Continuing Studies
Noncredit Courses
August - December 2016

Lifelong Learning: Opening Doors of Opportunity
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
VETERINARY ASSISTANT
…..and more!

Thursday, September 8, 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
FALL RAFFLE!
You must be registered and present to win.
Registration begins Tuesday, July 19, 2016!

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

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5 WAYS TO REGISTER FOR YOUR CLASSES

- **Online** - [www.mccc.edu/mymercer](http://www.mccc.edu/mymercer)
- **Mail** - 1200 Old Trenton Road, PO BOX 17202, Trenton, NJ 08690
- **Fax** - 609.570.3883
- **Phone** - 609.570.3311
- **In Person** - Conference Center Bldg, West Windsor Campus

Additional questions? Call 609.570.3311 or email ComEd@mccc.edu
(Registration begins Monday, July 18, 2016)
Business and Management

Nonprofit Management
Certificate Program and Workshops

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

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 sessions 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.

1.25 CEU. Cost: $128 (tuition $109, administrative fee $19)
NCBUS-CS038-01 Oct 14 – Nov 11
5 sessions F 6:30-9pm
Kevin Lewis, Instructor

Fundamentals of Nonprofit Management
Examine aspects of non-profit organizations that make them unique while focusing on areas critical to their success. Emphasis will be placed on the development of an effective Board, the roles and responsibilities of the Board of Directors, the importance of a mission statement and vision, and the effective management of volunteers.
1.5 CEU. Cost: $155 (tuition $128, administrative fee $27)
NCBUS-CS034-01 Sept 20 - Oct 25*
5 sessions Tu 6-9pm
*No class Oct 11
Marge Smith, Nonprofit Consultant

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 Nov 1- Nov 22
4 sessions Tu 6-9pm
Dennis Kilfeather, MBA, ABA, ATP, RTRP

Management Skills
(for Board, Staff and Volunteers)
Each session of this course will focus on an important management skill: team building, communication, time management, retention and recognition.
0.9 CEU. Cost: $145 (tuition $125, administrative fee $20)
NCBUS CS050-01 Nov 2 - Nov 16
3 session W 6-9pm
Marge Smith, Nonprofit Consultant

Improving your Networking Skills
Make your networking ability more effective with this workshop! Learn the essential skills of productive networking including planning, meeting people, and building relationships.
0.3 CEU. Cost: $45 (tuition $38, administrative fee $7)
NCBUS-CS057-01 Dec 6
1 session Tu 6-9pm
Marge Smith, Nonprofit Consultant
Lifelong Learning: Opening Doors of Opportunity
www.mccc.edu/ccs

Business and Management

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.

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

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

Certificate in Small Business Management
To earn the certificate, you must complete the four (4) core courses. Courses can be taken individually on a non-certificate basis.

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

Other courses of interest:
• Comprehensive QuickBooks™
• Market Your Business on Social Networking Sites
• Use technology to advance your business

Grantwriting Essentials
Successful Grantwriting can be a valuable resource and survival skill for the nonprofit. This course is designed for beginners with little or no grantwriting experience. To enable the class materials to become quickly assimilated into real grant opportunities, this course will focus on “Grant Anatomy” with emphasis on research and analysis of applicable grant possibilities and the format for developing a grant proposal. There will be homework assignments, which will include a required final mini-grant project to put into practice what is learned in the class. Textbook required - available in college Bookstore.

1.5 CEU. Cost: $155 (tuition $128, administrative fee $27)
NCBUS-CS022-01 Nov 3 – Dec 15*
6 Sessions Th 6:30-9pm
*No class Nov 24
John Vadnais, Nonprofit Consultant

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: $123 (tuition $105, administrative fee $20)

JKC Campus:
NCBUS-CS015-01 Sept 24 – Oct 15
4 sessions Sa 9am-12pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Ed Andriessen, Instructor, Nonprofit Consultant

West Windsor Campus:
NCBUS-CS015-02 Oct 19 – Nov 9
4 sessions Wed 6-9pm
*Class meets at West Windsor Campus
Ed Andriessen, Instructor, Nonprofit Consultant
Small Business Start Up and Business Plan Development

More and more individuals are moving toward entrepreneurship as a career choice. Do you have an idea that you have wanted to explore but not know how or where to begin? We can help! Learn how to move your business idea into reality by exploring the keys to small business success. Evaluate its feasibility, design a competitive business model and build a solid strategic plan while understanding what it takes to make your product or idea stand out. Familiarize yourself with the steps needed to register for a business license at the Federal and State levels and bring all of these important elements together to create a winning business plan.

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

NCBUS-CS010-01  Sept 15 - Sept 27
4 sessions  Tu, Th 6-9pm
Ed Andriessen, Instructor

NCBUS-CS010-02  Nov 12 – Dec 3**
3 sessions  Sat 9am-1pm
*Class meets at JKC Campus, North Broad and Academy Streets, Trenton, NJ 08608
**No class Oct 4, Nov 26
Kevin Lewis, Instructor

Market Your Business on Social Networking Sites

For beginning social networkers/small business owners looking for free exposure

Do you have a small business that you would like to promote but don’t have the money necessary for marketing? Many people are unaware of how to effectively market on social media and 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.

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

NCMKT-CS003-01  Dec 1 - Dec 15
3 sessions  Th 6:30-9:30 pm
Ed Andriessen, 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  Oct 10 - Oct 17
2 sessions  M 6-9pm
Benjamin Branche, Esq., Instructor

Small Business Growth and

Financial Development

Prerequisite: Small Business Start Up and Business Plan Development

This 12-hour course begins with discussion of the steps required to develop an effective financial plan for your small business. Understand how conscientious recordkeeping and up-to-date financial information leads to productive business decisions.

Learn different methods of designing budgets, analyzing balance sheets, understanding revenue and expenses on income statements, and managing cash flow. Learn 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)

NCBUS-CS012-01  Nov 8 - Nov 17
4 sessions  Tu, Th 6-9pm
Ed Andriessen, Instructor

NCBUS-CS012-02  Oct 8 – Oct 22*
3 sessions  Sat 9am – 1pm
*Class meets at JKC Campus, North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, 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 as well as your competition; how to identify your target market 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  Oct 18 - Oct 27
4 sessions  Tu, Th 6-9pm
Ed Andriessen, Instructor, Marketing Consultant

Introduction to WordPress

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.
Business and Management

This entry-level course will introduce the novice to WordPress, the popular website blogging and content management system. Emphasis will be placed on hands-on exercises that build pages, add plug-ins, use templates, and edit themes, allowing students to create their own basic WordPress website. An understanding of website architecture, hosting, and programming languages (i.e., HTML, PHP, and MySQL) is very helpful, but not necessary. **Textbook required - available in college bookstore.**

1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)

**NCWEB-CS025-01  Dec 1 - Dec 13**
4 sessions  Tu, Th  6:30-9:30pm
Jessi Franko

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**Business Writing for Success**

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

0.6 CEU. Cost: $66 (tuition $57, administrative fee $9)

**NCCOM-CS038-01  Oct 19 – Nov 2**
3 sessions  W  6:30-8:30pm
Ashley Buchalla, Instructor

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of Management & Technology Training

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

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Leah Pontani, Director
lpontani@mercerinstitute.com
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Management, Leadership, and Project Management Programs

For students enrolled in an AMA certificate program, any of the following courses can be taken to finish or continue that certificate program. All three classes below can be taken to complete the AMA certificate in either Management or AMA Project Management, and can be used to satisfy a core or elective requirement. Please feel free to take the class that interests you the most. For questions regarding the status of your certificate and what you need to take to complete or continue please email calabrek@mccc.edu.

AMA How to Develop the Strategic Plan
Learn everything you need to know to develop a top-notch strategic plan - the building block upon which almost all organizational decisions and directions are made. The focus of this course goes beyond the traditional concepts of planning and shows you how to prepare plans that combine strategy with competitive intelligence. The resulting plan will dramatically increase your company's odds for long-term success and profitability. Course objectives include: teaching leaders techniques to identify key issues, developing strategies, implementing the plan and winning commitment across the organization.
1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS CS051 01 Sept 19-Oct 17
5 sessions M 6:30-9:30pm
Edward Kurocka, Instructor

AMA Leadership Skills for Managers
Managing in today's dynamic, diverse workplace demands a new type of leadership. New leaders must be visionaries, change agents, and mentors capable of empowerment. Gain the skills that are 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 Nov 7-Dec 5
5 sessions M 6:30-9:30pm
Edward Kurocka, Instructor

AMA Fundamentals of Finance for Non-Financial Managers
Gain a firm understanding of financial and accounting terms, techniques and practices even if you do not have a financial background. Learn the basics: interpreting financial statements, calculating inventory costs and costs of goods sold, detailing cash flow and more. Understand 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!
1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCACC-CS004-01 Nov 9 – Dec 14
5 sessions W 6:30-9:30pm
Rob Goldfarb, Instructor
Project Management Professional Certification PMP® Prep and Review
The Project Management Institute’s PMP® credential is a leading industry-recognized certification for project managers. The PMI credential following your name tells current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace.

You will benefit from the professional advantages derived from attaining the Project Management Professional (PMP) status if you are a:
- Project manager, team leader, project coordinator
- Team member seeking to learn the PMBOK® framework
- Person looking to increase your project management knowledge

This 35-hour course is designed to help you prepare for the PMP® exam—while gaining the most understanding of project management with the least amount of study. **Textbook required** - available in college bookstore.

- **3.5 CEU. Cost:** $1,082 (tuition $915, administrative fee $167)
- **NCBUS-CS008-01**
- **Sept 19 - Nov 7**
- **14 sessions**
- **M, W 6:30-9pm**
- *No class Oct 12*
- Sandeep Jasra, Instructor

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

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

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

3.9 CEU.

**Course codes and fees listed below. Sept 17 – Dec 17**
- **13 sessions**
- **Sa 9:30am - 12:30pm**
- *No class Nov 26*
- Zaphria Dockery-Marsh, SHRM-CP, PHR

**Course Codes and Fees:**
- **NCBUS-CS007-01** – Cost: $1,385 (tuition $780, administrative fee $125, book fee $480)
- **NCBUS-CS007-02** – Cost: $1,335 (tuition $738, administrative fee $117, book fee $480)

*Special discount for local SHRM chapter members of the Human Resource Management Association of Princeton.*

For information on becoming a chapter member, see the HRMA chapter website at www.hrma-nj.org.
APA’s (American Payroll Association’s) PayTrain College and University Program

In cooperation with the American Payroll Association, we proudly offer The PayTrain College & University program. Designed to increase your knowledge of payroll compliance from a basic understanding to an advanced level, the program prepares you for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) certification exams.*

* To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam.

Who Should Enroll in PayTrain Fundamentals?
- Entry-level employees in the payroll department
- Practitioners, consultants, and service providers new to the payroll industry
- Individuals working in payroll who need formal training
- Fundamental Payroll Certification (FPC) exam candidates
- FPCs needing recertification credits

Who Should Enroll in PayTrain Mastery?
- Payroll departments requiring compliance training
- Payroll professionals seeking professional development
- Certified Payroll Professional (CPP) exam candidates
- CPPs needing recertification credits
- Payroll service bureau client representatives

Upcoming CPP/FPC exam dates: September 17, 2016 to October 15, 2016 (exam registration is currently open)

PayTrain Mastery Returning Spring 2017

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. Topics include: the sales and purchase journals, 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 is closed on Saturday.)
4.2 CEU or 42 CPE hours. Cost: $403 (tuition $273, administrative fee $53, lab fees $77)
NCACC-CS002-01 Oct 1 - Nov 12
7 Sessions Sa 9am-3:30pm*
*½ hour lunch
Rob Goldfarb, Instructor

Advanced Bookkeeping
Prerequisite: Intro to Bookkeeping or equivalent experience
Advanced Bookkeeping revisits topics covered in Introduction 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. Full-charge bookkeeping will be discussed to help prepare you for Certification in Bookkeeping. Requires the same book used in Introduction to Bookkeeping - available in college bookstore. (Note: Please bring a lunch - cafeteria is closed on Saturday.)
4.2 CEU or 42 CPE hours. Cost: $403 (tuition $273, administrative fee $53, lab fees $77)
NCACC-CS008-01 Oct 1 - Dec 10*
10 sessions Sa 9am-1:20pm
*No class Nov 26
Surendra Jakhar, Ph.D., Instructor

Bookkeeping Certification Prep Course
Prerequisite: Advanced Bookkeeping or equivalent experience

Returning Spring 2017
Online Training through Ed2go
Unique Instructor-Facilitated Courses Online

The Center for Continuing Studies, in conjunction with Ed2go, offers hundreds of engaging online courses. Every course includes an expert instructor who is responsive to questions and feedback within the Discussion Areas of each course throughout the online learning experience.

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, and follow instructions to enroll and pay for the course. Here you will choose a username and password that will grant you access to your classroom.
3. When the 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.

The convenience of online learning:
• 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 more online courses at: www.ed2go.com/mccc.edu.

Following is a sampling of some of our popular online courses:

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 will have begun taking charge of your own health and healing! Cost: $104

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. Master the basics of scheduling patients' appointments, surgeries, and hospital admissions while discovering how to create, maintain, and file medical charts. You’ll also learn how to verify patients’ insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits. In addition, go behind the scenes and learn how to apply diagnostic and procedure codes to patients’ accounts and bill insurance companies. Learn all this and much more. Cost: $104

CompTIA™Cloud+ Certification Training
CompTIA™ Cloud+ Certification Training equips you with the skills needed to understand and execute an Infrastructure as a Service (SaaS) cloud computing model. It covers standard methodologies required to securely implement and maintain cloud technologies. This program provides a rich learning environment, appealing to all learning styles by blending visual, auditory, and hands-on learning. Additionally, this program will fully prepare you for the CompTIA™ Cloud+ certification exam. A voucher to take the exam is included with successful completion of this program.

Start a Pet Sitting Business
Discover how to translate your love of animals into a fun and profitable career. Cost: $104

To learn more about these online classes and more, visit www.ed2go.com/mccc.edu.
Online Career Training Programs
Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Certified Wedding Planner
This program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

CompTIA Healthcare IT Technician (Voucher Included)
The CompTIA Healthcare IT Technician course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework.

Cisco® CCNA® Certification Training (Voucher Included)
The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 100-101 ICND1 and 200-101 ICND2 Cisco exams or the single 200-120 CCNA exam.

Administrative Dental Assistant
Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Physical Therapy Aide
Master the skills you need to begin a career as a physical therapy aide.

Human Resources Professional
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

CompTIA™ Certification Training: A+, Network+, Security+ (Vouchers Included)
CompTIA™ Certification Training: A+, Network+, Security+ provides a comprehensive foundation for IT professionals, incorporating CompTIA™ A+, CompTIA™ Network+, and CompTIA™ Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

Instructor-Led Online Courses
Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Introduction to CSS3 and HTML5
Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Become an Optical Assistant
Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

High Speed Project Management
Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Accounting Fundamentals
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Basic CompTIA A+ Certification Prep
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real world PC environment.

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

Basic Computer Skills Suite:
Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

Microsoft Office Value Suite Series:
Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Microsoft Word Series:
Learn the ins and outs of Microsoft's newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

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

Adobe Value Suite
This group of courses teaches you the basics of Adobe's InDesign, Illustrator and Photoshop image and graphic design software.
Microsoft Office™ 2010 Training
Become more competitive in today’s job market with these courses. They will provide you with the knowledge to confidently 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 Word I
**Recommended: Basic computer knowledge**
This course concentrates on the Word 2010 features that enable you to create professional looking documents. Learn how to enter and edit text, save and browse documents, and how to enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents, and insert graphics. **Workbook required - available in college bookstore.**
1.2 CEU. Cost: $182 (tuition $53, administrative fee $9, Lab fees $120)
NCMOS-CS001-01  Sept 14–Sept 19
2 sessions  W, M  9:30am –4pm*
*½ hour lunch
Steve Tirado Instructor
NCMOS-CS001-02  Sept 14 – Sept 26
4 sessions  W, M  6:30-9:30pm
Fabio Iucolino, Instructor

MS Word II
**Prerequisite: MS Word 2007 I or 2010 I**
**Recommended: Basic computer knowledge**
Build upon the skills and concepts learned in Word 2010 I. Work with styles, sections, and columns while formatting tables, printing labels and envelopes, and working with graphics. In this class, you will also use document templates while managing document revisions and working with Web features to make your documents stand out! **Workbook required - available in college bookstore.**
1.2 CEU. Cost: $182 (tuition $53, administrative fee $9, Lab fees $120)
NCMOS-CS002-01  Sept 26 – Sept 28
2 sessions  M, W  9:30am –4pm*
*½ hour lunch
Steve Tirado Instructor
NCMOS-CS002-02  Oct 5 – Oct 17
4 sessions  W, M  6:30-9:30pm
Fabio Iucolino, Instructor

MS Excel™ 2010 I
**Recommended: Basic computer knowledge**
Learn spreadsheet terminology and basic spreadsheet formatting, how to enter and edit data, move and copy data, use simple functions, and create and modify charts. **Workbook required - available in college bookstore.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS003-01  Sept 28 - Oct 3
2 sessions  W, M  9:30-4pm*
*½ hour for lunch
Steve Tirado Instructor
NCMOS-CS003-02  Sept 19 - Sept 27
4 sessions  M, Tu  6:30-9:30pm
Mark Durma, Instructor

MS Excel™ 2010 II
**Prerequisite: MS Excel 2010 I**
**Recommended: Basic computer knowledge**
Build upon the skills and concepts learned in Excel 2010 I. Learn how to use multiple worksheets and workbooks efficiently while incorporating more advanced formatting options. Learn how to work with lists and tables while applying advanced charting techniques and worksheet auditing and protection. **Workbook required - available in college bookstore.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS004-01  Oct 10 - Oct 17
2 sessions  M, W  9:30-4pm*
*½ hour for lunch
No class Oct 12
Steve Tirado Instructor
NCMOS-CS004-02  Oct 11 - Oct 24
4 sessions  T, M  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. 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  Nov 7 - Nov 28
4 sessions  M  6:30-9:30pm
Mark Durma, Instructor

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 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

Microsoft Office™ 2010 Training
Become more competitive in today’s job market with these courses. They will provide you with the knowledge to confidently 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 Word I
**Recommended: Basic computer knowledge**
This course concentrates on the Word 2010 features that enable you to create professional looking documents. Learn how to enter and edit text, save and browse documents, and how to enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents, and insert graphics. **Workbook required - available in college bookstore.**
1.2 CEU. Cost: $182 (tuition $53, administrative fee $9, Lab fees $120)
NCMOS-CS001-01  Sept 14–Sept 19
2 sessions  W, M  9:30am –4pm*
*½ hour lunch
Steve Tirado Instructor
NCMOS-CS001-02  Sept 14 – Sept 26
4 sessions  W, M  6:30-9:30pm
Fabio Iucolino, Instructor

MS Word II
**Prerequisite: MS Word 2007 I or 2010 I**
**Recommended: Basic computer knowledge**
Build upon the skills and concepts learned in Word 2010 I. Work with styles, sections, and columns while formatting tables, printing labels and envelopes, and working with graphics. In this class, you will also use document templates while managing document revisions and working with Web features to make your documents stand out! **Workbook required - available in college bookstore.**
1.2 CEU. Cost: $182 (tuition $53, administrative fee $9, Lab fees $120)
NCMOS-CS002-01  Sept 26 – Sept 28
2 sessions  M, W  9:30am –4pm*
*½ hour lunch
Steve Tirado Instructor
NCMOS-CS002-02  Oct 5 – Oct 17
4 sessions  W, M  6:30-9:30pm
Fabio Iucolino, Instructor

MS Excel™ 2010 I
**Recommended: Basic computer knowledge**
Learn spreadsheet terminology and basic spreadsheet formatting, how to enter and edit data, move and copy data, use simple functions, and create and modify charts. **Workbook required - available in college bookstore.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS003-01  Sept 28 - Oct 3
2 sessions  W, M  9:30-4pm*
*½ hour for lunch
Steve Tirado Instructor
NCMOS-CS003-02  Sept 19 - Sept 27
4 sessions  M, Tu  6:30-9:30pm
Mark Durma, Instructor

MS Excel™ 2010 II
**Prerequisite: MS Excel 2010 I**
**Recommended: Basic computer knowledge**
Build upon the skills and concepts learned in Excel 2010 I. Learn how to use multiple worksheets and workbooks efficiently while incorporating more advanced formatting options. Learn how to work with lists and tables while applying advanced charting techniques and worksheet auditing and protection. **Workbook required - available in college bookstore.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS004-01  Oct 10 - Oct 17
2 sessions  M, W  9:30-4pm*
*½ hour for lunch
No class Oct 12
Steve Tirado Instructor
NCMOS-CS004-02  Oct 11 - Oct 24
4 sessions  T, M  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. 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  Nov 7 - Nov 28
4 sessions  M  6:30-9:30pm
Mark Durma, Instructor
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 needed to prepare for the Microsoft Certified Application Specialist (MCAS) proficient certification in Word. You will be using Microsoft Office Specialist-approved independent courseware 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, and Watermarks while incorporating the new Table app
- Develop Styles, Forms, envelopes and labels, Master and Subdocuments
- Use Excel data in Word Tables and perform calculations
- Incorporate diagrams using SmartArt, create Chart graphics, and incorporate new Artistic Effects
- 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)
NCMOS-CS010-01  Oct 10 - Nov 9*
9 sessions M, W 6:30-9:30pm
*No class Oct 12
Fabio Iucolino, Instructor
Microsoft Excel Certification Preparation 2010

Nearly every office environment uses Microsoft Excel and hires individuals who have shown valid proficiency in it. This course is designed to provide the practical knowledge and skills to prepare for the MCAS certification in Excel. You will be using Microsoft-approved independent course materials that cover 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.

Learn to:
- Navigate through the new Ribbon interface, its Backstage view and the Watch Window
- Use formulas and functions to perform calculations including Lookups
- Link and protect cells, worksheets and workbooks
- Represent data graphically using Charts, Sparklines, the Table app, SmartArt and enhanced conditional formatting
- Record and run Macros, edit Macros using the Visual Basic Application (VBA) Editor
- Import and export data from Excel to other Office platform programs
- Add validation criteria and use forms for data entry
- Create and analyze PivotTables and Pivot Charts with the Slicer technique
- Perform what-if analysis using: Goal Seek, Solver and Scenarios
- Share workbooks

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-CS011-01 Nov 14 - Dec 14*
9 sessions M, W 6-9pm
*No class Nov 23

Fabio Iucolino, Instructor

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MERCER INSTITUTE
of Management & Technology Training

Grant-Funded Training is Available Year-Round!

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

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

Training is funded through NJBIA, the NJ Department of Labor and Workforce Development and the New Jersey Community College Consortium for Workforce & Economic Development.

Training is available for incumbent workers with employer approval.

For more information or to schedule on-site classes contact:
Leah Pontani, Director
lpontani@mercerinstitute.com
609-570-3656
Oracle Certification Prep
Prepare for certification as Oracle Certified Administrator (OCA) by completing both Oracle Database 11g Introduction to SQL and Administration.

1. Oracle Database 11g: Introduction to SQL (Returning Spring 2017)
2. Oracle Database 11g: Administration

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

Oracle Database 11g: Administration
Prerequisite: Oracle Database 11g: Introduction to SQL
Textbook will be distributed in class. (Note: Please bring a lunch - cafeteria closed.)
This is the second recommended course in preparation for the Oracle Certified Associate (OCA) certification. Students will learn how to create an operational database and properly administer various database components. The internal database architecture is fully examined to provide insight on system component dependencies. This includes database security, user management and backup/recovery techniques.

Explore the fundamentals of basic database administration while understanding how to:
- Install of Oracle 11g software
- Create and manage users.
- Install and configure an Oracle database.
- Create and manage storage structures.
- Administer the Oracle database.
- Understand the Oracle database internal architecture
- Perform backup and recovery.

3.6 CEU. Cost: $1,014 (tuition $423; administrative fee $64; lab fee $302; book and materials $225)
NCWEB-CS027-01  Sept 19-Oct 31*
12 Sessions M, W 6-9pm*
No class Oct 12
Richard Vanderbilt, Instructor

CCNA (Cisco Certified Network Associate) Training
Required: Knowledge of the Microsoft Windows Operating System and prior network engineering experience or exposure
Are you an IT professional looking to set yourself apart from the rest? If so, this CCNA Training class is for you. The CCNA certification signifies to employers and colleagues a high level of technical expertise. This class will teach you how to install, configure and maintain simple networks utilizing Cisco devices including the switches and routers important to multi-protocol LAN and WAN interfaces. Upon culmination, you will be prepared to take the CCNA certification test and receive the credential that places you in a group of solidly educated network engineers.

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  Oct 29 - Dec 17*
7 sessions Sa 9am-4pm**
*No class Nov 26
**Includes 1 hour lunch
James Boyce, Instructor

5 Ways To Register
1) Online  2) Mail  3) Fax  4) Phone  5) In Person

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
PLC (Programmable Logic Controllers)
Introduction to Automation/PLC

Basic knowledge of AC/DC circuits, digital electronics and industrial controls is required.

Comfort utilizing Microsoft Windows operating system recommended.

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

To be competitive in the global economy, manufacturing and service companies are examining ways to improve existing processes to become more efficient and reduce costs. PLC controlled equipment enables an organization to precisely fine-tune their operations by fully automating manufacturing processes that are currently performed manually. PLC controllers are used in energy management and monitoring systems (SCADA) to reduce electrical consumption and to network stand-alone industrial controls. Students will be introduced to basic system concepts of operation, industry terminology, dominant manufacturer brands and general product practical applications and uses. Students in this innovative training program will have the opportunity to use PLC workstations that will simulate real world tasks. Book and materials are included. (Note: Please bring a lunch - cafeteria is 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  Sept 17 - Nov 5
8 sessions  Sa  8:30am-4pm*
*1 hour for lunch
Richard Vanderbilt, Instructor

Micro850
Develop a thorough knowledge of Micro850 PLC’s. Topics range from installing Micro850 system components to troubleshooting a Micro850 PLC.

5.2 CEU

Nov 12- Jan 14
8 sessions  Sa  8:30am-4pm*
*1 hour for lunch
Richard Vanderbilt, Instructor

For more information and to register for this course please email calabrek@mccc.edu
Web Design Concepts

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

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

0.9 CEU. Cost: $205 (tuition $67, administrative fee $18, lab fees $120)

NCWEB-CS001-01  Oct 6 - Oct 20
3 sessions  Th 6:30-9:30pm
Samantha Garofalo, 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  Sept 15 - Sept 29
3 sessions  Th 6:30-9:30pm
John Paone, Adobe Certified Associate

Color Theory for Graphic Designers

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

1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)

NCGDS-CS002-01  Oct 13 - Oct 25
4 sessions  Th,T 6:30-9:30pm
George Purvis, Instructor

Cascading Style Sheets (CSS) - Complete

Prerequisite: Essentials of HTML

This hands-on course provides you with the fundamentals and advanced techniques of using Cascading Style Sheets (CSS) to build and control “responsive” web sites. The emphasis is on using web-standards to build site layouts with CSS (not tables), creating the HTML and CSS from scratch to deliver well-designed, focused content on varying media types from desktops to mobile devices.

1.8 CEU. Cost: $415 (tuition $204, administrative fee $50, lab fees $161)

NCWEB-CS028-01  Nov 16 - Dec 7*
6 sessions  W, M 6:30-9:30pm
*No class Nov 23
Lily Lin, Instructor

Print/Publishing Track

Intro to InDesign
Advanced InDesign

Web Track:

Essentials of HTML
Cascading Style Sheets
Intro to Dreamweaver
Advanced Dreamweaver

Computers Design

Graphic Designer Certificate

Become an effective and marketable designer for both the web and print publications. You’ll receive basic fundamental training in the graphic arts while gaining to practical experience in the current premium Adobe creative suite. Individual track courses focus on industry-specific applications.

Complete all core courses and all of the courses in the desired track to earn the Certificate in Graphic Design.

Core Courses for Graphic Design Certificate

Foundations of Graphic Design
Color Theory for Graphic Designers
Intro to Photoshop
Intro to Illustrator
Advanced Photoshop
Advanced Illustrator

Print/Publishing Track

Intro to InDesign
Advanced InDesign

Web Track:

Essentials of HTML
Cascading Style Sheets
Intro to Dreamweaver
Advanced Dreamweaver

RE-DESIGNED!
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. Understand conceptual design, text formatting, creating links, tables and lists, and inserting graphics and images. Cascading Style Sheets and creating forms will also be introduced. Materials will be provided by the instructor. 1.8 CEU. Cost: $404 (tuition $131, administrative fee $31, lab fees $242)
NCWEB-CS022-01 Nov 8 - Dec 13 6 sessions Tu 6:30-9:30pm Jeff Hulit, Instructor

Intro to Photoshop CC
Required: Introduction to Windows, experience with word processing desirable
You will receive an introduction to Adobe's premier image editing application with an emphasis on what you NEED to know about this incredibly robust program. This course focuses on the tool sets available 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 is recommended (not required) - available in college bookstore. 1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS030-01 Sept 15- Sept 27 4 sessions Th, Tu 6:30-9:30pm Jessica Franko, Instructor

Advanced Photoshop CC
Prerequisite: Introduction to Photoshop
Learn the advanced techniques and application of the tools presented in the Introduction course. Photo-retouching, color correction, advanced layers, masking, channels, and an in-depth look at palettes are just some of the topics covered in this course. Learn to fix photos in post-production. Learn to maximize efficiency and output. Learn how to get the most out of this incredibly powerful application. Textbook is recommended (not required) - available in college bookstore. 1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS031-01 Sept 29 - Oct 13* 4 sessions Th, Tu 6:30-9:30pm *No class Oct 11 Jessica Franko

Intro to InDesign CC
Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, distributing as Portable Document Format (PDF) files, or to Internet-ready XHTML pages. This course will provide a full overview of the program's capabilities and functionality. Textbook required - available in college bookstore. 1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS007-01 Oct 27 - Nov 17 4 sessions Th 6:30-9:30pm John Paone, Adobe Certified Associate

Advanced InDesign CC
Prerequisite: Intro to InDesign
More than just a page-layout application, Adobe InDesign CC6 is also the leading commercial production software for creating longer, multi-page documents as well as Internet-ready XHTML pages. Lecture, textbook samples and real-world examples will be used to show the software's complete range of capabilities. Textbook required - available in the college bookstore. 1.2 CEU. Cost: $285 (tuition $101, administrative fee $23, lab fees $161)
NCGDS-CS008-01 Dec 1 - Dec 15* 4 sessions Th, Tu 6:30-9:30pm *No class Dec 13 John Paone, Adobe Certified Associate

Intro to Illustrator CC
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)
NCGDS-CS009-01 Oct 27 - Nov 8 4 sessions Th, Tu 6:30-9:30pm Samantha Garofalo

Advanced Illustrator CC
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 the college bookstore. 1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS010-01 Nov 10 - Nov 22 4 sessions Th, Tu 6:30-9:30pm Samantha Garofalo

Intro to InDesign CC
Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, distributing as Portable Document Format (PDF) files, or to Internet-ready XHTML pages. This course will provide a full overview of the program's capabilities and functionality. Textbook required - available in college bookstore. 1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS007-01 Oct 27 - Nov 17 4 sessions Th 6:30-9:30pm John Paone, Adobe Certified Associate
Introduction to WordPress
This entry-level course will introduce the novice to WordPress, the popular website blogging and content management system. Emphasis will be placed on hands-on exercises that build pages, add plug-ins, use templates, and edit themes, allowing students to create their own basic WordPress website. An understanding of website architecture, hosting, and programming languages (i.e., HTML, PHP, MySQL) is very helpful, but not necessary. **Textbook required - available in the college bookstore.**
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)

NCWEB-CS025-01  Dec 1 - Dec 13
4 sessions  Th, Tu  6:30-9:30pm
Jessica Franko, Instructor

Dreamweaver CS6 -Complete
**Prerequisite: Essentials of HTML, and knowledge of Windows.**
This hands-on course focuses on designing and managing websites using the Adobe Dreamweaver web authoring software. Students will learn to navigate in the Dreamweaver workspace, and topics include: working with text and images, links, page layout, and templates. Advanced topics include: online forms, Javascript behaviors, and designing responsive websites (i.e., for portable devices like cell phones and tablets).
1.2 CEU. Cost: $415 (tuition $204, administrative fee $50, lab fees $161)

NCWEB-CS029-01  Sept 14 – Oct 3
6 sessions  W, M  6:30-9:30pm
Lily Lin, Instructor

PHP (with MySQL)
**Prerequisite: Essentials of HTML**
PHP and MySQL are today’s most popular tools used to develop web applications. In this course you will learn how to create interactive web pages in PHP and how to store and retrieve data stored in a MySQL database. In this intensive hands-on course you will learn the techniques to develop dynamic web applications using open source software. **Textbook required. Available in college bookstore.**
3.5 CEU. Cost: $759 (tuition $280, administrative fee $62, lab fees $417)

NCWEB-CS016-01  Sept 22-Oct 24
10 sessions  Th, M  6-9:30pm
Robert Fausey, Instructor

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

**Programs and services include:**
- Job Placement and Career Counseling
- Free Training and Education Programs
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rtw@njworkforce.org

Ready To Work New Jersey
Construction Project Management

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

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

Fall Core Courses
- Construction Blue Print Reading
- Materials, Methods and System of Construction
- Construction Cost Estimating I
- Construction Change Orders and Claims
- Construction Project Management

Spring Core Courses
- Construction Blue Print Reading
- Materials, Methods and System of Construction
- Construction Cost Estimating I
- Contract Law in the Construction Industry

Summer Core Courses
- Construction Specifications and Contracts
- Complete Microsoft Project 2010

Electives
- AMA Successful Project Management
- AMA Fundamentals of Finance for Non-Financial Managers
- SketchUp Your Design
- 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 $225, administrative fee $20, materials fee $15)
NCABT-CS002-01  Nov 1 - Nov 29*
8 sessions  Tu, Th  6:30-9:30pm
*No class Nov 24
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Construction Blueprint Reading
Introduce yourself to blueprints and specifications used on construction projects while you learn the skills necessary to reference important 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  Sept 20 – Oct 20
8 sessions  Tu, Th  6pm -8:30pm
No class Oct 4,11
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. Cost: $318* (tuition $268, administrative fee $50)
NCABT-CS003-01  Nov 7 – Dec 12**
10 sessions  M, Th  6:30-9:30pm
**No class Nov 24.
Section for Students who have not taken NCABT-CS001-02 Construction Blueprint Reading
Cost: $398* (tuition $268, administrative fee $50, materials for Blueprint $80)
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Contract Law in the Construction Industry
Discuss public and private bidding procedures, offers, counteroffer, acceptance, contract terms, negotiation, and execution of written contracts. Examine construction contracts, letters of credit, letters of intent, bonds and disputes, change orders, amendments, and common pitfalls. UCC provisions, remedies, breaches and resolutions will also be discussed. 1.0 CEU. Cost: $110 (tuition $89, administrative fee $21)
NCABT-CS006-01  Oct 19 – Nov 9
4 sessions  W  6:30-9pm
Thomas Roselli, Instructor

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  Sept 20 – Oct 25*
5 sessions  Tu  6:30-9:30pm
*No class Oct 11
James Langsdorf, Instructor

Sketch Up Your Design
Required: Familiarity with Microsoft Office
Learn to use SketchUp 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 present to your supervisor or future employer. Workbook required - available in college bookstore.
1.8 CEU. Cost: $375 (tuition $140, administrative fee $50, lab fees $205)
NCOST-CS005-01  Sept 14 – Oct 26*
6 sessions  W  6 - 9pm
*No class Oct 12
Laurence C. Johnson, Jr., RA, LEED AP
Uniform Construction Code

Occupational Safety Health Administration (OSHA)
The OSHA 10 hour construction training course is intended to provide construction workers with a basic knowledge of safety and health hazards found on many construction sites. The OSHA 10 hour construction training course also provides students with an overview of how the Occupational Safety and Health Administration (OSHA) operate. There are no prerequisites required to take the 10-hour construction course.

The OSHA 10-hour training course for construction is based on the federal OSHA 1926 construction standards. We also address state-specific OSHA requirements, where applicable. An OSHA 10 Card will be given upon successful completion of the course.

Who should attend?
- Construction industry and building trades personnel
- Employers
- Contractors

1.0 CEU; Cost $ 350.00
NCABT-CS014-01 Nov 5 - Nov 12
2 sessions Sa 8am - 2pm*
*1hr lunch
Transport Engineering Technology, Instructor

Uniform Construction Code Education Program 2016-2017
Mercer County Community College, part of the Mid-Jersey regional community colleges, is pleased to offer Uniform Construction Code (UCC) classes for the fall semester. These classes are for general contractors who are seeking to advance their careers and become New Jersey State Inspectors for local municipalities. The New Jersey State Department of Community Affairs (DCA) offers a 75% tuition reimbursement for qualified applicants. The Information below lists the courses Mercer County Community College will offer this term. For specific information on courses offered by the other Mid-Jersey regional community colleges for Fall 2016 through Spring 2017, visit the construction page of our website, www.mccc.edu/ccs.

Please note: After successfully completing the required courses, contractors also need to pass National Exams. Students needing additional material and training for the national exams or having questions about requirements or textbooks should contact the DCA Licensing Unit 609-984-7820 or go to http://nj.gov/dca/divisions/codes/official. All UCC courses will use the current New Jersey Uniform Construction Code textbook. Students are responsible for purchasing the required books.

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

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

9.0 CEU. Cost: $938 (tuition $798, administrative fee $140)
NCUCC-CS001-01 Oct 6 – Jan 3
21 sessions** Th, Tu, Sa 5:30-9:30pm
*No class Oct 11, Nov 24
**1 session Sat, Nov 5: 9am-4pm (1 hour lunch)
James Strang, Construction Official

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

6.0 CEU. Cost: $632 (tuition $538, administrative fee $94)
NCUCC-CS003-01 Sept 26 – Dec 5*
20 sessions M, Th 6:30-9:30pm
*No class Nov 24
Kenneth Verbos, Construction Official

Uniform Construction Code Technical Assistant Certification
This 45-hour course provides the educational requirement for state certification as a Technical Assistant. The Technical Assistant provides administrative support to the officials and inspectors within a local, county or state construction code enforcement office/agency. This course provides an overview to the administrative procedures in issuing permits, coordinating inspections, serving notices, stop work orders and violations, releasing various forms of Certificates, record keeping and state report generation, as well as other matters relevant to the efficient operation and public interfacing.

4.5 CEU. Cost: $474 (tuition $403, administrative fee $71)
NCUCC-CS002-01 Oct 26 - Dec 9
12 sessions M, W 6-9pm
1 session Sa Nov 19: 9am-4pm (1 hour lunch)
Brenda Sirkis, Certified Technical Assistant
Transportation

NICET Highway training classes are now being held at Mercer County Community College! For more information on class dates, times and registration, email calabrek@mccc.edu.

N.I.C.E.T. Levels I & II Highway Construction

Our workshops enable candidates to demonstrate their skills and knowledge, while establishing a path that promotes continuing professional development. Every class is evaluated by our staff members to ensure that we are meeting the highest standards.

The training consists of eight training modules including:

- Intro to the NICET Certification Process
- Basic and Intermediate Math and Conversions
- Basic Physical Science
- Plans, Surveying & Topographic Maps
- Communications
- Material Sampling & Testing
- Traffic Control, Safety & First Aid
- Levels I & II Special Work Elements

1.0 CEU. Cost $350
NCTSP-CS001-01 Oct 15 - Oct 22
2 sessions Sa 8am-1pm
Transport Engineering Technology Instructor

N.I.C.E.T. Level III Highway Construction

The Level III workshop enables candidates to expand upon Level I and II learning in such a way that prepares you to take the NICET certification exam. Every class is evaluated by our staff members to ensure that we are meeting the highest standards.

The training consists of seven (7) training modules including:

- Testing & Inspection of Materials, Structures, and Pavements
- Surveying and Complex Plans
- Quantity & Cost Calculation and Analysis
- Compliance Issues
- Erosion & Sedimentation Control
- Payroll
- Basic Government Programs
- Maintenance & Protection of Traffic
- Safety and First Aid
- Communication & Reporting

1.0 CEU. Cost $400
NCTSP-CS002-01 Nov 12 - Nov 19
2 sessions Sa 8am-1pm
Transport Engineering Technology Instructor

“The Basics of Becoming a Flight Attendant”

Upon completion this course, you will have a better understanding of the role of the FLIGHT ATTENDANT and whether this lifestyle choice is right for you. This course is a snapshot into the training that it takes to fulfill your dream of becoming a Flight Attendant. Cost: $499 (Tuition: $449, Administrative Fee $50)
NCPER-CS020-01 Sept 21 - Nov 9*
7 Sessions W 6-9pm
*No Class Oct 12
Crystal Dawn Richardson, Instructor

REMAINING N.I.C.E.T 2016 TEST DATES
August 6
October 8

Lifelong Learning: Opening Doors of Opportunity
www.mccc.edu/ccs
Pavement Design Basics
This two session workshop is designed for engineers, facility owners and anyone who wants a basic knowledge of pavement thickness design and the selection of pavement materials. The classes will provide links to resources for subgrade soil information, pavement design software, environmental data and other resources used in thickness design calculations and material selection based depending upon anticipated use. The various inputs for 1993 AASHTO Guide for Design of Pavement Structures method will be discussed along with other pavement design methods currently available for free on the web. There are 8 hours of NJSAT credits toward recertification for this class.
Cost: $250
NCTSP-CS003-01 Sept 23 –Sept 30
2 sessions Fri 8:30am – 12:30pm
RWS Consulting, LLC

Pavement Rehabilitation Methods
This two session workshop provides strategies for the rehabilitation of existing pavement structures. Sustainable options that make best use of the existing materials and methods for determining the existing and required structural capacity of the pavement will be discussed. Methods for rehabilitation of both hot mix asphalt and Portland Cement Concrete pavements will be reviewed. The students will be provided with links to resources for the techniques currently available and in addition to their proper applications. Learn the difference between a structural and functional asphalt overlay and how to determine the appropriate treatment for a given pavement. The environmental and cost benefit of in-place pavement recycling methods will be considered. There are 8 hours of NJSAT credits toward recertification for this class.
Cost: $250
NCTSP-CS004-01 Oct – 21 Oct 28
2 sessions Fri 8:30am – 12:30pm
RWS Consulting, LLC

Pavement Preservation and Maintenance
This class is for people interested in preserving pavement infrastructure. Pavement preservation is one of the fastest growing areas of pavement technology. It is proven to be less expensive to maintain a pavement in good condition than to defer maintenance until the pavement structure is compromised. Pavement preservation is most successful when the right treatment is applied to the right pavement at the right time. Learn more about the products, their proper applications, and how to determine which treatment to select. Also presented will be methods used to repair localized failures prior to applying a surface sealer or other treatment designed to extend the life of the pavement. There are 8 hours of NJSAT credits toward recertification for this class.
Cost $250
NCTSP-CS005-01 Dec 2 – Dec 9
2 sessions Fri 8:30am-12:30pm
RWS Consulting, LLC

Pervious Concrete Certification Program coming Spring 2017!
Construction Math
This course that will provide an overview of mathematical operations one will need to apply on the job as a construction inspector. Learning Objectives are:
• To explain why construction inspectors perform calculations
• To explain the units of measure commonly used by an inspector for documentation and payment.
• To explain rounding concepts and decimal measures used on a construction project.
• To explain calculations and demonstrate how to apply them.
• The Target audience includes inspectors and other field personnel in construction engineering and inspection for public and quasi-public agencies

0.8 CEU. Cost: $225
NCABT-CS010-01 Sept 17 – Sept 24
2 sessions Sa 8:30am-2:30pm
Transport Engineering Technology, Instructor

Occupational Safety Health Administration (OSHA)
The OSHA 10 hour construction training course is intended to provide construction workers with a basic knowledge of safety and health hazards found on many construction sites. It also provides students with an overview of how the Occupational Safety and Health Administration (OSHA) operates. There are no prerequisites required to take the 10-hour construction course.

The OSHA 10-hour training course for construction is based on the federal OSHA 1926 construction standards. We also address state-specific OSHA requirements, where applicable. An OSHA 10 Card will be given upon successful completion of the course.

Who should attend?
• Construction and building trades personnel
• Employers
• Contractors
• Union personnel
• Safety consultants
1.0 CEU. Cost $ 350.00
NCABT-CS014-01 Nov 5 - Nov 12
2 sessions Sa 8am- 2pm*
*1hr lunch
Transport Engineering Technology Instructor
Interior Design Certificate Program

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

**Fall Semester**
- Basic Interior Design
- History of Furniture
- Design Process for New Homes
- Color Theory
- SketchUp

**Spring Semester**
- Basic Interior Design
- Drafting & Design Studio
- Color Theory
- Window Treatment
- Sketchup
- Lighting in Today's Interiors

**Summer Semester**
- Basic Interior Design
- Interior Design Business Practice
- Design Studio II
- & Presentation skills
- SketchUp

### Basic Interior Design
Gain an overview of the interior design process while learning to create beautiful interiors through lectures, class discussions and a design project. *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).

**NCITD-CS001-01** Sept 20 - Nov 15*
7 sessions **Tu** 6:30-9pm
*No class Oct 4 & 11
Joyce Kelleher, Designer

**Cost:** $200 (tuition $156, administrative fee $32, fees $12)

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

**NCOST-CS005-01** Sept 14 – Oct 26*
6 sessions **W** 6-9pm
*No class Oct 12
Laurence C. Johnson, Jr., RA, LEED AP

**Cost:** $375 (tuition $140, administrative fee $30, lab fees $205)

### 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** Nov 22 – Dec 6
3 sessions **Tu** 6:30-9pm
Joyce Kelleher, Instructor

### 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.

**NCITD-CS003-01** Oct 27 – Dec 1*
5 sessions **Th** 6:30-9pm
*No class Nov 24
Suzanne Zukowski, Instructor

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

**NCITD-CS011-01** Oct 10-Nov 7
5 sessions **M** 6:30-9pm
Avis Gardell- Feldstein
Education for Teachers

Please note the New Jersey Department of Education will be changing their requirements for the Alternate Route Teacher Training Programs beginning September 2017. Students are welcome to take the below course and obtain their Certificate of Eligibility, however, this course will not be a requirement under the new regulations beginning September 2017. For further explanation please email calabrek@mccc.edu

**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 Sept 26 - Oct 20**

8 sessions M, Th 6pm - 8:30pm

*Diana Vasil, Kelli Eppley*

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**5 Ways To Register**

1) Online    2) Mail    3) Fax    4) Phone    5) In Person
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 while practicing these strategies during each course for use in their centers or classrooms. The completion of all ten (10) courses below satisfies the educational component for obtaining a Child Development Associate (CDA) credential, and the hours may also be used toward a Certified Childcare Professional (CCP) credential. To find out more about these national certification programs, call CDA at 1.800.424.4310 or CCP at 1.800.543.7161. The courses within the certificate program meet the annual staff development requirements enacted by the New Jersey Bureau of Child Care Licensing.

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

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

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

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

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

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 muscle) 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 Oct 18-Nov 22
6 sessions Tu 7-9pm
Jeffra Nandan, 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, while learning guidelines for setting rules and limits. Teach children how to express strong feelings in acceptable ways, and how to use problem solving skills to minimize frustration. Develop strategies for responding to challenging behavior.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS012-01 Sept 8-Oct 13
6 sessions Th 7-9pm
Jeffra Nandan, 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 nutritional 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-CS017-01 Sept 7- Oct 19
6 sessions W 7-9pm
*No class Oct 12
Angela Dixon, Instructor

Getting Creative with Art, Music and Drama

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

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCEDU-CS020-01 Oct 19-Nov 30
6 sessions W 7-9pm
*No class Nov 23
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-CS019-01 Oct 20-Dec 1
6 sessions Th 7-9pm
Margaret Kornberg, Instructor
Lifelong Learning: Opening Doors of Opportunity
www.mccc.edu/ccs

Montessori Teacher Certification
The Montessori Teacher Training Institute of Mercer County Community College is American Montessori Society (AMS) affiliated and is accredited by the Montessori Accreditation Council for Teacher Education (MACTE). Our program utilizes the complete Montessori curriculum; the goals of the program are to facilitate an interest and excitement for learning, to educate children in their sensitive developmental period, and to prepare future educators to meet the many needs of young learners. Classes are held at Robbinsville Montessori located at 2022 Washington Boulevard in Robbinsville, New Jersey; this location enables students in our program to be immersed in the Montessori method from the first day of class.

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

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

General Application Information:
Please visit the teaching page of our website at www.mccc.edu/ccs to download all documents required to apply to the program including the Policy and Procedures Manual, FAQs, an application, and the Montessori schedule for 2016-2017. Requirements for application are listed on the website, application and within the manual. Please allow several weeks for application processing. Once applications are approved, students will be notified with enrollment information.

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

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

6.8 CEU Cost: $1,478 (tuition $961, administrative fee $144, AMS fee $220, MACTE fee $158)
NCEDU-CS005-01 Sept 8 – Oct 22
13 sessions Tu, Th 5:30-8:30pm
2 sessions Sa** 8:30am-4pm*
2 sessions Sa*** 8:30am-4:30pm*
No class Oct 4, 11
*1/2 hour for lunch
** Sept 10, Sept 24
*** Oct 8, Oct 22
Monica Shah & Tazeen Quddus, Instructors

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

7.8 CEU Cost: $997 (tuition $867, administrative fee $130)
NCEDU-CS027-01 Oct 25 – Dec 20*
13 sessions Tu, Th 5:30-8:30pm
4 sessions Sa*** 8:30am-4:30pm**
*Class will not meet Nov 24
**1/2 hour for lunch
*** Nov 5, 12; Dec 3, 17
Monica Shah & Madhavi Marella, Instructors

Practicum - 540 hours
Pre-requisite: Successful completion of all Modules
54.0 CEU. Cost $1,227 (tuition $1,067, administrative fee $160)
NCEDU-CS009 Sept 2017-June 2018
Madhavi Marella & Monica Shah, Instructors

Modules III and IV will run in the Spring 2017 semester.
Health Professions

The Allied Health Industry is Growing. Be a Part of it!

Attend one of our Free Information Sessions

- Monday, September 12th, 5-6pm
- Tuesday, October 18th, 2-3pm
- Friday, November 18th, 10-11am
- Thursday, December 15th, 2-3pm

Learn About the Following Programs:

- Certified Nurse Aide
- EKG Technician Test Prep
- Pharmacy Technician
- Phlebotomy Technician

James Kerney Campus
Mercer County Community College
102 North Broad Street
Room KC 409C
Trenton, New Jersey

Contact Andrea Bash for more information: basha@mccc.edu / 609-570-3122

Tuition Assistance may be Available!
Certified Nurse Aide (CNA)

Application: All students must complete the application process before registering for this course. Must apply at least 3 weeks before classes start. Class size is limited! Attendance at all sessions is mandatory!

Requirements: A clear understanding of written and spoken English and inoculations. Scrubs, student liability insurance, PPD and state examination fees are additional (approximately $300). In addition, there is a $76 testing fee for the CNA license (money order must be provided the day of the skills test).

In order to complete this program, background check must be clear

The high demand occupation of CNA (Certified Nurse Aides) involves caring for patients in long-term care facilities, assisted living, rehab 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 basha@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.

Please contact Martha Redondo @ redondom@mccc.edu / 609-570-3187 for Application and Textbooks requirements.

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
NCHCP-CS031-02 Oct 22-Dec 11
Tuition Cost: $1,328 (tuition $1,228, administrative fee $100)
14 sessions *Sa, Su*
*Class start at 7:30am
End times vary each week - Schedule will be provided at time of registration.
*Please email Andrea Bash at basha@mccc.edu for application packet.
*Classroom room sessions begin at 7:30am and are held at 1200 Old Trenton Road, West Windsor, NJ 08550
*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
*Note: Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information.

Estella Brown, RN

JKC (Trenton)

9.0 CEU
NCHCP-CS031-01 Sept 10- Dec 12
Tuition Cost: $1,328 (tuition $1,228, administrative fee $100).
19 sessions T, Sa Times will vary*
Schedule will be given at the time of registration
*Please email Andrea Bash at basha@mccc.edu for application packet.
*Classes meet at JKC (Trenton), 102 North Broad Street, Trenton, NJ 08608
*Clinical sessions vary and will be held at Hamilton Continuing Care at 1059 Old Trenton Road, Hamilton, 08690
*Note: Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information.

Sylvia Anderson, RN, BSN, LNC

Certified Home Health Aide (CHHA)

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

This 10-hour program is designed for the CNA who wants to become a Certified Home Health Aide (private care). Students will process the application to become a CHHA with the NJ Board of Nursing. There will be a licensing fee of $80 paid by money order only.

1.0 CEU. Tuition Cost: $153 (tuition $100, administrative fees $53).

West Windsor
NCHCP CS032 01 Oct 8 and Oct 15
2 sessions Sa 9am-2:30pm
(Note: Please bring lunch, cafeteria closed)

Marilyn Wargo BSN, Instructor
Application: Students must complete the application process for Phlebotomy, EKG, Patient Care Technician, and Direct Care Professional courses. Please contact Martha Redondo @ redondom@mccc.edu or call 609.570.3187 for application information.

**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). This program teaches venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. Upon 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. Please contact Martha Redondo @ redondom@mccc.edu / 609- 570-3187 for textbook requirements.

High School Diploma and/or GED required.

9.0 CEU. Cost: $1,396 (tuition $1296, administrative fee $100)

**EKG Cardiac Telemetry Technician General Course and Test Preparation**
This comprehensive 70-hour EKG Technician Certification Program will include information on anatomy and physiology of the heart, medical disease processes, electro-cardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including the proper use of the EKG machine and 12-lead placement. 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. Please contact Martha Redondo @ redondom@mccc.edu / 609- 570-3187 for text-book requirements.

7.0 CEU. Cost: $1,499 (tuition $1,399, administrative fee $100)

**Direct Care Professional**
This 40-hour course is an introduction to the field known as Direct Care and or Residential Care. There are a variety of mental health, physical and mental disabilities and disorders. It includes Autism, verbal and non-verbal clients, physical and mental disorders. This course will cover topics on the environments such as long term care, day program and residential facilities.

4.0 CEU Cost: $649 (tuition $549, administrative fees $50)

**Patient Care Technician (PCT) Course**
*Prerequisite: Must be C.N.A., EKG and Phlebotomy Certified.*

PCT will focus on the hands on clinical skills needed in a medical hospital setting while taking care of patients using advanced skills. This course will focus on vital signs, patient care, drawing blood and performing and reading EKG’s. PCT is an excellent addition to clinical skills for nursing assistants and home health aides.

This 10-hour course reviews C.N.A., EKG and Phlebotomy. Course includes certification. Students must bring money order of $149 in order to take the national certification test.

7.0 CEU. Tuition Cost: $1,150 (tuition $1,000, administrative fees $50)

**Phlebotomy II Externship (80 hours)**
Successful completion of Phlebotomy I and recommendation are required to register for Phlebotomy II. After completion of Phlebotomy I, you may register for this externship. Students will complete Phlebotomy II with 80 hours of documentation, performing 100 vein punctures. 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. Student’s schedules vary.

Requirements: High School diploma and/or GED

- Scrubs are mandatory
- Background checks are completed prior to externship. **State mandated**
- PPD and a physical examination are required
- Phlebotomy Liability Insurance required ($31)

8.0 CEU. Cost: $725 (tuition $625, administrative fee $100)
Pharmacy Technician Certification Prep Program

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

The Pharmacy Technician Certification Prep Program prepares students with knowledge and skills to confidently take the Pharmacy Technician Certification Board’s national exam. This program offers both retail and hospital settings as part of its hands-on externship. To earn this certificate, the following courses and hours must be completed:

Please contact Martha Redondo @ redondom@mccc.edu / 609-570-3187 for textbook requirements.

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

Instructor: Carla Johnson
Total program consist of 250 hours
Total cost of four modules is $2,875.00

Instructor for all courses: Carla Johnson

Module I
NCHCP-CS052-01
Students will learn Introduction to pharmacy, pharmaceutical dosage forms and pharmacy practice 1.
5.0 CEU
Total 50 hours
Cost $575.00
Tuition $525.00
Administrative fees $50.00

12 sessions Sept 17-Oct 18
T, Th 6:30pm - 9:30pm
Oct 18- 6:30-8:30pm
Sat 9:00am-3:30pm*

*No class Oct 4, 11
(1/2 lunch). Sept 17, 24, Oct 1,8,15

Module II
NCHCP-CS050-01
This module provides pharmacy calculations, sterile products and pharmacology I.
7.5 CEU
Total 75 hours
Cost $862.50
Tuition $812.50
Administrative fees $50.00

20 Sessions Oct 20-Dec 10
T, Th 6:30pm - 9:30pm
Sa 9:00am- 3:30pm*
Dec 10- 9am-12pm

*No class 11/24, 11/26
(½ hour lunch) Oct 29, Nov 5, 12, 19, Dec 3, 10

Module III
NCHCP-CS053-01
This module provides a continuation of pharmacology II, hospital pharmacy, trends in pharmacy and community pharmacy.
6.5 CEU
Total 65 Hours
Cost $747.50
Tuition $697.50
Administrative fee $50.00

16 Sessions Jan 3 - Feb 11
T, Th 6:30pm-9:30pm
Sa 9:00am- 3:30pm*
Feb 11 – 9am-2:30pm

*No class 1/14
(½ hour lunch) Jan 7, 21, 28, Feb 4, 11

Module IV
NCHCP-CS054-01
Pharmacy professional and clinical externship.
6.0 CEU
60 Hours
February 20-March 20
Cost $690.00
Tuition $640.00
Administrative Fee $50.00
Externship Hours TBD

*Upon successful completion of the Pharmacy Technician Program, graduates will be eligible to take the National Health Career Association Certification. The cost for the certification is $105.

Class meets at JKC (Trenton) 102 North Broad Street, Trenton, NJ 08608
Medical Billing and Coding Certificate

Accurate medical billing/coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure legal compliance on claims. The Certificate in Medical Billing/Coding is designed to prepare participants for an entry level position in one of the fastest growing industries. This administrative position assists medical research and reimbursement in a medical office, hospital, or other health care settings. This program prepares you for a career change or advancement.

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

- Medical Administrative Assistant
- Electronic Health Records
- Medical Reimbursement Specialist

Or take all of the certifications and take the Advanced Billing and Coding Course to receive the eligibility to take any of the Certified Inpatient Coder CIC, a Certified Professional Coder CPC, a Certified Professional Biller CPB, or Certified Coding Specialist CCS exams.

Medical Administration in Billing and Coding Introduction

All students must complete this course in order to take the Medical Administrative Assistant, Medical Reimbursement Specialist and/or Electronic Health Records Specialist courses.

Topics include: Medical Terminology, HIPPA -Privacy in Physician Practice (HIPAA Certification), Introduction to Allied Health Clinical and Admin, Anatomy & Physiology/Pathology. This is a 60 hours course.

6.0 CEU. Tuition Cost $840 ($740 tuition, $100 administrative fee).

Textbook available at college bookstore.

NCHCP CS059-01  Sept 14-Oct 31
20 sessions M, W, F 6-9pm
No class Oct 3
Fern Harhay, Instructor

Medical Administrative Assistant Certificate

Prerequisite: Medical Administration in Billing and Coding Introduction.

This is a 60 hours course. Students will learn how to Process Insurance Claims, Perform Bookkeeping Procedures, and Perform Clerical Functions. You will also learn Personal attributes, Job readiness, and Workplace Dynamics, Medical Assisting Administrative Procedures, Applications of Medical Terminology and Medical Terminology Reviewed. Upon successful completion you are eligible to receive your Medical Administrative Assistant Certificate. Textbook required. Available at college bookstore.

6.0 CEU. Cost: $840 ($740 tuition, $100 administrative fee)
NCHCP CS056 01  Nov 14-Jan 20
20 Sessions M, W, F 6-9pm
No class Nov 23, 25, Dec 19-30, Jan 2, 16
Michele Lykes, Instructor

Electronic Health Records Specialist Certificate

Prerequisite: Medical Administration in Billing and Coding Introduction.

This is a 60-hour course. This hands-on class prepares you to perform duties using the SpringCharts EHR software. It is an entire electronic chart used by medical office professionals, billers and coders in a variety of medical specialties and can be specialized. Students must bring their own flash drive to class to save their work.

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

6.0 CEU Tuition Cost: $840 (tuition $840, administrative fee $100)
NCHCP CS057-01  Nov 14-Jan 20
20 Sessions M, W, F 6-9pm
No class Nov 23, 25, Dec 18-Jan 2, 16
Carla Johnson, Instructor

Medical Reimbursement Specialist Certificate

Prerequisite: Medical Administration in Billing and Coding Introduction.

This 60 hour course focuses on the process of medical billing and the payment or reimbursements a medical office will receive for medical procedures. The various types of billing claims, the process and collection of payments and tracking routing slips are the main focus of this course. Students will understand the differences between Claims and Billing and Reimbursements as they apply to commercial, government and private health insurance. Work for automobile insurance companies, health insurance companies, government agencies and medical office and hospitals with this certificate.

6.0 CEU. Tuition Cost $840 (tuition $740, administrative fees $100).
NCHCP CS060-01  Nov 14 - Jan 20*
20 Sessions M, W, F 6-9pm
*No class Nov 23, 25; Dec 18-Jan 2, 16
Jessica Pursell Schutte, CPC, Instructor

Advanced Billing and Coding Certificate

Prerequisite: Must complete Medical Administration in Billing and Coding Introduction, Medical Administrative Assistant, Electronic Health Records Specialist and Medical Reimbursement Specialist

This Medical Billing and Coding 60 hour course is a job training program for those who are seeking employment in the Medical Administration Billing and Coding field. Students will gain an understanding of the important link between the provisions of healthcare and reimbursement for services. The multi-step billing process and medical coding procedures are the foundation of the program. Students will also learn healthcare law and ethics, medical terminology, anatomy and physiology, and the various software programs commonly used in the medical arena. Prepare for employment in hospitals, physician offices, billing facilities, and other related businesses. While learning the steps necessary to become a Certified Inpatient Coder CIC a Certified Professional Coder CPC a Certified Professional Biller CPB or Certified Coding Specialist CCS.

Upon successful completion, you are eligible to receive a Billing, Coder or Billing and Coding Certificate.

6.0 CEU. Tuition Cost $840 (tuition $740, administrative fees $100).
NCHCP CS058-01  Sept 21- Dec 7*
20 sessions W, F 6-9pm
No class Oct 12; Nov 23 and Nov 25
Kim Barca RHIA, Instructor
Certification in Clinical Development and Regulatory Affairs

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

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

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

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

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

Required Courses
- Foundations of Clinical Development: Prerequisite for all other courses.
- Regulations and Compliance

Elective Courses (Choose one)
- Fundamentals of Clinical Research Monitoring and Study Coordination
- Clinical Data Management
- Clinical Quality Assurance

Foundations of Clinical Development (Online)
Prerequisite: Foundations of Clinical Development
Students must have access to a computer, Microsoft Office compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.

Required course.
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 devices and pharmaceuticals as well as the roles and responsibilities of sponsors, investigators, and clinical research professionals. Textbooks 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)
NCPHA-CS001-01 Sept 17 - Oct 17
Walid Abdelwahed, Instructor

Regulatory Affairs Regulations and Compliance (Online)
Prerequisite: Foundations of Clinical Development
Students must have access to a computer, Microsoft Office compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.

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

3.6 CEU Cost: $1048 (tuition $853; administrative fee $150; student fee $45)
NCPHA-CS008-01 Oct 8 - Nov 5
Michael Falkow, Instructor
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  Oct 18 - Dec 6*
12 sessions  Tu, Th  6-9pm
*No class Nov 8, 10, 24
Michael Falkow, Instructor

Fundamentals of Clinical Research Monitoring and Study Coordination (Online)
Prerequisite: Foundations of Clinical Development
Students must have access to a computer, Microsoft Office compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.
The Clinical Coordination and Monitoring course was developed to educate Clinical Research Associates (CRAs) and Clinical Research Coordinators (CRCs) as well as members of the clinical research project team who interact with them. In this course, students are introduced to clinical trial activities as they directly relate to the CRA and CRC job functions while becoming educated in the various facets of clinical trial monitoring including the CRA/CRC roles and responsibilities, general study design, investigative site selection/feasibility, regulatory document collection, types of monitoring visits, privacy, risk management and fraud in clinical research today. The importance of pre-study, initiation, interim monitoring and close-out visits, including a review of the FDA Guidance on Risk-Based Monitoring, will also be discussed.
3.6 CEU. Cost: $1,048 (tuition $853; administrative fee $150, student fee $45)
NCPHA-CS005-01  Nov 10 - Dec 12
Online Orientation and 36 hours of online instruction
Jill Johnston, Instructor

Clinical Data Management
Prerequisite: Foundations of Clinical Development
Clinical Data Management provides participants with a general overview of the steps involved in managing clinical data in global clinical trials. Traditional aspects of clinical data management will be discussed including the role of the clinical data manager in the development of a clinical trial protocol, the design and completion of case report forms, and the design of the clinical database. In addition, the course will cover methods of data collection and data entry, data validation, data query and resolution, the use of current industry standards in clinical data management, the use of quality control procedures, and interaction with both clinical research and biostatistics personnel.
3.6 CEU. Cost: $1,003 (tuition $969, administrative fee $19, material fee $15)
NCPHA-CS002-01  Nov 8 – Dec 3
7 sessions  Tu, Th  6 - 9pm
2 sessions  Sa  9 - 4pm*
1 session  Sa  9am-12pm
* 1 hr lunch
Tu, Th: Nov 8, 10, 15, 17, 22, 29, Dec 1
Sa classes: Nov 12, 19, Dec 3**
**Sa Dec 3: 9am-12pm
No class Nov 24
Denise Tsilionis, Instructor

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.

5 Ways To Register
1) Online
2) Mail
3) Fax
4) Phone
5) In Person

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
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 all modules of the certificate program in sequential order.

Module 1: Introduction to the Veterinary Profession
Module 2: Nursing Skills - Part I
Module 3: Nursing Skills - Part II
Module 4: Laboratory Skills
Module 5: Clinical Externship

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

Textbook required - available in the college bookstore.
Instructors: Sherif Gerges, CVT; Patrick Trusdell, CVT; Allie Whartenby, CVT

Module 1: Introduction to the Veterinary Profession
(Fall Cohort)
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  Sept 27 - Nov 3*
10 sessions Tu, Th  6-9pm
*No class Oct 4, 11
CVT: Allie Whartenby

Module 2: Nursing Skills - Part I
(Fall Cohort)
Prerequisite: Module 1
Learn how to effectively assist veterinarians and veterinary technicians with examinations and surgical procedures. Understand the skills needed to play a role in the treatment and prevention of disease. Other topics include: basic anatomy, restraint, animal husbandry, first aid, and vital signs monitoring.
3.0 CEU. Cost: $494 (tuition $416, administrative fee $78)
NCASC-CS011-01  Nov 15 - Dec 20*
10 sessions Tu, Th  6-9pm
*No class Nov 24
Instructors: Sherif Gerges and Patrick Trusdell

Module 4: Laboratory Skills
(Summer Cohort)
Prerequisite: Modules 1 and 2
Receive an introduction to the diagnostic tools used in veterinary practice and learn the skills needed to assist the veterinary team. Common veterinary laboratory diagnostics will be covered as well as lab record keeping. This course will also provide you with a chance to review and prepare for the clinical externship.
3.0 CEU. Cost: $494 (tuition $416, administrative fee $78)
NCASC-CS013-01  Oct 6 - Nov 10*
*10 sessions Tu, Th  6-9pm
No class Oct 11
Instructors: Sherif Gerges and Patrick Trusdell

Module 5: Clinical Externship
(Summer Cohort)
Prerequisite: Modules 1, 2, 3, and 4
All students will be required to complete the clinical externship at a pre-approved veterinary setting to earn the Veterinary Assistant Certificate. Students will be required to purchase a uniform for this module and must have proof of personal health insurance. This 75-hour externship will be arranged for each student with the veterinary site.
7.5 CEU. Cost: $674 (tuition $569, administrative fee $105)
NCASC-CS014-01  Summer / Fall 2016  Starts Jan 16, 2017
CVT: Allie Whartenby
JOB SEARCH

Business Writing for Success
Never underestimate the power of professional writing. With text messaging, chain-emails, Twitter and Instagram, writing content has become quick, punchy and informal. That delivery, when transposed into business communication methods, can come across as terse, unprofessional and grammatically flawed. This workshop will strengthen your professional writing style through instruction on clarity, tone, grammatical insight, peer and instructor review, in-class assignments and writing style discussions. Come away from this class with the tools you need to develop internal and external business memos/announcements, corporate emails and cover letters.
Cost: $66 (tuition $57, administrative fee $9)
NCCOM-CS038-01 Oct 19 - Nov 2
3 sessions W 6:30 - 8:30pm
Ashley Buchalla, Instructor

How to use LinkedIn
Learn the social media tool that is essential today to manage your career. Whether you are looking for a great opportunity to volunteer, or you are looking to advance your career to the next level, taking this course will prepare you to learn how to better brand yourself, build your profile, search for new opportunities, join a group, and build connections virtually.
Cost: $69 (tuition $44, administrative fee $25)
NCCOM-CS041-01 Oct 25 – Nov 8
3 sessions Tu 6:30-8:30pm
Asma Joja, Instructor

Resume Writing and Interviewing Skills (online)
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 résumé and cover letter writing and ways to strengthen your interviewing skills. 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. Students will leave with a new resume and practice interviews will be conducted in person. Please be prepared to come to campus for a scheduled interview. For more information and details on class offerings email calabrek@mccc.edu for more information.

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

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

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

Ready To Work New Jersey

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Certified Nurse Aide (CNA)

Application: All students must complete the application process before registering for this course. Must apply at least 3 weeks before classes start. Class size is limited. Attendance at all sessions is mandatory.

Requirements: A clear understanding of written and spoken English and inoculations. Scrubs, student liability insurance, PPD and state examination fees are additional (approximately $300). In addition, there is a $76 testing fee for the CNA license (money order must be provided the day of the skills test).

In order to complete this program, background check must be clear.

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 basha@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.

Please contact Martha Redondo @ redondom@mccc.edu / 609-570-3187 for Application and Textbooks requirements.

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. Tuition Cost: $1,328 (tuition $1,228, administrative fee $100)
NCHCP-CS031-02  Oct 22-Dec 11
14 sessions *Sa, Su*
*Class start at 7:30am
End times vary each week - Schedule will be provided at time of registration.
*Please email Andrea Bash at basha@mccc.edu for application packet.
*Classroom room sessions begin at 7:30amand are held at 1200 Old Trenton Road, West Windsor, NJ 08650
*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. Tuition Cost: $1,328 (tuition $1,228, administrative fee $100).
NCHCP-CS031-01  Sept 10-Dec 12
19 sessions T, Sa Times will vary*
Schedule will be given at the time of registration
*Please email Andrea Bash at basha@mccc.edu for application packet.
*Classes meet at James Kerney Campus (Trenton), 102 North Broad Street, Trenton, NJ 08608
*Clinical sessions vary and will be held at Hamilton Continuing Care at 1059 Old Trenton Road, Hamilton, 08690
Sylvia Anderson, RN, BSN, LNC
*Note: Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information.
EKG Cardiac Telemetry Technician Test Preparation
This comprehensive 70-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 testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKGs 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. Please contact Martha Redondo at redondom@mccc.edu or 609-570-3187 for textbook requirements. Allow at least 3 weeks for the application process. Class size is limited and attendance at all sessions is mandatory.

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.

Requirements for Application:
• 18 years or older
• High school diploma or GED
• Complete application documents submitted prior to registration date
7.0 CEU. Cost: $1,499 (tuition $1,399 administrative fee $100)

JKC (Trenton) Campus:
NCHCP-CS061-01  Sept 6-Nov 29 *
22 sessions  T, TH  5:30-8:30pm
1 session  T  5:30-9:30pm
*No class: 10/11, 11/24
Schedule will be given first day of class.
Classes meet at James Kerney Campus (Trenton), 102 North Broad St Trenton, 08608
Christine Frank, Instructor

Phlebotomy Technician Program
Application: All students must complete the application process before registering for this course. Class size is limited! Attendance at all sessions is mandatory!
Phlebotomy I (Lecture/Classroom)
This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician (CPT). This program teaches venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. Upon 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. Please contact Martha Redondo @ redondom@mccc.edu / 609-570-3187 for textbook requirements. Schedule provided Firstday of class.
High School Diploma and/or GED required.
9.0 CEU. Cost: $1,396 (tuition $1296, administrative fee $100)

JKC (Trenton):
NCHCP-CS029-01  Sept 20 - Nov 15 *
15 sessions  T, Th  5:30pm -9:00pm
5 sessions  Sa  9:00am-4:00pm**
1 Session  Sa  9:00am-3:00pm**
**1/2hr lunch on Saturday classes (Note: Please bring a lunch - cafeteria closed on Saturday.)
*No Class 10/1, 10/4, 10/11
Schedule provided on the first day of class.
Fern Harhay, Instructor

Phlebotomy II Externship (80 hours)  
NCHCP-CS056-01
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 100 vein punctures. 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 schedules vary.
Requirements: High School diploma and/or GED
• Scrubs are mandatory
• Background checks are completed prior to externship. **State mandated**
• PPD and a physical examination are required
• Phlebotomy Liability Insurance required ($31).
8.0 CEU. Cost: $725 (tuition $625, administrative fee $100)
Externship will follow completion of Phlebotomy I program
Courses for English Language Learners (ESL)

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

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### 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 - available in the college bookstore.**

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

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<td>NCELL-CS006-01</td>
<td>Sept 14- Nov 30*</td>
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JoAnn Ficca, M.Ed., CCC-SLP, Speech Language Specialist, Instructor

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

You’ll improve your pronunciation, comprehension and learn intermediate vocabulary skills in a relaxed atmosphere as you. In this course, you will become comfortable with the rules of English grammar. You will practice complex everyday conversation to gain confidence, and learn useful expressions in a friendly, helpful atmosphere. Students will have the option to learn everyday computer usage in our computer labs. **Textbook is included in the cost of the class.**

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

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<td>NCELL-CS011-01</td>
<td>Sept 15-Nov 17</td>
<td>Th 6-9pm</td>
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Navneet Singh, Instructor

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### Fundamentals of English Language - Level 1

You’ll improve your pronunciation, comprehension and vocabulary skills in a relaxed atmosphere as you explore American culture. In this course, you will become comfortable with the rules of English grammar. You will practice everyday conversation to gain confidence, and learn useful expressions in a friendly, helpful atmosphere. You will also practice reading for understanding, and you will build your vocabulary. Students can register for either part 1 or part 2 based on experience, but an assessment will be given to determine actual language level 1 or level 2. **Textbook is included in the cost of the class.**

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

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<td>NCELL-CS010-01</td>
<td>Sept 15-Nov 17</td>
<td>Th 6-9pm</td>
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<tr>
<td>NCELL-CS010-02</td>
<td>Sept 17-Nov 19</td>
<td>Sa 9-12pm</td>
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Priya Singh, Instructor

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### Writing for English Learners - Level 3

Students will write short paragraphs about familiar topics. They will learn to write clear topic sentences and form compound and complex sentences using connectors and basic subordinates. Students will learn how to write informal and formal emails. **Textbook is included in the cost of the class.**

Cost: $300 (tuition $250, administrative fee $50)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCELL-CS012-01</td>
<td>Sept 13-Nov 29*</td>
<td>Tu 6:30-9pm</td>
</tr>
</tbody>
</table>

Effie Pourshahidi, Instructor

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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.
**World Languages**

**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.*
Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS008-01  Sept 19 – Oct 26*  
10 sessions  M, W  7-9pm  
No class Oct 3, 12  
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 book used in Italian Conversation I.*
Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS009-01  Nov 9 – Dec 14*  
10 sessions  M, W  7-9pm  
*No class Nov 23  
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.)
Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS006-01  Oct 10 - Dec 12  
10 sessions  M  5:30-7:30pm  
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.)
Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS007-01  Oct 5 – Dec 14*  
9 sessions  W  5:30 - 7:30pm  
1 session **Tu  5:30 - 7:30pm  
*No class Oct 12, Nov 23  
**Nov 22  
Romel Flores, Instructor

**Spanish Conversation III**
In this course, you will become more comfortable with the rules of Spanish grammar. You will practice complex everyday conversation to gain confidence with new and advanced vocabulary for travel, business and social interactions in a class centered on conversation about South America culture. *Textbook required - available in college bookstore.* (Spanish III covers chapters 20-29.)
Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS013-01  Oct 10 - Dec 12  
10 sessions  M  7:30-9:30pm  
Romel Flores, Instructor

**Spanish Conversation IV**
This course aims to involve you as a full participant in reading, understanding and discussion of newspaper articles and texts on different subjects in the Spanish language. Maximizing conversation and comprehension, you will enjoy the interaction with your classmates in the Spanish language. *Textbook required. Available in college bookstore.* (Spanish IV covers chapter 30-39.)
Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS014-01  Oct 5 – Dec 14*  
9 sessions  W  7:30-9:30pm  
1 session **Tu Nov 22  7:30-9:30pm  
*No class Oct 12, Nov 23  
Romel Flores, Instructor

**Introduction to Hindi**
Welcome Hindi Beginners! Come to class to develop and practice your communication skills in Hindi. Learn about places and people, Indian food and festivals, watch Bollywood movies and sing filmi songs! A great opportunity for adults who are planning to visit India for business, leisure or study. Great for multilingual families who are trying to get closer to Indian culture and its rich heritage.
Cost $180 (tuition $149, administrative fee $31)
NCLAN-CS011-01  Sept 19 –Oct 24*  
10 sessions  M, W  6-8pm  
*No class Oct 12  
Gitanjali Aggarwal, MCCC Instructor

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Online Language 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/mccc.edu](http://www.ed2go.com/mccc.edu)*

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**Interpreter Training**

Employment of interpreters is expected to grow 46%, much faster than the average for all occupations.

For complete information about certificate programs in interpreting, Visit: [www.brookdalecc.edu/interpreting](http://www.brookdalecc.edu/interpreting)
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.
Cost: $153 (tuition $126, administrative fee $27)
Writing Children’s Fiction I
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.
Cost: $66 (tuition $57, administrative fee $9)
NCCOM-CS004-01 Oct 18 – Nov 29
7 sessions Tu 7-9pm
Roman Griffen, Instructor

Writing Children’s Fiction II NEW!
In level II of this course, you will use the skill sets learned in Writing Children’s Fiction I to develop an original children’s story for an age-group of your choice. Prerequisite: Writing Children Fiction I
Cost: $66 (tuition $57, administrative fee $9)
NCCOM-CS009-01 Dec 3
1 session Sa 9:30am-4pm*
*1/2 hour for lunch
Class meets at West Windsor Campus
Barry Putt, award-winning playwright and screenwriter

Filmmaking / Screenwriting

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 Sept 15 - Oct 20*
4 sessions Th 6:30-9pm
Oct 20
1 session Th 6:30-9:30pm
*No class Oct 6
Barry Putt, award-winning playwright and screenwriter

Introduction to Filmmaking
Understand the stages of filmmaking. No prerequisites
Have you ever wanted to create a TV show or film? Have you ever watched a scene and wondered how it was shot? This course will show you the industry from the inside out. Together we will watch scenes from films then dissect these scenes to see the techniques and practices behind the art of film. This will be a fun interactive survey course with an award winning director of independent films. Warning: After this course movies and television will never look the same. You will see behind the façade and know just how much work went into the art you are seeing on the screen.
Cost: $132 (tuition $115, administrative fee $17)
NCPER-CS016-01 Nov 3 – Dec 8*
5 sessions Th 6:30-8:30pm
*No class Nov 24
Lawrence Greenberg, PMP, award-winning indie film director

Write Your Story Memoir Writing Class – Returning in Spring 2017
Arts and Humanities

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 in 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: $74 (tuition $63, administrative fee $11)
NCART-CS010-01  Nov 2 - Nov 16
3 sessions W 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  Sept 14 - Nov 2
7 sessions W 6-8:30pm
*No class Oct 12
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  Sept 22 – Oct 20
5 sessions Th 7-9pm
Margaret Rose, GRI, ABR

Take Your Art Talent to the Next Level!
Did you know you could take a Mercer County Community College credit art course for “noncredit” and without taking the exams by “auditing” the course? This enables our continuing education students to learn new art techniques.

For those students interested in turning their talent into a career, 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.

Personal Interest

The World of Tea
Gain 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 herbal. 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)
NCPR-CS013-01  Nov 3 - Nov 17
3 sessions Th 6:30-8:30pm
Glenn Swann, Instructor

Introduction to Beekeeping for the Hobbyist
Beekeeping is a fascinating hobby that allows you to harvest your own honey. Learn the basics necessary to start and care for your bees. We will cover all aspects of entry level beekeeping. No prior experience or knowledge of beekeeping is required. A textbook required. Available in college bookstore.

Cost: $84 (tuition $69, administrative fee $15)
NCASC-CS008-01  Sept 29 – Oct 20
4 sessions Th 6:30-8:30pm
1 session Sa 9-12 TBA*
*Field class to a local beeyard
Jeffrey Burd, Instructor

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  Nov 2 - Nov 16
3 sessions W 6-8:30pm
Margaret Rose, GRI, ABR

Introduction to Art: A Hands-On Workshop
Honor your inner artist as you explore a variety of art disciplines with the esteemed faculty of Mercer County Community College's Visual Arts department. This hands-on art course is comprised of a series of mini workshops allowing students the chance to experience a variety of art methods and techniques within drawing, painting, and clay. This is the perfect course for the artist who wants to try their hand at a bit of everything as well as the student who is curious to see where their art talent resides.

Cost: $175 (tuition $110, administrative fee $22, material cost $43)
NCART-CS013-01  Nov 1 - Nov 22
4 sessions Tu 6-9pm
MCCC offers a wide range of art credit classes. If you’d like to audit a course, please contact the Registrar’s Office at 609.570.3228.

Arts and Humanities

MCCC offers a wide range of art credit classes.

• Ceramics
• Sculpture
• Painting
• Two and Three Dimensional Design
• Drawing
• Art History

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

Arts and Humanities

Lifelong Learning: Opening Doors of Opportunity
**Personal Interest**

**Investment Rules of the Road**
This class introduces the 10 Rules of the Road to investing. Participants will learn:
- The most common investing mistakes and how to avoid them
- Investing strategies to help reach their long-term goals
- What they can do now to prepare for retirement. Booklet will be provided.

Cost: $69 (tuition $44, administrative fee $25)
**NCPER-CS019-01** Sept 14 - Oct 5

4 sessions W 6-8pm

Ty Robinson, Financial Advisor

**“The Basics of Becoming a Flight Attendant”**
Upon completion this course, you will have a better understanding of the role of the FLIGHT ATTENDANT and whether this lifestyle choice is right for you. This course is a snap shot into the training that it takes to fulfill your dream of becoming a Flight Attendant. **Textbook required**

Cost: $499 (tuition $449, administrative fee $50)
**NCPER-CS020-01** Sept 21 - Nov 9*

7 Sessions W 6-9pm

*No Class Oct 12

Crystal Dawn Richardson, Instructor

**Horticulture**

Due to great demand...We will be instituting a Certificate of Study Program in Floral Design. Thirteen "industry standard" classes will be offered covering many design techniques from corsage construction to tropical floral designs to armature design work. The Certificate of Study can be earned over four fall/spring semesters or during a Boot Camp (four full days of instruction) held during summer sessions

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

Cost: $80 (tuition $20, administrative fee $10, materials fee $50)
**NCHOM-CS001-01** Sept 27

1 session Tu 6-9pm

Deborah Moyer, Floral Designer

*Class will meet at MCCC Horticulture Greenhouse Complex

**Floral Tablescapes:**
Do you love the look of mixed materials accenting your long table? Learn how to mix candles, props and florals to create a cohesive tablescape to accent your dinner table. Students will create one tablescape to take home for their table.

Cost: $80 (tuition $20, administrative fee $10, materials fee $50)
**NCHOM-CS001-02** Nov 22

1 session Tu 6-9pm

Instructor: Deborah Moyer

*Class will meet at MCCC Horticulture Greenhouse Complex

**Holiday Boxwood Tree:**
Get into the holiday spirit at MCCC. Create and decorate your own small boxwood tree while listening to holiday music and enjoying some seasonal cookies. Students will be able to take their tree home to enjoy...cookies may not last long enough to take home!

Cost: $80 (tuition $20, administrative fee $10, materials fee $25)
**NCHOM-CS001-05** Dec 15

1 session Th 6-7:30pm

Instructor: Deborah Moyer

*Class will meet at MCCC Horticulture Greenhouse Complex

**Horizonal and Vertical Floral Designs:**
Using the opposite geometric forms of horizontal and vertical, students will create florals with very dramatic effects. Students will be able to create two different florals with very dramatic effects. Industry standards will be used. Students will be allowed to take their creations home.

Cost: $80 (tuition $20, administrative fee $10, materials fee $50)
**NCHOM-CS001-08** Oct 26

1 session Tu 6-9pm

Instructor: Deborah Moyer

*Class will meet at MCCC Horticulture Greenhouse Complex

**Organic Floral Design:**
The "green" scene has worked its way into the feel of floral design. Students will create earthy, simplistic and natural florals using this trendy design style. Industry standard techniques will be used. Students will be able to take their creations home to enjoy.

Cost: $80 (tuition $20, administrative fee $10, materials fee $50)
**NCHOM-CS001-09** Oct 25

1 session Tu 6-9pm

Instructor: Deborah Moyer

*Class will meet at MCCC Horticulture Greenhouse Complex

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

Cost: $69 (tuition $44, administrative fee $25)
**NCHSC-CS009-01** Oct 19 - Oct 26

2 sessions W 5-8pm

**NCHSC-CS009-02** Dec 7 - Dec 14

2 sessions W 5-8pm

Lori Gordon, Instructor
The Culinary Center at Mercer

Please note: All courses include demonstration, hands-on practice and sampling of the dishes you create!

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  Sep 17
1 session  Sa  1pm-4pm
Chef Bill Conrad

Stir Fry
(demonstration and hands-on)
This class will teach you authentic art of how to stir fry with a wok and even a sauté pan. We will also sample many types of marinades and sauces like garlic ginger and your own teriyaki sauce that can be used for the stir fry. Chef Yu will have you ready to wok and roll by the time you are done with this class!

Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)

NCCUL-CS003-02  Oct 2
1 session  Su  1-4pm
Chef Benson Yu

Soups On!
Make great soup just like grandma did … only better! We will focus on a wide range of basic and specialty soups, including hearty soups, bisques (Shrimp Bisque), chowders, cream soups and clear soups.

Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)

NCCUL-CS003-07  Oct 29
1 session  Sa  9am-12pm
Chef Bill Conrad

Four Holidays In 4 Hours!  
(demonstration class)
This demo class will take your taste buds and menu planning ideas through the holiday season! We begin with an upscale traditional Thanksgiving theme move on to Christmas and Hanukkah favorites and finish with a Rockin New Year’s Eve menu. We will prepare menu items… perfect roast turkey and gravy, vegetable stuffed roast loin of pork, traditional latkes with applesauce, flourless chocolate cake with chocolate mousse

Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)

NCCUL-CS003-08  Nov 5
1 session  Sa  1pm-4pm
Chef Bill Conrad

Thanksgiving with Ease.
This demo and hands-on class will talk Turkey including: choosing the right size, how to brine, roast and carve and we can update your menu with a professional take as we will also make delicious side dishes and will not forget the stuffing.

Cost: $73 (tuition $21, administrative fee $9, material’s fee $21)

NCCUL-CS003-09  Oct 29
1 session  Sa  9am-12pm
Chef Bill Conrad

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-CS003-05  Sept 17
1 session  Sa  9am-12pm
NCCUL-CS003-06  Dec 3
1 session  Sa  9am-12pm
Chef Bill Conrad

Holiday Cookies
Just in time for the holidays! We will work with two cookie doughs and turn those doughs into a variety of cookies! Varieties will include rolled, cut and drop style cookies. We will even use the cookie dough as a base for a layered bar. Get ready for the holidays while saving time and having fun!

Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)

NCCUL-CS003-11  Nov 12
1 session  Sa  9am-12pm
TBA
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 read the textbook before beginning class and bring 2 forms of ID (one photo) to class to take the exam. Textbook required: ServSafe® 6th Edition with answer sheet. Available in college bookstore or on line www.mypearsonstore.com. Answer sheet is available at the bookstore if purchasing the etext from Pearson with the myservsafelab. The exam will be given at the end of the second class.

Cost: $99 (tuition $80, administrative fee $14, materials fee $5)

NCCUL-CS001-01 Sept 20 - Sept 27*
NCCUL-CS001-02 Oct 4 - Oct 11
1 session Tu 5:30-9:30pm
*Additional sections may be added. Please check our website at www.mccc.edu/ccs.
Douglas E. Fee, CHE, MCCC Instructor

Cost: $59 (tuition $46, administrative fee $8, materials fee $5)

NCCUL-CS002-01 Sept 27th*
NCCUL-CS002-02 Dec 13
1 session Tu 5:30-9:30pm
*Additional sections may be added. Please check our website at www.mccc.edu/ccs.
Douglas E. Fee, CHE, MCCC Instructor

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

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Choose from online culinary courses too!

**www.ed2go.com/mccc.edu**

**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 how to 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.

**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 dietician’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 lower-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that’s covered in the lessons.

**Secrets of the Caterer**

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.

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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.

Israeli Wines
Just in time for the Jewish Holidays we will explore the Israeli revolution with wines from Upper Galilee, Golan Heights and Judean Hills along with their history, what makes wines Kosher; Many wines are based on Bordeaux varieties; Quality of wines have been improving with a rapid growth in choices; Each class will end with a taste of these wines
Cost: $50 (tuition $19, administrative fee $9, materials fee and license $22)
NCHOS-CS001-01  Sept 28
1 session  W  6:30-8:30pm
Bruce Smith, wine enthusiast and educator

International Viognier Comparison
Viognier is ultra-fashionable Rhone varietal grape finest in Condrieu but also good examples in California, Virginia, Uruguay and Australia; The wine range from light to full bodied with apricot and pear flavors. We will discuss the various styles from these regions, food and wine pairings; Each class will conclude with a tasting of these wines.
Cost: $50 (tuition $19, administrative fee $9, materials fee and license $22)
NCHOS-CS001-03  Oct 19
1 session  W  6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Wines from Castello Banfi
Banfi is major US importer of Italian Wines with major holdings in Montalcino in the southern portion of Tuscany; they specialize in house developed clones of Sangiovese, but also Cabernet Sauvignon, Merlot, as well as white varieties; Superb Super Tuscan wines produced; we will discuss the history of this well regarded importer and his vast portfolio of fine wines; Each class will conclude with a taste of these; Due to the cost of these wines, there will be a slight up charge for this class.
Cost: $79 (tuition $48, administrative fee $9, materials fee and license $22)
NCHOS-CS001-02  Oct 5
1 session  W  6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Sake
Sake is fermented beverage made from rice and is Japan’s national drink. There has been a significant growth in availability in the US. There are both sweet and dry styles and perfect accompaniment with Sushi. We will discuss the fermentation method, various styles and characteristics. We will conclude each class with a tasting and discussion of each beverage.
Cost: $50 (tuition $19, administrative fee $9, materials fee and license $22)
NCHOS-CS001-04  Oct 26
1 session  W  6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Rhone Varietals from California
There is a small cult group of wineries from California that specialize in French Rhone Varietals. These varieties will include Marsanne, Rousanne, Grenache, Syrah and others; We will discuss and compare the French style with California. Is there a difference in style and characteristics? Each class will end with a taste of these wines.
Cost: $50 (tuition $19, administrative fee $9, materials fee and license $22)
NCHOS-CS001-05  Nov 2
1 session  W  6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Imagine a conference center that feels like an extension of your business. Space + Service + Technology + Training all come together to create the perfect experience.

The Conference Center at Mercer
The Power of Excellence
1200 Old Trenton Road, West Windsor, New Jersey 609.570.3466 www.mccc.edu/cc

Lifelong Learning: Opening Doors of Opportunity
www.mccc.edu/ccs
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) and the American Occupational Therapy Association (AOTA.)

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. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. 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)
(Note: Please bring a lunch -- cafeteria closed.)
6.0 CEUs through IACET and AOTA or 60 W.I.T.S. CECs
Cost: $654 (tuition $127, administrative fee $28, fees $499)
NCHCP-CS025-01 Oct 2-Nov 6
6 sessions Su 10am-5pm*
*1 hour for lunch
World Instructor Training Schools
Instructor, TBA

Fitness and Recreation

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 perfecting 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 Sep 22-Oct 27
6 sessions Th 7-7:55pm
NCREC-CS022-02 Nov 3-Dec 15*
6 sessions Th 7-7:55pm
*Class will not meet Nov 24.
Lori Gordon, Licensed Zumba Toning instructor, Mat I and II

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 Sep 22-Oct 27
6 sessions Th 8-8:55pm
NCREC-CS004-02 Nov 3-Dec 15*
6 sessions Th 8-8:55pm
*Class will not meet Nov 24.
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 Sep 28-Nov 9*
6 sessions W 7-8pm
*Class will not meet Oct 12.
Guy DeRosa, MCCC Instructor

Women’s Basic Self Defense
Level I
This class is designed to help students learn to deal with both the psychological and physical body responses when there is a need to defend oneself. The class will be taught by a national certified instructor in martial arts with a master’s background in social work. Her background in crisis counseling as well as multiple martial arts brings a unique combination of experience to the class. Topics addressed include: the expected emotional and mental responses when attacked and how to react to them, generic physical responses to the initiation of the attack, specific physical responses based on the type of attack, and addressing specific questions related to a participant’s personal fears or experiences. Be prepared to participate in physical activity. Wear comfortable clothing. You will not be asked to do anything that makes you uncomfortable.
Cost: $40 (tuition $30, administrative fee $10)
NCREC-CS002-01 Sep 21
1 session W 6-9pm
NCREC-CS002-02 Nov 12
1 session Sa 9am-12pm
Susan R. Winter, Nationally Certified Instructor

Women’s Basic Self Defense
Level II
Prerequisite: Women’s Basic Self Defense Level I
Take Level I to the next level! This class will have person-to-person interaction and contact that expands on what you learned in Level I. If you are uncomfortable with touching or being touched, please consider whether you want to participate in Level II. Be prepared to participate in physical activity. Wear comfortable clothing. You will not be asked to do anything that makes you uncomfortable.
Cost: $40 (tuition $30, administrative fee $10)
NCREC-CS020-01 Dec 14
1 session W 6-9pm
Susan R. Winter, Nationally Certified Instructor

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Kayaking Classes (Ages 18+)
Classes meet at the Marina in Mercer County Park. Kayaks and lifejackets are provided.

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  Sep 11
1 session  Su  10am-12:30pm
NCREC-CS011-02  Sep 24
1 session  Sa  12-2:30pm
NCREC-CS011-03  Oct 9
1 session  Su  10am-12:30pm
Bryan Mitchell, Greenwave Paddling

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  Oct 15
1 session  Sa  12-2:30pm
Bryan Mitchell, Greenwave Paddling

Boaters Licensing Preparation
Safe Boating and Personal Watercraft Course (Ages 13+)
This licensing course prepares students and satisfies the State of New Jersey requirement to lawfully operate a boat or personal watercraft. All necessary filings are completed for each participant after successful passing of the licensing test that is administered at the conclusion of the class. This course is accredited by the N.J. State Police. All materials included.
Cost: $93 (tuition $30, administrative fee $13, certification and fees $50)
NCREC-CS018-01  Oct 18 - Oct 20
2 sessions  Tu,Th  6-10pm
Keith Gunsten, NJ Boating Safety Instructor  #2008-05-0002

Dancing for Elegant Events
No previous experience is necessary for these courses. Beginner basic dance steps, including fox-trot, waltz, and swing (jitterbug), as well as styling will be taught. No sneakers allowed. Wear lightweight, smooth leather bottomed casual shoes. High heels encouraged! Beginner Latin will include tango, salsa and cha-cha. Intermediate Ballroom will cover more advanced dance steps. Couples only.
Cost per couple: $65 (tuition $51, administrative fee $14)

Beginner Ballroom Dancing
NCREC-CS013-01  Oct 7-Oct 21
3 sessions  F  6:30-7:25pm

Beginner Latin Dancing
NCREC-CS015-01  Oct 7-Oct 21
3 sessions  F  7:30-8:25pm
Candace Woodward-Clough, B.F.A.in Theatre, Dance + Choreography
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
(Ages 16+)
For New certification and renewals
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: $90 (tuition $17, administrative fee $8 fees $65)
NCHSC-CS002-01  Sep 29
1 session  Th  6:30-10:30pm
NCHSC-CS002-02  Dec 3
1 session  Sa  9am-1:30pm*
*1/2 hour for lunch
Upon successful completion, participants will receive an American Heart Association card valid for 2 years.

HeartSaver Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillation (AED)
(Ages 16+)
The HeartSaver CPR/AED course consists of the following skills: CPR for adult, child and infant victims; first aid for conscious and unconscious choking victims; use of AED; and the use of barrier devices. This course is intended for lay-rescuers, workplace programs, fitness professionals, teachers and coaches, and babysitters, etc. This course fulfills the CPR/AED requirement of Personal Training Certification.
Cost: $90 (tuition $17, administrative fee $8, fees $65)
NCHSC-CS003-01  Sep 19
1 session  M  6:30-9:30pm
NCHSC-CS003-02  Nov 3
1 session  Th  6:30-9:30pm
Upon successful completion, participants will receive an American Heart Association card valid for 2 years.

Defensive Driving
National Safety Council Defensive Driving Course DDC-6
(Ages 17+)
Must possess a valid driver’s license.
DDC-6 is a comprehensive driver improvement program designed to give drivers practical knowledge and techniques to avoid collisions and to choose safe, responsible, and lawful driving behavior. This interactive course is recognized by the New Jersey Motor Vehicle Commission for a two point reduction and insurance premium discount. It’s a great class for new drivers, or any driver who wants to play it safe.
Cost: $110 (tuition $22, administrative fee $8, fees $80)
NCPER-CS004-01  Oct 15
1 session  Sa  9am-3:30pm*
*1/2 hour for lunch (Please bring a lunch—cafeteria closed.)
LifeForce, USA, Inc.
For information about point reductions and discounts, call LifeForce, USA, Inc. at 732.919.6070.

First Aid
American Safety and Health Institute (ASHI) – First Aid (Ages 16+)
Learn how to recognize and provide care for various injuries, burns, wounds and sudden illnesses.
Cost: $65 (tuition $10, administrative fee $7, fees $48)
NCHSC-CS001-01  Sep 28
1 session  W  6:30-10pm
Upon successful completion, participants will receive an ASHI card valid for 2 years.
LifeForce, USA, Inc.

Red Cross Babysitting Certification
(Ages 11 – 15)
This important course provides youth who are planning to babysit with the knowledge and skills necessary to safely and responsibly give care for children and infants. This training will help participants develop leadership skills, learn how to develop a babysitting business, keep themselves and others safe while helping children behave, and learn about basic child care and basic first aid. The recommended age for this course is 11-15 years old.
Cost: $69 (tuition $44, administrative fee $25)
NCHSC-CS009-01  Oct 19- Oct 26
2 sessions  W  5-8pm
NCHSC-CS009-02  Dec 7 – Dec 14
2 sessions  W  5-8pm
Lori Gordon, Instructor

We strive for accuracy in our printed materials and on our website, however, we are not responsible for typographical errors or omissions.
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 Recommended: Stethoscope, B/P Cuff and Penlight for each class (More information given at 1st class).
During the 220-hour Emergency Medical Technician (EMT) course, you will learn about human anatomy and physiology, pathophysiology, patient assessment techniques, management of common medical complaints, management of the trauma patient, administration of limited medications, and concerns for special patient populations. Course material will be presented through lectures, simulation labs, and clinical rotations where students will interact with patients. Successful course completion requires obtaining the minimal level of competency as outlined in the National EMS Educational Standards. After successfully completing this course, students will be eligible to sit for either the NJ EMT Certification exam or the National Registry EMT Certification exam to obtain certification. This is a hybrid class 4hrs per week in classroom and 10hrs per week online. 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 Aug 30 – Dec 17 Tu, Sa
16 sessions
Tuesday class: 6:30 – 10:30pm
Saturday class: 8:30am-4:30pm*

*Oct 29, Dec 17

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

Red Cross Water Safety Instructor
(Ages 16+)
Prerequisites: Minimum age of 16. Fundamentals of Instructor Training Course (FIT). Demonstrate swimming skills consistent with the Stroke Performance Charts, Level 4
If you are at least 16 years old and a proficient swimmer, you can become an American Red Cross Water Safety Instructor. This approximately 30-hour course will help you teach skills that may save a life, gain terrific work experience as an aquatics professional, earn money or join a volunteer team while you help people learn valuable skills. In addition you will learn organizational and presentation skills that will help you in any career and make a difference in people’s lives. Whether you want to splash around with kids and teach them to swim, help children and adults refine their strokes or teach diving safety techniques, you can do it as an American Red Cross Water Safety Instructor.
Cost: $230 (tuition $180, administrative fee $50)
NCSWM-CS019-01 Oct 9 – Oct 16
2 sessions Su 9am-12pm*
1pm-4pm**

*at pool
**in classroom
1 hour lunch
Lori Gordon, W.S.I. Coordinator and Instructor

Red Cross Water Safety Instructor Recertification
This course is for students who obtained a Red Cross WSI Safety Instructor certification and need to renew it with the Red Cross. Proof of certification is required on first day of class.
Cost: $140 (tuition $90, administrative fee $50)
NCSWM-CS020-01 Oct 23 – Oct 30
2 sessions Su 8am-12pm*

* Lori Gordon, W.S.I. Coordinator and Instructor
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.

**Benefits of aqua workouts:**
- Low impact on joints
- Muscular skeletal strengthening
- Improves posture, balance and endurance

*There is no swimming during these classes. Pool shoes are recommended. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.*

**NCWSM-CS001-01** = $340 (tuition $145, administrative fee $15, pool fee $170)

**NCWSM-CS001-02** = $320 (tuition $101, administrative fee $12, pool fee $117)

**NCWSM-CS001-03** = $120 (tuition $63, administrative fee $9, pool fee $58)

**NCWSM-CS001-01**
- 3 x week M,W,F 8:30-9:20am
- Sep 14-Jan 30*

**NCWSM-CS001-02**
- 2 x week M,W 8:30-9:20am
- Sep 14-Jan 30*

**NCWSM-CS001-03**
- 1 x week F 8:30-9:20am
- *Class will not meet Oct 3, 12, Nov 23, 25, Dec 19-Jan 2, Jan 16.
- 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. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

**NCWSM-CS003-01** = $340 (tuition $125, administrative fee $15, pool fee $170)

**NCWSM-CS003-02** = $320 (tuition $81, administrative fee $12, pool fee $117)

**NCWSM-CS003-03** = $120 (tuition $43, administrative fee $9, pool fee $58)

**NCWSM-CS003-01**
- 3 x week M,W,F 9:30-10:20am
- Sep 14-Jan 30*

**NCWSM-CS003-02**
- 2 x week M,W 9:30-10:20am
- Sep 14-Jan 30*

**NCWSM-CS003-03**
- 1 x week F 9:30-10:20am
- *Class will not meet Oct 3, 12, Nov 23, 25, Dec 19-Jan 2, Jan 16.
- Lorrie Hammell, USWFA certified

H²O Fitness

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

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.

**NCWSM-CS004-01** = $170 (tuition $60, administrative fee $15, pool fee $95)

**NCWSM-CS004-02** = $115 (tuition $38, administrative fee $12, pool fee $65)

**NCWSM-CS004-03** = $60 (tuition $19, administrative fee $9, pool fee $32)

**NCWSM-CS004-04** = $170 (tuition $60, administrative fee $15, pool fee $95)

**NCWSM-CS004-05** = $115 (tuition $38, administrative fee $12, pool fee $65)

**NCWSM-CS004-06** = $60 (tuition $19, administrative fee $9, pool fee $32)

**NCWSM-CS004-01**
- 3 x week M,W,F 6:30-7:20pm
- Sep 14-Nov 18*

**NCWSM-CS004-02**
- 2 x week M,W 6:30-7:20pm
- Sep 14-Nov 18*

**NCWSM-CS004-03**
- 1 x week F 6:30-7:20pm
- Nov 28-Feb 17*

**NCWSM-CS004-04**
- 2 x week M,W 6:30-7:20pm
- Nov 28-Feb 17*

**NCWSM-CS004-05**
- 1 x week F 6:30-7:20pm
- *Class will not meet Oct 3, 12, Dec 19-Jan 2, Jan 16.
- 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)

**NCWSM-CS005-01**
- 9 sessions Sa 12-1pm
- Sep 17-Nov 12

**NCWSM-CS005-02**
- 9 sessions M 7:35-8:30pm
- Sep 12-Nov 14

**NCWSM-CS005-03**
- 9 sessions Tu-Dec 3-Feb 11
- Sep 6-Nov 8

**NCWSM-CS005-04**
- 9 sessions Sa 12-1pm
- Dec 5-Feb 27

**NCWSM-CS005-05**
- 9 sessions M 7:35-8:30pm
- Dec 6-Feb 14

**NCWSM-CS005-06**
- 9 sessions Tu 7-8pm
- Dec 6-Feb 14

Class will not meet: Oct 3, 12, Nov 26, Dec 26, 28 to Jan 2, Jan 16.

Lori Gordon, W.S.I. Coordinator

Adult Intermediate Swim

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 technics, 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)

**NCWSM-CS006-01**
- 9 sessions F 7:35-8:30pm
- Sep 9-Nov 4

**NCWSM-CS006-02**
- 9 sessions F 7:35-8:30pm
- Dec 2-Feb 10

Class will not meet: Nov 26, Dec 18 to Jan 2

Lori Gordon, W.S.I. Coordinator

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Phone: 609.570.3311 • Fax: 609.570.3883
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Adult Advanced 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 progression in swimming. Review and improve on swim strokes (freestyle, elementary backstroke and back crawl) 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  Sep 6 – Nov 22
10 sessions  Tu  8:05 - 9:05pm
NCSWM-CS006-02  Sept 7 – Nov 16
10 sessions  W  7:35-8:30pm
NCSWM-CS006-03  Dec 6 – Feb 21
10 sessions  Tu  8:05 - 9:05pm
NCSWM-CS006-04  Dec 7 - Feb 22
10 sessions  W  7:35-8:30pm
Class will not meet: Oct 4, 11; Dec 18 to Jan 2
Lori Gordon, W.S.I. Coordinator

Red Cross Mommy and Me Swim Class
(Ages 6 months-2 years)
Requirements: swim diapers for those not potty trained. New student screening: Sept. 10
Now parents, grandparents, or other adults can accustom their child in their first experiences in the water. This is a fun interactive experience for both baby and adult to become familiar with water and wet faces. Each class is 45 mins and space is limited.
Cost: $125 for parent and baby (tuition $47, administrative fee $13, pool fees $65). Swim diapers are mandatory.
NCSWM-CS017-01  Sept 17 - Nov 12
9 sessions  Sa  9am - 9:45
NCSWM-CS017-02  Dec 3 - Feb 11*
9 sessions  Sa  9am - 9:45
NCSWM-CS017-03  Sept 13 – Nov 15
9 sessions  Tu  1pm
NCSWM-CS017-04  Sept 15 – Nov 10
9 sessions  Th  10am
NCSWM-CS017-05  Dec 6 – Feb 14
9 sessions  Tu  1pm
NCSWM-CS017-06  Dec 8 – Feb 16
9 sessions  Th  10am
*No class Dec 24-31
Lori Gordon, W.S.I. Coordinator and Instructor

Pre-School Swim Program
(Ages 3-5)
New student screening: Sept. 10
This program teaches preschoolers the swimming skills that could save their lives, and then focuses on improving those skills to make competent swimmers. Each class meets for 45 minutes per week. Enrollment is limited. Pre-schoolers in this program learn to swim with their faces submerged. Parents are advised to observe the program prior to enrolling to make sure it is appropriate for their children. No refunds are given after the course begins.
Cost: $125 (tuition $47, administrative fee $13, pool fees $65)
Fall Session:
Sept 10 – Nov 5
Sa  9am - 9:45
M  6:30pm
Sept 12 – Nov 14
Tu  9am; 10am
Sept 7 – Nov 9
W  1:45pm; 6:30pm
Sept 15 – Nov 10
Th  9am; 10am
No class Oct 3,4,11, 12

Winter Session:
Dec 3 – Feb 11
Sa  9am
Dec 5 – Feb 27
M  6:30pm
Dec 6 – Feb 14
T  9am, 10am
Dec 7 – Feb 15
W  6:30pm
Dec 8 – Feb 16
Th  9am, 10am
No class Dec 18 to Jan 2, Jan 16

Red Cross Swim Program
Saturday morning swim instruction for children ages 5-12 and teens 13-16 is offered throughout the year. Enrollment is limited. Please note: Occasionally the pool must be closed for emergencies or mandatory repairs. We regret that we are not able to reschedule cancelled sessions.

Registered students must attend an in-water screening session for assignment to the appropriate class level in the American Red Cross Progressive Swimming Sequence. Registration must be completed prior to the screening session. Parents are notified by e-mail of class assignments (time and class level) before the first swim class. Classes meet for 50 minutes on nine Saturdays between 8am-12pm. Please ensure your child is available between those hours. The instructor assigns class times based on skill level screening; therefore, we cannot accommodate specific time slot requests.
Cost: $120 (tuition $43, administrative fee $12, pool fees $65)

Kids Swim Program
(Ages 5-12)
NCSWM-CS008-01  Sept 10 - Nov 5
9 sessions  Sa  9am - 9:45
NCSWM-CS008-02  Dec 3 – Feb 11
9 sessions  Sa  9am - 9:45
Class will not meet: Dec 18 to Jan 2
Lori Gordon, W.S.I. Coordinator

Teen Swim Program
(Ages 13-16)
All abilities and levels welcome.
NCSWM-CS018-01  Sept 7 - Nov 9*
9 sessions  W  7:35 - 8:30pm
*No class Oct 12
NCSWM-CS018-02  Sept 10 - Nov 5
9 sessions  Sa  12-1pm
NCSWM-CS018-03  Nov 30 – Feb 8
9 sessions  W  7:35 – 8:30pm
NCSWM-CS018-04  Dec 3 – Feb 11
9 sessions  Sa  12-1pm
Class will not meet: Dec 18 to Jan 2
Lori Gordon, W.S.I. Coordinator

Priority Enrollment for Students Currently in Program:
Open Enrollment will be held on August 1, 2016. Please call 609.570.3311 on those dates to register.
New student screening: Saturday, Sept 10, 8am-12pm and Tuesday Sept 13 – 7-9pm
Correspondence regarding the Swim program or an alternate screening time should be directed to the coordinator, at this email address: lori.mccc@gmail.com.
Lori Gordon, W.S.I. Coordinator and Instructor
Youth Programs/Code of Conduct

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 on line 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  
  Agency-sponsored registration, Uniform  
  Construction Code tuition reimbursement,  
  CEU/certificate questions, and unemployment  
  grant questions

- **The Center for Continuing Studies**  
  Katie Calabrese MA Ed, Assistant Director  
  calabrek@mccc.edu  
  Debbie Paragano, Marketing Coordinator  
  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 the back  
  of this book. 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

- **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

- **Robbinsville Montessori**  
  2022 Washington Boulevard  
  Robbinsville, NJ 08691
Registration Form

Center for Continuing Studies
REGISTRATION FORM

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>Birth Date</th>
<th>Sex</th>
<th>Last Name</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

Street Address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number (Home)</th>
<th>Phone Number (Cell)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Cell Number</th>
</tr>
</thead>
</table>

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Title</th>
<th>Dates</th>
<th>Day of week</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
</table>

Total Cost

Refunds Policy: 100% if requested before the 10th day prior to the start of the course section. No refunds after that time.

I have read and understand the refund policy of The Center for Continuing Studies.

PAYMENT INFORMATION

<table>
<thead>
<tr>
<th>Credit Card Type</th>
<th>Credit Card#</th>
</tr>
</thead>
</table>

Exp. Date | CVV#

<table>
<thead>
<tr>
<th>Card Holder Name</th>
<th>Amount to be Charged</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Card Holder Address</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Note: This fillable form is also located on our website at www.mccc.edu/ccs
**STUDENT INFORMATION**

- **Student ID#** __________________________
- **Birth Date** __________________________
- **Sex** [ ] M  [ ] F
- **Last Name** ____________________________
- **First** ____________________________
- **MI** ____________
- **Street Address** ____________________________________________________________
- **City** ____________________________
- **State** ____________
- **Zip Code** ____________
- **Phone Number (Home)** ____________________________
- **Phone Number (Cell)** ____________________________
- **Email Address** ____________________________

- [ ] I understand if I do not provide an email address I will not receive notifications regarding course changes.
- [ ] Electronic signature consent: I authorize MCCC to release attendance grade information to the below named employer.
- [ ] By checking here, you are consenting to the use of your electronic signature in lieu of an original signature on paper.

**COURSE SECTION INFORMATION**

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Title</th>
<th>Dates</th>
<th>Day of week</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
</table>

**Total Cost**

**Refunds Policy:** 100% if requested before the 10th day prior to the start of the course section. No refunds after that time.

- [ ] I have read and understand the refund policy of The Center for Continuing Studies.

**PAYMENT INFORMATION**

- **Card Type:** ________
- **Credit Card #** ____________________________
- **Exp. Date:** ________
- **CVV#** ____________

- **Card Holder Name** ____________________________
- **Amount to be Charged** ____________________________

**Card Holder Address** ____________________________________________________________

- **City** ____________________________
- **State** ____________
- **Zip** ____________

**Paying by Check (payable to MCCC)**
- **Check #** ________

**Paying by Purchase Order**
- **PO #** ________

**Company/Organization** authorizes MCCC to register the student listed for the continuing studies classes listed above and will take responsibility for payment and fees. *Please reimburse your employees directly for the books purchased from the bookstore.*

- **Manager’s Name** ____________________________
- **Title** ____________________________

**Phone Number** ____________________________

- **Fax Number** ____________________________

**Email Address** ____________________________

**Mailing Address** ____________________________________________________________

**Billing Department Contact** __________________________________________________

- **Phone #** ____________________________
- **Fax #** ____________________________

**Email Address** ____________________________

**Mailing Address** ____________________________________________________________

- **City** ____________________________
- **State** ____________
- **Zip Code** ____________

- [ ] Electronic Signature Consent:
  - By checking here, you are consenting to the use of your electronic signature in lieu of an original signature on paper.

**Note:** This fillable form is also located on our website at www.mccc.edu/ccs
General Information

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 609.570.3503.
Security, Emergency Only (West Windsor Campus): dial 609.570.3200
Security, General and Emergency calls (Trenton Campus): dial 609.570.3175
Emergency Police, Fire and Ambulance: dial 911

Registration Confirmations
All types of registrations can be confirmed by calling 609.570.3311 or emailing comed@mccc.edu.
- Telephone: When you register by telephone, you 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 “About MCCC,” then click on “Driving Directions.”

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

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

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, Center for Continuing Studies at Mercer County Community College is registered with the New Jersey State Board of Accountancy for Continuing Professional Education (CPE) credits for licensed Certified Public Accountants and Public Accounts (certification #20 CE 00011900).
As indicated within the appropriate course descriptions, some of MCCC’s noncredit professional development courses award CEUs (Continuing Education Units), CPEs (Continuing Professional Education for Certified Public Accountants), CECH’s (Continuing Education Contact Hours), and/or PDUs (Professional Development Units) to the student upon successful completion and a passing grade for the course. Successful completion means the student has mastered the material and has attended at least 80% of the scheduled class time. A passing grade is Satisfactory (S).

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

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

Disability Accommodations
Students or instructors who require special accommodations, please call Arlene Stinson at 609.570.3525. Our 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.
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.
New Traffic Patterns for CONTINUING STUDIES STUDENTS

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

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

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

From North or South via Interstate 95/295
Take Interstate 95 (becomes Interstate 295) to Exit 65A, Sloan Ave. 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.
What’s New This Fall?

Management Skills for Nonprofit
Leadership Skills for Managers
Construction Math
N.I.C.E.T Training and Test Dates
Pavement Design
Interior Design Process for New Homes
Floral Design Course
Flight Attendant Introduction
Medical Billing and Coding Certificate

GIFT CERTIFICATES AVAILABLE!