. Using different geometric forms, students will create two florals to take home or share.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Cost: $80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 28</td>
<td>1 session</td>
<td>Tu</td>
<td>6pm-9pm</td>
<td>Deborah Moyer, Floral Designer</td>
<td>NCFLO-CS009-01</td>
</tr>
</tbody>
</table>

AGE & REFUND POLICY
Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.
Graphic Design Certificate
Become an effective and marketable designer for both the web and print publications. You’ll receive basic fundamental training in the graphic arts while gaining the practical experience in the current premium Adobe creative suite.

Students have two options:
- Earn the Graphic Design Certificate and/or
- Complete the Print/Publishing Track

Core Courses for Graphic Design Certificate:
- Foundations of Graphic Design
- Color Theory for Graphic Designers
- Intro to Photoshop
- Intro to Illustrator
- Advanced Photoshop
- Advanced Illustrator
- Exploring Fonts: Intro to Typography

Print/Publishing Track courses:
- Intro to InDesign
- Advanced InDesign
- Exploring Fonts: Advanced Typography

For more information please email comed@mccc.edu

Multimedia and Digital Design Certificate:
The Center for Continuing Studies at Mercer County Community College is now an official testing site for Adobe Certified Associate (ACA) Certification.

The Adobe Certified Associate (ACA) certifications are individual online exams (maximum 50 minutes each) using one of Adobe software such as Photoshop, Illustrator, InDesign, Dreamweaver, and Flash. When you pass the exam, you will receive in the mail a certificate from Adobe Corporation validating your skills using Adobe.

Some of the benefits of becoming Adobe certified include:
A certificate from Adobe Corporation validates to a prospective employer that you have the technical skills using Adobe software.
Help you get a promotion at your current job or to get a new job or career.
An Adobe Corporation certificate on your resume will make you more competitive and have an advantage over other candidates applying for the same job.
You will gain confidence in your skills when interviewing and being able to design projects and tasks efficiently and quickly.

Students have three options:

Digital Design Specialist courses:
- Photoshop
- Flash/Animate
- Illustrator
- Design Theory

Web Design Specialist courses:
- HTML5 & CSS
- Photoshop
- Dreamweaver
- Flash/Anime
- Muse

Multimedia and Digital Design Certification
for those who complete both the Web Design and Digital Design Specialist Tracks.
Graphic Design

Web Design Concepts

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

Learn the basic programming languages and tools you need to design and develop web content. Learn what you need to know BEFORE you begin building a website and use that knowledge to build a basic web-based framework. This class prepares you for the next level of courses you will want to take on your path to becoming a web designer or developer.

Web Design Concepts

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

Learn the basic programming languages and tools you need to design and develop web content. Learn what you need to know BEFORE you begin building a website and use that knowledge to build a basic web-based framework. This class prepares you for the next level of courses you will want to take on your path to becoming a web designer or developer.

Dates Sessions Day Time Instructor

Sept 7 3 sessions Tu, Th 6:30-9:30pm John Paone, Instructor

0.9 CEU. Cost: $220

NCWEB-CS001-01

Foundations of Graphic Design

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

Foundations of Graphic Design

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

Dates Sessions Day Time Instructor

Sept 6 3 sessions M, W 6:30-9:30pm John Paone, Adobe Certified Associate

0.9 CEU. Cost: $220

NCGDS-CS001-01

No class Sept 4

Color Theory for Graphic Design

Discover the way colors interact with each other and the implications this interaction has for designers and artists. Examine ideas of space and learn about spatial problems that color can solve and understand color harmony, qualities, and combinations.

Color Theory for Graphic Design

Discover the way colors interact with each other and the implications this interaction has for designers and artists. Examine ideas of space and learn about spatial problems that color can solve and understand color harmony, qualities, and combinations.

Dates Sessions Day Time Instructor

Dec 5 4 sessions Tu, Th 6:30-9:30pm George Purvis, Instructor

1.2 CEU. Cost: $270

NCGDS-CS002-01

Essentials of HTML

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 will also be introduced. Materials will be provided by the instructor.

Essentials of HTML

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 will also be introduced. Materials will be provided by the instructor.

Dates Sessions Day Time Instructor

Oct 12 6 sessions Tu, Th 6:30-9:30pm John Paone, Instructor

1.8 CEU. Cost: $400

NCWEB-CS022-01

Intro to Photoshop CC

Required: Introduction to Windows, experience with word processing desirable

Let us introduce you to Adobe's premier image editing application with an emphasis on what you NEED to know about this incredibly robust program. This course focuses on the tool sets available within the program and provides a hands-on understanding of how to find your way around Photoshop. Image-size, resolution, selections, layers, dialogs, shortcuts, and basic editing techniques are just some of what will be covered in this course. Textbook is recommended (not required) and available in the college bookstore.

Intro to Photoshop CC

Required: Introduction to Windows, experience with word processing desirable

Let us introduce you to Adobe's premier image editing application with an emphasis on what you NEED to know about this incredibly robust program. This course focuses on the tool sets available within the program and provides a hands-on understanding of how to find your way around Photoshop. Image-size, resolution, selections, layers, dialogs, shortcuts, and basic editing techniques are just some of what will be covered in this course. Textbook is recommended (not required) and available in the college bookstore.

Dates Sessions Day Time Instructor

Nov 2 4 sessions Tu, Th 6:30-9:30pm Jessica Oliano, Instructor

1.2 CEU. Cost: $280

NCWEB-CS030-01

No class Nov 23

Advanced Photoshop CC

Prerequisite: Introduction to Photoshop

Learn the advanced techniques and application of the tools presented in the Introduction course. Photo-retouching, color correction, advanced layers, masking, channels, and an in-depth look at palettes are just some of the topics covered in this course. Learn to fix photos in post-production while maximizing efficiency and output. Photoshop is an incredibly powerful application; get the most from it! Textbook is recommended (not required) and available in the college bookstore.

Advanced Photoshop CC

Prerequisite: Introduction to Photoshop

Learn the advanced techniques and application of the tools presented in the Introduction course. Photo-retouching, color correction, advanced layers, masking, channels, and an in-depth look at palettes are just some of the topics covered in this course. Learn to fix photos in post-production while maximizing efficiency and output. Photoshop is an incredibly powerful application; get the most from it! Textbook is recommended (not required) and available in the college bookstore.

Dates Sessions Day Time Instructor

Nov 16 4 sessions Tu, Th 6:30-9:30pm Jessica Oliano, Instructor

1.2 CEU. Cost: $280

NCWEB-CS031-01

No class Nov 23
**Graphic Design**

**Intro to InDesign CC**
*Required: Experience with word processing desirable*
Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, distributing as Portable Document Format (PDF) files, or to Internet-ready XHTML pages. This course will provide a full overview of the program’s capabilities and functionality. Textbook required - available in college bookstore.

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 26</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:30-9:30pm</td>
<td>John Paone, Adobe Certified Associate</td>
</tr>
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</table>

1.2 CEU Cost: $280  
NCGDS-CS007-01

**Advanced InDesign CC**
*Prerequisite: Intro to InDesign*
More than just a page-layout application, Adobe InDesign CC6 is also the leading commercial production software for creating longer, multi-page documents as well as Internet-ready XHTML pages. Lecture, textbook samples and real-world examples will be used to exhibit this software’s complete range of capabilities. Textbook is recommended (not required) and available in the college bookstore.

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<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Dec 5</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:30-9:30pm</td>
<td>John Paone, Adobe Certified Associate</td>
</tr>
</tbody>
</table>

1.2 CEU Cost: $280  
NCGDS-CS008-01

**Intro to Illustrator CC**
You don’t need to be an illustrator to learn and use this industry standard vector graphics application. Intro to Illustrator focuses gives you a hands-on understanding of how to find your way around the program while presenting the tool sets available within. Shapes, paths, layers, stacks, swatches, object based creation, document setup, the pen tool, and palettes are just some of what will be covered in this course. Textbook is required and available in the college bookstore.

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<tbody>
<tr>
<td>Sept 11</td>
<td>4 sessions</td>
<td>M, W</td>
<td>6:30-9:30pm</td>
<td>Samantha Ganflos, Instructor</td>
</tr>
</tbody>
</table>

1.2 CEU Cost: $280  
NCGDS-CS009-01

**Advanced Illustrator CC**
*Prerequisite: Intro to Illustrator*
Take what you have learned in the Introduction class and bring it to the next level. Take an in-depth look at palettes, effects, new dimensional tool sets, page layout options, and integration with other applications. Advanced Illustrator takes the tools and turns them into techniques. Textbook is required and available in the college bookstore.

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<th>Time</th>
<th>Instructor</th>
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<td>Sept 25</td>
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<td>M, W</td>
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<td>Jessica Oliano, Instructor</td>
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</table>

1.2 CEU Cost: $280  
NCGDS-CS010-01

**Introduction to WordPress**
You, too, can use WordPress, the popular website blogging and content management system! Great for the beginner, this hands-on class will have you building pages, adding plug-ins, using templates, and editing themes. You will 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.

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<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Dec 5</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:30-9:30pm</td>
<td>Jessica Oliano, Instructor</td>
</tr>
</tbody>
</table>

1.2 CEU Cost: $280  
NCWEB-CS025-01

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**AGE & REFUND POLICY**
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10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.

www.mccc.edu/ccs
Graphic Design

Front-End Development
The course is primarily designed to introduce JavaScript as a client-side programming language. Basic HTML and CSS concepts will also be reviewed but the focus will be on learning how to code interactive web pages using JavaScript. Hands-on exercises and lab sessions will be made available to practice and reinforce the concepts taught. At the end of this course, participants will be able to design web pages using HTML, CSS and make them interactive using JavaScript.

Hands-on exercises and lab sessions will be made available to practice and reinforce the concepts taught. At the end of this course, participants will be able to design web pages using HTML, CSS and make them interactive using JavaScript.

<table>
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<tr>
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<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 7</td>
<td>8 sessions</td>
<td>Th</td>
<td>6-9pm</td>
<td>Sonal Mukherjee, Instructor</td>
</tr>
</tbody>
</table>

2.4 CEU Cost: $600
NCWEB-CS033-01

Exploring Fonts: Intro to Typography
This new and exciting course provides an overview of the basic fundamentals of type design as it applies to graphics, advertising, and other areas of visual communication. It focuses on how typography can be used as a communicative device as well as a graphic, compositional, and expressive element.

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<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 5</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:30-9:30pm</td>
<td>Jessica Oliano, Instructor</td>
</tr>
</tbody>
</table>

1.2 CEU Cost: $280
NCGD5-CS011-01

Exploring Fonts: Advanced Typography
This course provides an overview of advanced typography as it applies to graphics, advertising, and other areas of visual communication. Upon completion of this course, participants will create their very own typeface using Adobe Illustrator. Making your own font is a great way to show off your design and illustration skills and of course a milestone for any designer! You will use your typography skills to showcase a font that is legible, creative, marketable, and has strong visual balance. Once created, you can use this font in any word processing program and can be shared with friends and family!

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<th>Sessions</th>
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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 19</td>
<td>4 sessions</td>
<td>Tu, Th</td>
<td>6:30-9:30pm</td>
<td>Jessica Oliano, Instructor</td>
</tr>
</tbody>
</table>

1.2 CEU Cost: $280
NCGD5-CS012-01

Dreamweaver CS6 - Complete
Prerequisite: Essentials of HTML, and knowledge of Windows
Do you want to learn how to design and manage websites using the Adobe 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).

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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 9</td>
<td>6 sessions</td>
<td>M, W</td>
<td>6:30-9:30pm</td>
<td>John Paone, Instructor</td>
</tr>
</tbody>
</table>

1.8 CEU Cost: $420
NCWEB-CS032-01
No class Oct 11, 25

TAKE A CREDIT COURSE!
Mercer County Community College offers a wide variety of credit courses and certificates in exciting fields of study such as:

- Advanced Manufacturing
- Culinary Arts
- Game Design
- Funeral Science
- Cyber Security
- and many, many more!

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
The ALLIED HEALTH industry is growing.

Be a part of it!

Attend one of our FREE Information Sessions:

- Wednesday, September 6  5pm
- Wednesday, October 4  10am
- Tuesday, November 11  5pm
- Monday, December 11  10am

SMART START PROGRAM – NO COST!

Monday - Friday
October 9-20

Learn About the Following Programs:
- Certified Nurse Aide
- EKG Technician Test Prep
- Pharmacy Technician
- Phlebotomy Technician
- Certified Home Health Aide
- Medical Billing and Coding

For more information contact Andrea Bash at the JKC Campus:
Mercer County Community College
James Kerney Campus | 102 North Broad Street | Trenton, New Jersey
bash@mccc.edu | 609-570-3122

Where it’s never too late to begin!
www.mccc.edu/ccs
Certified Nurse Aide (CNA)

Application: All students must complete the application process before registering for this course. Applications must be received at least 3 weeks before the start of class. Class size is limited! Attendance at all sessions is mandatory.

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 Aides) 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 10-hour course to become a Certified Home Health Aide (CHHA).

For information, please contact basha@mccc.edu.

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.

Textbook is required and available in the college bookstore. For additional information, visit our website at www.mccc.edu/ccs.

Smart Start

This is a free class offered at JKC to those interested in any Allied Health Care courses. Students will learn basic medical terminology, will improve writing, reading comprehension and math skills. Students will earn a CPR certificate.

Smart Start is a 2-week program, Monday through Friday, 9 am -3 pm. Students must be at least 18 years of age. Attendance is mandatory. Textbook will be provided at no cost first day of class.

Class meets at JKC (Trenton) 137 North Broad St. Trenton, NJ 08608, Annex Hall Room 309

Note: Tuition support may be available for the unemployed.

Call One-Stop at 609.989.6824 for more information.

In case one of the mandatory sessions is not attended a make-up date must be scheduled with the instructor and completed in order to continue in the program.

To register, please contact Andrea Bash basha@mccc.edu 609-570-3122
Certified Home Health Aide (CHHA)
Prerequisite: 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 in order to register.
This 10-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.

Dates Sessions Day Time Instructor
Oct 21 2 sessions Sa 9am-2:30pm Marilyn Wargo BSN, Instructor
- Oct 28
1.0 CEU Cost: $153
NCHCP CS032-01

Phlebotomy Technician Program
Application: All students must complete the application process before registering for this course. You may download an application form and student handbook at www.mccc.edu/ccs. Please allow at least 3 weeks for the application process. Class size is limited! Attendance at all sessions is mandatory!

Phlebotomy I (Lecture/Classroom)
This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician. The program begins with the health care delivery system, collection of materials and equipment, venipuncture and capillary techniques, 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 100 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. Bring to first class.

Note: Please bring lunch - cafeteria closed on Saturdays.

Phlebotomy II Externship (80 hours)
Successful completion of Phlebotomy I and recommendation are required to register for Phlebotomy II. After completion of Phlebotomy I, you may register for this externship. Students will complete Phlebotomy II with 80 hours of documentation, performing 100 venipunctures. This externship is 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 to them. Students' schedules vary.

Requirements:
- High School diploma and/or GED
- Scrubs are mandatory
- Background checks are completed prior to externship.
- **State mandated**
- 2-step PPD and a physical examination are required
- Phlebotomy Liability Insurance required ($40)

8.0 CEU Cost: $725
NCHCP-CS055-01
Dates and time TBD

Please note that if for some unforeseen reason you wish to withdraw from the course at least 10 days before the start of the program, you will receive a refund in the amount of the tuition minus $53 for administration fee. No refunds if you withdraw the course less than 10 days before the start of the program.
EKG Cardiac Technician General Course and Test Preparation

Application: All students must complete the application process before registering for this course. Class size is limited! Attendance at all sessions is mandatory!

This 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 will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, 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. There is an additional $115 fee for the national exam payable to NHA at the time of testing. The certification is given by NHA following the successful passing of the national exam. High School diploma or GED required.

Application must be completed prior to registration. A great way to begin a new career! Textbook required and available in college bookstore.

Please email Andrea Bash at basha@mccc.edu for application packet.

Please note that if for some unforeseen reason you wish to withdraw from the course at least 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 if you withdraw the course less than 10 days before the start of the program.

<table>
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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 11 - Nov 6</td>
<td>17 sessions M, W</td>
<td>5:30-8:30pm</td>
<td>Tracey Pinkney, Instructor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
<td>5:30-7:30pm</td>
<td>Instructor</td>
</tr>
</tbody>
</table>

5.0 CEU. Cost: $1,070
NCHCP-CS028-01
Class meets at JKC (Trenton) 137 North Broad St. Trenton, NJ 08608 Annex Hall Room 308

Unemployed and Ready to Work?

If you have been unemployed or underemployed for at least 6 months you may be eligible to participate in Ready to Work New Jersey!

Programs and services include:
• Job Placement and Career Counseling
• Free Training and Education Programs
• Resume Writing, Interviewing, and Networking Techniques

Register at RTWNJ.com
(609) 393-9000
rtw@njworkforce.org

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Pharmacy Technician Certification Prep Program

Application: All students must complete the application process before registering for this course. Class size is limited! Attendance at all sessions is mandatory!

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.

High school diploma or equivalency and strong mathematical skills are required.
Total program consists of 250 hours. Total cost of four modules is $2,877.00. Modules III and IV will be offered in Spring 2018. Textbook is required and available in the college bookstore.

Module I

Students will learn Introduction to pharmacy, pharmaceutical dosage forms and pharmacy practice 1.

<table>
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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 9</td>
<td>15</td>
<td>Tu, Th</td>
<td>6-9pm</td>
<td>Yamaris Rivera,</td>
</tr>
<tr>
<td>- Oct 19</td>
<td></td>
<td>Sa</td>
<td>9am-2pm</td>
<td>Instructor</td>
</tr>
</tbody>
</table>

Tu, Th classes:
• Sept: 12, 14, 19, 21, 23, 26, 28
• Oct: 3, 5, 10, 12, 17, 19

Saturday classes:
• Sept 9, 23, Oct 7

5.0 CEU. Cost $575

NCHCP-CS052-01

Class meets at JKC Trenton 137 North Broad St. Trenton, NJ 08608
Annex Hall Room 308

Module II

Prerequisite: Module I

This module provides pharmacy calculations, sterile products and pharmacology 1.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 28</td>
<td>22</td>
<td>Tu, Th</td>
<td>6-9pm</td>
<td>Yamaris Rivera,</td>
</tr>
<tr>
<td>– Jan 16</td>
<td></td>
<td>Sa</td>
<td>9am-2pm</td>
<td>Instructor</td>
</tr>
</tbody>
</table>

Tu, Th classes:
• Oct: 31
• Nov: 2, 7, 9, 14, 16, 21, 28, 30
• Dec: 5, 7, 12, 14
• Jan: 4, 9, 11, 16

Saturday classes:
• Oct 28, Nov 11, Dec 2, 16, Jan 6

7.5 CEU. Cost $864

NCHCP-CS050-01

Class meets at JKC Trenton 137 North Broad St. Trenton, NJ 08608
Annex Hall Room 308

No class Nov 23, Dec 18 to Jan 3

Medical Billing and Coding Certificates

Accurate medical billing/coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure 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 a medical office, hospital, or other healthcare settings. This program prepares you for a career change or advancement.

All students must complete Medical Administration in Billing and Coding Introduction, and then can continue on to receive certificates in specialized areas including:

Medical Administrative Assistant, Electronic Health Records, Medical Billing and Medical Coding Specialist. Or take all of the courses to receive the eligibility to take any of the Certified Inpatient Coder CIC, a Certified Professional Coder CPC, a Certified Professional Biller CPB, or Certified Coding Specialist CCS exams.

Medical Administration in Billing and Coding Introduction

All students must complete this course in order to take the Medical Administrative Assistant, Medical Billing Specialist, and Medical Coding Specialist and/or Electronic Health Records Specialist courses. Topics include: Medical Terminology, Introduction to Allied Health Clinical and Administration, Anatomy and Clinical Pathology.

Please note that if for some unforeseen reason you wish to withdraw from the course at least 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 if you withdraw the course less than 10 days before the start of the program. Textbook available at college bookstore.

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<th>Dates</th>
<th>Sessions</th>
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<th>Time</th>
<th>Instructor</th>
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<tr>
<td>Sept 13</td>
<td>16</td>
<td>M, W</td>
<td>5:30 -</td>
<td>Fen Harhay,</td>
</tr>
<tr>
<td>- Nov 6</td>
<td></td>
<td></td>
<td>9:30pm</td>
<td>Instructor</td>
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</table>

7.2 CEU. Cost $1,008

NCHCP-CS068-01

Class meets at JKC Trenton 137 North Broad St. Trenton, NJ 08608
Annex Hall Room 308

No class Nov 23, Dec 18 to Jan 3
Electronic Health Records Specialist Certificate (EHR)
**Prerequisite:** Medical Administration in Billing and Coding Introduction.
This is a 50-hour, hands-on class, that will prepare you to perform duties using the MedTrack EHR software. It is an entire 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.

Please note that if for some unforeseen reason you wish to withdraw from the course at least 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 if you withdraw the course less than 10 days before the start of the program. Textbook required and is available in college bookstore. Please bring book to first class.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 11</td>
<td>17</td>
<td>Tu,</td>
<td>6-9pm</td>
<td>Sandra Dingle, Instructor (M)</td>
</tr>
<tr>
<td>– Nov 6</td>
<td>M,W</td>
<td>Tu,</td>
<td>6-9pm</td>
<td>Jessica Schutte, Instructor (M)</td>
</tr>
</tbody>
</table>

5.0 CEU. Cost: $700
NCHCP-CS070-01

Medical Administrative Assistant Certificate
**Prerequisite:** Medical Administration in Billing and Coding Introduction.
This is a 50-hour course. Students will learn 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, Applications of Medical Terminology and Medical Terminology Reviewed. Upon successful completion you are eligible to receive your Medical Administrative Assistant Certificate.

Please note that if for some unforeseen reason you wish to withdraw from the course at least 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 if you withdraw the course less than 10 days before the start of the program. Textbook required. Available at college bookstore.

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<th>Instructor</th>
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<tr>
<td>Sept 11</td>
<td>17</td>
<td>Tu,</td>
<td>6-9pm</td>
<td>Sandra Dingle, Instructor (M)</td>
</tr>
<tr>
<td>– Nov 6</td>
<td>M</td>
<td>Tu,</td>
<td>6-8pm</td>
<td>Jessica Schutte, Instructor (M)</td>
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</tbody>
</table>

5.0 CEU. Cost: $700
NCHCP-CS071-01

Medical Coding Specialist Certificate
**Prerequisite:** Must complete Medical Administration in Billing and Coding Introduction, Medical Administrative Assistant, Electronic Health Records Specialist and Medical Billing Specialist.
The Medical Billing and Coding 50-hour course is a job training program for those who are seeking employment in the Medical Administration Billing and Coding field. Students will 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. Students will also 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, physician offices, billing facilities, and other related businesses while learning the steps necessary to become a Certified Inpatient Coder CIC, a Certified Professional Coder CPC, a Certified Professional Biller CBP, or Certified Coding Specialist CCS. Upon successful completion, you are eligible to receive a Billing, Coder, or Billing and Coding Certificate.

Please note that if for some unforeseen reason you wish to withdraw from the course at least 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 if you withdraw the course less than 10 days before the start of the program. Textbook required and is available in college bookstore. Please bring book to first class.

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<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 12</td>
<td>17</td>
<td>Tu,</td>
<td>6-9pm</td>
<td>Sandra Dingle, Instructor (M)</td>
</tr>
<tr>
<td>– Nov 7</td>
<td>M</td>
<td>Tu,</td>
<td>6-8pm</td>
<td>Jessica Schutte, Instructor (M)</td>
</tr>
</tbody>
</table>

5.0 CEU. Cost: $700
NCHCP-CS070-01

AGE & REFUND POLICY
Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Information Technology

PLC (Programmable Logic Controllers) Introduction to Automation/PLC
Basic knowledge of AC/DC circuits, digital electronics and industrial controls is required.
Comfort utilizing Microsoft Windows operating system recommended.

Who Should Attend?
• Electricians
• Industrial maintenance mechanics
• Automation technicians
• Energy management system operators in training

To be competitive in the global economy, manufacturing and service companies are examining ways to improve existing processes to become more efficient and reduce costs. PLC controlled equipment enables an organization to precisely fine-tune their operations by fully automating manufacturing processes that are currently performed manually. PLC controllers are used in energy management and monitoring systems (SCADA) to reduce electrical consumption and to network stand-alone industrial controls. Students will be introduced to basic system concepts of operation, industry terminology, dominant manufacturer brands and general product practical applications and uses. Students in this innovative training program will have the opportunity to use PLC workstations that will simulate real world tasks. Book and materials are included.

Dates Sessions Day Time Instructor
Sept 9 8 sessions Sa 8:30am-4pm Richard Vanderbilt, Instructor
– Oct 28

NCEET-CS004-01
5.2 CEU. Cost: $1,585
1 hour for lunch

Oracle Database 11g: Introduction to SQL - No prior knowledge of SQL or database is required.
Introduction to the Oracle 11g relational database and SQL programming language. This course provides beginners with essential SQL database querying and report building skills. Students will learn to install the Oracle software (client and server), learn basic entity relationship diagrams (ERD) and data modeling techniques. Students will create database objects such as views, tables and indexes. This course will also introduce standard database permissions and security practices. Course is designed for business analysts, information managers or anyone looking to become better acquainted with an industry standard relational database used in a variety of analytical applications. Successful completion of this course will allow the student to take the Oracle 11g SQL Fundamentals exam (1Z0-051) which is the first exam towards Oracle OCA certification. Textbook will be distributed in class.

Dates Sessions Day Time Instructor
Sept 5 12 Sessions Tu, Th 6-9pm Richard Vanderbilt, Instructor
– Oct 12

NCWEB-CS026-01
3.6 CEU. Cost: $1,014

CCENT (Cisco Certified Network Entry Technician) Training
Preferred: Computer support essentials of A+ certification.
Are you an IT professional looking to set yourself apart from the rest? If so, this CCENT Training class is for you. The CCENT certification signifies to employers and colleagues your high level of technical expertise and it is the first test of two required to pass the highly valued CCNA (Cisco Certified Network Associate) exam. This class will teach you how to install, configure and maintain simple networks utilizing Cisco devices including the switches and routers important to multi-protocol LAN interfaces. Upon culmination, you will be prepared to take the CCENT certification test and receive the credential that places you in a group of solidly educated network technicians. Textbook is recommended, not required, and available in college bookstore. (Note: Please bring a lunch – cafeteria closed on weekends.)

Dates Sessions Day Time Instructor
Oct 28 7 sessions Sa 9am-4pm James Boyce, Instructor
– Dec 16

NCNET-CS001-01
4.2 CEU. Cost: $1,050
1 hour lunch
No class Nov 25

Where it's never too late to begin! www.mccc.edu/ccs

AGE & REFUND POLICY
Unless otherwise specified, all Continuing Studies students must be 18 years of age or older.
10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.
Interior Design Certificate Program

The Certificate Program in Interior Design is an overview of the basic elements of interior decoration through lectures and problem solving projects. Learn how to make the best decorating decisions for your home, friends and/or clients. Professional designers will show you how to create residential interiors that are both functional and beautiful, with knowledge and confidence.

To earn Mercer’s certificate, you must complete the following ten required courses:

- Basic Interior Design (offered each semester)
- History of Furniture (offered fall semester)
- Design Processes for New Homes (offered fall semester)
- Color Theory (offered fall semester)
- Sketch-up (offered each semester)
- Drafting & Design Studio (offered spring semester)
- Lighting in Today’s Interiors (offered spring semester)
- Window Treatment (offered spring semester)
- Interior Design Business Practice (offered summer semester)
- Design Studio II & Presentation Skills (offered summer semester)

Basic Interior Design

Gain an overview of the interior design process while learning to create beautiful interiors through lectures, class discussions and a design project. (On the first day of class, students will be provided with a list of materials to purchase and bring to class. Approximate cost: $50).

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 19 - Oct 31</td>
<td>7 sessions</td>
<td>Tu</td>
<td>6:30-9pm</td>
<td>Joyce Kelleher, Designer</td>
</tr>
</tbody>
</table>

17.5 Hours. Cost: $200
NCITD-CS001-01

SketchUp Your Design

Required: Familiarity with Microsoft Office
Learn to use the Google SketchUp Professional version 7.0 to create a computer generated 3D model for residential, landscape and interior design. At the completion of the course, you will have a PowerPoint electronic portfolio to showcase your design and 3D modeling and technology skills to show your supervisor or future employer.
Workbook required - available in college bookstore.

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 11 - Nov 15</td>
<td>6 sessions</td>
<td>W</td>
<td>6-9pm</td>
<td>Laurence C. Johnson, Jr., RA, LEED AP</td>
</tr>
</tbody>
</table>

18 hours. Cost: $375
NCOST-CS005-01

History of Furniture

This course covers the dominant periods in design through history and the evolution of furniture in America. Students will learn about architecture, furniture, furnishings and ornamentation for each period.

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Nov 14 - Nov 28</td>
<td>3 sessions</td>
<td>Tu</td>
<td>6:30-9pm</td>
<td>Joyce Kelleher, Designer</td>
</tr>
</tbody>
</table>

7.5 hours. Cost: $108
NCITD-CS009-01

Color Theory

This is an introduction to color theory and its application to interior design. You will study the color wheel and color groups. Explore the effects of color on interiors, including their psychological and cultural impact. Students will submit color schemes as examples of the color groups.

<table>
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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 19 - Nov 16</td>
<td>5 sessions</td>
<td>Th</td>
<td>6:30-9pm</td>
<td>Suzanne Zukowski, Instructor</td>
</tr>
</tbody>
</table>

12.5 Hours. Cost: $129
NCITD-CS003-01

Design Process for New Homes

If you are buying a brand new construction home or deciding to renovate a resale, this class will show you where to start and how to make the right decisions along the way to bring the whole house design together.

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 12 - Oct 30</td>
<td>5 sessions</td>
<td>M</td>
<td>6:30-9pm</td>
<td>TBA Instructor</td>
</tr>
</tbody>
</table>

12.5 Hours. Cost: $129
NCITD-CS011-01
Mercer Institute is Your Premier Provider of Training for Corporate and Community Organizations.

Don’t settle for off-the-shelf training programs. Let our experts work with you to assemble the customized training programs that you need to succeed!

Mercer Institute offers:
- Leadership Development
- Industry Certifications
- Executive Coaching
- Customized Workshops
- And more!

Jennifer Kaklamanis
609.570.3279
jkaklamanis@mercerinstitute.com
www.MercerInstitute.com

JAMES KERNEY CAMPUS

Courses offered conveniently in Trenton!

Join us at our James Kerney Campus for additional courses offered by the Center for Continuing Studies at Mercer County Community College.

The James Kerney campus is located at:
102 North Broad Street
Trenton, New Jersey

www.mccc.edu/ccs/jkc

AGE & REFUND POLICY

Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class: 100% refund. Less than 10 days before class start date: no refund.
**Arabic 1**  
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. 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.

**Arabic 2**  
This course includes the basic 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.

**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. Available in college bookstore.**

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<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 5</td>
<td>10</td>
<td>Tu, Th</td>
<td>7-9:30 pm</td>
<td>Carla Helou, Instructor</td>
</tr>
<tr>
<td>- Oct 5</td>
<td>10</td>
<td>Tu, Th</td>
<td>7-9:30 pm</td>
<td>Carla Helou, Instructor</td>
</tr>
</tbody>
</table>

2.0 CEU Cost: $180 | NCLAN-CS004-01

**French Conversation II**  
This class is a continuation of the class French Conversation I. You will learn advanced vocabulary for travel, business and social interactions in a class centered on conversation and culture. **Bring same book used in French Conversation I.**

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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 17</td>
<td>10</td>
<td>Tu, Th</td>
<td>7-9:30 pm</td>
<td>Carla Helou, Instructor</td>
</tr>
<tr>
<td>- Nov 16</td>
<td>10</td>
<td>Tu, Th</td>
<td>7-9:30 pm</td>
<td>Carla Helou, Instructor</td>
</tr>
</tbody>
</table>

Cost: $180 | NCLAN-CS005-01

**Italian Conversation I**  
Learn the basics of vocabulary for conversing in Italian for travel and social interactions. **Textbook is required at the first class and available in the college bookstore.**

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<th>Dates</th>
<th>Sessions</th>
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<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 25</td>
<td>10</td>
<td>M, W</td>
<td>7-9:30 pm</td>
<td>Ryan Gogol, Instructor</td>
</tr>
<tr>
<td>- Oct 25</td>
<td>10</td>
<td>M, W</td>
<td>7-9:30 pm</td>
<td>Ryan Gogol, Instructor</td>
</tr>
</tbody>
</table>

Cost: $180 | NCLAN-CS008-01

**Italian Conversation II**  
This class is a continuation of the class Italian Conversation I. You will learn increased vocabulary, grammar, and verb conjugation in different tenses for conversing in Italian for travel and social interactions. **Bring book used in Italian Conversation I.**

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 30</td>
<td>10</td>
<td>M, W</td>
<td>7-9:30 pm</td>
<td>Ryan Gogol, Instructor</td>
</tr>
<tr>
<td>- Dec 4</td>
<td>10</td>
<td>M, W</td>
<td>7-9:30 pm</td>
<td>Ryan Gogol, Instructor</td>
</tr>
</tbody>
</table>

Cost: $180 | NCLAN-CS009-01

**Spanish Beginner**  
Learn how to converse in Spanish in simple idiomatic phrases for business or personal use. This class is ideal for people who are new to the language or just know some basic vocabulary and phrases. Learn from a native about the culture and customs of South America. **Textbook is required and available in the college bookstore.**

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<tr>
<td>Oct 2</td>
<td>10</td>
<td>M</td>
<td>5:30 - 7:30 pm</td>
<td>Romel Flores, Instructor</td>
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<tr>
<td>- Dec 4</td>
<td>10</td>
<td>M</td>
<td>5:30 - 7:30 pm</td>
<td>Romel Flores, Instructor</td>
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Cost: $180 | NCLAN-CS016-01

**Spanish Intermediate**  
Learn to converse with confidence in Spanish using correct grammar and sentence structure with vocabulary building exercises. Learn in depth about South American culture. **Textbook is required and available in the college bookstore.**

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<th>Instructor</th>
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<tr>
<td>Oct 2</td>
<td>10</td>
<td>M</td>
<td>7:30 - 9:30 pm</td>
<td>Romel Flores, Instructor</td>
</tr>
<tr>
<td>- Dec 4</td>
<td>10</td>
<td>M</td>
<td>7:30 - 9:30 pm</td>
<td>Romel Flores, Instructor</td>
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</table>

Cost: $180 | NCLAN-CS017-01

**Spanish Advanced**  
In this course, you will become more comfortable with the rules of Spanish grammar. You will practice complex everyday conversation to gain confidence with new and advanced vocabulary for travel, business and social interactions in a class centered on conversation about South America culture. **Textbook is required and available in the college bookstore.**

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<th>Time</th>
<th>Instructor</th>
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<tr>
<td>Oct 4</td>
<td>10</td>
<td>W</td>
<td>6:30 pm</td>
<td>Romel Flores, Instructor</td>
</tr>
<tr>
<td>- Dec 13</td>
<td>10</td>
<td>W</td>
<td>6:30 pm</td>
<td>Romel Flores, Instructor</td>
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Cost: $180 | NCLAN-CS018-01

**Hindi Beginners**  
Welcome Hindi Beginners! Come to class to develop and practice your communication skills in Hindi. Learn about places and people, Indian food and festivals, watch Bollywood movies and sing film songs! A great opportunity for adults who are planning to visit India for business, leisure or study. Great for multilingual families who are trying to get closer to Indian culture and its rich heritage. **Textbook required and Available in college bookstore.**

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<tr>
<td>Sept 11</td>
<td>10</td>
<td>M, W</td>
<td>6-8 pm</td>
<td>Gitanjali Agarwal, Certified Hindi Instructor</td>
</tr>
<tr>
<td>- Oct 11</td>
<td>10</td>
<td>M, W</td>
<td>6-8 pm</td>
<td>Gitanjali Agarwal, Certified Hindi Instructor</td>
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Cost: $180 | NCLAN-CS011-01
MRI Scan Certificate

Mercer County Community College is offering the MRI scan Certificate program to registered Radiographers. Prospective students must hold ARRT certification in Radiography, Nuclear Medicine or Sonography. Mercer County Community College Continuing Studies Department will offer ASRT approved didactic course hours and allotted clinical experience to prepare for the ARRT credentialing exam. The program is approved for 42 Continuing Education credits by the ASRT. Please refer to www.arrt.org the for post primary structured education requirements.

Enrollment to the program is limited to 15 students per class. Classes will be conducted two times per year (fall and spring term). Students who successfully pass the didactic and clinical components of the curriculum will receive a certificate of completion from Mercer County Community College and Continuing Education credits from the ASRT.

MRI Scan Certificate Program contains the following components.

Didactic: 42 hours of instruction delivered via face to face in the classroom, as well as instructional videos and demonstrations. Classes will be held on Saturdays from 9am-4pm for 7 consecutive weeks. Classes will be held at Mercer County Community College in addition to online tests and quizzes.

Clinical: Students will be allotted a 6 month time frame in which to complete 125 repetitions as required by the ARRT to become eligible to sit for the credentialing exam in MR. Students will begin the clinical component 2 to 3 weeks after beginning the didactic portion of the program.

With the assistance of the Clinical Coordinator, MCCC will assign students to ARRT approved clinical locations involved with this program.

Students will be required to commit to at least 16 hours per week in order to complete the required studies. Please refer to www.arrt.org for the required procedures.

Students should be advised that they may need to attend an additional clinical site in order to complete the required studies. Verification of studies will be documented by the clinical coordinator on a weekly basis after the student has logged the studies online through the ARRT. See handbook for details.

MRI Course Description

Week 1 - Magnetism, Nuclear Magnetism, and Nuclear Excitation
Week 2 - Nuclear Relaxation, MRI Hardware, and MRI Safety
Week 3 - Timing Diagrams, Pulse Sequences and Image Formation
Week 4 & 5 – Anatomy and Imaging Procedures
Week 6 – MRA Techniques
Week 7 Parameters and Review for Final

Dates | Sessions | Day | Time | Instructor
--- | --- | --- | --- | ---
Oct 28 - Dec 16 | 7 sessions | Sa | 9am-4pm | Instructor: Anthony Festa B.S.R.T (R)(MR), Penn Health, MR Education Coordinator

4.2 CEU

NCHCP-CS077-01 Tuition: Didactic and clinical component - $3,500
NCHCP-CS078-01 Didactic component only - $2,500

No class Nov 25

For more information please email comed@mccc.edu
Magnetic Resonance Imaging – MRI

Mercer County Community College is offering the MRI Certificate program to registered Radiographers. Prospective students must hold ARRT primary certification in Radiography, Nuclear Medicine or Radiation Therapy. Mercer County Community College Continuing Studies Department will offer ASRT approved didactic course hours and allotted clinical experience to prepare for the ARRT credentialing exam. The program is approved for 42 Continuing Education credits by the ASRT. Please refer to www.arrt.org for post primary structured education requirements.

Enrollment to the program is limited to 15 students per class. Classes will be conducted two times per year (fall and spring term). Students who successfully pass the didactic and clinical components of the curriculum will receive a certificate of completion from Mercer County Community College and Continuing Education credits from the ASRT.

CT Scan Certificate Program contains the following components.

Didactic: 42 hours of instruction delivered via face to face in the classroom, as well as instructional videos and demonstrations. Classes will be held on Saturdays from 9:00am- 4:00pm for 7 consecutive weeks. Topics will include Physical Principles, Instrumentation, indications for procedures, patient education and preparation, orientation and positioning, contrast media usage and selectable scan parameters for various anatomical parts. Students will be able to recognize various CT images in different planes and evaluate image quality, anatomy and pathology.

Clinical: Students will be allotted a 4 month time frame in which to complete 125 clinical experiences as required by the ARRT to become eligible to sit for the credentialing exam in CT. Students will begin the clinical component 2 to 3 weeks after beginning the didactic portion of the program.

With the assistance of the Clinical Coordinator, MCCC will assign students to ARRT approved clinical locations involved with this program.

Students will be required to commit to at least 16 hours per week in order to complete the required studies. Please refer to www.arrt.org for the required procedures.

Students should be advised that they may need to attend an additional clinical site in order to complete the required studies.

Verification of studies will be documented by the clinical coordinator on a weekly basis after the student has logged the studies online through the ARRT. See handbook for details.

CT Course Description

The first part of this class provides detailed coverage of procedures for CT imaging. Procedures include, but are not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, localizer image, selectable scan parameters, networking and archiving of the images. CT procedures will be taught for differentiation of specific structures, patient symptomology and pathology. CT images studied will be reviewed for quality, anatomy and pathology. CT procedures vary from facility to facility and normally are dependent on the preferences of the radiologists.

The second part of this class is designed to impart an understanding of the physical principles and instrumentation involved in computed tomography. The historical development and evolution of computed tomography is reviewed. Physics topics covered include the characteristics of x-radiation, CT beam attenuation, linear attenuation coefficients, tissue characteristics and Hounsfield numbers application. Data acquisition and manipulation techniques, image reconstruction algorithms such as filtered back projection will be explained. Computed tomography systems and operations will be explored with full coverage of radiographic tube configuration, collimator design and function, detector type, characteristics and functions and the CT computer and array processor. CT image processing and display will be examined from data acquisition through post-processing and archiving and patient factors related to other elements affecting image quality will be explained, as well as artifact production and reduction and image communication.

Dates Sessions Day Time Instructor

Tuition: Didactic and clinical component - $3,500
NCHCP-CS079-01
Didactic component only - $2,500
NCHCP-CS080-01
No class Nov 25

For more information please email comed@mccc.edu

AGE & REFUND POLICY

Unless otherwise specified, all Continuing Studies students must be 18 years of age or older. 10 or more days before the beginning of a class; 100% refund. Less than 10 days before class start date: no refund.

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Nutrition Overview, Creating a Personal Nutrition Plan for You

One size doesn’t fit all! Learn about which vitamins, minerals and supplements are right for you considering your age, health and bloodtype. Class will include an overview on nutrition through whole foods and supplements, discuss facts and fiction concerning the latest nutrition hype and debunking myths about what really keeps us healthy. Each student will have the opportunity to create a personal plan with the instructor that works for them. The information included in holistic health classes is not intended or implied to be a substitute for professional medical advice, diagnosis or treatment. Never disregard professional medical advice or delay seeking medical treatment because of something you have discussed in class.

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<tr>
<td>Sept 11</td>
<td>1 session</td>
<td>M</td>
<td>6-9:30pm</td>
<td>Avis Gardell-Feldstein, Instructor</td>
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Cost: $59  
NCNUT-CS001-01

How to Eat for Health and Blood type

Are you eating the right foods for health and longevity? Could simple foods like coconut and kidney beans play havoc on your health? Learn about Dr. Peter D'Adamo's groundbreaking plan for selecting and avoiding foods based upon your blood type. Simple changes could mean avoiding certain illnesses in the future for you and your family. The information included in holistic health classes is not intended or implied to be a substitute for professional medical advice, diagnosis or treatment. Never disregard professional medical advice or delay seeking medical treatment because of something you have discussed in class.

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<tr>
<td>Sept 25 - Oct 12</td>
<td>2 sessions</td>
<td>M</td>
<td>6pm-9:30pm</td>
<td>Avis Gardell-Feldstein, Instructor</td>
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Cost: $59  
NCNUT-CS002-01

Your Natural Healing Medicine Chest

For generations common colds and illnesses were avoided by using some simple natural herbs. Help protect your immune system and avoid costly trips to the doctor and unnecessary over prescribed antibiotics with remedies like Manuka honey, garlic, Echinacea, oil of oregano, colloidal silver and more! Learn what type to buy, how much and how to know when to take them. The information included in holistic health classes is not intended or implied to be a substitute for professional medical advice, diagnosis or treatment. Never disregard professional medical advice or delay seeking medical treatment because of something you have discussed in class.

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<tr>
<td>Oct 9 - Oct 16</td>
<td>2 sessions</td>
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<td>6pm-9:30pm</td>
<td>Avis Gardell-Feldstein, Instructor</td>
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Cost: $59  
NCNUT-CS003-01

Anxiety, Stress & Depression

Did you know that magnesium or Vitamin B could help with anxiety attacks? We will explore the various vitamin and mineral deficiencies for anxiety, stress and depression and learn how our bodies can cope with and heal from these chemical and hormonal imbalances. The information included in holistic health classes is not intended or implied to be a substitute for professional medical advice, diagnosis or treatment. Never disregard professional medical advice or delay seeking medical treatment because of something you have discussed in class.

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<tr>
<td>Oct 23 - Oct 30</td>
<td>2 sessions</td>
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<td>6pm-9:30pm</td>
<td>Avis Gardell-Feldstein, Instructor</td>
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Cost: $59  
NCNUT-CS004-01

Weight Control, Detoxing & Cleansing

You are what you eat and what you don't eliminate! Millions of people suffer from disease, sickness and pain from harboring and storing poisons and environmental toxins. Take control of your weight and learn when and how to detox and cleanse. The information included in holistic health classes is not intended or implied to be a substitute for professional medical advice, diagnosis or treatment. Never disregard professional medical advice or delay seeking medical treatment because of something you have discussed in class.

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<tr>
<td>Nov 6 - Nov 13</td>
<td>2 sessions</td>
<td>M</td>
<td>6pm-9:30pm</td>
<td>Avis Gardell-Feldstein, Instructor</td>
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Cost: $59  
NCNUT-CS005-01

Where it’s never too late to begin!

www.mccc.edu/ccs
How to Protect Ourselves from Disease with Food, Herbs & Supplements
Is everything you reading today contradictory? This class will discuss ways we can keep our bodies healthy using whole foods, natural herbs and oils, and basic supplements. We will compare the latest trending books on nutritional healing as well as cutting edge information by the world’s most prominent doctors.

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Cost: $59
NCNUT-CS006-01

The Scoop on Gluten & Other Food Intolerances & Allergies
Did you know that more than 55 diseases have been linked to gluten intolerance and 99% of these people are never diagnosed? This class will discuss the signs and symptoms of gluten intolerance along with other food intolerances and allergies and what we can do to keep our immune system in tip top shape.

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Cost: $59
NCNUT-CS007-01

Leaky Gut Syndrome & Auto Immune Diseases
Feeling Tired? Bloating? Have Joint Pain? This could be the start of some debilitating autoimmune diseases. There are so many health problems associated with “leaky gut syndrome”

Learn what it is, how it starts, what to do about it and how to heal from leaky gut and intestinal inflammation.

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Cost: $59
NCNUT-CS008-01

Hormones: The Balancing Act
Learn how to heal you metabolism, lose weight and feel better both emotionally and physically! It’s all about hormones, the chemical molecules that govern all aspects of our body. With the right hormonal balance you will think more clearly and feel better than ever. Feeling cranky, exhausted and stressed shouldn’t be the norm - redefine aging gracefully to stay lean, vibrant and fabulous at any age!

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Cost: $59
NCNUT-CS009-01

Nutrition

How to Protect Ourselves from Disease with Food, Herbs & Supplements
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Cost: $59
NCNUT-CS009-01

TAKE A CREDIT COURSE!

Mercer County Community College offers a wide range of for credit courses and certificates in exciting fields of study such as:

- Advanced Manufacturing
- Culinary Arts
- Education
- Game Design
- Funeral Science
- Cyber Security
- Nursing
- Communications
- Theatre and Dance
- and many, many more!

www.mccc.edu/academics
Online Course BUNDLE DEALS!

Accounting Fundamentals Series
If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

QuickBooks Series
Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Microsoft Excel Series
Learn to use basic, intermediate, and advanced features of Microsoft Excel.

PMP Prep Series
Learn how to prepare for the Project Management Institute’s prestigious PMP® certification exam.

Human Physiology Series
Understand the intricacies and inner workings of the human body in this two-part series.

HTML and CSS Series
Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

Java Programming Series
Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

Administrative Assistant Suite
In this discounted bundle suite, you will learn the skills you need to excel as an administrative professional or executive assistant.

Grant Writing Suite
Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

PHP and MySQL Series
Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

Writing and Editing Value Suite
Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be engaging in conversational Spanish in no time.

Grammar Refresher Series
These online courses will help you gain confidence in your ability to produce clean, grammatically correct work.

Medical Terminology Series
Prepare for a career in the health services industry by learning medical terminology.

Web Design Value Suite
Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and Javascript.

Veterinary Assistant Series
Practicing veterinarian prepares you to work in a veterinary office or hospital.

MORE COURSES AVAILABLE!

www.course.online/mercer

Where it’s never too late to begin!

www.mccc.edu/ccs

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly.

Visit our website to view start dates for the courses that interest you.
ONLINE CAREER TRAINING PROGRAMS

Jump Start Your Career or Find a New One!

Help Desk Analyst: Tier 1 Support Specialist
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

Certified Bookkeeper
The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Wedding Planner
This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business.

Child Development Associate Training
With the certificate program in Childcare Education offered at Smart Horizons Career Online High School, you can pursue your Child Development Associate (CDA) certification and launch your career in childcare.

CPC Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)
This program will train students to handle the increasing complexities of healthcare management and medical billing and coding will give you a competitive edge in the healthcare field.

Management for IT Professionals
Learn leadership skills that will help you succeed as a manager in the IT field.

CPC Medical Billing and Coding (Voucher Included)
This Medical Billing and Coding program with 60 hours of medical terminology training, gives you a competitive edge in entering the healthcare field.

Pharmacy Technician (Voucher Included)
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this growing field.

CCNA: Routing and Switching (Voucher Included)
Gain the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing for your exams.

CompTIA A+ Certification Training
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and this online program makes training convenient and interactive.

HVACR Certified Technician
This program is a comprehensively encompasses heating, ventilation, air conditioning, and refrigeration.

Program Features:
- 1-on-1 Instructor Assistance
- 24-Hour Access
- Includes Materials and Books!
- Certificate Upon Successful Completion
- Courses Start Anytime
- 3-6 Months of Instruction

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program.

Complete any of these online programs entirely from your home or office and at any time of the day or night.

For detailed objectives, outlines, demos, frequently asked questions, pricing, program ratings and to see our full catalog visit our website.

More Programs Available! Mercer.TrainOnline.cc/fall17
Intermediate Play the Guitar like a Pro

Recommended: Play the Guitar like a Pro or equivalent knowledge of guitar

This course is designed for the continued studies of the participants of Play Guitar like a Pro. Emphasis will be more on understanding song structure, movable chords and melodies. This course will concentrate on the personal development of technique on the guitar. A guitar is required.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 4 - Dec 16</td>
<td>6 sessions</td>
<td>Sa</td>
<td>10am-12:30pm</td>
<td>Chris Peary</td>
</tr>
</tbody>
</table>

Cost: $190

NCMUS-CS002-01

No class Nov 25

Pre-Licensing Real Estate Course

Earn extra income or start a new career! This course will prepare the student to take the state real estate licensing test in order to sell real estate in NJ. Students must complete 75 hours of instruction and pass a school test in order to receive a certificate for the state exam. Make up classes are offered in the evenings.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 9 - Nov 11</td>
<td>10 sessions</td>
<td>Sat 9am-5pm**</td>
<td>Avis Gardell-Feldstein, Instructor</td>
<td></td>
</tr>
<tr>
<td>Sept 5 - Nov 7</td>
<td>19 sessions</td>
<td>Tu, Th 6-10pm</td>
<td>Avis Gardell-Feldstein, Instructor</td>
<td></td>
</tr>
</tbody>
</table>

7.5 CEU. Cost: $399

NCREA-CS007-01

**1/2 lunch

Introduction to Beekeeping

Beekeeping is an enjoyable and fascinating hobby that allows you to harvest your own honey. Taking a dose of local honey each day has been proven to improve seasonal allergies and what better honey than the honey you harvest on your own! Learn the basics necessary to start and care for your bees. We will cover all aspects of entry level beekeeping. No prior experience or knowledge of beekeeping is required. Textbook is required and available in the college bookstore. Optional field trip strongly encouraged. Date to be discussed in class.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 14 - Oct 12</td>
<td>5 sessions</td>
<td>Th 6:30-8:30pm</td>
<td>Jeffrey Burd, EAS master Beekeeper</td>
<td></td>
</tr>
</tbody>
</table>

Cost: $84

NCASC-CS008-01

Holidays Lantern Floral Design

Decorate for the holiday in style by creating this beautiful centerpiece. With a candle lit lantern as your focal point, you will design this floral centerpiece using fresh flowers, evergreens and woodland accents. Join us for a festive night filled with holiday music, cookies and warm memories.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 13</td>
<td>1 session</td>
<td>W 6-8pm</td>
<td>Deborah Moyer, Floral Designer</td>
<td></td>
</tr>
</tbody>
</table>

Cost: $70

NCHOM-CS001-01

*Class will meet at MCCC Horticulture Greenhouse Complex

Where it’s never too late to begin!

www.mccc.edu/ccs
Personal Interest / Photography

Mindfulness Based Stress Reduction (MBSR) Course
Research has shown benefits of this particular kind of mindfulness training to include: less stress and anxiety; increased comprehension and retention of information; improved interpersonal relationships; enhanced clarity of thought; greater compassion for self and others; and, improved psychological and physical health. The training includes a variety of meditation practices, mindful movement, other awareness activities and dialogue. The teacher, Lisa Caton, is a qualified MBSR instructor.

FREE Information/Orientation Session:
Thursday, September 7th, 6 PM to 8 PM
NCCOM CS043 01
Attendance at the Free Information/Orientation Session (Conference Center Building - Room MC 116) is required prior to signing up for the full course.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 28</td>
<td>8 sessions</td>
<td>Th</td>
<td>6 - 8:30pm</td>
<td>Lisa Caton,</td>
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<td></td>
<td>MBSR Instructor</td>
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<td></td>
<td></td>
<td>Sa</td>
<td>10am - 4pm</td>
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<tr>
<td>Cost: $250</td>
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</table>

Mental Health First Aid
Mental Health First Aid is a public education program that teaches participants how to:
- Identify the warning signs of various mental health disorders, such as anxiety, depression, substance use, bipolar disorder and so forth.
- Offer initial help in a mental health crisis until professional help arrives.

This 8-hour course uses role-playing and simulations to demonstrate how to offer initial help in a mental health crisis and connect persons to the appropriate professional, peer, social, and self-help support. The program also teaches the common risk factors and warning signs of specific types of illnesses, like anxiety, depression, substance use, bipolar disorder, eating disorders, and schizophrenia. Mental Health First Aid is included on the Substance Abuse and Mental Health Services Administration’s (SAMHSA) National Registry of Evidence-based Programs and Practices (NREPP).

<table>
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<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 16</td>
<td>2 sessions</td>
<td>Sa</td>
<td>9am-1pm</td>
<td>Faith McCalla, Certified Trainer</td>
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<td></td>
<td>MBSR Instructor</td>
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<tr>
<td>Cost: $150</td>
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Navigating the Features on Your Digital Camera
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<tbody>
<tr>
<td>Sept 7</td>
<td>3 sessions</td>
<td>Th</td>
<td>6-8:30pm</td>
<td>Margaret Rose,</td>
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<td>GRI, ABR</td>
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<tr>
<td>Cost: $74</td>
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Intermediate Art of Digital and 35mm Photography
Note: Introductory course or knowledge of camera required. Designed to enhance creative composition skills, students will experiment with multiple exposures, abstract photography, and night photography to create a complete photo essay. Attention: This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.

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<tr>
<td>Oct 25</td>
<td>5 sessions</td>
<td>Th</td>
<td>6-8pm</td>
<td>Margaret Rose,</td>
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<tr>
<td>Cost: $144</td>
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Intro to Digital Photography
Note: *Students should be familiar with their cameras or have taken the Navigation 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), 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.

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<tr>
<td>Sept 6</td>
<td>7 sessions</td>
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<td>6-8:30pm</td>
<td>Margaret Rose,</td>
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<th>Instructor</th>
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<tbody>
<tr>
<td>Sept 11</td>
<td>7 sessions</td>
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<td>6-8:30pm</td>
<td>Margaret Rose,</td>
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</table>
Veterinary Assistant Certificate Program

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

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.

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 Gerges, 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.
3.0 CEU. Cost: $494 | NCASC-CS004-01
Sept 21-Oct 24 | 10 sessions | Tu, Th | 6:00-9:00pm | CVT: Allie Whartenby

Module 2: Nursing Skills - Part I
Prerequisite: Module 1
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.
3.0 CEU. Cost: $494 | NCASC-CS011-01
Nov 9 – Dec 14 | 10 sessions | Tu, Th | 6:00-9:00pm | No class Nov 23 | Instructors: Sherif Gerges and Patrick Trusdell

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.
3.0 CEU. Cost: $494 | NCASC-CS013-01
Oct 3 – Nov 2 | 10 sessions | Tu, Th | 6:00-9:00pm | Instructors: Sherif Gerges and Patrick Trusdell

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 health insurance. This 75-hour externship will be arranged for each student with the veterinary site.
7.5 CEU. Cost: $674 | NCASC-CS014-01
Dec 5 – Mar 2 | CVT: Allie Whartenby

Where it’s never too late to begin!
www.mccc.edu/ccs
### Wine/Writing

#### Wine Regions of the World
(Participants must be 21 years of age and be prepared to show ID)

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

#### Chardonnay – An International Comparison

Chardonnay is the most popular white wine in the world and made throughout many grape growing regions. Styles range from crisp and clean to oak aged and full bodied and variations in between. We will discuss the various regions, styles, climates and why they taste different from each other. Each class will end with a taste of these wines.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 1</td>
<td>1 session</td>
<td>W</td>
<td>6:30-8:30pm</td>
<td>Bruce Smith, wine enthusiast and educator</td>
</tr>
</tbody>
</table>

Cost: $65  
NCHOS-CS001-01

#### Extreme Value Wines for $15 and under

There are good values, great values and then extreme values from the US; These are wines we expect quality yet carry the most affordable prices; They include all major grape varietals; A complete list of the 50 wines that meet this criteria will be provided in class; We will discuss the region, styles, grape varieties of each of wines poured in class.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Nov 8</td>
<td>1 session</td>
<td>W</td>
<td>6:30-8:30pm</td>
<td>Bruce Smith, wine enthusiast and educator</td>
</tr>
</tbody>
</table>

Cost: $65  
NCHOS-CS001-02

#### Antinori Estate Wines

Piero Antinori turned a 600 yrs old company into an Italian powerhouse; His innovative style began in Tuscany but now has holdings in many Italian regions along with Chile, California and Washington State. The range of wines begin with value oriented quaffs ie Santa Cristina & Villa Antinori to the iconic Solaia and Tignanello; We will discuss his empire, history, wine styles and food pairings; Each class will end with a tastings of his wines.

<table>
<thead>
<tr>
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<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Nov 15</td>
<td>1 session</td>
<td>W</td>
<td>6:30-8:30pm</td>
<td>Bruce Smith, wine enthusiast and educator</td>
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</table>

Cost: $65  
NCHOS-CS001-03

#### Southern Rhones – Lesser Known Regions

The most notable wine from this region is Chateaueneuf du Pape but there are other wine areas such as Vacqueyras and Gigondas that produce quality wines for a fraction of the price. We discuss the grape varietals used, styles, reputable producers, wine pairing. Each class will end with a tastings of these wines.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 29</td>
<td>1 session</td>
<td>W</td>
<td>6:30-8:30pm</td>
<td>Bruce Smith, wine enthusiast and educator</td>
</tr>
</tbody>
</table>

Cost: $65  
NCHOS-CS001-04

### Writing

#### Fiction Writing Workshop: An Introduction

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Sept 21</td>
<td>2 sessions</td>
<td>W</td>
<td>6:30 – 9pm</td>
<td>Barry Putt, award-winning playwright and screenwriter</td>
</tr>
<tr>
<td>- Sept 28</td>
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Cost: $65  
NCCOM-CS021-01

#### 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.

<table>
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<tr>
<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>Oct 21</td>
<td>1 session</td>
<td>Sa</td>
<td>9:30am–4pm</td>
<td>Barry Putt, award-winning playwright and screenwriter</td>
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<tr>
<td>- Oct 28</td>
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Cost: $66  
NCCOM-CS009-01

*1/2 hour for lunch

#### Writing Children’s Fiction II

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. Prerequisite: Writing Children Fiction I

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<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 28</td>
<td>1 session</td>
<td>Sa</td>
<td>9:30am–4pm</td>
<td>Barry Putt, award-winning playwright and screenwriter</td>
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<tr>
<td>- Nov 4</td>
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Cost: $66  
NCCOM CS018 - 01

*1/2 hour for lunch

### Filmmaking And Screenwriting

#### Introduction to Filmmaking

Understand the stages of filmmaking. No prerequisites

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.

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<th>Dates</th>
<th>Sessions</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Oct 5</td>
<td>5 sessions</td>
<td>Th</td>
<td>6:30-8:30pm</td>
<td>Lawrence Greenberg, PMP, award-winning indie film director</td>
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<td>- Nov 2</td>
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Cost: $132  
NCPER-CS016-01
Traffic Patterns for Continuing Studies Students
- To enter and exit classes meeting in the Conference Center: Follow the burgundy signs marked “Conference Center Campus Entrance” from the West Student Parking Lot to the doors with the awning marked “Conference Center Campus Entrance.” (See map on page 65)
- For registration services: Follow the white sign marked “Registration: Continuing Studies and Camp College” from the West Student Parking Lot and enter the Conference Center building.

Security - 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 Confirmations
All types of registrations can be confirmed by calling 609.570.3311 or emailing comed@mccc.edu.
- Telephone: When you register by telephone you will receive your Student Schedule and receipt in the mail.
- Mail/fax: You will receive your Student Schedule and receipt in the mail.
- 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.
- Assume your class is running unless you are notified otherwise.

Classroom Location / Room Number
The Student Schedule usually indicates the classroom, building and room number. If room information is not shown, call 609.570.3311 for location one day prior to the start date. Unless otherwise noted, noncredit courses are scheduled at the West Windsor Campus. Locations for other sites are indicated with course descriptions.

Parking / Driving Directions
Ample parking is provided in the open student lots (East or West) indicated on the map found on page 65 or online at www.mccc.edu/ccs. The lots are well lit at night. Visit www.mccc.edu under “About MCCC,” then click on “Driving Directions.”

Supplies/Materials/Books
Course descriptions include materials/book information. Required texts are available for purchase in the Bookstore, which is located on the second floor of the library. Books are arranged by course number, unless otherwise noted. Textbooks can be purchased online at www.mccc.bkstr.com and can either be shipped to your home (shipping fees apply), or held for in-store pickup. Questions regarding Bookstore policy and procedure can be directed to 609.570.3416

West Windsor Bookstore Hours
Monday-Thursday: 8:30am-7pm
Friday: 8:30am-5pm
Summer Hours:
Monday: 10am-6pm
Tuesday-Thursday: 10am-3pm
Friday: 10am-1pm
Bookstore website: www.mccc.bkstr.com

JKC-Trenton Bookstore Hours
Monday: 9am to 4:30pm
Tuesday: CLOSED
Wednesday: CLOSED
Thursday: 9am to 6:30pm
Friday: CLOSED
Saturday: CLOSED
Sunday: CLOSED
Bookstore website: www.mccc.bkstr.com

Closings
When classes are cancelled because of inclement weather or for other reasons, please check the MCCC college website at www.mccc.edu for the most up-to-date information, or WWFM 89.1, Channel 26 (Cablevision & Comcast) and Channel 20 (Verizon FIOS)

Cancellations
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 course is cancelled by the college. Notice of cancellation will be given by phone or email. When you register, please provide the best phone number and email to reach you during the day.

Age & Refund Policy
Unless otherwise specified, all Continuing Studies students must be 18 years of age or older.
10 or more days before the beginning of a class: 100% refund. Less than 10 days before class start date: no refund.

AGE & REFUND POLICY
Unless otherwise specified, all Continuing Studies students must be 18 years of age or older.
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Where it’s never too late to begin! www.mccc.edu/ccs
**General 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 PDUs (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).

**Grades**
Grades (Satisfactory or Unsatisfactory) are awarded for professional development and noncredit certificate courses. If you have completed your certificate program, please email ComEd@mccc.edu to request your certificate. Grade letters can be requested via email to ComEd@mccc.edu

**MCCC Library**
If you would like to use the college's library or computers, please bring a copy of your current course schedule and a photo ID. If you wish to borrow books, you will need a college ID. Please contact us at ComEd@mccc.edu for further information.

**Disability Accommodations**
Students or instructors, who require special accommodations, please call Arlene Stinson at 609.570.3525. Our ITY number is 609.587.4006 in the admissions office.

**Affirmative Action and Compliance Statement**
Mercer County Community College is committed to equal opportunity and affirmative action.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Affirmative Action Officer, West Windsor Campus, Administration Building, 609.586.3270.

**Cafeteria**
Hours of operation during semester:
- Monday-Thursday: 7:30am-6:30pm
- Friday: 7:30am-2:30pm
- Saturday: Cafeteria is closed on Saturday. Students are encouraged to bring their own food.
- Summer hours: 7:30am-2:30pm

**Vending Machines**
Vending Machines for beverages and snacks are available on the second floor of The Conference Center and throughout the campus.

**Smoke-Free Campus**
As of January 1, 2013, Mercer County Community College became a smoke-free campus.

**Cell Phones**
Please turn off all cell phones while in class.

**Tuition and Fees**
Tuition and fees for noncredit courses are listed with each course description. Please use our noncredit catalog in PDF format at www.mccc.edu/ccs to view current course offerings or visit our new My Mercer Portal at http://www.mccc.edu/mymercer. Tuition for noncredit courses is the same for Mercer County and non-Mercer County residents and must be paid at time of registration.

**Method of Payment**
- 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.

**Financial Assistance**
Students seeking financial assistance for continuing studies courses should contact a lending institution. Financial Assistance through the Mercer County Office of Training & Employment for training programs may be available for qualified unemployed or dislocated workers. Call the Mercer County Office of Training and Employment at 609.989.6523. We are sorry but there are no payment plans available for continuing studies courses.
General Information

Handicapped Parking
Students with mobility issues should call 609.570.3311 for individual assistance and parking accommodations, or email ComEd@mccc.edu.

Refund Policy
Our refund policy is:
• 10 or more days before the beginning of a class: 100% refund
• Less than 10 days before class start date: no refund
• 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.

Continuing Studies I.D. Card
In lieu of an MCCC student ID card, Continuing Studies students must carry a copy of their Student Schedule while on campus. Some classes require Continuing Studies students to obtain a MCCC student ID card. Students will be advised in class if an ID card is required. Any Continuing Studies student who is required to obtain an ID card should contact Continuing Studies at ComEd@mccc.edu for instructions.

Senior Citizen Policy
Mercer County residents who are age 65 or over are eligible to apply a 20% discount to most noncredit courses, provided all course prerequisites are met. This policy does not apply to the following classes and programs: swim, culinary, floral design, or Ed2go. The 20% discount applies to the total cost of the class. Seniors need to register in person and present proof of birth date and current address in order to qualify. The Center for Continuing Studies is located in the Conference Center at Mercer County Community College, 1200 Old Trenton Road, West Windsor, NJ 08550. Call 609.570.3311 for more information or directions.

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. The Employer Sponsor form is located on the left hand side of the pull down menu under “FORMS.” Questions regarding this process can be directed to 609.570.3311 or ComEd@mccc.edu.

James Kerney Campus
Courses offered conveniently in Trenton!

Join us at our James Kerney Campus for additional courses offered by the Center for Continuing Studies at Mercer County Community College.

The James Kerney campus is located at:
102 North Broad Street
Trenton, New Jersey

www.mccc.edu/ccs/jkc

Where it's never too late to begin!
www.mccc.edu/ccs
For Your Information

- **Registration and Enrollment Questions**
  609.570.3311 or email ComEd@mccc.edu
  Roseann Cooper, Manager, Registration Operations
  609.570.3202
  Agency-sponsored registration, Uniform Construction Code tuition reimbursement, CEU/certificate questions and unemployment grant questions

- **The Center for Continuing Studies**
  Dr. Michael Edmondson, Director
  609.570.3856
  edmondsm@mccc.edu

- **Mercer Institute of Management and Technology Training**
  Jennifer Kaklamakis, Interim Department Manager
  609.570.3279
  kaklamaj@mccc.edu

- **Camp College and Youth Programs**
  Rose Fiorello, Director,
  609.570.3267
  fiorellr@mccc.edu

- **Conference Center**
  Courtney Edwards, Events Manager
  609.570.3237
  edwardc@mccc.edu

- **Dean, Division of Lifelong Learning**
  Leah Pontani, Dean
  609.570.3656
  pontanil@mccc.edu

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**5 ways to register!**

(Registration begins Monday, July 17)

- **Online**
  www.mccc.edu/mymercer

- **Mail**
  1200 Old Trenton Road
  PO BOX 17202
  Trenton, NJ 08690

- **Fax**
  609.570.3883

- **Phone**
  609.570.3311

- **In Person**
  Conference Center
  1200 Old Trenton Road
  West Windsor Campus

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Have questions?

Call 609.570.3311
Email ComEd@mccc.edu
The Center for Continuing Studies (CCS)
Code of Conduct

All students enrolled in a Continuing Studies class are expected to know and honor the Mercer County Community College Code of Conduct as outlined in Section VII-Student Code of Conduct (pages 70-78) in the Student Rights and Responsibilities publication posted online at http://www.mccc.edu/pdf/handbook.pdf

Student Code of Conduct Purpose
To maintain a campus environment that is conducive to learning, protects the College's educational purposes, maintains reasonable order on campus, and protects the rights of all members of the college community.

Policy Statement
Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and suitable to members of the academic community. This obligation extends to conduct on either college campus or at any other location as part of any college sponsored activity.

Prohibited Conduct
An individual, a group of individuals, or a student organization may be charged with any violations of this Code. In cases where a violation is committed by an individual member of a student group or organization, the entire group or organization may be held responsible. In addition to the individual member, when those members not directly involved participated in the activity by encouraging, witnessing, or condoning the act in any manner, they too may be held responsible and charged with a breach of the Student Code of Conduct.

Commission of Prohibited Conduct
If an individual violates the Student Code, he/she/they may be subject to disciplinary proceedings as detailed in the procedures and guidelines established by the Executive Dean for Student Affairs. Disciplinary proceedings are instituted only for violations of standards of conduct published in advance. Whether committing acts prohibited by the Code of Conduct or encouraging or condoning others to break the code of conduct, students will be punished to the same degree. Culpability is not diminished for violations of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances. Violations of local ordinances, federal or state laws where said violation poses a substantial threat to the safety and or welfare of campus community members may subject the student to disciplinary proceedings. Students are responsible for compliance with all college policies and procedures.

Please Note:
Participants are expected to abide by the guidelines regarding student conduct as outlined in the Continuing Studies Student Code of Conduct (see above). We reserve the right to deny admittance to any student who violates these guidelines.

Have you completed one of our Certificate Programs?
Congratulations!

To request your certificate, please contact Roseann Cooper, Manager, Registration Operations at cooperr@mccc.edu or call our Registration Desk at 609.570.3311.

Addresses for Off-Campus Classes

Bicycle Rack
Route 33 and Airport Road
Hightstown, NJ 08520

Dempster Fire Training Center
350 Lawrence Station Road
Lawrence, NJ 08648

Hamilton Continuing Care
1059 Old Trenton Road
Hamilton, NJ 08690

JCRC (Trenton)
102 North Broad
Trenton, NJ 08608

JKC (Trenton)
102 North Broad
Trenton, NJ 08608

Mercer County Boating Marina
at Mercer County Park
1628 Old Trenton Road
West Windsor, NJ 08550

Robbinsville Montessori
2022 Washington Boulevard
Robbinsville, NJ 08691

Where it’s never too late to begin!
www.mccc.edu/ccs
Center for Continuing Studies
REGISTRATION FORM

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Birth Date</th>
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STUDENT INFORMATION

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<th>Day of week</th>
<th>Time</th>
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| Total Cost |

Payment: Total Cost is due upon registration. A Refund can be issued ONLY if you withdraw from a course ten or more days before the start of class. Credit card payments will be refunded to the credit card; cash and check payments will be refunded via a check from MCCC made payable to the student.

PAYMENT INFORMATION

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Mail registration form to The Center for Continuing Studies
1200 Old Trenton Road, West Windsor, NJ 08550 or e-mail to ComEd@mccc.edu. DO NOT SEND CASH.
Where it's never too late to begin!

www.mccc.edu/ccs

STUDENT INFORMATION

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<thead>
<tr>
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___ I authorize MCCC to release attendance and grade information to the below named employer.

___ By checking here, you are consenting to the use of your electronic signature in lieu of an original signature on paper.

EMPLOYER INFORMATION

Company Name/Organization ___________________________________________ authorizes MCCC to register the student listed for the continuing studies classes listed below and will take responsibility for payment of all tuition and fees.

*Please reimburse your employees directly for the books purchased from the bookstore.

Manager’s Name _____________________________________ Title _______________________________

Phone Number __________________ Fax Number __________________

Email Address __________________ Mailing Address __________________

City ___________________________________ State __________ Zip ____________________________

Billing Department Contact ____________________________ Title _______________________________

Phone Number __________________ Fax Number __________________

COURSE INFORMATION

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<th>Title</th>
<th>Dates</th>
<th>Day of week</th>
<th>Time</th>
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PAYMENT INFORMATION

Credit Card Type: __________ Credit Card# ________________________________

Exp. Date: __________ CVV# (3 digit # on back) __________

Card Holder Name __________________ Amount to be Charged __________________

Card Holder Address _______________________________________________________

City __________________ State ______ Zip ________________________

Mail registration form to The Center for Continuing Studies
1200 Old Trenton Road, West Windsor, NJ 08550 or e-mail to ComEd@mccc.edu. DO NOT SEND CASH.
New Traffic Patterns for CONTINUING STUDIES STUDENTS

Use the new Conference Center Campus Entrance to enter and exit for classes located in the Conference Center. Students can park in the West Student Parking Lot for classes. From there, follow the burgundy signs marked “Conference Center Campus Entrance.” Enter the building at the awning.

Directions to the West Windsor Campus
1200 Old Trenton Road, West Windsor, NJ 08550

From North or South via US 1
Exit onto Quakerbridge Road, South 533. After two miles, turn left onto Hughes Drive. Follow Hughes Drive past Mercer County Park entrance. Campus entrance is on left.

From North or South via Interstate 95/295
Take Interstate 95 (becomes Interstate 295) to Exit 65A, Sloan Ave. Go east on Sloan Ave. (becomes Flock Rd.) to end (Edinburg Rd.). Turn left onto Edinburg Rd. to campus entrance (jughandle right).

From North via NJ Turnpike
Turnpike Exit 8 at Hightstown onto 33 West, 33 West to 571 in downtown Hightstown. Turn right onto 571, continue on 571 to 535 (Old Trenton Road). Turn left onto 535, five miles to campus entrance on right, after Mercer County Park.

From South via NJ Turnpike
Turnpike Exit 7A (Interstate 195), west on I-195 to Exit SB (first exit off I-195). Continue north on NJ 130 to first light (526). Turn left onto 526 to first light. Bear left at light, then take immediate right (still 526) 526 to end, 535 (Old Trenton Rd.). Turn left onto 535, two miles to campus entrance on right, after Mercer County Park.