Continuing Studies
Noncredit Courses
January - May 2016

Lifelong Learning: Providing Solutions
Center for Continuing Studies
OPEN HOUSE
Where it’s never too late to begin!

✓ Explore our many certificate programs and courses.
✓ Investigate the fields that are currently experiencing job growth.
✓ Hear about available externships.
✓ Update your skills to re-enter the workforce with confidence.
✓ Consult with our staff and instructors.
✓ See what’s available in your own backyard.

Representatives from the following programs will be present:
CLINICAL DEVELOPMENT AND REGULATORY AFFAIRS
ALLIED HEALTH
MEDICAL BILLING AND CODING
MONTESSORI TEACHER TRAINING
NEW PATHWAYS TO TEACHING IN NJ
VETERINARY ASSISTANT
…..and more!

Thursday, January 14, 2016
Starts promptly at 6:30 pm
The Conference Center at MCCC
1200 Old Trenton Road, West Windsor, NJ 08550

To register for this free event:
Call 609.570.3311

Don’t miss our spring raffle!
You must be registered and present to win.

Register 10 days before the start of class to save the $15 late fee!
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Registration begins Thursday, November 5, 2015!
Register 10 days before the start of class to save the $15 late fee!

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 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.

Certificate in Nonprofit Management

This certificate requires the following four core courses totaling 48 hours, and a minimum of 30 approved elective course hours, totaling 78 hours. Courses can be taken individually on a non-certificate basis.

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

Elective courses:
Different electives will be offered each semester.

Starting a Nonprofit

This course provides an overview of the various steps required to establish and administer a 501(c)3 nonprofit. The five classes will address the following key topics: 1) defining the mission statement and Board development; 2) understanding the legal requirements, forms and fees on the Federal and State (NJ) levels, ongoing reporting, and finance (nonprofit budget and tax returns); 3) addressing different target populations, and volunteer recruitment and management; 4) identifying various methods of producing revenue and some proven marketing techniques – some free; and 5) the last session will focus on applying course info and each nonprofit’s goals to help complete the forms for the nonprofit to become registered and receive a 501 (c) 3 designation. This course will be taught by several nonprofit expert guest instructors. 1.25 CEU. Cost: $128 (tuition $109, administrative fee $19)

Fundamentals of Nonprofit Management

This course will examine aspects of non-profit organizations that make them unique and focus on areas critical to their success. Emphasis will be placed on roles and responsibilities of the Board of Directors, the development of an effective Board, the importance of a mission statement and vision, and the effective management of volunteers. 1.5 CEU. Cost: $155 (tuition $128, administrative fee $27)

Volunteer Management: Recruitment, Retention & Recognition

Recruiting and effectively managing volunteers can make a major difference in both the capacity of the organization and the life of the volunteer. This course will focus on a variety of ways to recruit the right volunteers, give specific tools to retain them and generate multiple recognition ideas. 0.9 CEU. Cost: $95 (tuition $76, administrative fee $19)

Advanced Grantwriting

Required: Satisfactory completion of Grantwriting Essentials or by special permission. This detailed, hands-on workshop is intended for the student who is serious about writing “real” grants for a nonprofit. Students must come to class with a favorite nonprofit and an idea about an aspect of the nonprofit’s programming for which a grant proposal will be started and/or developed. Advance communication with the nonprofit and some research about potential grant proposals/RFPs is highly recommended. This student should also be well-versed in the nonprofit’s mission and programming, and have some ability to obtain, some financial data to develop the project budget. Federal, state, and foundation grants will be discussed. The instructor will be discussing grant details, both as they apply to all grants and to each student’s grant. The class will be held in a computer lab, and part of the class will be individual writing and research, with instructor guidance. Homework will be required to pass the course. Enrollment will be limited. Textbook required. Available in college bookstore. 1.2 CEU. Cost $171 (tuition $97, administrative fee $19, lab fees $55)

We want to hear about YOUR success!

Did your continuing studies here enable you to land a job, a new career or a promotion? Have we helped you develop a new interest? Is there an instructor who stands out? Email your story to Debbie Paragano at paragano@mccc.edu. You may be featured in an upcoming catalog or on our website!
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.
1.5 CEU. Cost: $125 (tuition $128, administrative fee $27) *Confirm dates
NCBUS-CS019-01 Feb 1-Feb 29
5 sessions M 6-9pm
Les Loysen, Instructor

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 and 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.
1.2 CEU. Cost: $45 (tuition $38, administrative fee $7)
NCBUS-CS015-02 Mar 7-Mar 28
4 sessions M 6-9pm
Ed Andriessen, Instructor, Nonprofit Consultant

You Can Profit From Our Knowledge
Mercer Institute helps corporate and community organizations address skill gaps so they can improve performance and seize strategic opportunities.

At Mercer Institute we specialize in:

- **Leadership Training** - including Management/Leadership and Supervisory Skills, as well as Executive Coaching
- **Communications Training** - including Written Communication, Spoken Communication, and Marketing and Sales Promotion and Customer Service
- **Technology Training** - including Computer Technology, Computer Information Systems, and the Microsoft Office Suite of applications

We listen carefully, recommend thoughtfully, and deliver reliably.

Call Us for Your Free Consultation
Leah Pontani, Director
Mercer Institute of Management & Technology Training
609.570.3280 • Lpontani@mercerinstitute.com • www.MercerInstitute.com

Budget Basics
This core course will simplify the mysticism surrounding a nonprofit’s overall organizational budget and will provide the vital concepts and components necessary to develop budgets for special programs and fundraisers, along with the related Federal and State reporting requirements. Staff, volunteers, and Board members will benefit from knowing how to read and understand the budget framework to support and promote the mission effectively.
No accounting expertise required.
1.2 CEU. Cost: $125 (tuition $105, administrative fee $20)
NCBUS-CS016-01 Apr 20 - May 11
4 sessions W 6-9pm
Dennis Kilfeather, MBA, ABA, ATP, RTRP

Improving your Networking Skills
This workshop will enable you to become more effective networking by providing essential networking skills including planning, meeting people, and building relationships.
0.3 CEU. Cost: $45 (tuition $38, administrative fee $7)
NCBUS-CS057-01 Apr 27
1 session W 6-9pm
Marge Smith, Nonprofit Consultant
Small Business Management
Mercer County Community College’s Small Business Management courses are designed for small business owners, as well as for those planning to start a business. This series of courses will take you through the steps required to create a winning business plan and guide your business idea into a successful reality.

Certificate in Small Business Management
To earn the certificate, you must complete the four (4) core courses:

Other courses of interest:
• Comprehensive QuickBooks™
• Market Your Business on Social Networking Sites

Core courses:
• Small Business Start Up and Business Plan Development
• Small Business Growth and Financial Development
• Choices in Legal Formation
• Marketing Your Small Business to Success

You will learn to:
• Start and manage your own business
• Organize your business finances
• Market your product or service
• Plan for future growth
• Use technology to advance your business

Who should attend:
• Small business owners
• Prospective small business owners
• Consultants
• Those involved in banking, accounting and other business services

Register 10 days before the start of class to save the $15 late fee!

Small Business Start Up and Business Plan Development
This 12-hour course will begin by considering entrepreneurship as a career choice and then exploring the keys to small business success. Learn how to make your idea a reality, how to evaluate the feasibility by designing a competitive business model, how to build a solid strategic plan and the importance of differentiation. Learn how to register at the Federal and New Jersey State levels for a business license and how to navigate all the portal business websites for the State of New Jersey. This course will help you bring these elements together to create a winning business plan.

1.2 CEU or 12 CPE hours. Cost: $154 (tuition $127, administrative fee $27)

JKC (Trenton):
NCBUS-CS010-01 Jan 23 - Feb 6
3 sessions Sa 9am-1pm
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, Instructor

West Windsor Campus:
NCBUS-CS010-02 Feb 9 - Feb 18
4 sessions Tu, Th 6-9pm
*Class meets at West Windsor Campus
Ed Andriessen, Instructor

Market Your Business on Social Networking Sites
For beginning social networkers/small business owners looking for free exposure
Do you have a hobby or small business that you would like to promote but don’t have the money necessary for marketing? Many people are unaware of the many free social networking sites that are available on the web. This course will demonstrate how to utilize free sites (Twitter and Facebook) to help promote your business/interests without ever paying a penny.

0.3 CEU. Cost: $54 (tuition $25, administrative fee $5, lab fees $24)

NCMKT-CS002-01 Mar 31
1 session Th 6:30-9:30pm
Ed Andriessen, Instructor

Comprehensive QuickBooks™ Recommended: AMA Finance for Non-Financial Managers or basic understanding of accounting and computer keyboarding skills
This course is a combination of Introduction and Intermediate QuickBooks™ featuring: 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 QuickBooksTM. Students should bring a flash drive to every class.

1.5 CEU or 15 CPE hours. Cost: $308 (tuition $121, administrative fee $26, lab fee $161)

NCACC-CS003-01 Feb 15- Feb 23
5 sessions Tu, W, Th 6-9pm
*Class meets Feb 15, 16, 17, 22, 23)
Michelle Solomon, Instructor

Choices in Legal Formation
Examine the elements of each legal form for your business. Learn the difference between sole proprietorship, partnership, S and C corporations and the widely used LLC. An industry expert will guide you through some of the initial legal considerations for your business and tell you how to make the most of your professional advisory team (attorneys, accountants and business consultants).

0.6 CEU or 6 CPE hours. Cost: $85 (tuition $68, administrative fee $17)

NCBUS-CS011-01 Mar 7 - Mar 14
2 sessions M 6-9pm
Benjamin Branche, Esq., Instructor

Ed Andriessen is a trainer and a coach in management, communication, and marketing. Ed is the co-director of the Princeton Tri-State Center for NLP (Neuro Linguistic Programming), and the CEO of Business Training Resource. He has been a featured speaker for the National Association of Homebuilders and Lorman Educational Services.
Small Business Growth and Financial Development

**Prerequisite:** Small Business Start Up and Business Plan Development

This 12-hour course will begin with a discussion of developing a financial plan to include recordkeeping for your small business and the importance of current and accurate financial information to make effective business decisions. Learn different methods of designing budgets, analysis of balance sheets, understanding revenue and expenses on income statements, and how to manage cash flow. Learn also how to finance your business by evaluating sources of debt and equity financing and methods of layering financing for your small business.

1.2 CEU or 12 CPE hours. Cost: $154 (tuition $127, administrative fee $27)

**JKC (Trenton):**
NCBUS-CS012-01 Apr 2 - Apr 16
3 sessions  Sa  9am-1pm
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, Instructor

**West Windsor Campus:**
NCBUS-CS012-02 Mar 7 - Mar 17
4 sessions  M,Th  6-9pm
*Class meets at West Windsor Campus
Ed Andriessen, Instructor

Marketing Your Small Business to Success

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

1.2 CEU. Cost: $154 (tuition $127, administrative fee $27)

**West Windsor Campus**
NCMKT-CS001-01 Apr 5-Apr 14
4 sessions  Tu,Th  6-9pm
Ed Andriessen, Instructor, Marketing Consultant

**JKC (Trenton):**
NMCST-CS001-02 Feb 6-Feb 20
3 sessions  Sa  9am-1pm
Kevin Lewis, Instructor

Start a Home-Based Business with Little or No Money

This three-hour program is of great value to anyone interested in learning the steps to start a successful home-based business. Learn the basics of what products or services to sell. Review proven sales and marketing techniques to reach large audiences. How to promote your website, opportunities on eBay, effective use of the internet, and shipping and mailing items from your home will be discussed.

0.3 CEU. Cost: $44 (tuition $33, administrative fee $11)

NCBUS-CS013-01 Feb 24
1 session  W  6-9pm
Ed Andriessen, Instructor, Marketing Consultant

Lean Six Sigma Green Belt Certification Exam Prep

Earn one of the most sought after professional skills in today’s job market.

Who should take this course?
- Employers looking to eliminate waste and increase efficiency
- Managers seeking to streamline the business process
- Employees working toward a position in management
- Job seekers who want to obtain project management knowledge to give them the edge in hiring

Professionals trained in the Six Sigma method are highly needed in the fields of business, manufacturing, engineering, technology, hospital administration, as well as many others. Our Lean Six Sigma Green Belt Certification will have you mastering the skills needed to work through the DMAIC methodology (Define, Measure, Analyze, Improve and Control.) You will also gain a solid understanding of DOE (Design of Experiments) and SPC (Statistical Process Control.) Textbook is required and available at the college bookstore.

3.9 CEU. Cost $1,170 (tuition $1,005, administrative fee $165)

NCBUS-CS044-01 Mar 2-May 25
13 sessions  W  6-9pm
Louis Violante, LSSBB, LSSMBB

Small Business Counseling at MCCC

Mercer County Community College in conjunction with the Small Business Development Center of The College of New Jersey, funded in part by the U.S. Small Business Administration and the State of New Jersey, offers one-to-one confidential and group counseling (at no charge) by specialists and private industry consultants in areas of finance, marketing, strategic planning, business plan development, Internet related issues, government procurement, and sales.

To schedule your free one-on-one counseling appointment at Mercer, call 609.771.2947.
American Management Association Certificate Programs

American Management Association (AMA) courses are nationally recognized for their comprehensiveness and value. Our instructors use AMA textbooks as the foundation and draw on their own expertise and experience to present material in the most timely and relevant manner. These courses are designed to help you become more effective in your present position and better prepared for advancement opportunities. AMA certificate programs are being offered in Management and Project Management.

Individual courses may be taken if you choose not to pursue a certificate.

To earn an AMA certificate, you must complete a total of 90 unique hours of instruction time (9.0 CEUs). This should be comprised of the 4 core courses in your chosen area of study (no less than 60 instructional hours or 6.0 CEUs) and 2 elective courses (no less than 30 instructional hours (3.0 CEUs) chosen from the other AMA courses.

American Management Association
Certificate in Management

This certificate provides is designed to help you meet current challenges in a changing environment. Learn how to motivate your team when budgets are tight and staff numbers are reduced and how to help your team take on new responsibilities as you adjust to your new leadership responsibilities.

Individual courses may be taken if you choose not to pursue a certificate.

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

Setting, Managing and Achieving Goals
This is a hands-on guide to both setting and redefining goals, as well as a nuts and bolts planning resource for achieving those goals. You’ll learn how to: implement five proven goal-setting criteria to increase chances for success, tie in departmental or work-unit goals to the larger organization's mission, develop a credible selling strategy to facilitate a wider buy-in of each goal, create an action plan to carry out the goals, and track goals to make certain you accomplish objectives on time.
1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS004-01
Jan 25 - Feb 22
5 sessions
Edward Kurocka

Leadership Skills for Managers
Managing in today’s dynamic, diverse work-place demands a new type of leadership. The new leaders must be visionaries, change agents, coaches and empowermenters. This course enables you to gain the skills necessary to fulfill this challenging, changing, and rewarding leadership role.
1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS003-01
Apr 18 - May 16
5 sessions
Edward Kurocka, Instructor

How to Manage Conflicts in the Organization
Master the strategies, tactics and insights you need to gain control of tough conflict situations. Discover how to spot potential interpersonal conflicts - and defuse them before they flare up. Understand how, when and where and why to apply the five favored conflict-resolution approaches, and develop the insight and intuition you need to make them work.
1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS025-01
Mar 7 - Apr 4
5 sessions
Edward Kurocka, Instructor

Delegating for Business Success
Delegate responsibility more effectively so you’ll have more time to manage. If this is done well, you and your employees will have the opportunity to take on more challenging tasks. Includes AMA course materials.
1.5 CEU or 15 CPE hours. Cost $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS026-01
Mar 30-Apr 27
5 sessions
Edward Kurocka, Instructor

Register 10 days before the start of class to save the $15 late fee!
Project Management Professional Certification
PMP® Prep and Review

PMI’s PMP® credential is a very important industry-recognized certification for project managers. You’ll appreciate the professional advantages derived from attaining the Project Management Professional (PMP) status if you are:

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

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

This 35-hour course is designed to help you prepare for the PMP® exam—and gain the most understanding of project management with the least amount of study. **Textbook required.**

Available in college bookstore.

3.5 CEU. Cost: $1,082 (tuition $915, administrative fee $167)

NCBUS-CS008-01  Feb 2-Mar 17
14 sessions  Tu,Thur  6:30-9pm
Sandeep Jasra, Instructor

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

American Management Association
Certificate in Project Management

This Certificate in the Project Management Program is designed to equip you with required skills necessary in setting up project plans, scheduling work and monitoring progress in order to achieve desired project goals and results. If you are planning to take the PMP® Prep Review, you will benefit from these courses.

To earn an AMA certificate, you must complete a total of 90 unique hours of instruction time (9.0 CEUs). This should be comprised of the 4 core courses in your chosen area of study (no less than 60 instructional hours or 6.0 CEUs) and 2 elective courses (no less than 30 instructional hours (3.0 CEUs) chosen from the other AMA courses. For more information on AMA certification (see pg. 8).

Individual courses may be taken if you choose not to pursue a certificate.

Core courses:

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

Successful Project Management

The objective of the course is to develop skills to manage projects using planning, tracking, monitoring, and control techniques. You will learn to use a Work Breakdown Structure to scope out projects, allocate resources effectively using resource loading and leveling charts and use project management software.

1.8 CEU or 18 CPE hours. Cost: $298 (tuition $152, administrative fee $26, book fee $120)

NCBUS-CS005-01  Jan 26 - Mar 1
6 sessions  Tu  6:30-9:30pm
James O’Donnell, Instructor

Total Quality Management

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

1.5 CEU or 15 CPE hours. Cost $ 278 (tuition $135, administrative fee $23, book fee $120)

NCBUS-CS027-01  Mar 22 - Apr 19
5 sessions  Tu  6:30pm - 9:30pm
James O’Donnell, Instructor

Fundamentals of Finance and Accounting for Nonprofit Managers

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

1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)

NCACC-CS004-01  Feb 4 - Mar 3
5 sessions  Th  6:30-9:30pm
Rob Goldfarb, Instructor
Bookkeeping

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, preparation of financial statements and closing. It will prepare you for any accounting or bookkeeping system: manual, one-write or software driven. You will learn: the sales journal, purchase journal, cash receipts and cash disbursements journal, accounts receivable, inventory and the use of Excel spreadsheets. Textbook required. Available in college bookstore. (Note: Please bring a lunch - cafeteria closed on Saturday.)

4.2 CEU or 42 CPE hours. Cost: $403 (tuition $273, administrative fee $53, lab fees $77)
NCACC-CS002-01  Jan 23-Mar 5
7 Sessions  Sa  9am-3:30pm*
* 1/2 hour for lunch
Surendra Jakhar, Ph.D., Instructor

Advanced Bookkeeping
Prerequisite: Intro to Bookkeeping or equivalent experience
Advanced Bookkeeping course revisits topics covered in Intro to Bookkeeping and covers 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. We will cover full-charge bookkeeping, which would help you to prepare for Certification in Bookkeeping.
Advanced Bookkeeping courses can practically build your academic expertise and enhance your practical skills.
(This course requires the same book as used in Introduction to Bookkeeping. Available in college bookstore. (Note: Please bring a lunch - cafeteria closed on Saturday.)

4.2 CEU or 42 CPE hours. Cost: $403 (tuition $273, administrative fee $53, lab fees $77)
NCACC-CS008-01  Mar 16-Apr 20*
10 sessions  W  6pm-9pm  Sa  9am-3:30pm**
*No class March 26
** 1/2 hour for lunch
Surendra Jakhar, Ph.D, Instructor

Bookkeeping Certification Prep Course
Prerequisite: Advanced Bookkeeping or equivalent experience
The entire course description is strictly based on the AIPB’s CB Syllabus. Certified Bookkeeper’s course revisits the topics covered in Advanced Bookkeeping and covers 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.
4.8 CEU. Cost: $750(tuition $510, administrative fee $115, lab fees $125)
NCACC-CS009-01  Apr 27–June 4
11 Sessions  W  6-9pm  S  9am -3:30pm**
** 1/2 hour for lunch - No class May 28
(Wednesday classes: Apr 27, May 4, 11, 18, 25; June 1; Saturday classes: Apr 30, May 7, 14, 21; June 4)
Surendra Jakhar, Ph.D. Instructor

Register 10 days before the start of class to save the 15 late fee!
How to Get from Here to There

Sell and market yourself into your next job

Are you looking for your next job? Are you wondering what it takes to be invited for an interview? Are you looking to make a change but aren’t sure how to make it happen? Get the edge you’ve been looking for while learning How to Get from Here to There with confidence. Understand the selling philosophy behind your resume. Reframe your thinking to set your cover letter and resume apart from the rest. Learn how to market yourself using sales techniques throughout each stage of the job search. Uncover potential rough spots that may be encountered at the interview. Role-play the interview process in a supportive and positive environment to become comfortable and successful at interviewing. Overall, come away from this class with strategies that you can use to get from here to there!

0.6 CEU. Cost: $78 (tuition $68, administrative fee $10)

NCPER-CS014-01 Apr 7-Apr 21
3 sessions Th 6:30-8:30pm
John Inzero, MBA-Marketing Management, MCCC Faculty

Continuing Education for Accountants

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

The following is a list of suggested courses that apply:

• Small Business Start Up and Business Plan Development (See pg. 6 for course description)
• Choices in Legal Formation (See pg. 6 for course description)
• Comprehensive QuickBooks™ (See pg. 16 for course description)
• Introduction to Bookkeeping (See pg. 10 for course description)
• Advanced Bookkeeping (See pg. 10 for course description)
• Leadership Skills for Managers (See pg. 8 for course description)
• Successful Project Management (See pg. 9 for course description)
• SHRM BoCK Certification Prep Course (See pg. 12 for course description)
• Advanced Grammar for English Language Learners (ESL) (See pg. 43 for course description)
SHRM Body of Competency and Knowledge (SHRM BoCK)

Certification Preparation Course

The new certifications: SHRM CP (Certified Professional) and SHRM SCP (Senior Certified Professional)

The Center for Continuing Studies at Mercer and the Society for Human Resource Management (SHRM) offer a comprehensive review of the major disciplines within Human Resources. Utilizing the SHRM Body of Competency and Knowledge, the course is designed to give human resource professionals new tools for successful performance on the job. The course also helps prepare you for the national examinations. It is important that you review the SHRM CP and SHRM SCP eligibility requirements on the SHRM website: www.certification.shrm.org.

Who Should Attend:
- Human Resource professionals looking for advancement

The focus of the SHRM BoCK is:
- People
- Organization
- Workplace
- Strategy

When:
NCBUS-CS007-01 Jan 23 - Apr 16* 12 sessions
Sa 9:30am - 12:30pm
*No class Mar 26.

Course Fee:
The fee of $1,285 includes the study materials and mastery tests. Special discount for members of the Human Resource Management Association of Princeton (local SHRM Chapter) is $1,235.
3.9 CEU. For information on becoming a chapter member, see the HRMA chapter website at www.hrma-nj.org.

NCBUS-CS007-01 – Cost: $1285
(tuition $680, administrative fee $125, book fee $480)

NCBUS-CS007-02 – Cost: $1235*
(tuition $638, administrative fee $117, book fee $480)
*Rate for HRMA of Princeton chapter members only
Zaphria Dockery-Marsh, PHR

Don’t miss our Open House!
Thursday, January 14, 2016 at 6:30pm
The Conference Center at MCCC
To register for this free event: Call 609.570.3311

Online Courses and Certificates through Learning Resources Network

It is easy to participate in your online course! After you register, you will be given information to access your online classroom.
- Expert instructors / 24-hour access from any computer
- Online discussions with your fellow participants and the instructor

• BUSINESS
• COMMUNICATION
• HEALTH
• HUMAN RESOURCES
• LEADERSHIP
• LEED GREEN WORKPLACE
• NEW MEDIA MARKETING
• ONLINE PROFESSIONAL DEVELOPMENT FOR TEACHERS
• TRAINING AND EDUCATION

For a full listing of all online courses, dates, and prices, please check out the website listed below.
1. Go to the website www.mccc.edu/LERNclasses
2. Find your course or certificate
3. Register Today! Email ComEd@mccc.edu

Register 10 days before the start of class to save the $15 late fee!
Business and Management

Online Training through Ed2go
Unique Instructor-Facilitated Courses Online

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

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

Note: If you do not pay online, there will be a $5 administrative fee per course.

How to Get Started

1. Visit our Online Instruction Center:  www.ed2go.com/mccc.edu

2. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to your classroom.

3. When your course starts, return to our Online Instruction Center and click the My Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Requirements

For any ed2go course, you will need Internet access, a non-shared email address, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the latest Adobe Flash and PDF plug-ins. Visit http://www.adobe.com/downloads and click Get Adobe Flash Player and Get Adobe Reader to download these free plug-ins.

Most of our courses are Macintosh compatible. If a course is not Macintosh compatible, this information will be stated on the course’s Requirements tab when you view the course details.

Here is a sampling of our online courses!

Blogging and Podcasting for Beginners
Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

Accounting Fundamentals

Administrative Assistant Fundamentals
Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Learn at Your Convenience!

Learn from the comfort of your home or office
Courses start monthly
Expert instructors
Study anytime, anywhere, and at your own pace
24-hour access
Online Discussion Areas
6 Weeks of Instruction

Browse 100s more online courses at:  www.ed2go.com/mccc.edu
Or call 609.570.3311 to learn more.
**COMPUTER TRAINING / INFORMATION TECHNOLOGY**

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 been demanding newer, faster systems, and we’ve been listening! Our computer labs have been upgraded to enhance your Information Technology training experience. 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

**CCNA (Cisco Certified Network Associate) Training**

*Required: Knowledge of the Microsoft Windows Operating System, and networking experience or networking essentials exposure*

The Cisco Certified Network Associate Program (CCNA) trains students to install, configure and maintain simple networks using Cisco devices. This program will also train students to install and configure Cisco switches and routers in multi-protocol internetworks using LAN and WAN interfaces. In addition, the program prepares students to take the CCNA Certification test. Obtaining Cisco certification validates an individual’s achievement and increases the holder’s professional credibility by demonstrating high standards of technical expertise. **Textbook is recommended, not required. Available in college bookstore. (Note: Please bring a lunch — cafeteria closed.)**

4.2 CEU. Cost: $1,050 (tuition $356, administrative fee $68, lab fees $626)

**NCNET-CS001-01**  
Feb 6-Mar 26*  
7 sessions  
Sa 9am-4pm**

*Class will not meet Feb 27  
**Includes 1 hour lunch  
James Boyce

**Mobile Apps Development**

**Intro to iPhone App Development**

Learn to design and write simple iPhone apps. You will create and implement a straightforward calculator app on the Apple platform which can be taken home and expanded when the course is completed. Light homework required on a weekly basis. This is a hands-on development class entirely scheduled in the lab. **3.9 CEU. Cost: $684 (tuition $276, administrative fee $46, lab fees $362)**

**NCWEB-CS018-01**  
Feb 4 - May 5*  
13 sessions  
Th 6:30-9:30pm

*Class will not meet Mar 24

Christine Hung, Instructor

Register 10 days before the start of class to save the $15 late fee!
Microsoft Office™ 2010 Training

If you want to be more competitive in today's job market, these courses will provide the knowledge to work with today's office applications. Mercer County Community College offers daytime and evening courses with hands-on instruction for some of the most commonly used Office 2010 applications.

All Microsoft Office courses require some computer literacy and experience.

**MS Excel™ 2010 I**
*Recommended: Basic computer knowledge*
You will learn spreadsheet terminology and basic spreadsheet formatting, how to enter and edit data, move and copy data, use simple functions, and create and modify charts. *Workbook required. Available in college bookstore.*
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS003-01 Jan 19-Jan 21
2 sessions Tu,Th 9:30-4pm*
*1/2 hour for lunch
Steve Tirado, Instructor
NCMOS-CS003-02 Mar 1-Mar 22
4 sessions Tu 6:30-9:30pm
Mark Durma, Instructor

**MS Excel™ 2010 II**
*Prerequisite: MS Excel 2010 I*
*Recommended: Basic computer knowledge*
This course builds on the skills and concepts taught in Excel 2010 I. You will learn how to use multiple worksheets and workbooks efficiently, and more advanced formatting options. Learn how to work with lists and tables, apply advanced charting techniques, and worksheet auditing and protection. *Workbook required. Available in college bookstore.*
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS004-01 Jan 26-Jan 28
2 sessions Tu,Th 9:30-4pm*
*1/2 hour for lunch
Steve Tirado, Instructor
NCMOS-CS004-02 Mar 29-Apr 19*
4 sessions Tu 6:30-9:30pm
Mark Durma, Instructor

**MS Excel™ 2010 III**
*Prerequisite: MS Excel 2010 I and MS Excel 2010 II*
Beyond the basics, this course focuses on advanced Excel features that will allow you to analyze your data more thoroughly. Topics such as pivot tables, macros and VLOOKUP are explained and demonstrated with examples, and then students are given the opportunity to apply these techniques to their own files. *Textbook required. Available in college bookstore.*
Students MUST have the textbook.
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS016-01 Apr 26-May 17
4 sessions Tu 6:30-9:30pm
Mark Durma, Instructor

**MS Access™ 2010 I**
*Recommended: Basic computer knowledge*
Learn how to design and create databases and then create, populate and analyze the data. Work with tables, fields, and records, sort and filter data, and create queries, forms, and reports. *Workbook required. Available in college bookstore.*
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS005-01 Jan 12-Jan 14
2 sessions Tu,Th 9:30am-4pm*
*1/2 hour for lunch
Steve Tirado, Instructor
NCMOS-CS005-02 Jan 21-Feb 11
4 sessions Th 6:30-9:30pm
Pattie Zamore, Instructor

**Google Online Training**

**Google Analytics**
If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world standard Google Analytics, a free online tool.
Apr 4 - Apr 29 16 hours, 1.6 CEUs/ILUs. $195

**Google+**
Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use Google+ to raise your online profile, and connect with current and potential new contacts.
Apr 4 - Apr 29, 16 hours, 1.6 CEUs/ILUs. $195

**Instagram for Business**
With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We’ll also explore Do’s and Don’t’s of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An Android or iOS device is needed to take full advantage of the exercises in this class.
Apr 4 - Apr 29, 16 hours, 1.6CEUs/ILUs. $195

For more information, go to www.mccc.edu/LERNclasses. To register, please email ComEd@mccc.edu
Register 10 days before the start of class to save the $15 late fee!

Comprehensive QuickBooks™
Recommended: AMA Finance for Non-Financial Managers or basic understanding of accounting and computer keyboarding skills
This course is a combination of Introduction and Intermediate QuickBooks™ featuring: 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.
1.5 CEU or 15 CPE hours. Cost: $308 (tuition $121, administrative fee $26, lab fee $161)
NCACC-CS003-01  Feb 15 - Feb 23
5 sessions M,Tu,Th  6-9pm
*Class meets Feb 15, 16, 18, 22, 23
Michelle Solomon, Instructor

Complete Microsoft Project 2010
Required: Experience with MS Operating System
Using MS Project, you will learn to identify the steps involved in project planning, and how this industry-leading project management software can be helpful. Using textbook exercises combined with real-life examples, you will plan a project, link tasks effectively and work with time constraints. Workbooks required. Available in college bookstore.
1.2 CEU. Cost: $253 (tuition $97, administrative fee $22; lab fees $134)
NCMOS-CS009-01  Feb 2-Feb 4
2 sessions  Tu,Th  9:30am-4pm*
*1/2 hour for lunch
Steve Tirado, Instructor
NCMOS-CS009-02  Jan 11-Jan 25 *
4 sessions  M,W  6:30-9:30pm
Pattie Zamore, Instructor
* No class January 18

Quickstart: Microsoft Office™ 2013 with Windows 8
Required: Experience with MS Operating System
This comprehensive course is ideal if you are an inexperienced computer user who needs to quickly learn the basic Microsoft Office 2013 skills with Windows 8 for everyday life or the workplace. Although introductory in nature, this course is enough to get you started quickly using the basic, most important elementary features of Word, Excel and PowerPoint to produce documents, spreadsheets and interesting presentations. Topics include integration of the Office applications, learning shortcuts, and how to utilize the new features of Office 2013. Materials provided by instructor.
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS012-01  Jan 22 - Jan 29
2 sessions  F  9:30am-4:30pm*
*1 hour for lunch
John Gontowicz, Instructor

Exploring the Power of Your iPhone and iPad
Take full control of your Apple device! This course will cover the basics of Apple’s latest generation operating system on the iPad, iPhone and iPod touch. Learn the fundamentals of navigating your device using the home button, springboard, notification center, universal search and multitouch gestures (iPad only). Master the built-in applications including Safari, Mail, Messages, Photos, Camera, Calendar, FaceTime and more. We will completely demystify your mobile device! Walk in a beginner, walk out an expert. Students are encouraged to bring iPad, iPhone, or iPod Touch with the most current operating system to follow along with hands-on demonstrations.
0.6 CEU. Cost: $137 (tuition $112, administrative fee $25)
NCOST-CS004-01  Feb 15 - Feb 22
3 sessions  M,W  6:30-8:30pm
Jeff Hulit, Instructor
Certifications in Web Design and Development

Our web certificates feature the latest software - the Adobe Creative Suite 6 (CS6) Design Premium software. With this award-winning design and web application software, you’ll be enhancing your productivity, and most importantly, your marketability in the ever-changing world of advanced web applications. Add these tools to your toolkit, and explore endless possibilities for your cutting edge business solutions, and your personal creativity. Get started today!

Web Designer Certificate

Through this series of courses, you will learn the elements of Web Design and gain the skills necessary to create an effective website. This is a hands-on program that will provide lots of practical exercises and experience.

To earn the certificate, you must successfully complete all core courses and three electives (see pages 18-19 for course details)

Core Courses:
• Web Design Concepts
• Essentials of HTML
• Intro to Dreamweaver CS6
• Intro to Cascading Style Sheets (CSS)
• Advanced Cascading Style Sheets (CSS)
• Advanced Dreamweaver CS6
• Intro to Photoshop CS6

Electives:
• Foundations of Graphic Design
• JavaScript/DHTML
• PHP (with MySQL)
• Intermediate / Advanced Photoshop CS6
• Intro to Word Press

Graphic Designer Certificate

This series of courses is designed to provide you with the skills you need to become an effective and marketable designer for both the web and print publications. You’ll receive basic foundational training in the graphic arts in addition to practical experience with the state-of-the-art, premium Adobe creative suite.

Complete all the core courses and two electives to earn the Certificate in Graphic Design (see pages 18-19 for course details):

Core Courses:
• Foundations of Graphic Design
• Color Theory for Graphic Designers
• Intro to InDesign CS6
• Intro to Photoshop CS6
• Intro to Illustrator CS6

Electives:
• Intermediate/Advanced Photoshop CS6
• Advanced InDesign CS6
• Advanced Illustrator CS6

Web Developer/Programmer Certificate

The Center for Continuing Studies is no longer offering the Web Developer/Programmer Certificate. JavaScript/DHTML and PHP (with MySQL) will continue to be offered and may be taken individually or to satisfy required electives in the Web Designer Certificate. If you have an interest in studying Object-Oriented-Programming, C#, .NET, ASP, or MS SQL, please email ComEd@mccc.edu.

✓ Increase Skill.
✓ Increase Talent.
✓ Increase business.

To sponsor an employee for any one of our courses, see pages 62 and 63.

QUESTIONS? Call 609.570.3311.
Web Design Concepts
Required: Basic knowledge of Windows; familiarity with creating and saving files, ability to touch type
An introduction to 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. Then use what you have learned 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.
0.9 CEU. Cost: $205 (tuition $67, administrative fee $18, lab fees $120)
NCWEB-CS001-01 Apr 28-May 12
3 sessions  Th 6:30-9:30pm
John Paone, Adobe Certified Associate

Color Theory for Graphic Designers
You will discover the way colors interact with each other and the implications of this interaction for designers and artists. Examine ideas of space and learn about spatial problems that color can solve. The course also covers color harmony, qualities, and combinations.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $53, lab fees $161)
NCGDS-CS002-01 Apr 4-Apr 25
4 sessions  M 6:30-9:30pm
Jessi Franko, Instructor

Intro to Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML
This hands-on course provides you with the fundamentals of using Cascading Style Sheets (CSS) to control the presentation and layout of web sites. The emphasis is on using web-standards to build site layouts with CSS, not tables. Fundamental concepts like the box model and block vs. inline elements will be discussed thoroughly. Also, an introduction to new properties in CSS3 like rounded corners, text shadows, and transitions will be covered.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS003-01 Feb 22-Mar 7*
4 sessions  M,W 6:30-9:30pm
*Class will not meet Mar 2
Rich Finelli, Instructor

Advanced Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML, Intro to Cascading Style Sheets (CSS)
This hands-on course delves into advanced CSS techniques used to build web-standard sites. The main focus is on Responsive Web Design. You will work on a project that includes creating a realistic website from a Photoshop mockup. You will create the HTML and CSS from scratch as well as adapt a multi-column layout to deliver well-designed, focused content on varying media types from desktops to mobile devices using Responsive Web Design techniques.
Textbook, available in college bookstore, is recommended; not required.
1.2 CEU Cost: $285, tuition 101, admin fee $23, lab fee $161)
NCWEB-CS023-01 Mar 9-Mar 21
4 sessions  M,W 6:30-9:30pm
Rich Finelli, Instructor

Foundations of Graphic Design
From typography to page layout 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.
0.9 CEU. Cost: $205 (tuition $67, administrative fee $18, lab fees $120)
NCGDS-CS001-01 Jan 14-Jan 28*
3 sessions  Th 6:30-9:30pm
John Paone, Adobe Certified Associate

Essentials of HTML
Required: Basic knowledge of Windows; familiarity with creating and saving files, ability to touch type
In this class you will learn to read and write proper HTML 4 code to create accessible web pages. Covered will be 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.
1.8 CEU. Cost: $404 (tuition $131, administrative fee $31, lab fees $242)
NCWEB-CS022-01 Mar 8-Apr 12
6 sessions  Tu 6:30-9:30pm
Jeff Hulit, Instructor

Register 10 days before the start of class to save the $15 late fee!
Intro to Photoshop CS6
Required: Introduction to Windows, experience with word processing desirable
You will receive an introduction to the premier image editing application by Adobe with an emphasis on what you NEED to know about this incredibly robust program. This course focuses on the tool sets available in the program and gives you 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, available in college bookstore, is recommended; not required.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS005-01 Jan 25-Feb 3 4 sessions M,W 6:30-9:30pm
Jessi Franko, Instructor

Intermediate/Advanced
Photoshop CS6
Prerequisite: Introduction to Photoshop
This course focuses on advanced techniques and application of the tools learned 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. Learn to maximize efficiency and output. Learn how to get the most out of this incredibly powerful application.
Textbook, available in college bookstore, is recommended; not required.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS006-01 Feb 8-Feb 17 4 sessions M,W 6:30-9:30pm
Jessi Franko, Instructor

Intro to InDesign CS6
Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, distribution as Portable Document Format (PDF) files, or conversion 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.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGD-CS003-01 Mar 23-Apr 13 4 sessions W 6:30-9:30pm
John Paone, Adobe Certified Associate

Advanced InDesign CS6
Prerequisite: Intro to InDesign
More than just a page-layout application, Adobe InDesign CS6 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 show the software’s complete range of capabilities. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $285 (tuition $101, administrative fee $23, lab fees $161)
NCGD-CS004-01 Apr 27-May 18 4 sessions W 6:30-9:30pm
John Paone, Adobe Certified Associate

Intro to Illustrator CS6
Prerequisite: Introduction to Illustrator
You don’t need to be an illustrator to learn and use this industry standard vector graphics application. This course focuses on the tool sets available in the program and gives you a hands-on understanding of how to find your way around the program. 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 required. Available in the college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGD-CS005-01 Jan 12-Feb 2 4 sessions Tu 6:30-9:30pm
Sammie Jo Garofalo, Instructor

Advanced Illustrator CS6
Prerequisite: Introduction to Illustrator
Take what you have learned in the Introduction class to the next level. This course takes 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 required. Available in college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGD-CS006-01 Feb 9-Mar 1 4 sessions Tu 6:30-9:30pm
Sammie Jo Garofalo, Instructor

Intro to Dreamweaver CS6
Prerequisite: Essentials of HTML, and knowledge of Windows.
This hands-on course introduces students to the basic features of the Dreamweaver web authoring software. Students will learn to navigate in the Dreamweaver workspace. Topics include: working with text and images, links, image maps, tables, page layout, and templates. Textbook required, not required. Available in college bookstore.
1.2 CEU. Cost: $271.00 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS010-01 Feb 25-Mar 17 4 sessions Th 6-9pm
Sammie Jo Garofalo, Instructor

JavaScript/DHTML
Prerequisite: Essentials of HTML
Required: Basic understanding of Windows and MS Office
Learn important techniques that will enable you to design web pages with the user in mind. This hands-on course provides an intensive introduction to the features provided by JavaScript and Dynamic HTML. Textbook is recommended, not required. Available in college bookstore.
Cost: $758 (tuition $282, Administrative Fee $60, Lab Fees $416)
NCWEB-CS013-01 Jan 23-Apr 2 10 sessions Sa 9am-12:30pm
Robert Faury, Instructor
* No class March 26
Unemployed and Ready to Work?

- Unemployed for 6 or more months and ready to work?
- An unemployed military veteran for 6 or more months?
- Underemployed for 6 or more months?

If you answer “yes” to one or more of those questions, you may be eligible to participate in Ready to Work New Jersey! Program services are available at your local community college and may include:

- Free Training or Education
- Resume Writing, Interviewing, and Networking Techniques
- Individual Career Counseling
- Job Placement Assistance
- Supportive Services
- Salary reimbursements available to hiring employers

To register for this program please visit http://rtwnj.com

WHERE TALENT MEETS OPPORTUNITY

Act Now to Upgrade Your Employees’ Skills with FREE Training

Now is the time to strengthen your workforce with training in:

- MS Office-Word, Excel, PowerPoint
- Business Writing
- Customer Service
- Time Management
- Conflict Resolution
- Supervisory Skills
- English as a Second Language
- Spanish for Supervisors

Training is funded through NJBIA and the NJ Department of Labor and Workforce Development

For more information or to arrange for your private classes contact:
Leah Pontani, Director
lpontani@mercerinstitute.com
609.570.3280
Certification Preparation

Microsoft Word Certification Preparation 2010
Microsoft Word is the most widely used word processing program in businesses today and employers are looking for people who have either a validated proficiency or expert level of certification. This course is designed to provide the practical knowledge and skills to prepare for the Microsoft Certified Application Specialist (MCAS) proficient certification in Word. You will be using Microsoft Office Specialist-approved independent coursework which covers Introduction, Intermediate and Advanced required levels to pass the exam. Independent “real world” exercises and additional reinforcement outside of class are expected for exam preparation.

The text begins with an introduction to Microsoft Word 2010 and you will also learn to:

- Navigate through the new Ribbon interface and its Backstage view
- Work with Headers and Footers, Endnotes, Footnotes, Indexes
- Create Hyperlinks, Columns, Building Blocks, Frames, Watermarks and incorporate the new Table app
- Develop Styles, Forms, envelopes and labels, Master and Subdocuments
- Manage and work with Document Templates
- Use Excel data in Word Tables and perform calculations
- Incorporate diagrams using SmartArt, create Chart graphics, incorporate new Artistic Effects and picture corrections
- Automate Macros
- Import and export data from Word to other Office platform programs
- Create, track and modify changes using Workgroup collaboration
- Learn Extensible Markup Language (XML)
- Incorporate Mail Merge with Word, Excel, Access, or Outlook data sources

2.7 CEU. Cost: $630 (tuition $249, administrative fee $49, lab fees $332)
(Fee includes books and exercise disk) Students to pursue exam on own, if desired.

NCMOS-CS010-01 Jan 11-Feb 10*
9 sessions M,W 6:15-9:15pm
Chris Eggert – Instructor
(*) No class January 18

Oracle Certification Prep
Prepare for certification as Oracle Certified Administrator (OCA). Courses Offered:
1. Oracle Database 11g: Introduction to SQL
2. Oracle Database 11g: Administration

Who Should Attend
- Business and Data Analyst/IS Management
- Network/Systems Engineers and Integrators
- Support and Implementation Specialist
- Consultants

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. (Note: Please bring a lunch - cafeteria closed.)
3.3 CEU. Cost: $1,014 (tuition $423; administrative fee $64; lab fee $302; book and materials $225)
NCWEB-CS026-01 Mar 12–Apr 30*
6 Sessions Sa 9am-4pm**
* No class March 26, April 23
** 1 hr lunch from Mar 12 - Apr 16. Class meets from 9am - 12pm on April 30.
PLC (Programmable Logic Controllers)

Course 1: Introduction to Automation/PLC (Programmable Logic Controllers)

Required: This training course introduces students with little or no background to programmable logic controllers (PLC). Basic knowledge of AC/DC circuits, digital electronics and industrial controls are required. Must be comfortable using a Microsoft Windows operating system. Course is designed for electricians, industrial maintenance mechanics/automation technicians and 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. Automated “Lights Out” facilities require less lighting and heating to operate than do traditional human controlled equipment thereby reducing energy costs and material waste. 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, dominate 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. Includes book and materials.

(Note: Please bring a lunch - cafeteria closed on Saturday.)

5.2 CEU. Cost: $1,500 (tuition $622, administrative fee $136, lab fees $517, book and materials fees $225)

NCEET-CS004-01    Feb 6-Apr 2*
8 sessions    Sa 8:30am-4pm**
**1 hour for lunch
Richard Vanderbilt, Instructor
* No class March 26

There will be a mandatory information session on Thursday, January 14, starting at 5pm, at the Conference Center (NCEET-CS003-01).

Please note: The following courses are under consideration if there is sufficient interest. If offered, these will lead to Rockwell Certification.

Course 2: ControlLogix Fundamentals
Prerequisite: Intro to Automation (PLC) or permission of instructor
After completing this course, you will have a solid understanding of ControlLogix programmable logic controllers. Topics range from understanding control systems to troubleshooting a ControlLogix PLC.

Course 3: ControlLogix Programming
Prerequisite: ControlLogix Fundamentals
After completing this course, you will have a solid understanding of how to program ControlLogix PLC’s. Topics range from creating a Logix Designer Project to passing a message between two ControlLogix PLC.

Course 4: Micro850
After completing this course, you will have a solid understanding of Micro850 PLC’s. Topics range from installing Micro850 system components to troubleshooting a Micro850 PLC.
Construction Project Management

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

Certificate in Construction Project Management

To earn the certificate, you must take eight (8) core courses and complete two (2) additional electives.

Core Courses
- Construction Blueprint Reading
- Construction Specifications and Contracts
- Materials, Methods and Systems of Construction
- Contract Law in the Construction Industry
- Construction Change Orders and Claims
- Complete Microsoft Project 2010
- Construction Cost Estimating I
- Construction Project Management

Electives
- AMA Successful Project Management (pg. 13)
- AMA Successful Negotiating (pg. 13)
- AMA Total Quality Management
- AMA Fundamentals of Finance and Accounting for Non-Financial Managers
- SketchUp Your Design
- Construction Cost Estimating II

Materials, Methods, and Systems of Construction

Prerequisite: Construction Blueprint Reading
This basic comprehensive overview of different types of construction offers an introduction to the functions of a variety of building systems. 2.4 CEU. Cost: $270 (tuition $235, administrative fee $20, materials fee $15)

NCABT-CS002-01 Feb 9-Mar 3
8 sessions Tu, Th 6:30-9:30pm
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

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.

3.0 CEU
NCABT-CS003-01
NCABT-CS003-02** March 8-Apr 7
10 sessions Tu, Th 6:30-9:30pm
*Cost for students with blueprints: $318 (Tuition $268, administrative fee $50)
**Cost for students without blueprints $398 (Materials for blueprints $80, tuition $268, admin. fees $50)
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Construction Project Management

Prerequisite: Construction Cost Estimating I and Blueprint Reading
Project Management is the application of system controls to construction operations, whether the project is a residential development, a commercial building, or large industrial complex. An overview of the management process from design through occupancy as well as the administration, legal and practical aspects of managing construction projects will be reviewed in an open forum, defined by the class interest and new industry standards. 2.5 CEU. Cost: $297 (tuition $223, administrative fee $44, materials fee $30)

NCABT-CS004-01 April 11-Jun 20
10 sessions M 6:30-9pm
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.
*No class May 30

Construction Blueprint Reading
Introduces blueprints and specifications used on construction projects. Students learn the skills necessary to reference through construction documents. Classes cover symbols, abbreviations, and scaling of working plans. 2.0 CEU. Cost: $275 (tuition $161, administrative fee $34, materials fee $80)

NCABT-CS001-01 Jan 12-Feb 4
8 sessions Tu, Th 6:00-8:30pm
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Contract Law in the Construction Industry
Discuss and examine public and private bidding procedures, the offer, counteroffer, acceptance, contract terms, negotiation, and finally the written contract and execution. We will examine construction contracts, letters of credit, letters of intent, bonds and disputes, change orders, amendments, and common pitfalls, UCC provisions, remedies, breeches and resolutions will also be discussed. 1.0 CEU. Cost: $110 (tuition $89, administrative fee $21)

NCABT-CS006-01 April 14-May 5
4 sessions Th 6:30-9pm
Thomas Roselli, Instructor

Construction Cost Estimating II

Prerequisite: Construction Cost Estimating I
This course provides the student with the necessary tools required in estimating the direct and indirect cost of a project. The course materials will enhance and improve any estimator’s abilities. Students will be presented with, and challenged, by solving practice problems. You will learn expert techniques for precise and reliable detail estimating. 1.8 CEU. Cost $234 (tuition $161, administrative fee $33, materials fee $40)

NCABT-CS008-01 May 10 - May 31*
6 sessions T, Th 6:30pm - 9:30pm
Joseph Scillieri, PE, President, J.J. Scillieri & Associates
*No class May 19
Construction Specifications and Contracts
It is important to develop and implement proper and clearly understood Contracts, Scopes of Work, and Contract Specifications. It is equally important for all those in the construction process to understand properly interpret and abide by these documents. Types of Contracts, ‘Ready Made’, Contracts such as AIA, Contract Implementation, Contract Specifications, their preparation and interpretation will be covered. Classes will consist of a combination of lectures and open discussion of topics/situations/problems brought in by class members. Bringing in your challenges and problems for discussion participation is strongly encouraged.

NCABT-CS007-01  Mar 9-Apr 24
5 sessions  W 6:30-9:30pm
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Construction Change Orders and Claims
In today’s hectic design and construction process, with unforeseen conditions, it is ultra-rare to find projects that do not require Change to Contracts or Change Orders. Topics discussed include means and methods of preparing the Change Orders, scopes, pricing of work and methods of negotiation. Impacts of Change Orders on the Project Schedule/Completion will be reviewed. Also included are avoidance of claims, preparation of claims and their resolution.

1.5 CEU. Cost $163 (tuition $134, administrative fee $29)
NCABT-CS005-01  Jan 13-Feb 10
5 sessions  W 6:30-9:30pm
James Langsdorf, Instructor

Uniform Construction Code Program
Experienced contractors who wish to become NJ Construction Code Enforcement Inspectors and Officials must complete a mandatory education program under the New Jersey Uniform Construction Code Act. MCCC has been approved by the NJ Department of Community Affairs (DCA) to offer the required courses intended for students seeking licensure in New Jersey to study NJ code standards.

After taking the required courses, contractors also need to pass National Exams. Students needing additional material and training for the national exams or with questions about requirements or textbooks should contact the DCA Licensing Unit at 609-984-0040. The DCA has a program of reimbursement for a percentage of the cost of tuition for each course successfully completed, if funding is available. All UCC courses will use current New Jersey UCC code textbook. Students are responsible for purchasing the required books.

Required: All course work within a particular discipline must be taken in the appropriate sequence (i.e., RCS, ICS, HHS).

Building Inspector ICS
This course covers the administrative, plan review and inspections requirements for structural, energy, accessibility, radon, mechanical and fire protection systems applicable to Class I structures. Textbooks: Current NJ UCC 2015 International Building Code, 2015 International Mechanical Code and 2015 International Fuel Gas Code. 7.5 CEU Cost: $825 (tuition $725, administrative fee $100)

NCUCC-CS005-01  Jan 5 - Mar 8*
19 sessions  T, T 5:30pm - 9:30pm
*Class on March 8 meets from 6:30pm to 9:30pm
James Strang, Construction Official

Building Inspector HHS
This course covers the administrative, plan review and inspection requirements for structural, energy, accessibility, radon, mechanical and fire protection systems applicable to Class I structures. Textbooks: Current NJ UCC 2015 International Building Code, 2015 International Mechanical Code and 2015 International Fuel Gas Code. 6.0 CEU. Cost: $560 (tuition $460, administrative fee $100)

NCUCC-CS007-01  Mar 15 - May 17*
15 sessions  T, T 5:30-9:30pm
*No class Mar 24, Apr 12, 14
James Strang, Construction Official

Electrical Inspector HHS
Covers advanced electrical systems and system design, material, and installation practices pertaining to Class I structures and all other structures, with particular attention to hazardous use locations.

4.8 CEU. Cost: $528 (tuition $428, administrative fee $100)
NCUCC-CS008-01  Jan 25 - May 9
16 sessions  M 6:30-9:30pm
Kenneth Verbos, Construction Official

Construction Official
Prerequisite: Subcode Official class or license Acquaints inspectors and subcode officials with the role of the construction official. Includes instruction in such areas as: office organization, purpose and fundamentals of code enforcement, procedures for processing cases, search warrants and administrative hearings, records, maintenance, warrants, relocation, housing maintenance, and legal rights of landlords and tenants. Textbook: Current Uniform Construction Code

4.5 CEU. Cost: $495 (tuition $395, administrative fee $100)
NCUCC-CS006-01  Feb 11 - May 12*
13 sessions  Th 6:00pm -9:30pm
*Class will not meet Mar 24
**Class on May 12 meets from 6:30pm - 9:30pm
Kenneth Verbos, Construction Official

Register 10 days before the start of class to save the $15 late fee!
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. We will cover color, design elements and design principles, history, fabric and interior materials, window treatments, lighting, basic drawing and drafting, reading blueprints, and business practices. For the individual contemplating entry into the profession of interior design, the certificate program will be an introduction to the field.

To earn Mercer’s certificate, you must complete all ten (10) required courses listed below with a satisfactory grade. Different courses will be offered each semester to allow you to complete the program in one year if you choose.

- Basic Interior Design
- Basic Drafting and Design Studio
- Color Theory
- Principles of Design
- Color and Lighting in Today’s Interiors
- History of Furniture
- Window Treatment
- Interior Finishes and Environmental Impact
- Interior Design Business Practice
- SketchUp Your Design

Basic Interior Design

An overview of the interior design process with the emphasis on design concepts, furniture layouts, color schemes, design elements, history of furniture and interiors, window treatments, and accessories as they apply to residential interiors. Students will learn to create functional and beautiful interiors through lectures, class discussions and a design project. Textbook required. Available in college bookstore.

(On the first day of class, students will be provided with a list of materials to purchase and bring to class. Approximate cost: $50).

1.75 CEU. Cost: $200 (tuition $156, administrative fee $32, fees $12)
NCITD-CS001-01 Jan 19-Mar 1
7 sessions Tu 6:30-9pm
Joyce Kelleher, Designer

SketchUp Your Design

Required: Familiarity with Microsoft Office

Learn to use the software SketchUp 2010 Professional version, 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.

1.8 CEU. Cost: $375 (tuition $140, administrative fee $30, lab fees $205)
NCOST-CS005-01 Mar 2-Apr 6
6 sessions W 6-9pm
Laurence C. Johnson, Jr., RA, LEED AP

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. An additional estimated material cost to be paid by student.

1.25 CEU. Cost: $129 (tuition $110, administrative fee $19)
NCITD-CS003-01 Jan 20 - Feb 17
5 sessions W 6:30-9pm
Joyce Kelleher

History of Furniture

This course covers the dominant periods in design through history and the evolution of furniture and accessories in America. Students will learn about architecture, furniture, furnishings and ornamentation for each period. 0.75 CEU. Cost: $108 (tuition $73, administrative fee $18, fees $17)
NCITD-CS009-01 Apr 12 - Apr 26
3 sessions Tu 6:30-9pm
Joyce Kelleher, Instructor

Window Treatment

Learn the principles of designing window treatments that provide attractive, functional solutions for window coverings. The features of current hard and soft treatments, energy efficient solutions, fabric selection, embellishments and decorative hardware will all be discussed. Students will apply these principles to design window treatments for a variety of settings. We will also learn how to measure, calculate yardage and discuss important installation considerations. Additional estimated material cost to be paid by student.

1.0 CEU. Cost: $105 (tuition $80, administrative fee $13, fees $12)
NCITD-CS004-01 Apr 14-May 5
4 Sessions Th 6:30-9pm
Joyce Kelleher, Instructor
Education for Teachers

The Center for Continuing Studies at Mercer is a registered provider of professional development with the New Jersey Department of Education. All onsite and online courses count toward the “100 hours” requirement. Our provider number is 4285.

Introduction to the Teaching Profession: 24-Hour Pre-service Program
NOTE: The requirement of the NJ Department of Education for all Certificate of Eligibility applicants, as of September 1, 2015, is a GPA of at least 2.75.

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

- An Overview of the Teaching Profession
- Classroom Management
- Assessment Tools
- Lesson Plans
- Learning Strategies
- Job Search Strategies for Teachers
- Diversity in the Classroom
- The Implementation of Technology
- Classroom Observations

This is a noncredit course with 20 hours of classroom work and a 4-hour classroom observation requirement. Upon successful completion of this class, students receive a certificate, as required by the Department of Education, which documents successful program completion. This certificate must be included in the CE application packet to the DOE. Limited enrollment - please register immediately. As classes fill, additional classes will be offered to satisfy demand.

Visit www.mccc.edu/ccs for additional offering times and dates. Book is included and will be given out at first class.

2.0 CEU. Cost: $270 (tuition $170, administrative fee $30, materials fee $70)
NCEDU-CS001-01
Feb 8- Mar 3
8 sessions
M, Th 6pm - 8:30pm
Diana Vasil

NCEDU-CS001-02
Mar 10-Apr 7
8 sessions
M, Th 6pm - 8:30pm
(Note class March 24)

New Pathways to Teaching in New Jersey
Alternate Route to Teaching

Thinking of becoming a teacher? Already have a college degree? Make a difference in the life of a child: TEACH! For more information, consult www.mccc.edu/ccs

NPTNJ provides an opportunity for people to become teachers who have a BS, BA, or higher degree and who did not complete a traditional teacher preparation program.

PLEASE NOTE: Admission Requirements as of September 1, 2015:

- Bachelor's degree with a 2.75 GPA
- Certificate of Eligibility from NJDOE

To learn more about the NPTNJ program including schedules, application and overview, visit www.mccc.edu/ccs

New Pathways to Teaching in NJ is an approved alternate route to teaching by the Department of Education of the State of New Jersey. The structure of the program consists of Stage I and Stage II. Our Stage I class is scheduled to begin in April. Stage I is 60 hours and meets two nights a week. Stage II begins in September and requires completion of Stage I and employment as a teacher.

If you need additional information, you may contact Director Steve Bassett at 609-570-3856.

To apply to the program, you must have completed a Bachelors Degree with a 2.75 GPA, passed your Praxis II exam, completed an Introduction to Teaching: 24-Hour Pre-service Program, and have obtained your Certificate of Eligibility (CE) issued by the DOE.

Apr 14-Jun 16
5:30-9pm

Classroom Management

This seminar is intended for the individual who would like to enhance his/her teaching skills in any public or private school in the State of New Jersey through a clearer understanding of classroom management techniques. It is also designed to provide the teacher with those tools necessary to be a highly effective professional in the classroom.

0.4 CEU. Cost: $52 (tuition $44, administrative fee $8)
NCEDU-CS026-01
Feb 20
1 session
Sa 9am-1pm
William J. Robbins, Instructor
Dr. Mary T. Stansky
Montessori Teacher Certification

The Montessori Teacher Training Institute of Mercer County Community College is offering a unique opportunity to explore the Montessori method of teaching and earn a certificate. Using 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 in this new millennium.

Please visit our website at www.mccc.edu/ccs to download complete information about the program including the Policy and Procedures Manual, FAQs, and an application. All interested participants must possess an understanding of the English language, written and spoken. If you need additional information, please email Debbie Paragano at paragand@mccc.edu.

Who should attend:
- 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 with opportunities in every state and throughout the world
- Parents or other individuals who wish to further their understanding of child development and successful teaching methods

All classes meet at Montessori Corner School, 666 Plainsboro Road, Building #2100, Plainsboro, NJ 08536.

To earn a certificate, you must complete the following courses and practicum hours. You may begin with Module I, II or III. For the Practicum, you must finish all four Modules and start the following September or January. There are no classes available in July and August.

This program is affiliated by the American Montessori Society (AMS) and accredited by the Montessori Accreditation Council for Teacher Education (MACTE).

### Module I (Fall 2016)
- Philosophy/Theory
- Practical Life

### Module II (Fall 2016)
- Sensorial
- Math

### Module III
- Child Development
- Art, Music, Movement
- Language

### Module IV
- Observation
- Classroom Leadership
- Science/Social Studies
- Parent Involvement/Education

**Practicum - 540 hours**

Pre-requisite: Successful completion of Modules I-IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Credit</th>
<th>Start/End</th>
</tr>
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<tbody>
<tr>
<td>NCEDU-CS004-01</td>
<td>$1,777</td>
<td>7.5 CEU</td>
<td>Apr 16 - Apr 30**</td>
</tr>
<tr>
<td>NCEDU-CS006-01</td>
<td>$1,777</td>
<td>8.85 CEU</td>
<td>Mar 1-May 10***</td>
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</tbody>
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**February classes: Mar 5 and 19, Apr 16 - 8:30am-4:30pm (1/2 hr lunch)***

**Saturday classes: Apr 30, May 7 - 9am-3:30pm (1/2 hr lunch)**

How to Become an Effective Substitute Teacher

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

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

0.8 CEU. Cost: $103 (tuition $84, administrative fee $19)

NCEDU-CS004-01 | Apr 16 - Apr 30**
2 sessions | Sa | 5:30-8:30pm**

*No class Apr 23

William Robbins, Instructor
Child Care Career Development Certificate

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 and practice 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.

These courses meet the annual staff development requirements enacted by the New Jersey Bureau of Child Care Licensing.

Upon completing 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.

Note: The same textbooks are used for all courses. Both books are available at the MCCC bookstore.

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

Helping Children Learn about Themselves and Others
Create an environment where children can build on their self-esteem by being treated as valued individuals and meeting challenges within their range of development. Learn how to differentiate activities, such as completing puzzles, playing with play dough, and reading books so that each child can meet with success.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS016-01 Feb 3-Mar 9
6 sessions W 7-9pm
Margaret Kornberg, Instructor

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.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS018-01 Feb 1-Mar 7
6 sessions M 7-9pm
Margaret Kornberg, Instructor

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, and learn some 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.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS012-01 Apr 21-Jun 2
6 sessions Th 7-9pm
*No class May 19
Jeffra Nandan, Instructor

Helping Children Learn about Themselves and Others
Create an environment where children can build on their self-esteem by being treated as valued individuals and meeting challenges within their range of development. Learn how to differentiate activities, such as completing puzzles, playing with play dough, and reading books so that each child can meet with success.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS016-01 Feb 3-Mar 9
6 sessions W 7-9pm
Margaret Kornberg, Instructor

Professionalism and your Professional Resource File
Child Care professionals must act responsibly and ethically. Begin to build a Professional Resource File - a collection of materials which supports high-quality program procedures and developmentally appropriate practices. You will receive guidance in writing competency goals and collecting necessary documentation to create the resource file which is a required component of the CDA credential.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS021-01 Feb 2-Mar 8
6 sessions T 7-9pm
Margaret Kornberg, Instructor

Register 10 days before the start of class to save the $15 late fee!
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. 1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS014-01  Mar 1 - Apr 5
6 sessions  Tu  7-9pm
Angela Dixon, Instructor

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. 1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS013-01  Jan 19 - Feb 23
6 sessions  Tu  7-9pm
Margaret Kornberg, Instructor

Getting Creative with Art, Music and Drama
From painting with watercolors to acting out nature, learn to enhance and extend this artistic experience. Developing materials and activities that promote self-expression. Discover how the early childhood environment can encourage artistic exploration, and how providing a rich variety of art materials, music, 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. 1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS020-01  Mar 3 - Apr 14*
6 sessions  Th  7-9pm
* Class will not meet Mar 24
Angela Dixon, Instructor

Classroom Design and Program Management
A well-designed classroom and program maximizes student learning. Learn how to select and arrange classroom materials, as well as how to plan and implement effective schedules and routines. Get an overview of lesson planning and different kinds of curricula. Discover how to assess the individual needs of children, as well as how to individualize instruction to meet these needs. Gather tools for evaluating and making adjustments to the program.
1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS017-01  Apr 12 - May 17
6 sessions  T  7-9pm
Angela Dixon, Instructor

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 nutrition habits and receive training on how to recognize and report child abuse and neglect.
1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS015-01  Apr 6 - May 11
6 sessions  W  7-9pm
Jefra Nandan, Instructor

Working with Families
A young child’s first teachers are his or her family members. Families are partners in education. Learn how to build the positive relationships with families that maximize a child’s success. Discover a variety of ways to invite formal and informal family participation in your program, as well as how to plan and participate in conferences. Also learn ways to recognize when families are under stress, and how to provide support to families in stressful times.
1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS017-01  Mar 3 - Apr 14*  Th  7-9pm
* Class will not meet Mar 24

Students with ASD (Autism Spectrum Disorder) (Online Course)
Today, every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological disorder on the autism spectrum. In this course, you take away strategies for working effectively with students with Asperger’s Syndrome. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue. 16 hours 1.6 CEUs/ILUs. $145, with an optional additional $40 paid later for graduate credit.
NCEDU-CS018-01  Mar 7 - Apr 1
For more information, go to www.mccc.edu/LERNclasses
To register, please email cailebrek@mccc.edu

Child Care and Parenting
Online Courses
- Enhancing Language Development in Childhood
- Guiding Kids on the Internet
- Understanding Adolescents
Cost: $104 for each online course
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

• Expert Instructors • 24-Hour Access • 6 Weeks of Instruction • Courses start monthly
Care for the Caregiver

Are you a caregiver? Are you a nurse, a doctor, a hospice worker, a therapist, a member of the clergy, or one of the multitudes of other types of professional caregivers in our community? Are you a parent or an adult child or one of the growing numbers of family caregivers in our community? If so, this workshop is for you. It is designed especially for family and professional caregivers to give you the tools and skills you can use and take with you to care for yourself while caring for others. In order to effectively care for another, you must first care for yourself. In this course, you will explore the caregiver’s journey, increase self-awareness, and learn body-mind self-care practices and strategies that maximize health, wellbeing, and resilience. Join our instructor who is a physical therapist, teacher, and health coach with over 30 years of experience and let her guide you on how to handle stress, burnout, and compassion fatigue. Care for the Caregiver will enable you to develop an empowering blueprint for change along with a self-care toolbox; identify and use internal and external strengths and resources for support and accountability; and reconnect with what has heart and meaning in life.

0.9 CEU. Cost: $96 (tuition $79, administrative fee $12, materials fee $5)
NCHCP-CS048-01 Mar 1 - Mar 15
3 sessions Tu 6-9pm
Regina Rosenthal, PT, MA

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 the differences between regulatory submission requirements of new biologics, medical devices, pharmaceuticals, and vaccines.
- Discuss the impact of FDA regulations and guidance documents, EU directives, EMEA regulations and ICH GCP on clinical development.
- Describe the elements of a clinical protocol, an informed consent, monitoring visit reports and a corrective and preventative action plan.

Who should attend:
Those with a Bachelor of Arts or Bachelor of Science in:
- Nursing
- Pharmacy
- Chemistry
- Biology
- Medical Technology
- Other fields of study may be appropriate

To Earn a Certificate:
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

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 earn nine (9) graduate credits when they apply and gain acceptance to Drexel University’s Master Degree in Clinical Research Organization and Management.

To gain a realistic understanding of this program, career opportunities and the transfer agreement with Drexel University College of Medicine, participants are strongly encouraged to attend our

For more information regarding the Certificate of Clinical Development and Regulatory Affairs, please email Steve Bassett at bassetts@mccc.edu.

Register 10 days before the start of class to save the $15 late fee!
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.
3.6 CEU. Cost: $1,003 (tuition $969; administrative fee $19; materials fee $15)
NCPHA-CS006-01 Jan 5 - Feb 11
12 sessions Tu, Th
Michael Falkow, Instructor

Foundations of Clinical Development (Online Course)
Required course. 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.

Foundations of Clinical Development introduces 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 device and pharmaceuticals as well as the roles and responsibilities of sponsors, investigators, and clinical research professionals. Textbook is required and available in the college bookstore. Students must obtain the textbook prior to the start of class.
3.6 CEU. Cost: $1,048 (tuition $853, administrative fee $150, student fee $45)
Online Orientation and 36 hours of online instruction
NCPHA-CS001-01 Feb 20 - Apr 16
Michael Falkow, Instructor

Fundamentals of Clinical Research Monitoring and Study Coordination (Online Course)
(Clinical Coordination and Monitoring)
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.
3.6 CEU. Cost: $1,048 (tuition $853; administrative fee $150, student fee $45)
Online Orientation and 36 hours of online instruction
NCPHA-CS005-01 Mar 20 - May 14
Jill Johnston, Instructor

Online Orientation and 36 hours of online instruction
NCPHA-CS006-01 Jan 5 - Feb 11
12 sessions Tu, Th
Michael Falkow, Instructor

YOU CAN EARN YOUR CERTIFICATE COMPLETELY ONLINE!
Look for this symbol for qualifying online courses.

Regulatory Affairs
Regulations and Compliance (Online Course)
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 (IND), 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.
3.6 CEU.

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 this course, the student will cover methods of data collection and data entry, data validation, data query and resolution, the use of quality control procedures, and interaction with both clinical research and biostatistics personnel.
3.6 CEU. Cost: $1,003 (tuition $969, administrative fee $19; material fee $15)
NCPHA-CS002-01 Feb 16 - Mar 5
9 sessions Tu, Th, Sat
6 - 9pm
* 1 hr lunch
(Class meets on Feb 16, 18, 23, 25, Mar 1, 3, and Saturday Feb 20, 27; Mar 5)
Denise Tsiliotis, Instructor

“I wanted to let you know that I was selected to participate in an Investigator Meeting for one of our newly awarded studies and will be presenting an overview of my company. I am thrilled to have been selected. I feel so much better off having taken the foundations course. The course has... instilled the confidence to speak in front of other industry professionals...”

– Melissa C.
Certified Nurse Aide (CNA)

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!

Required: A clear understanding of written and spoken English; and inoculations. Costs of the uniform, student liability insurance, and state examination fees are additional (approximately $300). In addition, there is a $76 testing fee for the CNA license.

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 some 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 ComEd@mccc.edu.

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

Textbook required. Available in college bookstore. Please bring a lunch-cafeteria closed on Saturdays.

For additional information, visit our website at www.mccc.edu/ccs.

West Windsor Campus:
9.0 CEU. Cost: $1,328 (tuition $676, administrative fee $127, lab fees $380, materials $45, non-refundable registration fee $100)

NCHCP-CS031-02
13 sessions
Sa, Su*
*Most Saturdays start at 7:30am
*Complete schedule information, visit our website at www.mccc.edu/ccs.
*Classes meet at West Windsor Campus
*Clinical sessions begin at 7:30am and are held at Hamilton Continuing Care, 1059 Old Trenton Road, Hamilton, NJ 08690
*Some clinical sessions may be held on Sunday mornings
Estella Brown, RN

JKC (Trenton):
9.0 CEU. Cost: $1,328 (tuition $676, administrative fee $127, lab fees $380, materials $45, non-refundable registration fee $100)

NCHCP-CS031-01
13 sessions
T, Th, Sa
*Complete schedule information, visit our website at www.mccc.edu/ccs.
*Classes meet at JKC (Trenton), North Broad and Academy streets, Trenton, NJ 08608
Clinical sessions begin at 8am - visit www.mccc.edu/ccs for location.
Sylvia Anderson, RN, BSN, LNC

Note: Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information.

Certified Home Health Aide for CNA’s (CHHA)
Prerequisite: Students MUST be currently certified by the NJ Department of Health and Senior Services as a Certified Nurse Aide. Proof must be provided at first class.

This 10-hour program is designed for the CNA who wants to become a Certified Home Health Aide (CHHA). Upon successful completion of this program, you will be eligible to apply for certification as a CHHA. There will be an additional licensing fee payable to the NJ Board of Nursing (amount of fee to be announced). (Note: Please bring a lunch-cafeteria closed).

West Windsor Campus:
1.0 CEU. Cost: $153 (tuition $109, administrative fee $24, materials fee $20)

NCHCP-CS032-01
2 sessions
Sa
9am-2:30pm*
*1/2 hour for lunch
Marilyn Wargo, BSN

NCHCP-CS032-03
2 sessions
Sa
9am-2:30pm*
*1/2 hour for lunch
Marilyn Wargo, BSN

JKC (Trenton):
1.0 CEU. Cost: $153 (tuition $109, administrative fee $24, materials fee $20)

NCHCP-CS032-02
2 sessions
Sa
9am-2:30pm*
*1/2 hour for lunch
Marilyn Wargo, BSN

Register 10 days before the start of class to save the $15 late fee!
Health Professions

Computed Tomography (CT Scan)

The Computed Tomography Program is a post-graduate advanced level specialty education program that results in a Technical Certificate. This program is an online course consisting of 13 modules for the convenience of professionals seeking knowledge or to advance in their career. Learning is based on weekly modules and assessments along with 96 hours of clinical application. Individuals may register for the online course only. This course is designed to prepare qualified individuals to operate computed tomography equipment safely and competently to produce diagnostic CT images.

Areas of study: Patient care, professional development, patient positioning and procedure protocols, cross-sectional anatomy, pathology, digital imaging, CT instrumentation, and image processing and retrieval, and quality assurance.

Students must apply and be approved prior to registration. The documents listed below must be submitted prior to approval. Please direct all questions to Debbie Paragano at paragand@mccc.edu. Forms provided online www.mccc.edu/ccs):

- Current NJ diagnostic radiologic technologist license
- Registered Radiologic Technologist (ARRT). Must be shown to clinical coordinator prior to the first clinical assignment. In order to sit for the certification exam, you must be registered for one year.
- Copy of malpractice insurance face sheet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series
- Copy of clear criminal background check

Successful completion of this course does not guarantee meeting the ARRT Certification Exam clinical experience requirements nor passage of the examination. Clinical assignments are individually scheduled at area hospitals and dependent on the facility and the student's availability.

Note: Students need access to a computer, Microsoft Word-compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.

NCHCP-CS038-01 (online and clinical instruction)
13 Modules online  
Feb 8 - May 8
14.8 CEU. Cost: $1,803 (tuition $1,168, administrative fee $210, lab fees $380, student fee $45)

NCHCP-CS039-01 (online instruction only)
13 Modules online  
Feb 8 - May 8
5.2 CEU. Cost: $1,079 (tuition $879, administrative fee $155, student fee $45)
Lynne S. Argast, M.S. Ed., R.T. (R)(M)(CT)
Mary Tartaglione, M.S. Ed., R.T. (R)

ONLINE!

Phlebotomy Technician Program

Phlebotomy I (Lecture/Classroom)

This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician (CPT). The program begins with this course which teaches the health care delivery system, collection of materials and equipment, venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. At successful completion of Phlebotomy I, students will be recommended to start our Phlebotomy II Externship Program at a local healthcare facility. Students who complete the entire program (Phlebotomy I & II) will be fully prepared to take the National Certification Exam given by NHA for Certified Phlebotomy Technician. The Certification test cost is the student’s responsibility. Textbook required. Available in college bookstore. (Note: Please bring a lunch - cafeteria closed on Saturday.)

9.0 CEU. Cost: $1,396 (tuition $675, administrative fee $116, lab fees $380, materials $125, non-refundable registration fee $100)

NCHCP-CS029-01  
Jan 25-Mar 21
17 sessions  
M,W* 5:30-9pm*
5 sessions  
Sa** 9am-4pm**
**Saturday classes: Jan 30; Feb 6, 13, 20, 27, includes 1/2 hr lunch
Peggy Richey, MS, Clinical Laboratory Supervisor

JKC (Trenton):

NCHCP-CS029-02  
Jan 26-Mar 22
17 sessions  
T, Th 5-8:30pm
5 sessions  
Sa** 9am-4pm**
**Saturday classes: Jan 27, 30; Feb 6, 13, 20
Graciela Coyne, Instructor

--- Application required. Download at www.mccc.edu(ccs) ---

Phlebotomy II Externship (80 hours)

Successful completion and recommendation are required to register for Phlebotomy II. After completion of Phlebotomy I, you may register for your externship. Students will complete Phlebotomy II with 80 hours of documentation, performing 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 are scheduled for an 8-hour day, Monday - Friday, 11:30am to 8pm. 8.0 CEU. Cost: $725 (tuition $710, administrative fee $15)

NCHCP-CS030  
Externship will follow completion of Phlebotomy I program

--- Attend the Open House Thursday, January 14 (see pg 2 for more details) ---
Certificate in Medical Billing/Coding Specialist

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 equip 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 health care settings. This program prepares you for a career change or advancement.

To earn the certificate, participants must successfully complete the following twelve (12) core courses. **Medical Terminology: A Short Course is the prerequisite for all other courses and must be taken first.** Upon completion of the requirements, notify our office at ComEd@mccc.edu for your certificate. Individual courses may be taken on a non-certificate basis. It is recommended that students be computer literate.

### Core Courses
- Medical Terminology: A Short Course
- Billers and Coders Medical Terminology
- Advanced Medical Terminology
- Basic Anatomy
- CPT-4 Medical Coding I
- CPT-4 Medical Coding II
- SpringCharts Electronic Health Records
- ICD-10-CM Introduction to Medical Diagnosis Coding
- ICD-10-PCS Introduction to Medical Procedural Coding
- Medical Billing
- Medisoft
- Medical Insurance, Law and Ethics

### Advanced Medical Terminology
**Prerequisite:** Medical Terminology: A Short Course, and must take Basic Anatomy either prior to or concurrently with this course.

This is an introductory course covering basic anatomy by developing an understanding of functions and structures of parts of the body. It is recommended that students be computer literate.

**Prerequisite:** Must take Medical Terminology: A Short Course either prior to or concurrently with this course; and must take Basic Anatomy either prior to or concurrently with this course

**Textbook required.**

### Medical Billing
**Prerequisite:** Medical Terminology: A Short Course

This is an overview of medical billing procedures for the claim cycles of many types of insurance coverage. Included topics: daily transaction entries, completing medical submissions, billed claim follow-up, the appeal process, itemized statements, and management reporting. **Textbook required. Available in college bookstore.**

**Prerequisite:** Must take Medical Terminology: A Short Course either prior to or concurrently with this course

### Billers and Coders Medical Terminology
**Prerequisite:** Must take Medical Terminology: A Short Course either prior to or concurrently with this course; and must take Basic Anatomy either prior to or concurrently with this course

This course covers the changes between ICD9-ICD10. It offers an introduction to basic coding in ICD10. The student is given information on the various National Certification tests offered. The AAPC professional society, Local Chapter membership, and networking possibilities through membership in these agencies will be discussed. A brief review of Medical Terminology used in all 12 body systems will also be provided.

**Textbook required. Available in college bookstore. Please bring book to first class.**

### Basic Anatomy
**Prerequisite:** Medical Terminology: A Short Course or be concurrently enrolled in Medical Terminology: A Short Course

This is an introductory course covering basic anatomy by developing an understanding of functions and structures of parts of the body. **Textbook required. Available in college bookstore. Please bring book to first class.**

**Note:** Students may enroll for this course while completing the prerequisite.

### Medisoft
**Prerequisite:** Medical Terminology: A Short Course

It is recommended that students be computer literate. **Note:** Students may enroll for this course while completing the prerequisite.

This 18-hour "hands-on" class helps to prepare you to perform duties using the Medisoft Advanced Medical Billing Software System. Areas of Medisoft that will be covered include: inputting patient information, processing patient transactions, producing various reports, and learning how to print statement and insurance forms, as well as processing claims. **Textbook required. Available in college bookstore. Please bring book to first class.**

**Prerequisite:** Must take Medical Terminology: A Short Course either prior to or concurrently with this course

**Textbook required. Available in college bookstore. Please bring book to first class.**

- **1.8 CEU. Cost: $290 (tuition $169, administrative fee $34, lab fees $37)**
  - **NCHCP-CS015-01**
  - **Feb 15 - Apr 19**
  - **6 sessions**
  - **Tu 6-9pm**
  - **Carla Johnson, Instructor**
CPT-4 Introduction to Medical Coding Level I
Prerequisite: Medical Terminology: A Short Course
CPT-4 coding is required to bill for medical services and procedures in medical practices, emergency rooms, ambulatory surgery centers and many other facilities. Coding has a language of its own. This course will give the student an introduction to the language and how to use the CPT-4 book to assign the appropriate codes. Textbook required.
Available in college bookstore. Please bring book to first class.
2.4 CEU Cost: $269 (tuition $225, administrative fee $44)
NCHCP-CS006-01 Feb 10-Mar 5
4 sessions W* 6-9pm
4 sessions Sa** 12:30-3:30pm
*Wednesday classes: Feb 10, 17, 24, Mar 2
**Saturday classes: Feb 13, 20, 27, Mar 5
Jessica Pursell Schutte, CPC

CPT-4 Medical Coding Level II
Prerequisite: CPT-4 Medical Coding Level I, Medical Terminology: A Short Course, and Basic Anatomy
We will review principles and guidelines from CPT-4 Medical Coding Level I and go into greater depth and detail to offer a more comprehensive understanding of CPT strategy and proficiency, focusing on medical and surgical coding, E&M coding and modifiers. Examples of HCPCS will be given and reviewed in class. Those students who are active in the field may be asked to research and provide actual coding issues. The instructor and students together will research and resolve the various coding and compliance issues. This course requires the same book as used in CPT-4 Introduction to Medical Coding Level I. Available in college bookstore. Please bring book to first class.
2.4 CEU Cost: $269 (tuition $225, administrative fee $44)
NCHCP-CS007-01 Mar 16-Apr 16*
4 sessions W** 6-9pm
4 sessions Sa*** 12:30-3:30pm
*No class Mar 26
**Wednesday classes: Mar 16, 23, 30, Apr 6
***Saturday classes: Mar 19, Apr 2, 9, 16
Jessica Pursell Schutte, CPC

Medical Insurance, Law and Ethics
Prerequisite: Medical Terminology: A Short Course.
It is recommended that students be computer literate.
Learn to understand complex medical insurance concepts, legal requirements, and the consequences associated with improper claims filing. Students will be able to identify and understand the basic medical insurance programs and their features; handle patient authorization for the release of medical records; understand disclosure and confidentiality issues associated with maintaining, sending and transmitting patient records; identify fraud and abuse issues, and handle insurance claim forms to prevent questionable or illegal filing. Textbook required. Available in college bookstore. Please bring book to first class.
1.5 CEU Cost: $170 (tuition $141, administrative fee $29)
NCHCP-CS012-01 Feb 4-Mar 3
5 sessions Th 6-9pm
Kim Barca, RHIA

ICD-10-PCS Introduction to Medical Procedural Coding (Hospital Focus)
Prerequisite: Medical Terminology: A Short Course, ICD-10-CM
It is recommended that students be computer literate.
Please note: Students wishing to earn their certificate and/or sit for the CCA (AHIMA) exam on or after October 2015 should take ICD-10-PCS. This medical coding course will provide instruction for the beginner coder to learn and understand the concept of coding a procedural or operative statement according to the rules and guidelines in the ICD-10-PCS coding manual.

ICD-10-CM Introduction to Medical Diagnosis Coding
Prerequisite: Medical Terminology: A Short Course
It is recommended that students be computer literate.
Please note: Students wishing to earn their certificate and/or sit for the CPC, CPC-H (AAPC) or CCA (AHIMA) exam on or after October 2015 should take ICD-10-CM. The Department of Health and Human Services is calling for the adoption of a new edition of the International Classification of Diseases (ICD) standards known as the 10th edition using Clinical Modification (CM) for reporting patient diagnosis. ICD-10-CM is a standardized coding system which correlates disease and diagnosis and is required to bill for medical services in hospitals, medical practices, emergency rooms, ambulatory surgery centers and many other healthcare facilities. It is essential to assign the appropriate diagnosis from a legal perspective and from a reimbursement prospective. This medical coding course will provide instruction for the beginner coder to learn and understand the concept of coding a diagnostic statement according to the rules and guidelines in the ICD-10-CM coding manual. 3.6 CEU Cost $468 (tuition $396, admin. fee $72) Textbook required. Available in college bookstore. Please bring book to first class.
NCHCP-CS010-01 Feb 12-May 13*
12 sessions F 6:30-9:30pm
*No class March 25, April 22
Kim Barca, RHIA
SpringCharts Electronic Health Records
Prerequisite: Medical Terminology: A Short Course
It is recommended that students be computer literate. Students are encouraged to bring their own flash drive to class to save their work. This hands-on class prepares you to perform duties using the SpringCharts EHR software. Spring Charts is an interactive office software that allows medical office administrators and billers to perform office tasks such as order tests, confirm appointments, scan and document immunization records. It is an entire electronic chart used by medical office professionals, billers and coders in a variety of medical specialties, both nationally and internationally, and records appointments, patient tracking, reports, coding tools, chart evaluation, template management and certified billing links. This software can be specialized for individual doctors and practices. Textbook required. Available in college bookstore. Please bring book to first class.
2.4 CEU. Cost: $364 (tuition $222, administrative fee $44, lab fees $98)
NCHCP-CS014-01  Mar 5-Apr 30*
8 sessions  Sa 9am-12pm
*No class Mar 26
Carla Johnson, Instructor

Additiona}l Recommended Courses:

Practice Fusion and Practice Suite (Electronic Health Records)
Recommended Course!
This course works with an online secure web based Medical Charting (Practice fusion) and Billing (PracticeSuite) system. Practice Fusion and Practice Suite which are the latest internet based EHR/EMR used in Physicians Practices and Specialty Medical Offices. Students will learn about the benefits of Electronic Health Records, meaningful use and hands-on know-how in entering patient data for setting up a patient file to electronically entering billing information and charges to be posted for payments. Students will be able to schedule patient appointments, read and extract patient intake forms and locate billing charges for mock clients. This course gives students an idea of the differences between front and back office in the medical setting with hands-on practical skills.
1.8 CEU. Cost: $271 (tuition $170, administrative fee $29, lab fees $72)
NCHCP-CS042-01  Jan 23-Feb 27
6 sessions  Sa 9am-12pm
Carla Johnson, Instructor

Health Career Clinic
Recommended Course!
If you are looking for a job in healthcare, or are a seasoned professional wishing to expand your horizons – this seminar is for you. Learn to identify career preferences and patterns using key medical terms and technologies. Recognize the skills and experience that you already possess and identify, develop and market new skills. You will explore career options utilizing internet resources, learn to network effectively and forecast the importance of new trends in Health Information Technology including: Billing and Coding, Electronic Health Records, Trans Telephonic (over the telephone) opportunities, Administrative and Clinical Allied Health Care, Pharmacy and EKG Technicians and more.
0.9 CEU. Cost: $104 (tuition $85, administrative fee $19)
NCHCP-CS018-01  Apr 13-Apr 27
3 sessions  W 6-9pm
Carla Johnson, Instructor

Medical Billing and Coding National Certification Test Prep
Recommended: At least five courses in our program
Recommended: Industry experience
Prepare for two National Certification tests: the American Academy of Professional Coders (AAPC) which will award a Certified Professional Coder (CPC) certification and the American Health Information Management Association (AHIMA) which will award a CCA (Certified Coding Associate) certification. Credentials from these organizations will enhance your career potential. Learn to review the material and tips to enhance your test taking ability.
0.3 CEU. Cost: $45 (tuition $34, administrative fee $11)
NCHCP-CS016-01  Apr 26
1 session  Tu 6-9pm
Kim Barca, RHIA

Register 10 days before the start of class to save the $15 late fee!
Gerontology - The Study of Aging
Are you responsible for the care of an older adult? Are you a practitioner or professional in the area of eldercare? Mercer’s Gerontology program will meet your educational needs in your personal and professional life. Today, the need for knowledge and understanding of America’s older adults is growing. With the population aging at a rapid rate, the demand for understanding and experienced providers to meet the needs of this population is dramatically increasing. Our Gerontology courses are specifically designed to enhance the knowledge and skills of individuals by presenting relevant and current information. Whether aging issues are affecting your personal life or you are pursuing a career working with older adults, these courses are a resource for you. Gain an understanding of the field of Gerontology and stay ahead of the curve as this field continues to evolve. (Note: Individual courses may be taken on a non-certification basis.)

Textbook is available in the college bookstore and is recommended, not required, and may be used as a reference for all courses.

Recommended attendees:
- Nurses
- Licensed clinical social workers
- Psychologists/counselors
- Nursing home administrators
- Clergy
- Personal and professional caregivers

*Note: Individual courses may be taken on a non-certification basis.

Courses required for Certificate*:
- The Study of Aging (Introduction to Gerontology)
- The Effects of the Aging Process (Cognitive and Functional Changes)
- Healthy Aging (Holistic Approach to Aging)
- Case Management and Counseling Older Adults (Case Management and Counseling: Key Tools in Navigating the Healthcare System)
- Pharmacologic Issues in the Aging Population (Pharmacologic Issues in the Elderly)
- Senior Housing Options for Older Adults
- Aging, Society, and Public Policy

Participants choosing to pursue a certificate must successfully complete all 7 courses listed below and complete a Capstone Project.

Capstone Project: $105 (NCGER-CS008)
A Certificate in Gerontology is awarded after completion of required coursework and a capstone project that provides an opportunity for you to explore an issue or idea more fully.

The Study of Aging (Introduction to Gerontology)
What happens to us as we age? Why is it important for us to learn about the aging process? This course provides a multidisciplinary introduction to the field of gerontology, its importance, and the expected and unexpected adult life cycle changes which occur as we age. Biological, psychological, and sociological aspects of aging will be explored. Additionally, an introduction to the myriad aspects of caregiving will be shared.

1.5 CEU Cost: $195 (tuition $144, administrative fee $51)  
NCGER-CS001-01  Jan 28-Feb 25  
5 sessions  Th 6:30-9:30pm  
Robin Mockenhaupt, Ph.D., M.B.A., Chief of Staff, Robert Wood Johnson Foundation

Senior Housing Options for Older Adults
Should a loved one continue to live at home? What are the options in the greater Mercer County area for senior living? Come hear representatives from different housing options share their insights on housing choices. An opportunity to discuss the information follows the presentations.

0.5 CEU Cost: $65 (tuition $51, administrative fee $14)  
NCGER-CS005-01  Mar 5  
1 session  Sa 9am-2:30pm* (1/2 hr lunch)

Pharmacologic Issues in the Aging Population
This course is designed to introduce concepts related to pharmacokinetics and pharmacodynamics in the older adult. Effects of the aging process on drug use, common side effects of frequently prescribed drugs, and compliance with medication regimens will be discussed. In addition, this course will address specific issues such as polypharmacy, the use of CAM therapies, the use of alcohol and other recreational substances. Socioeconomic issues related to pharmacologic therapy will also be discussed.

0.5 CEU Cost: $65 (tuition $51, administrative fee $14)  
NCGER-CS004-01  Feb 22 - 29  
2 sessions  M 6:30pm - 9pm  
Joan Aprigliano MSN, RN, CNL, CRRN, Assistant Professor Nursin, MCCC Nursing Program

Aging, Society, and Public Policy
Explore the issues that impact the individual in contemporary American society, as the Baby Boomers shift and become older adults. Topics include: social roles and age norms, family and social networks, lifestyle choices, employment and retirement. Learn how stated public policy addresses the needs of an aging society and its implementation at the federal, state and local levels, with emphasis on major legislation and translation of legislation to programs and services. Please bring lunch - cafeteria closed.

1.5 CEU Cost: $185 (tuition $153, administrative fee $32)  
NCGER-CS006-01  Apr 2-Apr 16  
3 sessions  Sa 9:00am-2:30pm*  
Warren McClain, M.A.

The Effects of the Aging Process (Cognitive and Functional Changes)
When Robert Browning wrote, "Come grow old with me the best is yet to be," what did he mean? Physical, cognitive and functional changes occur as one ages. Join this class to learn what the changes are, why they occur and what strategies can be used to manage the changes.1.5 CEU Cost: $185 (tuition $144, administrative fee $41)  
NCGER-CS002-01  Mar 23-Apr 20  
5 sessions  W 6:30-9:30pm  
Eileen E. Doremus, Executive Director, Mercer County Office on Aging
Veterinary Assistant Certificate Program
This program 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.

This program has been approved by the National Association of Veterinary Technicians in America (NAVTA). Students who have completed the certificate program will have the knowledge and abilities to take NAVTA's national certification examination.

To earn the certificate, the student must successfully complete certificate program all four (4) modules in sequential order.

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

**Required textbook for the program available in the college bookstore.**

Coordinator: Alexander Muñoz, CVT
Instructors: Sherif Gerges, CVT, Alexander Muñoz, CVT, Patrick Trusdell, CVT

**Module 1: Introduction to the Veterinary Profession**
**Module 2: Nursing Skills**
**Module 3: Laboratory Skills and Imaging**
**Module 4: Clinical Externship**

**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 (tuition $416, administrative fee $78)
NCASC-CS004-01 Jan 26-Feb 25
10 sessions  Tu, Th 6-9pm
Instructor: Allie Whartenby

**MODULE 2: Nursing Skills**
**Prerequisite:** Module 1
This session will teach you how to effectively assist veterinarians and veterinary technicians with examinations and surgical procedures. You will also be given the skills to understand and play a role in the treatment and prevention of disease. Other topics include: basic anatomy, restraint, animal husbandry, first aid, and vital signs monitoring.

6.0 CEU. Cost: $982 (tuition $830, administrative fee $152)
NCASC-CS005-01 Mar 14-May 18
20 sessions  M, W 6-9pm
Instructors: Sherif Gerges and Patrick Trusdell

**MODULE 3: Laboratory Skills**
**Prerequisite:** Modules 1 and 2
This session will give an introduction to the diagnostic tools used in veterinary practice and you will be taught skills appropriate to assist the veterinary team. Some 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 (tuition $416, administrative fee $78)
NCASC-CS006-01 Feb 1-Mar 2
10 sessions  M, W 6-9pm
Instructors: Sherif Gerges and Patrick Trusdell

**MODULE 4: Clinical Externship**
**Prerequisite:** Modules 1, 2 and 3
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 (tuition $569, administrative fee $105)
NCASC-CS007-01 Spring/Summer 2016

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**5 WAYS TO REGISTER FOR YOUR CLASSES**
- Online
- Mail
- Fax
- Phone
- In Person

Additional questions? Call 609.570.3311 or email ComEd@mccc.edu

(Registration begins Thursday, November 5, 2015)
For the latest information on upcoming classes, special events and programs please visit www.mccc.edu/ccs
Nutrition Buzz – Myth and Reality  **NEW!**

Nutrition Buzz – it’s everywhere! Which is better; flax seed or chia? What is a GMO and should I be concerned? Can superfoods really help me be healthier? Should I follow a gluten-free diet or is gluten okay? It seems like everywhere we look there is nutrition advice and information available; however, much of it is not only contradictory and confusing but it is also, and all too often, not grounded in science. So, how do you judge what’s right for you and what do all the “buzz words” mean? Spend some time with Registered Dietitian Nutritionist, Barbara Spalding, MA, MS, RDN, and learn the basic foundations of a healthy diet, how to decipher much of the nutrition buzz around us, and how to make smart, science-based food choices that will improve your eating patterns and help you live a healthier lifestyle. Reputable sources of nutrition information, how to judge the validity of the information you find in the media and on social media along with the Dietary Guidelines for Americans will be discussed.

0.4 CEU. Cost: $53 (tuition $46, administrative fee $7)

NCHCP-CS047-01  Apr 13-Apr 20
2 sessions  W  7-9pm
Barbara Spalding, MA, MS, RDN

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Online Course

**Introduction to Natural Health and Healing**

Would you like to learn more about natural health but don’t know where to start? If so, then this is the course for you! Learn how to promote wellness, balance, and health in all aspects of your daily life. By the end of this course, you’ll have begun taking charge of your own health and healing!

Cost: $104 for each course.
- Expert Instructors / 24-hour access
- 6 weeks of instruction

A new section of these courses start monthly.
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

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Online Course

**Explore a Career as an Administrative Medical Assistant**

Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare. In this course, you’ll master the basics of scheduling patients’ appointments, surgeries, and hospital admissions. In addition, you’ll discover how to create, maintain, and file medical charts. You’ll also find out how to verify patients’ insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits. After that, we’ll go behind the scenes as you learn how to apply diagnostic and procedure codes to patients’ accounts and bill their insurance companies. Next, we’ll explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims. You’ll also learn what a day sheet is, why it’s important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis. Finally, we’ll delve into the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements.

Cost: $104
- Expert Instructors / 24-hour access
- 6 weeks of instruction

A new section of this course starts monthly.
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

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Have you completed one of our Certificate Programs? Congratulations!

To request your certificate, please contact our Operations Coordinator at ComEd@mccc.edu or call our Registration Desk at 609.570.3311. There will be a $5 charge for duplicate certificates, grade letters, and noncredit transcript reports.
Certified Nurse Aide (CNA)
See pg. 32 for course description.
9.0 CEU. Cost: $1,328 (tuition $676, administrative fee $127, lab fees $380, materials $45, non-refundable registration fee $100)
For complete schedule information, visit our website at www.mccc.edu/ccs. Please email ComEd@mccc.edu for an application packet.
Note: Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information.

Certified Home Health Aide for CNA’s (CHHA)
See pg. 32 for course description.
1.0 CEU. Cost: $153 (tuition $109, administrative fee $24, materials fee $20)
NCHCP-CS302-01 Mar 5-Mar 12
2 sessions Sa 9am-2:30pm*
*1/2 hour for lunch
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Marilyn Wargo, BSN

EKG Technician Certification Test Preparation
See pg. 42 for course description.
5.0 CEU. Cost: $1,068 (tuition $235, administrative fee $47, fees $786)
NCHCP-CS028-01 Feb 1-Mar 21*
15 sessions M, W 5:30pm - 8:50pm*
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Christine Frank

Small Business Start Up and Business Plan Development
(See pg. 6 for course description)
1.2 CEU or 12 CPE hours. Cost: $154 (tuition $127, administrative fee $27)
NCBUS-CS010-01 Jan 23 - Feb 6
3 sessions Sa 9am-1pm
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, Instructor

Marketing and Public Relations for Nonprofits
(See pg. 5 for course description)
1.2 CEU. Cost: $125 (tuition $105, administrative fee $20)
NCCOM-CS009-01 Apr 2
1 session Sa 9am-12pm
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Barry Putt, award-winning playwright and screenwriter

Write Your Story Memoir Writing Class
Write your memoir, discover your individual voice. You’ve got a tale that wants telling. How will you tell it? Join us as we explore the terrain of the creative memoir with in-class discussions and exercises as well as additional tools to help shape it.
1.0 CEU. Cost: $101 (tuition $82, administrative fee $19)
NCCOM-CS002-01 Feb 6-Feb 27*
4 sessions Sa 10am-12:30pm
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Barry Putt, award-winning playwright and screenwriter

Phlebotomy Technician Program
See page 33 for complete course description.
Pharmacy Technician Certification Prep 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. Allow at least 3 weeks for the application process. 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. To earn this certificate, the following courses and hours must be completed (Textbook is required and available in the college bookstore).

Module I (Spring 2016)
Orientation to Pharmacy (66 hours)
- Pharmacy Introduction/Terminology for Pharmacy Technicians
- Pharmacy Law and Ethics
- Pharmacy Technician Dosages and Calculations

Module II (Spring 2016)
Therapeutics Response to Medications: Parts I and II (72 hours)
- Response to Medications Part 1
- Response to Medications Part II

Module III (Summer 2016)
Retail and Hospital Pharmacy Practices (78 hours)
- Pharmacy Billing and Insurance Practices
- Retail Pharmacy Practices
- Hospital Pharmacy Practices
- Review for Pharmacy Technician National Certification Examination

Module IV (Summer 2016)
Who should attend?
Those seeking nationwide employment opportunities within the field of pharmacy. High school diploma or equivalency and strong mathematical skills are required.

Pharmacy Externship (160 Hours)

All classes meet at JKC (Trenton), 102 North Broad Street Trenton, NJ 08608

Pharmacy Technician, Module I
6.8 CEU. Cost: $676.50 (Tuition $576.50 and administrative fee $100.00)
NCHCP-CS049-01
20 sessions Tu, TH 6:00-9:00pm
2 sessions Sa** 9:00-1:30pm
(Saturday classes Mar 12 and Mar 19)
*No class on March 24
1/2 hour lunch
Jonathan Marbach, Instructor

Module II
7.4 CEU. $799.50 (Tuition $699.50 and administrative fee $100.00)
NCHCP-CS050-01
22 sessions M, W 6:00-9:00pm
2 sessions Sa* 9:00-1:30pm
(Saturday classes Apr 23 and Apr 30)
*No class on May 16, 30 and Jul 4
Michelle Miller, Instructor
1/2 hour lunch on Saturday classes
**Class meets at JKC (Trenton), Trenton, NJ

EKG Technician Certification Test Preparation

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!

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT 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 testings. 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 $85 fee for the national exam payable to ASPT at the time of testing. The certification is given by ASPT following the successful passing of the national exam. High school diploma or GED required. Textbooks included. A great way to begin a new career!

5.0 CEU. Cost: $1,068 (tuition $235, administrative fee $47, fees $786)
JKC (Trenton):
NCHCP-CS028-01
15 sessions M, W 5:30-8:50pm
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Christine Frank, Instructor

Register 10 days before the start of class to save the $15 late fee!
Courses for English Language Learners (ESL)

Fundamentals of English Language
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. You will also practice reading for understanding, and you will build your vocabulary. **Textbook is included in the cost of the class.**

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

NCCELL-CS007-01
Feb 6-Apr 16
10 sessions
*Class will not meet Mar 26
Effie Pourshahidi, Instructor

NCCELL-CS007-02
Apr 7-Jun 16
10 sessions
*Class will not meet May 19
Priya Singh, Instructor

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

1.0 CEU or 10 CPE hours. Cost: $104 (tuition $85, administrative fee $19)

NCCELL-CS003-01
Jan 19-Feb 9
4 sessions
Tu 6:30-9pm
Effie Pourshahidi, Instructor

Writing for English Language Learners (ESL)
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. **Textbook is included in the cost of the class.**

3.0 CEU. Cost: $300 (tuition $221, administrative fee $34, book fee $45)

NCCELL-CS009-01
Feb 4 - Apr 14
10 sessions
Th 6-9pm
Effie Pourshahidi, Instructor

ESL for Parents of School Aged Children
Parents—finally, a course just for you! Join us in a friendly, supportive place, and you will learn to communicate effectively with your children’s teachers and school personnel to help you become fully involved in their success in the classroom and at school in general. This will be helpful to you no matter what age your children are—pre-school, elementary school, middle school or high school.

2.0 CEU. Cost: $200 (tuition $166, administrative fee $34)

NCCELL-CS008-01
Mar 1 - May 3
10 sessions
Tu 6-8pm
Priya Singh, Instructor

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

2.0 CEU. Cost: $200 (tuition $166, administrative fee $34)

NCCELL-CS006-01
Feb 3 - Apr 6
10 sessions
W 7:30-9:30pm
JoAnn Figca, M.Ed., CCC-SLP, Speech Language Specialist, Instructor

Online Courses

Enhancing Language Development in Childhood
Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Spanish for Law Enforcement
Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.

Spanish in the Classroom
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Cost: $104 for each online course
- Expert instructors
- 24-hour access
- 6 weeks of instruction

A new section of each course starts monthly. To learn more, or to enroll, go to www.ed2go.com/mcccd

MCCC’s noncredit courses are designed for adults 18 years or older (unless otherwise noted). Please see the section on Programs for Youth for special courses designed for younger students.
Register 10 days before the start of class to save the $15 late fee!

Languages

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

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS004-01 Jan 26 - Feb 25
10 sessions Tu, Th 7-9pm
Carla Helou, Instructor

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.**

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS005-01 Mar 3 - Apr 7*
10 sessions Tu, Th 7-9pm
*Class will not meet Mar 24
Carla Helou, Instructor

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

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS008-01 Jan 25 - Feb 24
10 sessions M, W 7-9pm
Ryan Gogol, Instructor

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 same book used in Italian Conversation I.**

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS009-01 Feb 29 - Mar 30
10 sessions M, W 7-9pm
Ryan Gogol, Instructor

Italian III Conversation and Comprehension
This course aims to involve you actively as a full participant in reading, understanding and discussing articles and texts on various subjects, in the Italian language. You will enjoy the interaction with your fellow students; you may consider this your immersion in the Italian language. This course will be structured in Italian, maximizing conversation and comprehension.

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS012-01 Apr 11 - May 11
10 sessions M, W 6-8pm
Ryan Gogol, Instructor

Spanish Conversation I
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 required. Available in college bookstore.** (Spanish I covers chapters 1-9.)

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS006-01 Mar 30 - May 2
10 sessions M, W 6-8pm
Romel Flores, Instructor

Spanish Conversation II
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 required. Available in college bookstore.** (Spanish II covers chapters 10-19.)

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS007-01 May 3 - Jun 7*
10 sessions Tu, Th 6-8pm
*Class will not meet May 19
Romel Flores, Instructor

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

2.0 CEU. Cost: $203 (tuition $169, administrative fee $34)
NCASL-CS001-01 Mar 7 - Mar 22
8 sessions M, Tu, W 6-8:30pm
Sonia Orense, Instructor

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

2.0 CEU. Cost: $203 (tuition $169, administrative fee $34)
NCASL-CS002-01 Apr 4 - Apr 19
8 sessions M, Tu, W 6-8:30pm
Sonia Orense, MCC Instructor
Train to be an INTERPRETER!

Employment of interpreters is expected to grow 42%, much faster than the average.

CERTIFICATES IN INTERPRETING at Brookdale Community College, Lincroft, NJ

Two certificate programs are offered:

* Judicial and Medical interpreting-English/Spanish or English/portuguese - 88 hour
* Community Interpreting-Generic - 48 hours

For complete information, visit www.brookdalecc.edu/interpreting

For the latest information on upcoming classes, special events and programs please visit www.mccc.edu/ccs

Writing

Write Your Story

Memoir Writing Class
Write your memoir, discover your individual voice. You’ve got a tale that wants telling. How will you tell it? Join us as we explore the terrain of the creative memoir with in-class discussions and exercises as well as additional tools to help shape it.

1.0 CEU Cost: $101 (tuition $82, administrative fee $19)
NCCOM-CS002-01 Feb 6-Feb 27* 4 sessions Sa 10am-12:30pm
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Barry Putt, award-winning playwright and screenwriter

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

1.4 CEU Cost: $153 (tuition $126, administrative fee $27)
NCCOM-CS004-01 Mar 1-Apr 12 7 sessions Tu 7-9pm
Ramon Griffen, Instructor

Writing Children’s Fiction
Learn the essential elements of creating engaging children’s stories including: story language, developing memorable characters, and story structure. Students will have the opportunity to write an original short story or begin a chapter book. Marketing approaches will also be discussed.

0.6 CEU Cost: $66 (tuition $57, administrative fee $9)
NCCOM-CS009-01 Apr 2* 1 session Sa 9:30am-4pm*
*R1/2 hour for lunch
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Barry Putt, award-winning playwright and screenwriter

Tips and Tools for Job Seekers and Changers
Are you searching for a job or considering a career change? If so, this is the seminar for you. This 4-part seminar series will address professional resume and cover letter writing, job search strategies, ways to strengthen your interviewing skills, and web resources and tools such as LinkedIn and job posting websites. Challenges related to today’s job market as well as ways to overcome these challenges will be addressed. This course is designed to provide tips and tools to job-seekers and career-changers of any age, work experience, and educational level. Textbook is recommended, not required. Available in college bookstore.

0.8 CEU Cost: $87 (tuition $74, administrative fee $13)
NCCOM-CS011-01 Feb 24-Mar 16 4 sessions W 6:30-8:30pm
Lisa Cardello, MA, National Certified Counselor

WEATHER 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)

NO NEWS IS GOOD NEWS!
Assume your class is running unless you are notified otherwise.

WHERE IS MY CLASS LOCATED?
When in doubt, call 609.570.3311 for your class location.
Arts and Humanities

Play the Guitar Like a Pro
In just half a day you will learn enough to play the guitar like a pro without years of weekly lessons. The traditional approach teaches note reading, while professional guitarists use chords. Here you will learn all the chords you need to play any song. Thousands of students nationwide have learned to play the guitar using this method and are now playing their favorite songs. It’s easy, fun and will have complete beginners playing the guitar within an hour. All skill levels welcome. An acoustic guitar is required.

Cost: $190 (tuition $127, administrative fee $28, materials fee $35)

NCUMUS-CS001-01 Jan 23-Mar 5* 6 sessions Sa 10am-12:30pm
*Class will not meet Feb 13
Chris Peary

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, moveable chords and melodies. This course will concentrate on the personal development of technique on the guitar. An acoustic guitar is required.

Cost: $190 (tuition $127, administrative fee $28, materials fee $35)

NCUMUS-CS002-01 Mar 19-May 7 6 sessions Sa 10am-12:30pm
*Class will not meet Mar 26 & Apr 23
Chris Peary

Introduction to Voiceovers
Have you ever wanted to be the voice everyone hears on commercials and documentaries? You too can become a Professional Voiceover Artist! In this fun and interactive class, you will learn some of the details of the industry. Your instructor will coach you while recording your voice. Be warned -- many who have taken this class have gone on to become real, bona-fide professional voice actors! This class is taught by a professional voice actor from the voice acting training company, Voices for All.

Cost: $47 (tuition $19, administrative fee $8, fees $20)

NCOMCOM-CS006-01 Apr 6 1 session W 6-8pm
Voices For All

Navigating Your Digital Camera Purchase
Are you thinking of buying a digital camera? Have you already purchased one and need a jump-start on learning the camera’s features? Look no further; we can help! In Navigating Your Digital Camera Purchase, photography instructor Margaret Rose will provide an overview of what to look for when making that purchase while understanding the special features that will assist you in taking better photos. If you have already purchased a digital camera and are a bit unsure of where to get started, this class will help take the guesswork out. Bring your camera along, get comfortable and be ready to capture life’s special moments!

Cost: $74 (tuition $63, administrative fee $11)

NCART-CS010-01 Mar 14 - Mar 28 3 sessions M 6-8:30pm
Margaret Rose, GRI, ABR

Introduction to the Art of Digital and 35mm Photography
Learn about your camera equipment while experimenting in creative photographic environments, including field labs. Get the most from your camera before developing and downloading. 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.

Cost: $171 (tuition $141, administrative fee $30)

NCART-CS002-01 Apr 6-May 18 7 sessions W 6-8:30pm
NCART-CS002-02 Apr 11-May 23 7 sessions M 6-8:30pm
Margaret Rose, GRI, ABR

Intermediate Art of Digital and 35mm Photography
Required: Introductory course or knowledge of camera basics a must!
Designed to enhance creative composition skills - students will experiment with multiple exposures, abstract photography, night photography and create a complete photo essay. Attention: This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.

Cost: $144 (tuition $125, administrative fee $19)

NCART-CS012-01 Mar 2-Mar 30 5 sessions W 6-8pm
NCART-CS012-02 Mar 7-Apr 4 5 sessions M 7-9pm
Margaret Rose, GRI, ABR

Take Your Art Talent to the Next Level!
MCCC offers credit art classes in the following:
• Drawing
• Two and Three Dimensional Design
• Painting
• Sculpture
• Ceramics

Please contact: Prof. Michael Welliver @ wellivem@mccc.edu or 609.570.3522 for more information.

Register 10 days before the start of class to save the ‘15 late fee!
Acupressure for Stress Release Parts 1 and 2
Part 1 is offered as a “stand alone” module for those wanting to learn acupressure and body-mind practices for self-care. Part 2 builds upon material learned in Part 1. Participants learn to use the protocol with others through lecture, demonstration, and hands-on practice.

Stress Release for Self-Care (Part 1)
Participants will learn about the healing and transformative power of acupressure through a simple, easy to learn acupressure protocol and style of touch. This protocol can be used for self-care to reduce stress and anxiety, promote relaxation, and enhance wellbeing. No previous professional health training or special equipment is needed. Participants will also learn and practice use of an Awareness Journal and Chakra Tai Chi, a body-mind movement self-care practice. This course will instruct using the SEVA Stress Release Acupressure protocol. Materials included. Students should wear comfortable clothing and socks.

0.3 CEU. Cost: $34 (tuition $29, administrative fee $5)
NCPER-CS001-01
Mar 5
1 session
Sa
9am-12pm
Regina Rosenthal, PT, MA

Using Acupressure with Others (Part 2)
Prerequisite: Stress Release for Self-Care (Part I) Participants will learn how to use the Seva acupressure protocol to help family, friends, patients/clients and others. This protocol addresses a wide range of needs from general relaxation to shock and stress. The Seva protocol can be administered in about 20 minutes to fully-clothed individuals. Participants will also practice using the Awareness Journal and Chakra Tai Chi, a body-mind movement self-care practice. This course will instruct using the SEVA Stress Release Acupressure protocol. Materials included. Students should wear comfortable clothing and socks.

0.3 CEU. Cost: $34 (tuition $29, administrative fee $5)
NCPER-CS012-01
Mar 5
1 session
Sa
12:30-3:30pm
Regina Rosenthal, PT, MA

Developing Meditative Skills for Balance and Well Being
Meditative practices have been shown to improve your health, but perhaps you just can’t sit still, or you are intimidated by the idea of meditation. This class will give you simple ideas for getting started. You will learn relaxation techniques and exercises to quiet your mind. In addition, you will learn the basic concepts of mind-body-spirit, and balance. Ruth Golush is an experienced healer and teacher. Cost: $30 (tuition $21, administrative fee $9)

NCPER-CS002-01
Apr 6
1 session
W
6:30-9pm
Ruth A. Golush, Ph.D., experienced healer and wellness consultant

Nutrition Buzz – Myth and Reality
See pg. 40 for course description.
0.4 CEU. Cost: $53 (tuition $46, administrative fee $7)
NCHCP-CS047-01
Apr 13-Apr 20
2 sessions
W
7-9pm
Barbara Spalding, MA, MS, RDN

Care for the Caregiver
See pg. 30 for course description.
0.9 CEU. Cost: $96 (tuition $79, administrative fee $12, materials fee $5)
NCHCP-CS048-01
Mar 1-Mar 15
3 sessions
Tu
6-9pm
Regina Rosenthal, PT, MA

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

0.3 CEU. Cost: $77 (tuition $40, administrative fee $12, materials fee $25)
NCREA-CS002-01
Mar 5
1 session
Sa
9am-12pm
Steven Waniak, Real Estate Consultant

Stress Release for Self-Care
(still to be determined)
Part 1
Part 2
Introduction to Guided Aromatic Meditation
This class utilizes Buddhist Mindfulness-based meditation with Aromatic Plant Essence. You will be guided towards learning how to be silent in mind and body; making this experience an easy way to be present with yourself. Specially blended aromatic meditation oil will be used via “palm inhalation” using traditional aromatic plants that help with meditation. Each session you will experience a new aromatic blend. Specially selected music will also be part of this aromatic meditation experience.
Cost: $32 (tuition $25, administrative fee $7)

NCPER-CS008-01  Feb 4 - Feb 11
2 sessions  Th  7-8:30pm
Gemma Bianchi, Aromatherapist-Herbalist, Usui Reiki Master-Teacher

The World of Tea
A broad overview of the world of tea (camellia sinensis), its varietals, history, culture and proper preparation and appreciation. This course will cover true tea only, not herbals. Each section will include tasting of representative teas, and there will be a demonstration of the serene Japanese tea ceremony.
Cost: $47 (tuition $35, administrative fee $12)

NCPER-CS013-01  Feb 18 - Mar 3
3 sessions  Th  6-7:30pm
Glen Swann, Instructor

Horticulture

Basic Floral Design
This course is designed for individuals who have little or no experience with flowers and design materials. You will learn the basic elements and principles of design as they relate to vase arrangements and arrangements done in floral foam. The various flowers and greens used will be covered along with bow making. You will even get to take the arrangement you make home with you at the end of the session.
Cost: $80 (tuition $20, administrative fee $10, materials fee $50)

NCHOM-CS001-01  Jan 19*
1 session  Tu  6-9pm

Stylistic Arrangements using Tropicals
The tropical regions of our world offer some of the most beautiful flowers for our design use. Using different Geometric Form design styles and proper design techniques, learn how to work with vibrant tropical flowers. Students will design two florals to enjoy and take home with them.
Cost: $89 (tuition $33, administrative fee $6, materials fee $50)

NCHOM-CS001-04  Apr 12*
1 session  Tu  6-9pm

Spring Centerpiece
Celebrate the renewal of our landscape with spring bulb flowers. Create a lovely basket floral to perfectly accent all your spring activities. We will be designing using proper floral industry design techniques. Students will design one floral to enjoy and take home with them.
Cost: $45 (tuition $14, administrative fee $6, materials fee $25)

NCHOM-CS001-03  Mar 22
1 session  Tu  6-9pm

Wedding Bouquets
As wedding season approaches, come to this hands-on class, to learn how to make a hand tied bouquet. Each participant will make a bouquet to take home with them at the end of the session. Students must be registered by (at least four days before the class)
Cost: $89 (tuition $33, administrative fee $6, materials fee $50)

NCHOM-CS001-02  Feb 23*
1 session  Tu  6-9pm
* All classes meet at MCCC Horticulture Greenhouse Complex.
Instructor: Deborah Moyer, Floral Designer
Registration for Horticulture classes closes seven days prior to the start date!

Register 10 days before the start of class to save the $15 late fee!
Filmmaking/Screenwriting
Course one is didactic, consisting of lecture and examples. Course two combines didactic with practicum where each student will complete an actual short film script of 8-10 minutes/pages. If there is sufficient interest in these two courses, there will be a third course added, “Producing the Short Film.” This will comprise an internship at a local studio where students will have the opportunity to produce their short film.

Introduction to Filmmaking
Have you ever wanted to create a TV show or film? Have you ever watched a scene and wondered how it was shot? This course will show you the industry from the inside out. Together we will watch scenes from films and 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.
Cost: $132 (tuition $115, administrative fee $17)
NCPER-CS016-01  Apr 21 - May 26*
5 sessions  Th  6:30-8:30pm
*Class will not meet May 19
Lawrence Greenberg, PMP, award-winning indie film director

Writing the Short Film Script
You will write a screenplay from concept to camera-ready draft in five weeks. This course will walk you through the process in a fun and easy-to-follow manner. Learn brainstorm techniques, story structure, character development, and much more.
Cost: $137 (tuition $116, administrative fee $21)
NCPER-CS017-01  Mar 10 - Apr 14*
5 sessions  Th  6:30-9pm
*Class will not meet Mar 24
Barry Putt, award-winning playwright and screenwriter
The Culinary Center at Mercer

Please note: All courses include demonstration, hands-on practice and sampling of the dishes you create!
In addition, our culinary classes are taught using the freshest ingredients. In order to ensure sufficient resources, no one will be registered past seven (7) days prior to class.

Culinary 101
This series is designed to give you an introductory lesson in the culinary arts. We start from scratch in this HOW-TO series. You will learn tricks of the trade with the guidance of our chef and will leave feeling confident that you can REALLY cook!

Playing with Pasta
Nothing beats handmade pasta. Come knead your own dough and roll away learning how to make cut pastas that people will rave about, fabulous fettuccine and darned good gnocchi. We will make deliciously appropriate sauces to top our pasta.
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)
NCCUL-CS003-01
1 session
Sa
9am-12pm

Knife Skills
Don't think you can cut it? Learn from an expert how to handle a knife like a pro. Learn the techniques to improve your dexterity and confidence in the kitchen. This class also shows you how to make some impressive garnishes with your new skills.
Cost: $89 (tuition $21, administrative fee $9, lab fee $22, materials fee $37 - includes a high quality 8” chef’s knife that’s yours to keep)
NCCUL-CS003-02
Feb 6
1 session
Sa
9am-12pm

NCCUL-CS005-03
Apr 16
1 session
Sa
9am-12pm

Soups On!
Make great soup just like grandma did! We will focus on a wide range of basic and specialty soups, including hearty soups like bisques, chowder, cream soups and clear soups.
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)
NCCUL-CS003-04
Feb 20
1 session
Sa
9am-12pm

Asian Infusion and Hold the Gluten!
This class is excellent for gluten free and vegetarian consumers. It includes dishes inspired from Thailand, Japan, Singapore, Vietnam, Korea, China, and more. Our menu will include: Singapore Fried Rice Noodle, Summer Roll, Kimchee dish, Famous Thailand Curry Dish with Coconut, and much more!
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)
NCCUL-CS003-05
Apr 2
1 session
Sa
9am-12pm

TuScan SteakhousE
In this class you will be transported to some of the most famous steakhouses with an Italian flair. Your menu will include: clams casino with crispy pancetta, Beef Carpaccio (thinnly shaved beef filet topped with baby arugula, shaved parm, and evoo), Grilled Jumbo Shrimp with Bagna cauda (anchovies, garlic, parsley, and olive oil dip), Bistecca Pizzaiola (char-grilled strip steak topped with caramelized onions, peppers and hand crushed tomato).
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)
NCCUL-CS003-06
Mar 5
1 session
Sa
9am-12pm

AhNLe InfusioN and Hold the Gluten!
This class is excellent for gluten free and vegetarian consumers. It includes dishes inspired from Thailand, Japan, Singapore, Vietnam, Korea, China, and more. Our menu will include: Singapore Fried Rice Noodle, Summer Roll, Kimchee dish, Famous Thailand Curry Dish with Coconut, and much more!
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)
NCCUL-CS003-05
Apr 2
1 session
Sa
9am-12pm

Food Service Programs

ServSafe® Certification Food Safety Manager Exam Prep and Exam
Our ServSafe® training course provides professional food protection managers with the tools needed to identify and prevent foodborne illnesses. It is now mandatory in NJ for at least one person in Risk Type 3 food establishments to have this credential. Our 8-hour training course provides you with the training and the exam. Please obtain and review the textbook before beginning class and bring 2 forms of ID (one photo) to class to take the exam. Textbook required. Available in college bookstore. The exam will be given at the end of the second class.
Cost: $104 (tuition $80, administrative fee $19, materials fee $5)

NCCUL-CS001-01
Feb 22-Feb 29*
2 sessions
M
5:30-9:30pm
NCCUL-CS001-02
Apr 18-Apr 25*
2 sessions
M
5:30-9:30pm

ServSafe® Re-Certification
It is recommended that ServSafe® certified restaurant personnel in New Jersey obtain re-certification every three years and are required to do so every five years. In this refresher course, you will review and update your information and be able to take the re-certification exam at the end of the day. Please be sure to bring photo ID and familiarize yourself with the ServSafe® Essentials book with the test answer sheet.
Available in college bookstore.
Cost: $64 (tuition $46, administrative fee $13, materials fee $5)

NCCUL-CS002-01
Feb 29*
1 session
M
5:30-9:30pm
NCCUL-CS002-02
Apr 25*
1 session
M
5:30-9:30pm

*Additional sections may be added. Please check our website at www.mccc.edu/ccs.
Douglas E. Fee, CHE, Instructor

Our ServSafe® Certification meets the mandatory requirement in New Jersey for food establishments.

Register for Culinary classes closes 7 days prior to the start date!
Here are examples of Culinary classes available from Ed2Go

Luscious, Low Fat, Lighting Quick Meals
Have you ever wished you had a personal chef preparing luscious, low-fat meals for you? This course is the next best thing! You’ll learn how to ferret out fat in recipes, and discover how to reduce fat without sacrificing flavor or texture. Explore how to use flavor profiling to expand your culinary horizons. Learn how to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals, and many other entrees that are both nutritious and delicious! You’ll discover how to get in and out of the kitchen faster, including tips for grocery shopping, menu planning, food preparation, and quicker cooking. You’ll also learn a dietitian’s tricks of the trade for encouraging reluctant family members to eat more healthfully. You’ll have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that’s covered in the lessons.

Start your own Edible Garden
Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you’ll learn how to give your garden a healthy start and keep it growing strong all season.

You’ll begin by figuring out which type of garden is right for you. Not everyone has the same amount of time, space, or sunshine, so the first step to a great harvest is selecting the right crops. You’ll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard.

After that, you’ll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. Since healthy soil is the key to a great garden, you’ll see how to identify problems in pH and drainage and fix them. You’ll even learn to understand fertilizers and make compost!

Along the way, you’ll delve into the variety of crops you can select: leafy greens, root vegetables, fruit, herbs, and more. Each type of crop has specific needs, so you’ll get tips on starting seeds, transplanting, pruning, and using container gardens and support structures. In addition, you’ll learn what to watch out for so you can spot pests and diseases before they destroy your bounty. And you’ll take the guesswork out of watering your garden as you explore a variety of irrigation options.

Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

Culinary Secrets of the Caterer
An Online Course
Learn cooking and business secrets from a professional caterer. Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career.

In this introductory course, you will learn how to put your cooking and party planning skills to work.

Cost: $104
- Expert instructors
- 24-hour access
- 6 weeks of instruction
- A new section starts monthly

To learn more, or to enroll, go to www.ed2go.com/mccc.edu
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.

Introduction to Wine
This class is an overview of wine’s general concepts, the history of wine making and characteristics of the major wine varietals. We will discuss regions, food wine pairings, how to read labels, how to taste wine and distinguish its styles. You will have a chance to taste white, red and sparkling wines during these classes.
Cost: $79 (tuition $48, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-01 Jan 13 - 27
3 sessions W 6:30-8:30pm Bruce Smith, wine enthusiast and educator
Class meets Jan 13, 20, 27

Wines from the Portfolio of Michel Chapoutier
Michel Chapoutier is one of the most respected wine estates in France’s Rhone Valley bus also has interests in Alsace among other countries. The estate was founded in 1808 and now run by the 7th generations. We will discuss the varietals used, its characteristics, food and wine pairing. There will be a slight upcharge for this class due to the higher cost of wines. Cost: $68 (tuition $31 administrative fee $9, materials fee and licensing $28)
NCHOS-CS001-04 Apr 6
1 sessions W 6:30-8:30pm Bruce Smith, wine enthusiast and educator

Red Wines from Portugal
The Wine Spectator’s Top 100 wines for 2014 featured more Portuguese wines than ever, the quality of the wines have improved dramatically. The same varieties, i.e. Touriga National, Tinta Roiz and others used in the making of their Port wines, are used more than ever in making “still” wines. We will discuss the various regions, characteristics of these wines along with food pairings. Class will end with a taste of some of these wines.
Cost: $50 (tuition $19, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-02 Mar 23
1 session W 6:30-8:30pm Bruce Smith, wine enthusiast and educator

White Burgundies from France
White Burgundies are made mostly from the Chardonnay grape but there are a few others, such as Aligote that are grown there. Traditionally, these wines have less oak treatment and reduced alcohol, making their wines more appealing with food. We will discuss the variations of these wines from other Chardonnays around the world, their characteristics, and the wine estate history and food/wine pairings. You will have a chance to taste these wines and discuss the subtle differences.
Cost: $50 (tuition $19, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-03 Mar 30
1 session W 6:30-8:30pm Bruce Smith, wine enthusiast and educator

Bruce Smith has had an interest in wine for over thirty five years. After retirement he worked in several area retail wine shops and as a distributor serving restaurant and liquor stores. He has also traveled to many wine regions in the United States and around the world and attended many wine educational programs over the years. He is a member of the American Wine Society and Society of Wine Educators. He has earned both the Intermediate and Advanced certificates from the Wine Spirit Education Trust program as well as the CSW (Certified Specialist of Wine) from the Society of Wine Educators. Bruce has taught wine appreciation and specialty courses at Mercer since 2005, and his classes are educational and fun!
Fitness and Recreation

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.
Cost: $59 (tuition $46, administrative fee $13)
NCREC-CS005-01 Jan 20-Feb 24
6 sessions
W 7-8pm
Guy DeRosa, Instructor

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. Couples only.
Cost per couple: $65 (tuition $51, administrative fee $14)

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 fitness level, and it is 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.
Cost: $70 (tuition $55, administrative fee $15)
NCREC-CS022-01 Mar 10 - Apr 21
6 sessions
Th 8:05pm - 9:05pm
*C class will not meet March 24.
Lori Gordon, Powerhouse Pilates, Mat I and II

Personal Training Certification
Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the thousands of club employers that seek out our graduates each semester. Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and hands on skill competency. The national exams are held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and 30 hour internship is required to receive the certificate. You will be prepared to work with clients and stand out in any gym as “the expert” in your field.
Textbook is required and not included in course fees. * Call to order and start reading immediately 888-330-9487 (www.witseducation.com)

(Not: Please bring a lunch — cafeteria closed.)
(6.0 CEUs through IACET, BOC and AOTA or 60 W.I.T.S. CECs)
Cost: $654 (tuition $127, administrative fee $28, fees $499)
NCHCP-CS005-01 Feb 21-Apr 3
6 sessions
Su 10am-5pm
*C class will not meet Mar 27.
**1 hour for lunch
World Instructor Training Schools

Fitness Careers
The following course is taught by World Instructor Training Schools. W.I.T.S. is an approved CEU provider for International Association of Continuing Education and Training (IACET), Board of Certification for Athletic Trainers (BOC) and the American Occupational Therapy Association (AOTA.)

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 fitness party.
Cost: $70 (tuition $55, administrative fee $15)
NCREC-CS004-01 Jan 25-Feb 29
6 sessions
M 7-8pm
NCREC-CS004-02 Mar 14-Apr 18
6 sessions
M 7-8pm
Lori Gordon, licensed Zumba Toning Instructor

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.
Cost: $59 (tuition $46, administrative fee $13)
NCREC-CS005-01 Jan 20-Feb 24
6 sessions
W 7-8pm
Guy DeRosa, Instructor

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. Couples only.
Cost per couple: $65 (tuition $51, administrative fee $14)

Beginner Ballroom Dancing
NCREC-CS013-01 Feb 26 - Mar 11
(Intermediate dance not being offered in Sp16)
3 sessions
F 6:30-7:25pm

Beginner Latin Dancing
NCREC-CS015-01 Feb 26 - Mar 11
3 sessions
F 7:30-8:25pm
Candace Woodward-Clough, B.F.A. in Theatre Dance + Choreography
Bicycle Maintenance
This course will provide you with an in-depth knowledge of maintaining a bicycle. Through hands-on experience, you will learn how to change a flat tire, as well as clean, lubricate and adjust/repair the major bicycle components including the brakes, derailleur, gears, wheels, tires and other parts.

Students must purchase the repair manual at the first class. Cost of the manual is approximately $20. Classes will be held at Bicycle Rack, Route 33 and Airport Road, Hightstown, NJ 08520.

Cost $69 (tuition $55, administrative fee $14)
NCREC-CS017-01 Jan 13 - Jan 27
3 sessions W 6pm - 8pm
Van Delfino, owner, Bicycle Rack

Kayaking Classes
Kayaks and lifejackets will be provided and the class will meet at the Lake in Mercer County Park. Classes are for people ages 18 and over.

Please note: Rarely, classes may have to be cancelled due to adverse weather conditions that day, and we will attempt to re-schedule.

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

Cost: $65 (tuition $17, administrative fee $8, fees $40)
NCREC-CS011-01 Apr 10
1 session Su 10am-12:30pm
NCREC-CS011-02 Apr 16
1 session Sa 10am-12:30pm
Van Delfino, owner, Bicycle Rack

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.

Cost: $65 (tuition $17, administrative fee $8, fees $40)
NCREC-CS012-01 Apr 30
1 session Sa 12-2:30pm
Bryan Mitchell, Greenwave Paddling

SAVE MONEY!
REGISTER EARLY!
Register 10 days before your class begins to save the $15 late fee!

SUMMER CAMP OPEN HOUSE!
Sunday, January 24, 2016
12-3pm
The Student Center of
Mercer County Community College

New for 2016
• Anime & Manga
• Art from Literature
• Berlitz Intensive English
• Egyptian Workshop
• Fashion Runway ‘Tween Style’
• Minecraft Animation
• Spy Academy
• Traveling Artist
• VEX IQ Robotics

Visit us on the web: www.mccc.edu/campcollege

Register 10 days before the start of class to save the $15 late fee!
Emergency Training

Emergency Medical Technician (EMT)
Required: All students must obtain a Health Care Provider Level CPR card prior to the start of the 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. It is recommended that each student have a Stethoscope, B/P Cuff and Penlight for each class (More information given at 1st class).

Attendance at all sessions is mandatory. Textbook required. Available in college bookstore.

22.0 CEU. Cost: $1,425 (tuition $1,212, administrative fee $213)

NCEMT-CS001-01 Jan 19-May 19*
46 sessions M,Th 9am-1pm
W 9am-3pm
*Class will not meet Mar 14 - Mar 20 (SPRING BREAK)
*Classes meet at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648
Ian Malik, EMS Coordinator, Mercer County Fire Academy - maliki@mccc.edu

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

3.5 CEU. Tuition: $350 (tuition $298, administrative fee $52)

NCEMT-CS007-01 Apr 25-Apr 29*
5 sessions M,Tu,W,Th,F 8:30am-4:30pm*
*Includes 1 hour lunch
*Meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648
Tony Gulotta, Instructor

Emergency Medical Dispatcher
Required: All students must obtain a Health Care Provider Level CPR card prior to the start of the class and must maintain same throughout the course and certification process.
Prerequisite: 911 Basic Dispatcher Certification or enrollment in NECI 9-1-1 Basic Dispatcher course (see course description on this page)
This course is the National Highway Traffic Safety Administration Emergency Medical Dispatch National Standard Curriculum. Students will gain knowledge and skills to be an Emergency Medical Dispatcher. Students must successfully pass a written exam and practical exam in order to receive certification. This course is approved by the State of New Jersey Office of Telecommunications Services.

Attendance at all sessions is MANDATORY.
2.8 CEU. Tuition: $300 (tuition $255, administrative fee $45)

NCEMT-CS008-01 May 2-May 5*
4 sessions M,Tu,W,Th 8:30am-4:30pm*
*Includes 1 hour lunch
*Meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648
Tony Gulotta, Instructor
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. (Note: Please bring a lunch - cafeteria closed on Saturday).

Cost: $85 (tuition $17, administrative fee $8 fees $60)

NCHSC-CS002-01  Feb 4
1 session  Th 6:30-10:30pm

NCHSC-CS002-02  Apr 9
1 session  Sa 9am-1pm*

*1/2 hour for lunch
All participants will receive an American Heart Association card valid for 2 years.

We strive for accuracy in our printed materials and on our website, however, we are not responsible for typographical errors or omissions.

Register 10 days before the start of class to save the $15 late fee!
Aquatics

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, "ab" work, weight training and much more. Low impact on joints. There is no swimming during these classes. Pool shoes recommended. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

1 x week=$60 (tuition $19, administrative fee $9, pool fees $32)
2 x week=$115 (tuition $38, administrative fee $12, pool fees $65)
3 x week=$170 (tuition $60, administrative fee $15, pool fees $95)

NCSWM-CS001-01  Feb 22 - Apr 29*
1 x week  M,W,F  8-8:50am
2 x week  M,W or F  8-8:50am
3 x week  M or W or F  8-8:50am

*Class will not meet Mar 25, 28
Lorrie Hammell, USWFA certified

Aqua-Power Workout
*Note: The Senior Citizen Policy does not apply to these classes.
This is a challenging aerobic workout in the heated pool to music. This class includes weight training and much more. Very low stress on weight bearing joints. Muscular skeletal strengthening improves posture, balance and endurance. There is no swimming during these classes. Pool shoes recommended. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

1 x week=$60 (tuition $19, administrative fee $9, pool fees $32)
2 x week=$115 (tuition $38, administrative fee $12, pool fees $65)
3 x week=$170 (tuition $60, administrative fee $15, pool fees $95)

NCSWM-CS002-01  Feb 22 - Apr 29*
3 x week  M,W,F  9-9:50am
NCSWM-CS002-02  Feb 22 - Apr 29*
2 x week  M,W or F  9-9:50am
NCSWM-CS002-03  Feb 22 - Apr 29*
1 x week  M or W or F  9-9:50am

*Class will not meet Mar 25, 28
Lorrie Hammell, USWFA certified

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. 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.

1 x week=$60 (tuition $19, administrative fee $9, pool fees $32)
2 x week=$115 (tuition $38, administrative fee $12, pool fees $65)
3 x week=$170 (tuition $60, administrative fee $15, pool fees $95)

NCSWM-CS003-01  Feb 22 - Apr 29*
3 x week  M,W,F  10-10:50am
NCSWM-CS003-02  Feb 22 - Apr 29*
2 x week  M, or W or F  10-10:50am
NCSWM-CS003-03  Feb 22 - Apr 29*
1 x week  M or W or F  10-10:50am

*Class will not meet Mar 25, 28
Lorrie Hammell, USWFA certified

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. The goal of this class is to build strength, flexibility, cardio endurance, balance and overall well being. There is no swimming during these classes. Pool shoes are strongly recommended. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

1 x week=$60 (tuition $19, administrative fee $9, pool fees $32)
2 x week=$115 (tuition $38, administrative fee $12, pool fees $65)
3 x week=$170 (tuition $60, administrative fee $15, pool fees $95)

NCSWM-CS004-01  Feb 22 - Apr 29*
3 x week  M,W,F  6:30-7:20pm
NCSWM-CS004-02  Feb 22 - Apr 29*
2 x week  M, or W or F  6:30-7:20pm
NCSWM-CS004-03  Feb 22 - Apr 29*
1 x week  M or W or F  6:30-7:20pm

*Class will not meet Mar 25, 28
Lori Gordon, AFAA Certified

Adult Beginners Swim
*Note: The Senior Citizen Policy does not apply to these classes.
This course is open to adult non-swimmers. Participants learn the crawl, back crawl, elementary back stroke, and rhythmic breathing. Elementary diving and treading water will be introduced.
Cost: $115 (tuition $38, administrative fee $12, pool fees $65)

NCSWM-CS005-01  Jan 25 - Apr 4*
10 sessions  M  7:30pm - 8:30pm
NCSWM-CS005-02  Jan 26 - Mar 29
10 sessions  T  7pm - 8pm
NCSWM-CS005-03  Jan 23 - Apr 2**
10 sessions  S  12pm - 1pm

*Class will not meet Feb 15
** Class will not meet Mar 26
Lori Gordon, W.S.I. Coordinator
Aquatics

Register 10 days before the start of class to save the $15 late fee!

Adult Advanced Beginners 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 on swim strokes (mainly freestyle, elementary backstroke and backcrawl) with practice and drills. Treading water, rhythmic breathing, entering deep water and elementary diving will be included.

Cost: $115 (tuition $38, administrative fee $12, pool fees: $65)

NCSWM-CS006-01
10 sessions
Tu 8:05-9:05pm
Jan 26 - Mar 29

NCSWM-CS006-02
10 sessions
W 7:30-8:30pm
Jan 27 - Mar 30

Lori Gordon, W.S.I. Coordinator

Adult Intermediate Swim

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

This course is for those that already know swim strokes and want to learn more swimming and diving skills. The class will focus on swimming endurance, swim techniques, and turns. We will do swimming drills to improve your strokes as well as starts. We will teach different dives from the side of the pool, blocks, and board.

Cost: $115 (tuition $38, administrative fee $12, pool fees $65)

NCSWM-CS015-01
10 sessions
F 7:30-8:30pm
Jan 22 - Apr 1 *

*Class will not meet Mar 25

Lori Gordon, W.S.I. Coordinator

**Register 10 days before the start of class to save the $15 late fee!**

Aquatics

Register 10 days before the start of class to save the $15 late fee!

**Aquatics**

Register 10 days before the start of class to save the $15 late fee!
Lifeguard Training Update/Renewal
(Ages 15+)
Is your certification about to expire or do you need the Lifeguard Today update? Then join us for this refresher course and renew your certification. Course will include a CPR challenge. Student must attend all classes.  
(Note: Please bring a lunch; cafeteria closed.)
Cost: $215 (tuition $91, administrative fee $21, pool fees: $64, books $39)
NCSWM-CS010-01
Mar 12
1 sessions S 9am - 5pm
Mar 13
1 sessions Su 10am - 5pm
Lifeforce, Inc.

Lifeguard Training: An Interactive Course
(Ages 15+)
Prerequisite: Candidate must be at least 15 years old, swim 500 yards continuously (crawl, breast stroke, and side stroke), surface dive 9 ft. and bring brick to surface, surface dive 5 ft. and swim underwater 15 yards, tread water with hands out of water for two minutes.
This course includes first aid and CPR for the Professional Rescuer. Participants who successfully complete the pool and classroom sessions will receive American Red Cross Certification in Lifeguard Training. Student must attend all classes.  
(Note: Please bring a lunch; cafeteria closed.)
Cost: $326 (tuition $185, administrative fee $38, pool fees: $64, books $39)
NCSWM-CS009-01
Mar 5
S 2-9pm
Mar 6
S 10am-5pm
Mar 12
S 9am-5pm
Mar 13
S 10am-5pm
Mar 19
S 2-9pm
Lifeforce, Inc.

The Center for Continuing Studies (CCS)
Code of Conduct
All student behavior should support and encourage – not hinder or disrupt – the learning process.
The following expectations are examples of appropriate student conduct:
• Students must follow all directions from instructors and CCS staff, and be respectful and courteous in all communications and interactions.
• Students should arrive to class and return from break on time.
• Cell phones should be off or on silent mode; no texting or Instant Messaging during classroom time.
• Students who need to leave a class in session should do so quietly. The Instructor should be advised in advance of situations requiring known departures from the room.
• Classroom instruction time is for all participants:
  - All conversations should be relevant to the course content.
  - Students should refrain from distracting behaviors such as walking around or having conversations with other students.
  - Students should be respectful and attentive during discussions or presentations.
• Students are expected to honor the MCCC Student Code of Conduct, (available online at http://www.mccc.edu/pdf/handbook.pdf on page 68 of the PDF).

Disciplinary Process for Center for Continuing Studies
Students who do not comply with CCS Conduct Expectations: The Instructor will give a verbal warning to the student. Instructor will document the incident in writing and leave the documentation at the Registration Desk for the Operations Coordinator.

Students who continue non-compliance with CCS Conduct Expectations: The Instructor will notify student that she/he must schedule a meeting with CCS Operations Coordinator prior to the next class meeting date. Instructor will document the incident in writing at the conclusion of the class and leave the documentation at the Registration Desk for the Operations Coordinator.

After discussion and counseling, if student agrees to respect all expectations, CCS Operations Coordinator will allow return to the course and will notify in writing both the CCS Director and the course Instructor. If student is unwilling to comply with the expectations, CCS Operations Coordinator will notify CCS Director and Instructor. The student will be dismissed from the course with no refund. CCS Director will determine if there is to be a restriction on future registrations. CCS Operations Coordinator will send formal documentation to:
  a. Student
  b. Sponsoring agency, if appropriate
  c. Director of Continuing Studies
  d. Dean, ODCP

Violations of the MCCC Student Code of Conduct will be reported to MCCC Security. Confirmed violations will result in dismissal from the course without refund.

Appeal Process:
• Violation of CCS Student Code of Conduct – Student may file a written appeal with the Director of The Center for Continuing Studies. The Director will review and has option to hold a meeting with all parties prior to rendering a decision. Decision will be made within 5 business days of the appeal.
• Violation of the MCCC Student Code of Conduct/Threat to Safety - Student may file a written appeal with the Dean, ODCP. The Dean will review and has option to hold a meeting with all parties prior to rendering a decision. Decision will be made within 5 business days of the appeal.
For Your Information

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

• The Center for Continuing Studies
  Steven Bassett
  bassetts@mccc.edu
  Katie Calabrese MA Ed
  calabrek@mccc.edu
  Debbie Paragano, Coordinator, 609.570.3574
  paragand@mccc.edu

• Mercer Institute of Management &
  Technology Training
  Leah Pontani, Director, 609.570.3656
  lpontani@MercerInstitute.com

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

• Conference Center
  Events Manager, 609.570.3237

• Dean, Organization Development &
  Community Programs
  Dr. Lynn Coopersmith, 609.570.3241
  coopersl@mccc.edu

5 Ways To Register

1) Online
• For instructions on how to register online
  through the new My Mercer Portal,
  please see page 3.
• Employer sponsored students should not
  use online registration. Please see page 69
  for Employer Sponsor Registration Form.

2) Mail
Use the registration form on pg. 68 and use a check,
VISA, MasterCard, American Express, or Discover.

3) Fax
• Our fax number is 609.570.3883
• Use the registration form found on pg. 68
  and use your VISA, MasterCard, American
  Express, or Discover. Fax 24 hours a day, 7 days
  a week.

4) Phone
• Call 609.570.3311 and use your VISA,
  MasterCard, American Express, or Discover.
• Call Monday-Thursday 9am-7pm,
  Friday 9am-5pm to speak with our
  Registration staff or after hours to leave a
  message. (Summer hours may differ.)
  Most Saturdays 10am-2pm

5) In Person
• West Windsor Campus, ODCP office
  The Conference Center at Mercer
• Monday-Thursday 9am-7pm,
  Friday 9am-5pm
  Most Saturdays 10am-2pm - Call 609.570.3311
  to confirm the exact hours.

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

Hamilton Dental Associates
2501 Kuser Road
Hamilton, NJ 08691

JKC (Trenton)
North Broad and Academy Sts.
Trenton, NJ 08608

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

Mercer Elementary School
1020 Old Trenton Road
West Windsor, NJ 08690

Montessori Corner School
666 Plainsboro Road #2100
Plainsboro, NJ 08536

Montessori Country Day School
72 Grovers Mill Road
Plainsboro, NJ 08536

Register 10 days before the start of class to save the $15 late fee!
REGISTER ONLINE FOR CONTINUING STUDIES COURSES. HERE IS HOW TO GET STARTED!

1. To Get Started:
   Go to www.mccc.edu/mymercer

2. If you need help: Click on the “NEED HELP? GO” button in the “Continuing Studies Students” box (to access instructions)

Additional questions? Call 609.570.3311 or email ComEd@mccc.edu
(Registration begins Thursday, November 5, 2015)
Be sure to register early to reserve your place in class!

DO YOU...
• need more catalog copies for your business, group or organization?
• want to receive course updates by being added to our mailing list?
• have a course that is needed in your business or community?

CONTACT Debbie Paragano at paragand@mccc.edu.
Register 10 days before the start of class to save the $15 late fee!

**Registration Form**

Student ID #

Birth Date ___/___/___  Sex ☐M ☐F

First Name

Last Name

Street Address

City State Zip Code

Is this a new address? ☐Yes ☐No

(Area Code) Telephone Number (Home)

(Area Code) Telephone Number (Work)

Is this a new phone number? ☐Yes ☐No

Email Address

Cell Number

**Course/Section** | **Title** | **Dates** | **Day of week** | **Time** | **Cost**
--- | --- | --- | --- | --- | ---
| | | | | |
| | | | | |

Total Cost

**Payment:** Total cost is due upon registration. If other arrangements are needed, please contact 609.570.3311. A late fee of $15 will apply if you register less than 10 days prior to course start date.

**Refund Policy:** You may request a refund ONLY if you withdraw from a course 10 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 out to the student.

☐ Charge customers only: Cardholder name ______________________ Card expiration date ____________

CVV2# _____ (3-digit number on back of card)

Charge customers only: Cardholder name ______________________ Card expiration date ____________

Amount to be charged $ ____________

Check number__________ payable to Mercer County Community College.

Do not send cash.

Mail registration to: MCCC, ATTN: Noncredit Registration, PO Box 17202, Trenton, NJ 08690

Phone Registration 609.570.3311  Fax: 609.570.3883

Register 10 days before the start of class to save the $15 late fee!
Employer Sponsor Information Form

Registration Support: 609.570.3311 Fax 609.570.3883

Name of company/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 Signature __________________________ Title __________________________

Manager’s Name (Print) ____________________________________________________________

Phone # __________________________ Fax # __________________________

email Address _________________________________________________________________

Mailing Address ________________________________________________________________

City __________________________ State _______ Zip __________________

Billing Department Contact: _____________________________________________________

Phone # __________________________ Fax # __________________________

email Address _________________________________________________________________

Mailing Address ________________________________________________________________

City __________________________ State _______ Zip __________________

Contracted Student: __________________________ MCCC Student ID __________________________

Course/Reference #: __________________________ __________________________ __________________________ __________________________ __________________________ __________________________

I authorize MCCC to release attendance & grade information to the above-named employer.

____________________________________ Student Signature __________________________

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Tax Credit and Financial Assistance
(For Professional Development Courses Only)

- **Lifetime Learning Credit**

  Individuals may be eligible to claim non-refundable Lifetime Learning Credit Expenses. Qualified education expenses are defined as tuition and certain related expenses required for enrollment in a course at an eligible educational institution. The course must be either part of a post secondary degree program or taken by the student to acquire or improve job skills. The tax credit is subject to income and other limitations, and students are encouraged to contact the IRS or a tax professional for more details. For those with internet access, this information is available directly from the IRS. Please consult www.irs.gov
Register 10 days before the start of class to save the $15 late fee!

New 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 609.570.3311
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 can assume your registration is confirmed.
• 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 “Conference Center Campus Entrance” from the West Student Center: To enter and exit classes meeting in the Conference Center building.

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

Bookstore Hours
Monday-Thursday: 8:30am-7pm
Friday: 8:30am-5pm
Summer Hours: Monday: 9am-6:30pm
Tuesday-Thursday: 9am-5pm
Friday: 9am-2pm
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. When you register, please provide the best phone number and email to reach you during the day.

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, 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), CECHs (Continuing Education Contact Hours), and/or PDU’s (Professional Development Units) to the student upon successful completion and a passing grade for the course. Successful completion means the student has mastered the material and has attended at least 80% of the scheduled class time. A passing grade is Satisfactory (S).

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 TTY 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.
General Information

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. A late fee of $15 will apply if you register after 10 days before the course start date.

Method of Payment
Tuition and fees must be paid in full upon registration.
- Checks and money orders may be used for payment either in person or by mail.
- Cash is accepted for in-person registration only. Please do not mail cash.

There will be a $20 administrative fee charged for the first returned check and $35 charged for any subsequent returned checks.

VISA, MasterCard, American Express, and Discover are accepted for payment by phone, fax, mail, or in-person.

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.

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

Have you completed one of our Certificate Programs?
Congratulations!
To request your certificate, please contact our Operations Coordinator at ComEd@mccc.edu or call our Registration Desk at 609.570.3311. There will be a $5 charge for duplicate certificates, grade letters, and noncredit transcript reports.

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.

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 an 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 may register free of tuition charges on a space-available basis for most noncredit courses (unless otherwise noted), provided all course prerequisites are met. This policy does not apply to swim classes and courses specifically designed for older adults. Seniors must pay for books, materials, supplies, and all other fees. Seniors need to present proof of birth date and current address in order to qualify. Please call 609.570.3311 after 3pm on the day before the course is to begin to check availability and to register.

Employer Sponsored Registrations
Employers who are interested in sponsoring their employees for continuing studies classes should submit the Employer Sponsor Information Form (on page 69) and return with payment to the Center for Continuing Studies. Questions regarding this process can be directed to 609.570.3311 or ComEd@mccc.edu.

Please Note:
Participants are expected to abide by the guidelines regarding student conduct as outlined in the Continuing Studies Student Code of Conduct (see page 63). We reserve the right to deny admittance to any student who violates these guidelines.

MCCC Veteran’s Services
Several of our programs/courses have been approved by the Department of Veteran Affairs for use with the GI Bill. Please call Robert Becker at 609.570.3240 for more information.

MCCC’s noncredit courses are designed for adults 18 years or older (unless otherwise noted). Please see the section on Programs for Youth for special courses designed for younger students.
Continuing Studies
Gift Certificates Available!
Give the Gift of Education

Over 200 courses available face-to-face and online!
Discover a new interest, talent, or career!

Call 609.570.3311
Email ComEd@mccc.edu
or Visit www.mccc.edu/ccs
(in most cases, students must be 18 or over)

Get customized training that WORKS!
Your business’s success rests in the hands of your employees. Mercer Institute can provide your employees with the knowledge, skills and abilities needed to take your business to the next level.

Management
• New Supervisors
• Management Skills
• Leadership Training
• Performance Reviews
• Coaching & Mentoring

Technology
• Windows 8
• Microsoft Office
• Google Drive
• Microsoft Project

Communication
• Customer Service
• Business Writing
• E-Mail Etiquette
• Presentation Skills
• Verbal Communication

Need some grant funding to help off-set your training and development budget? We can help with that too!

For information, please contact:
Leah Pontani, Director
Mercer Institute of Management & Technology Training
609.570.3280 • Lpontani@mercerinstitute.com
www.MercerInstitute.com

Register 10 days before the start of class to save the $15 late fee!
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. E. 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 5B (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.

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.
What’s New?

Care for the Caregiver
Content Writing for Social Media
Health Career Clinic
How to Get from Here to There
Improving Your Networking Skills
Introduction to Filmmaking
Mommy and Me Swimming
Nutrition Buz - Myth and Reality
The World of Tea
Writing the Short Film Script
WordPress

GIFT CERTIFICATES AVAILABLE! (see page 70)

Dated Material