Continuing Studies
Noncredit Courses
May - August 2016

Make a Choice: Find Your Path!
Helping You on Your Path With New Summer Courses:

- Executive-Ready Training
- LinkedIn and How to Job Search
- Resume/Interview Skills (online and class hybrid course)
- National Institute for Certification in Engineering Technologies (NICET) courses and testing
- Occupational Safety and Health Administration (OSHA) Training
- Electrical Issues: Protect Your Home and Family
- Water Safety Instructor Training and Recertification
- Teen Swim for Ages 13 – 16
- Red Cross Babysitting Training (Ages 11 – 15)

And just wait until you see what’s coming this fall! Details on new courses and programs will be presented at our OPEN HOUSE in mid-September. Follow us for details as they emerge.

www.mccc.edu/ccs
Center for Continuing Studies of Mercer

Join us for
LIFE WELL PLANNED: An Educational and Financial Summit on Proactive Aging

MAY 21, 2016
9:30am – 4:30pm
$50 per person / $75 per couple
Price includes Continental Breakfast, Lunch and information that you don’t want to miss!
See page 34 and visit our website for details:
www.mccc.edu/ccs

Make a Choice: Find Your Path!
www.mccc.edu/ccs
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Registration begins Tuesday, March 29, 2016!

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Nonprofit Management
Certificate Program and Workshops
Our Nonprofit Certificate Program reflects the importance of this market sector within the current economic climate. The program is packed with practical techniques necessary for survival in this challenging economy. Workshops are oriented to the needs of staff, program administrators, executive directors, board members, philanthropists, volunteers, and those interested in employment within nonprofits.

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

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

Elective courses:
Different electives will be offered each semester.

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 Jul 20 – Aug 24
6 Sessions W 6:30-9pm
John Vadnais, Nonprofit Consultant

The Role Emotional Intelligence Plays in Communication
Emotional intelligence can empower you to work more successfully with others. This course will provide the opportunity to answer the following questions: What is emotional intelligence? How can I improve my EQ? How can I think more positively? What techniques can I use to be happier and create a more positive work environment for Board members, staff, and/or volunteers?

1.2 CE. Cost: $95 (Tuition $76, administrative Fee $19)
NCCOM-CS001-01 Jun 7 - Jun 28
4 sessions Tu 6-9pm
Marge Smith, Nonprofit Consultant

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

To schedule your free one-on-one counseling appointment at Mercer, call 609.771.2947.

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

Additional questions? Call 609.570.3311 or email ComEd@mccc.edu
(Registration begins Thursday, March 24, 2016)
Small Business Management
Mercer County Community College's Small Business Management courses are designed for small business owners, as well as for those planning to start a business. This series of courses will take you through the steps required to create a winning business plan and guide your business idea into a successful reality.

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

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

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

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 have not known 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
May 24 - Jun 2
4 sessions
Tu, Th 6-9pm
Ed Andriessen, Instructor

Market Your Business on Social Networking Sites
For beginning social networkers/small business owners looking for free exposure
Do you have a hobby or small business that you would like to promote but don't have the money necessary for marketing? Many people are unaware of 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.

0.3 CEU. Cost: $54 (tuition $25, administrative fee $5, lab fees $24)
NCMKT-CS002-01
Jul 7
1 session
Tu 6:30-9:30pm
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
Jul 18 - Jul 25
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, analysis of balance sheets, understanding revenue and expenses on income statements, and how to manage cash flow. Learn also how to finance your business by evaluating sources of debt and equity financing and methods of layering financing for your small business.

1.2 CEU or 12 CPE hours. Cost: $154 (tuition $127, administrative fee $27)
NCBUS-CS012-01
Jun 21 - Jun 30
4 sessions
Tu, Th 6-9pm
Ed Andriessen, Instructor
Marketing Your Small Business to Success
Starting a new business or improving the profitability of an existing one requires a concise and focused MAP (Marketing Action Plan). For the 21st century entrepreneur, this course takes you step-by-step from the basic concepts of marketing through the creative process to understanding the behaviors and changes brought by the Internet and social media networks. Increasing your awareness of how your prospects and clients are thinking and behaving will reduce risk and increase the effectiveness of your marketing. Learn how to research, analyze and identify trends and your competition; how to identify your 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 Jun 7 - Jun 16
4 sessions Tu, Th 6-9pm
Ed Andriessen, Instructor, Marketing Consultant

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 (ie, HTML, PHP, 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 Jun 16 - Jul 7
4 sessions Th 6-9pm
John Paone, Adobe Certified Associate

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.

Mercer Institute is your premier provider of training for corporate and community organizations.

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

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

Make a Choice: Find Your Path!
www.mccc.edu/ccs
American Management Association Certificate Programs

American Management Association (AMA) courses are nationally recognized for their comprehensiveness and value. Our instructors use AMA textbooks as the foundation and draw on their own expertise and experience to present material in the most timely and relevant manner. These courses are designed to help you become more effective in your present position and better prepared for advancement opportunities. AMA certificate programs are being offered in Management and Project Management. Individual courses may be taken if you choose not to pursue a certificate.

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

American Management Association Certificate in Management

This certificate is designed to help you meet the challenges of changing environment. Learn how to motivate your team when budgets are tight and staff numbers are reduced and how to help your team take on new responsibilities as you adjust to your new leadership responsibilities. Individual courses may be taken if you choose not to pursue a certificate.

Core courses:
- Setting, Managing, and Achieving Goals
- Leadership Skills for Managers
- Understanding and Motivating Employee Performance
  (replacing Delegating for Business Success)
- How to Manage Conflicts in the Organization

Understanding and Motivating Employee Performance

Surveys show that the majority of employees are not engaged or are actively disengaged at work. Many leaders turn to traditional rewards in the hopes of making employees happier. However, research suggests that they do not always address what it really takes to engage or motivate employees. This course will help managers/supervisors examine the reasons employees may not be happy, and the impact that individual employee attitudes and behaviors have on an organization's performance. Managers will learn how to increase employee job involvement and job satisfaction, thereby improving employee performance and organizational effectiveness.

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

NCBUS-CS059-01 July 18-Aug 15
5 sessions M 6:30-9:30pm
Edward Kurocka

Project Management Professional Certification PMP® Prep and Review

The Project Management Institute's PMP® credential is a leading industry-recognized certification for project managers.

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

The PMI 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.

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 May 2 - Jun 20
14 sessions Mon, Thu 6:30-9pm
No class May 19, 30
Sandeep Jasra, Instructor

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

The Certificate in the Project Management Program is designed to equip you with the skills necessary to set up project plans, schedule work and monitor progress in order to achieve desired project goals and results. These courses provide a strong foundation for taking the PMP Prep review.

To earn an AMA certificate, you must complete a total of 90 unique hours of instruction time (9.0 CEUs). This is comprised of the 4 core courses in your chosen area of study (no less than 60 instructional hours or 6.0 CEUs) and 2 elective courses (no less than 30 instructional hours (3.0 CEUs) chosen from the other AMA courses. For more information on AMA certification (see pg. 8). Individual courses may be taken if you choose not to pursue a certificate.

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

Successful Negotiating
Learn the art of win/win negotiation by getting a firm grasp of the negotiating tricks and techniques the pros use. Learn everything from pre-negotiation planning to the use of seemingly unimportant details like seating arrangements and meeting site selection to influence the results of negotiations. 1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS006-01 Jun 1 – Jun 29
5 sessions W 6:30-9:30pm
Edward Kurocka, Instructor

Total Quality Management
Take a guided tour along the road to Total Quality Management (TQM). Review the history of quality and examine the wide variety of philosophies, concepts and techniques for managing, controlling and improving quality. The course takes a “walking tour” of recent winners of the Malcolm Baldrige National Quality award.
1.5 CEU or 15 CPE hours. Cost $ 278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS027-01 Jul 12 - Aug 9
5 sessions Tu 6:30pm - 9:30pm
James O’Donnell, Instructor

APA’s (American Payroll Association’s) PayTrain College and University Program

In cooperation with the American Payroll Association, we offer the PayTrain College and University program for payroll professionals. PayTrain Fundamentals is for people new to the industry and who need to learn payroll basics. PayTrain Mastery is designed for those with industry experience. Taking these courses prepares you for the Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP) exams.

Following are the upcoming exam dates:
CPP/FPC Exam Dates: September 17, 2016 to October 15, 2016
Registration for exams opens July 12, 2016

PayTrain Mastery
Prerequisite: PayTrain Fundamentals or equivalent knowledge.
PayTrain Mastery is a comprehensive course providing payroll managers and supervisors with solid understanding of advanced topics. Enrollees receive live classroom instruction, textbooks, and access to interactive online resources to reinforce topics learned.
Topics Include:
- Employee vs Independent Contractors
- Payroll Tax Reporting
- Fair Labor Standards
- Federal Taxation and other Legislation
- Tax reporting
- Payroll Accounting
- Professional Administration
3.6 CEU. Cost $794 (tuition $386, administrative fee $73, book fee $335)
NCACC-CS006-01 Jun 21 – Sept 20
12 Sessions Tu 6-9pm
No classes July 19th and August 2nd
Collen Flores, CPP
SHRM Body of Competency and Knowledge (SHRM BoCK)

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

For Fall information Email calabrek@mccc.edu

Who Should Attend:
- Human Resource professionals looking for advancement

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

Bookkeeping

Introduction to Bookkeeping
This basic, hands-on, workshop-style manual bookkeeping course covers the complete accounting cycle from business transactions through entry into the books and records, posting to accounts, preparation of worksheets and adjusting journal entries, preparation of financial statements and closing. It will prepare you for any accounting or bookkeeping system: manual, one-write or software driven. You will learn: the sales journal, purchase journal, cash receipts and cash disbursements journal, accounts receivable, inventory and the use of Excel spreadsheets. Textbook required. Available in college bookstore. (Note: Please bring a lunch - cafeteria closed on Saturday.)

4.2 CEU or 42 CPE hours. Cost: $403 (tuition $273, administrative fee $53, lab fees $77)
NCACC-CS002-01 Jun 8- Jul 23
8 Sessions W, Sa 9am-3:30pm
Wednesday class: Jun 8, Jun 15 6-9pm; Sat 9am-3:30pm
*1/2 hour for lunch on Saturday's class
No Class Jul 2
Surendra Jakhar, Ph.D., Instructor

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 June 8 – Jun 22
3 sessions W 6:30-8:30pm
Ashley Buchalla, Instructor
Online Training through Ed2go
Unique Instructor-Facilitated Courses Online

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

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

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

How to Get Started

1. Visit our Online Instruction Center: www.ed2go.com/mccc.edu
2. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to your classroom.
3. When your course starts, return to our Online Instruction Center and click the My Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Requirements

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

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

Here is a sampling of our online courses!

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

Accounting Fundamentals

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

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

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

Browse more online courses at:
www.ed2go.com/mccc.edu
Or call 609.570.3311 to learn more.

Most Courses Cost Only $104!
Online Learning

Online Course

Introduction to Natural Health and Healing
Would you like to learn more about natural health but don’t know where to start? If so, then this is the course for you! Learn how to promote wellness, balance, and health in all aspects of your daily life. By the end of this course, you’ll have begun taking charge of your own health and healing!
Cost: $104 for each course.
- Expert Instructors / 24-hour access
- 6 weeks of instruction
A new section of these courses start monthly.
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

Online Course

Explore a Career as an Administrative Medical Assistant
Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare. In this course, you’ll master the basics of scheduling patients’ appointments, surgeries, and hospital admissions. In addition, you’ll discover how to create, maintain, and file medical charts. You’ll also find out how to verify patients’ insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits. After that, we’ll go behind the scenes as you learn how to apply diagnostic and procedure codes to patients’ accounts and bill their insurance companies. Next, we’ll explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims. You’ll also learn what a day sheet is, why it’s important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis. Finally, we’ll delve into the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements.
Cost: $104
- Expert Instructors / 24-hour access
- 6 weeks of instruction
A new section of this course starts monthly.
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

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
An Online Course
Discover how to translate your love of animals into a fun and profitable career.
Cost: $104
- 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

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Microsoft Office™ 2010 Training

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

All Microsoft Office courses require some computer literacy and experience.

**MS Excel™ 2010 I**

*Recommended: Basic computer knowledge*

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

1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date - End Date</th>
<th>Times</th>
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<tbody>
<tr>
<td>NCMOS-CS003-01</td>
<td>Jun 13 - Jun 15</td>
<td>M, W 9:30-4pm*</td>
</tr>
<tr>
<td>NCMOS-CS003-02</td>
<td>Jul 19 - Jul 28</td>
<td>Tu, Th 6:30-9:30pm</td>
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</tbody>
</table>

*Steve Tirado, Instructor*

**MS Excel™ 2010 II**

*Prerequisite: MS Excel 2010 I*

*Recommended: Basic computer knowledge*

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

1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

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<tr>
<th>Course Code</th>
<th>Start Date - End Date</th>
<th>Times</th>
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<tbody>
<tr>
<td>NCMOS-CS004-01</td>
<td>Jun 21 - Jun 23</td>
<td>Tu, Th 9:30-4pm*</td>
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<tr>
<td>NCMOS-CS004-02</td>
<td>Aug 2 - Aug 11</td>
<td>Tu, Th 6:30-9:30pm</td>
</tr>
</tbody>
</table>

*Steve Tirado, Instructor*

**Microsoft Office™ 2010 Training**

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

**MS Excel™ 2010 III**

*Prerequisite: MS Excel 2010 I and MS Excel 2010 II*

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

1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

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<tr>
<th>Course Code</th>
<th>Start Date - End Date</th>
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<tbody>
<tr>
<td>NCMOS-CS016-01</td>
<td>Aug 16 - Aug 25</td>
<td>Tu, Th 6:30-9:30pm</td>
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*Mark Durma, Instructor*

**Complete Microsoft Project 2010**

*Required: Experience with MS Operating System*

Using MS Project, you will learn to identify the steps involved in project planning, and how this industry-leading project management software can be helpful. Using textbook exercises combined with real-life examples, you will plan a project, link tasks effectively and work within time constraints. **Workbooks required. Available in college bookstore.**

1.2 CEU. Cost: $253 (tuition $97, administrative fee $22, lab fees $134)

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<tr>
<th>Course Code</th>
<th>Start Date - End Date</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCMOS-CS009-01</td>
<td>Jul 11 - Aug 1</td>
<td>M 6:30-9:30pm</td>
</tr>
</tbody>
</table>

*TBD*

**Quickstart: Microsoft Office™ 2013**

*Required: Experience with MS Operating System*

This comprehensive course is ideal if you are an inexperienced computer user who needs to quickly learn the basic Microsoft Office 2013 skills for everyday life or the workplace. Although introductory in nature, this course is enough to get you started quickly using the basic, most important elementary features of Word, Excel and PowerPoint to produce documents, spreadsheets and interesting presentations. Topics include integration of the Office applications, learning shortcuts, and how to utilize the features of Office 2013. **Materials provided by instructor.**

1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

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<tr>
<th>Course Code</th>
<th>Start Date - End Date</th>
<th>Times</th>
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<tbody>
<tr>
<td>NCMOS-CS012-01</td>
<td>Jun 3 - Jun 10</td>
<td>F 9:30am-4:30pm*</td>
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*1 hour for lunch*

*John Gontowicz, 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 been demanding newer, faster systems, and we’ve been listening! Our computer labs have been upgraded to enhance your Information Technology training experience. You’ve come to the right place if you’re looking to:

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

CCNA (Cisco Certified Network Associate) Training

Required: Knowledge of the Microsoft Windows Operating System and 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 your 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 Jul 9 - Aug 20
7 sessions Sa 9am-4pm**
**Includes 1 hour lunch
James Boyce

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 Jul 9 - Aug 20
7 sessions Sa 9am-4pm**
**Includes 1 hour lunch
James Boyce

Tuition-Free Training is Available Year-Round!

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

- MS Office-Word, Excel, & PowerPoint
- Business Writing
- Customer Service
- Time Management
- Conflict Resolution
- Supervisory Skills
- Problem Solving
- English as a Second Language

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

For more information or to schedule on-site classes contact:
Leah Pontani, Director
lpontani@mercerinstitute.com
609.570.3656
Certification Preparation

Microsoft Excel Certification Preparation 2010
The majority of office environments use Microsoft Excel and hire individuals who have shown validated 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 PivotCharts 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
Jun 6 – Jul 6
9 sessions M, W 6:15-9:15pm
No class Jul 4
Instructor-TBD

Oracle Certification Prep
Prepare for certification as Oracle Certified Administrator (OCA) and complete both Oracle Database 11g Introduction to SQL and Administration to prepare to sit for Oracle Exam.

1. Oracle Database 11g: Introduction to SQL (Coming back in the fall)
2. Oracle Database 11g: Administration

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

Oracle Database 11g: Administration
The Oracle Database 11g: Administration I course explores the fundamentals of basic database administration. Students will understand 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.

This is the second recommended course in preparation for the Oracle Certified Associate (OCA) certification. Students will also 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.

Prerequisite: Oracle Database 11g: Introduction to SQL
Textbook will be distributed in class. (Note: Please bring a lunch - cafeteria closed.)
3.6 CEU. Cost: $1,014 (tuition $423; administrative fee $64; lab fee $302; book and materials $225)
NCWEB-CS027-01
May 14 – Jun 25
6 Sessions Sa 9am-4pm
No class May 28
1 hour lunch
Richard Vanderbilt, Instructor

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

PLC (Programmable Logic Controllers)

Course 1: Introduction to Automation/PLC (Programmable Logic Controllers)
This training course introduces students with little or no background to programmable logic controllers (PLC). Basic knowledge of AC/DC circuits, digital electronics and industrial controls is required. Must be comfortable using a Microsoft Windows operating system. Course is designed for electricians, industrial maintenance mechanics/automation technicians and energy management system operators in training.
To be competitive in the global economy, manufacturing and service companies are examining ways to improve existing processes to become more efficient and reduce costs. PLC controlled equipment enables an organization to precisely fine-tune their operations by fully automating manufacturing processes that are currently performed manually. Automated “Lights Out” facilities require less lighting and heating to operate than do traditional human controlled equipment thereby reducing energy costs and material waste. PLC controllers are used in energy management and monitoring systems (SCADA) to reduce electrical consumption and to network stand-alone industrial controls. Students will be introduced to basic system concepts of operation, industry terminology, 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. Includes book and materials. (Note: Please bring a lunch - cafeteria closed on Saturday.)
5.2 CEU. Cost: $1,500 (tuition $622, administrative fee $136, lab fees $517, book and materials fees $225)
NCEET-CS004-01 Jul 9 - Aug 27
8 sessions Sa 8:30am-4pm**
**1 hour for lunch
Richard Vanderbilt, Instructor

Please note: The following courses are under consideration if there is sufficient interest. These classes will prepare students to get the Rockwell Certification. This is a class completion course.

Course 2: ControlLogix Fundamentals
Prerequisite: Intro to Automation (PLC) or permission of instructor
Gain a solid understanding of ControlLogix programmable logic controllers. Topics range from understanding control systems to troubleshooting a ControlLogix PLC.

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

Course 4: Micro850
Develop a thorough knowledge of Micro850 PLC’s. Topics range from installing Micro850 system components to troubleshooting a Micro850 PLC.
IT Risk Management / Cyber Security Certificate

Today’s cyber criminals and hackers are sophisticated, and can compromise your business's most sensitive information, and that of your clients. Responsible organizations are making IT Risk Management and Cyber Security top priority, because of the risk to the bottom line and to client trust that comes with even one intrusion event.

The Certificate in IT Risk Management/Cyber Security has been developed for the working IT professional who is charged with, or who manages those charged with, the protection of your business from hacking, viruses, worms, and other threats to your computing platforms. At the completion, you will understand issues of assessment and mitigation of security risks in the networking, TCP/IP, cloud, wireless, host/application, and server environments.

All four courses must be taken to earn the certificate. Textbook is required and covers all 4 courses; available in college bookstore.

Course 1: Foundations of IT Security-Networking, Technologies and Risks
Learn the basics you need to thoroughly understand the modern business computing environment. To protect it, you need to fully understand it. Explore the issues related to networking such as protocols and packet formats, TCP/IP, wireless services, cloud services and server technologies along with their inherent security risks.

Course 2: Fundamentals of Cybersecurity Risk Management and Mitigation Methods-CompTIA Security+ Track
Course 2 may be taken without taking Course 1 first if you have some networking experience. Otherwise, it is recommended that you begin with Course 1.
Prepare yourself to take the CompTIA Security+ certification exam. Through textbook work and class discussion, students will develop a complete understanding of fundamental security issues, standards, frameworks, processes, policies and risk management and mitigation procedures.

Course 3: Network/Protocol Stack Cybersecurity-CISSP (Certified Information Systems Security Professional) Track, Part 1
Do you want to earn the certificate that will add thousands of dollars to your annual salary? Before you register for the CISSP certification exam, take the time to be prepared. Parts 1 and 2 of this course will have you ready to take the CISSP exam confidently: earning what is considered to be the most desirable certification in the Cybersecurity field. Understand the following topics: Access Control; Access Control Attacks and Monitoring; Security Engineering; Communications and Network Security and Security Assessment and Testing.

In preparing to receive a CISSP certificate, the following information should be taken into account:
You must possess at least five years of full-time security work experience in two or more of the International Information Systems Security Certification Consortium's information security areas. If you do not have five years of experience, you may earn the Associate designation by passing the required CISSP examination which is valid for a maximum of six years. During that time; however, you will need to obtain the required experience and submit an endorsement form for certification as a CISSP. Upon completion of the professional experience requirements, the certification will be converted to CISSP status.
One year of experience may be waived if you have earned a four-year college degree, or a Master’s degree in Information Security.
Required Information Session will be held Monday June 6, 2016, promptly at 5:30pm, at The Conference Center.
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 Jun 20 - Jul 11
3 sessions M 6-9pm
No class July 4
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 Aug 22 - Aug 31
4 sessions M, W 6:30-9:30pm
John Paone, Adobe Certified Associate

Intro to Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML
This hands-on course provides you with the fundamentals of using Cascading Style Sheets (CSS) to control the presentation and layout of web sites. The emphasis is on using web-standards to build site layouts with CSS, not tables. Fundamental concepts like the box model and block vs. inline elements will be discussed thoroughly. Also, an introduction to new properties in CSS3 like rounded corners, text shadow, and transitions will be covered.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS003-01 Jul 6 - Jul 20
4 sessions M, W 6:30-9:30pm
No class July 11
John Paone, Adobe Certified Associate

Advanced Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML, Intro to Cascading Style Sheets (CSS)
This hands-on course delves into advanced CSS techniques used to build web-standard sites. The main focus is on Responsive Web Design. You will work on a project that includes creating a realistic website from a Photoshop mockup. You will create the HTML and CSS from scratch as well as adapt a multi-column layout to deliver well-designed, focused content on varying media types from desktops to mobile devices using Responsive Web Design techniques.
Textbook, available in college bookstore, is recommended; not required.
1.2 CEU Cost: $285, Tuition 101, Admin Fee $23, Lab Fees $161)
NCWEB-CS023-01 Jul 25 - Aug 3
4 sessions M, W 6:30-9:30pm
John Paone, Adobe Certified Associate
Computers-Design

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 Jul 19 – Aug 30
6 sessions Tu 6:30-9:30pm
No class Aug 2
Jeff Hulit, Instructor

Intro to Photoshop CS6
Required: Introduction to Windows, experience with word processing desirable
You will receive an introduction to the premier image editing application by Adobe with an emphasis on what you NEED to know about this incredibly robust program. This course focuses on the tool sets available in the program and gives you a hands-on understanding of how to find your way around Photoshop. Image-size, resolution, selections, layers, dialogs, shortcuts, and basic editing techniques are just some of what will be covered in this course. Textbook, available in college bookstore, is recommended; not required.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS005-01 May 16 - Jun 1
6 sessions M, W 6:30-9:30pm
Jessi Franko, Instructor

Advanced Photoshop CS6
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, available in college bookstore, is recommended; not required.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS006-01 Jun 6 - Jun 15
4 sessions M, W 6:30-9:30pm
Jessi Franko, Instructor

Intro to InDesign CS6
Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, 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)
NGCDS-CS003-01 Jul 14 - Jul 26
4 sessions T, Th 6-9pm
John Paone, Adobe Certified Associate

Advanced InDesign CS6
Prerequisite: Intro to InDesign
More than just a page-layout application, Adobe InDesign CS6 is also the leading commercial production software for creating longer, multi-page documents as well as Internet-ready XHTML pages. Lecture, textbook samples and real-world examples will be used to show the software’s complete range of capabilities. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $285 (tuition $101, administrative fee $23, lab fees $161)
NGCDS-CS004-01 Aug 8 - Aug 17
4 sessions M, W 6-9pm
John Paone, Adobe Certified Associate

Intro to Illustrator CS6
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)
NGCDS-CS005-01 May 17 - Jun 7
4 sessions Tu 6:30-9:30pm
Sammie Jo Garofalo, Instructor

Advanced Illustrator CS6
Prerequisite: Introduction to Illustrator
Take what you have learned in the Introduction class to the next level. This course takes an in-depth look at palettes, effects, new dimensional tool sets, page layout options, and integration with other applications. Advanced Illustrator takes the tools and turns them into techniques. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NGCDS-CS006-01 Jun 21 - Jul 12
4 sessions Tu 6:30-9:30pm
Sammie Jo Garofalo, Instructor

Make a Choice: Find Your Path!
www.mccc.edu/ccs
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 (ie, HTML, PHP, 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**  
Jun 16 - Jul 7  
4 sessions  
Th  
6-9pm  
John Paone, Adobe Certified Associate

**Intro to Dreamweaver CS6**
**Prerequisite: Essentials of HTML, and knowledge of Windows.**
This hands-on course introduces students to the basic features of the Dreamweaver web authoring software. Students will learn to navigate in the Dreamweaver workspace. Topics include: working with text and images, links, image maps, tables, page layout, and templates. **Textbook required, not required. Available in college bookstore.**

1.2CEU. Cost: $271.00 (tuition $87, administrative fee $23, lab fees $161)

**NCWEB-CS010-01**  
Jul 28 - Aug 9  
4 sessions  
T, Th  
6-9pm  
John Paone, Adobe Certified Associate

**Advanced Dreamweaver CS6**
**Prerequisite: Intro to Dreamweaver**
Continuing to the Dreamweaver web authoring software by learning additional functions to enhance productivity. Topics include: Cascading Style Sheets (CSS), online forms, JavaScript behaviors, libraries, layers, popup menus and designing for portable devices (i.e, smart phones and iPads. Emphasis will be on hands-on learning. **Textbook required. Available in college bookstore.**

1.2 CEU Cost: $271 ( tuition $87, Administrative fee $23, Lab fees $161)

**NCWEB-CS011-01**  
Aug 11 – Aug 23  
4 sessions  
T, Th  
6-9pm  
John Paone, Adobe Certified Associate

**JavaScript/DHTML**
**Prerequisite: Essentials of HTML**
Required: Basic understanding of Windows and MS Office
Learn important techniques that will enable you to design web pages with the user in mind. This hands-on course provides an intensive introduction to the features provided by JavaScript and Dynamic HTML. **Textbook is recommended, not required. Available in college bookstore.**

3.5 CEU. Cost: $758 (tuition $282, Administrative Fee $60, Lab Fees $416)

**NCWEB-CS013-01**  
Jun 18 - Aug 27  
10 sessions  
Sa  
9am-12:30pm  
No Class Jul 2  
Robert Fausey

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

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

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

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Experienced contractors who wish to become NJ Construction Code Enforcement Inspectors and Officials must complete a mandatory education program under the New Jersey Uniform Construction Code Act. MCCC has been approved by the NJ Department of Community Affairs (DCA) to offer the required courses intended for students seeking licensure in New Jersey to study NJ code standards. After taking the required courses, contractors also need to pass National Exams. Students needing additional material and training for the national exams or with questions about requirements or textbooks should contact the DCA Licensing Unit at 609-984-7834 or www.nj.gov/dca/codes/licensingunit/index.html or the publications office at 609-984-0040. The DCA has a program of reimbursement for a percentage of the cost of tuition for each course successfully completed, if funding is available. **All UCC courses will use 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).**

**Courses Coming in the Fall:**
- Building Inspector RCS
- Electrical Inspector HHS
- Administrative TA

**Courses Coming the Spring:**
- Electrical Inspector HHS
- Building Inspector HHS
- Administrative CO

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**Electrical Seminar to Protect your Home & Family**

- Worried about that next big storm?
- Have expensive electronic equipment?
- Not sure how to best select an Electrical Contractor?
- Questions about an upcoming electrical project like installing an outlet for a wall mounted TV or microwave oven, LED vs. traditional lighting?

Let us teach you the basics of Home Generators, how to protect your valuable electronic equipment, what to look for when hiring an electrical contractor, why permits and inspections improve the value and safety of your home, ungrounded circuits, unsafe circuit breakers, ground faults, knob & tube and aluminum wiring and get your questions answered on your upcoming electrical projects. Participants receive (1) free single outlet surge protection device, valued at $22.56.

Cost: $48 (tuition $28, administrative fee $20)

**NCPER-CS018- 01**  Jun 7 - Jun 14
2 sessions  Tu  6:30-8:30pm

**NCPER-CS018- 02**  Aug 2 - Aug 9
2 sessions  Tu  6:30-8:30pm

Kenneth & Melissa Morici, Owners of Mr. Electric of Central New Jersey. Lic. # 11158.
Certificate in Construction Project Management
To earn the certificate, you must take 6 core courses and complete 2 additional electives.

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

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

Electives
- AMA Successful Project Management
- AMA Successful Negotiating
- AMA Total Quality Management
- AMA Fundamentals of Finance and Accounting for Non-Financial Managers
- SketchUp Your Design

Materials, Methods, and Systems of Construction
Prerequisite: Construction Blueprint Reading
This basic comprehensive overview of different types of construction offers an introduction to the functions of a variety of building systems.
2.4 CEU. Cost: $270 (tuition $235, administrative fee $20, materials fee $15)
NCABT-CS002-01 Jun 21 - Jul 14 8 sessions Tu, Th 6:30-9:30pm
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Construction Cost Estimating I
Prerequisite: Construction Blueprint Reading, Materials, Methods & Systems of Construction and computer literacy
This course is designed for beginning estimators with an emphasis on developing a solid estimating foundation. Completion of the course will give estimators the knowledge to complete accurate quantity takeoffs of the material and labor costs, provide a strong knowledge of construction math, a sound estimating procedure and include a wide range of practice problems. Textbook required. Available in college bookstore.
3.0 CEU. Cost: $318 (tuition $268, administrative fee $50)
NCABT-CS003-01 Jul 26 - Aug 25 10 sessions Tu, Th 6:30-9:30pm
Section for Students who have not taken Construction Blueprint Reading
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 through 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 May 17 - Jun 14 8 sessions Tu, Th 6pm-8:30pm
No class May 19
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, breeches and resolutions will also be discussed.
1.0 CEU. Cost: $110 (tuition $88, administrative fee $21)
NCABT-CS006-01 Jul 6 - Jul 27 4 sessions W 6:30-9:30pm
Thomas Roselli, Instructor

Construction Specifications and Contracts
It is important to develop and implement proper and clearly understand Contracts, Scopes of Work, and Contract Specifications. It is equally important for all those in the construction process to understand and properly interpret and abide by these documents. Types of Contracts, "Ready Made", Contracts such as AIA, Contract Implementation, Contract Specifications, their preparation and interpretation will be covered. Classes will consist of a combination of lectures and open discussion of topics/situations/problems brought in by class members. Bringing in your challenges and problems for discussion participation is strongly encouraged.
1.5 CEU. Cost: $163 (tuition $134, administrative fee $29)
NCABT-CS007-01 Jun 1 - Jun 29 5 sessions W 6:30-9:30pm
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Sketch Up Your Design
Required: Familiarity with Microsoft Office
Learn to use the 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 $30, lab fees $205)
NCOST-CS005-01 Jul 6 - Aug 10 6 sessions W 6 - 9pm
Laurence C. Johnson, Jr., RA, LEED AP
Transportation

NICET Highway training classes are now be 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 proposed session consists of eight training modules including:

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

Cost $350

NCTSP-CS001-01 Jun 11 - Jun 18
2 sessions Sa 8am-1pm
Andrew Wildstein, 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 proposed session consists of seven (7) training modules including:

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

Cost $400

NCTSP-CS002-01 Jul 9 - Jul 16
2 sessions Sa 8am-1pm
Andrew Wildstein, Instructor

N.I.C.E.T. 2016 test dates
March 5, 2016
May 14, 2016
August 6, 2016
October 8, 2016

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.

Audience
Construction industry and building trades personnel, employers, contractors, union personnel and consultants

1.0 CEU. Cost $ 350.00

NCABT-CS014-01 Jun 18 - Jun 25
1hr lunch

1.0 CEU. Cost $ 350.00

Audience
Construction industry and building trades personnel, employers, contractors, union personnel and consultants

1.0 CEU. Cost $ 350.00

NCABT-CS014-01 Jun 18 - Jun 25
1hr lunch

Andrew Wildstein

Make a Choice: Find Your Path!
www.mccc.edu/ccs
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**
- **Lighting in Today’s Interiors**
- **SketchUp**

**Principles of Design**
This course is an overview of the basic architectural principles of design: proportion, scale, balance, rhythm, harmony, and form. Students will undertake projects to illustrate each principle.

**Cost:** $132 (tuition $95, administrative fee $25, fees $12) (An additional estimated material cost to be paid by student: $30)

**NCITD-CS010-01**
- **May** 11 - Aug 1
- 4 sessions
- **M** 6:30-9pm
- Avis Gardell-Feldstein, Designer

### Spring Semester
- **Basic Interior Design**
- **Drafting & Design Studio**
- **Color Theory**
- **Window Treatment**
- **Sketchup**

**Color and Lighting in Today’s Interiors**
Understand today’s color trends and the relationship of colors under various light conditions. You will become familiar with a variety of lighting fixture types and the effect on interior colors.

**Cost:** $99 (tuition $69, administrative fee $18, fees $12)

**NCITD-CS002-01**
- **May** 16 - Jun 27
- 3 sessions
- **M** 6:30-9pm
- No class May 30
- Avis Gardell-Feldstein, Designer

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

**5 Ways To Register**

1) Online  
2) Mail  
3) Fax  
4) Phone  
5) In Person
## Education for Teachers

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

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

**NOTE:** The requirement of the NJ Department of Education for all Certificate of Eligibility applicants, as of September 1, 2015, is a GPA of at least 2.75

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

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

This is a noncredit course with 20 hours of classroom work and a 4-hour classroom observation requirement.

Upon successful completion of this class, students receive a certificate, as required by the Department of Education, which documents successful program completion. This certificate must be included in the CE application packet to the DOE. **Limited enrollment - please register immediately. As classes fill, additional classes will be offered to satisfy demand. Visit [www.mccc.edu/ccs](http://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**

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Jul 11 - Aug 4</td>
<td>6pm - 8:30pm</td>
<td>Kelli Eppley</td>
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### Classroom Management

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

0.4 CEU. Cost: $52 (tuition $44, administrative fee $8)

**NCEDU-CS026-01**

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<tr>
<th>Date</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>Aug 6</td>
<td>9am-1pm</td>
<td>William J. Robbins, Instructor</td>
</tr>
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</table>

### How to Become an Effective Substitute Teacher

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

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

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

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

**NCEDU-CS004-01**

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<tr>
<th>Date</th>
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<tr>
<td>Jun 18 - Jun 25</td>
<td>9am-1pm</td>
<td>William Robbins, Instructor</td>
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Montessori Teacher Certification

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

**Who should enroll?**

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

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

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

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

**Module III (Spring 2017)**
- Child Development
- Art, Music, Movement
- Language

**Module IV (Spring 2017)**
- Observation
- Classroom Leadership
- Science/Social Studies
- Parent Involvement/Education

**Practicum - 540 hours**

**Pre-requisite: Successful completion of Modules I-IV**

54.0 CEU. Cost $1,227 (Tuition $1,067 administrative fee $160)

NCEDU-CS009 Sept 2017-June 2018

Modules I and II will run in the fall with Module I beginning on September 13, 2016. It is recommended that you submit all program applications prior to August 15, 2016.

Please visit the Teaching page of our website at www.mccc.edu/ccs to download complete information about the program including the Policy and Procedures Manual, FAQs, an application, and the full Montessori schedule for 2016-2017.

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 Debbie Paragano at paragand@mccc.edu.
Certificate in Clinical Development and Regulatory Affairs

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

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

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

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

To Earn a Certificate:

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

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

Earn Graduate Credits
MCCC has an articulation agreement with Drexel University College of Medicine.

Participants who successfully complete the Certificate in Clinical Development and Regulatory Affairs earn nine (9) graduate credits when they apply and gain acceptance to Drexel University’s Master Degree in Clinical Research Organization and Management.

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

Foundations of Clinical Development

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. Textbook is required and available in the college bookstore. Students must obtain the textbook prior to the start of class.

3.6 CEU Cost: $1,048 (tuition $853, administrative fee $150)
NCPHA-CS001-01 Jun 6 - Jun 25
9 sessions
Mon, Wed, Sa 6-9pm
Sat class: 9am-4pm
1hr lunch
Walid Abdelwahed, 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 industry standard practices 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 Jul 12 - Jul 30
9 sessions
Tu, Th 6 - 9pm
Sat 9 - 4pm
*1 hr lunch
(Class meets on July 12, 14, 19, 21, 26, 28, and Saturday July 16, 23, 30, Denise Tsilionis, Instructor

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

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

3.6 CEU Cost: $1048 (tuition $853; administrative fee $150; student fee $45)
NCPHA-CS008-01 Jul 9 - Sep 1
Michael Falkow, Instructor
PHARMACY TECHNICIAN PROGRAM

Pharmacy Technician Certification Prep Program

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

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

Module I
Students will learn Introduction to pharmacy, pharmaceutical dosage forms and pharmacy practice 1.
NCHCP-CS052-01
CEU 5.0
Total 50 hours
Cost $575.00
Tuition $525.00
Administrative fees $50.00
14 sessions  May 2 - May 25
Monday, Wednesday, Thursday 6:30 pm - 9:30 pm
*Monday May 23rd and Wednesday 25th 6:30 pm - 9:00 pm*
Saturday May 7, 14 and 21 9:00 am- 3:30 pm ½ hour lunch.

Module II
This module provides pharmacy calculations, sterile products and pharmacology I.
NCHCP-CS050-01
CEU 7.5
Total 75 hours
Cost $862.50
Tuition $812.50
Administrative fees $50.00
21 Sessions No class July 2 & 4
June 1 – July 9
Monday-Wednesday-Thursday 6:30 pm - 9:30 PM Sat. 9:00 am- 3:30 pm ½ hour lunch

Module III
This module provides a continuation of pharmacology II, hospital pharmacy, trends in pharmacy and community pharmacy.
NCHCP-CS053-01
CEU 6.5
Total 65 Hours
Cost $747.50
Tuition $697.50
Administrative fee $50.00
18 Sessions
July 11 – August 11
M-W-TH 6:30-9:30 PM
Sat. 9:00 am- 3:30 pm ½ hour lunch
*Saturday June 16 9:00 am – 4:00 pm ½ hour lunch*

Module IV
Pharmacy professional and clinical externship.
NCHCP-CS054-01
CEU 6.0
60 Hours
August 15 – October 14
Cost $690.00
Tuition $640.00
Administrative Fee $50.00
Externship Hours TBD

EKG Technician Certification Test Preparation
For complete course detail splease see page 37.
Certified Nurse Aide (CNA)

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

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

The high demand occupation of CNA (Certified Nurse Aides) involves caring for patients in long-term care facilities, assisted living, rehabilitation centers, pediatric care and some hospitals. This 90-hour course is approved by the NJ Department of Health and Senior Services and consists of 50 classroom hours and 40 hours of clinical instruction. You will be prepared to take the NJ State Certified Nursing Assistant Exam. Licensed CNAs are eligible to take an additional 10-hour course to become a Certified Home Health Aide (CHHA). **For information, please contact ComEd@mccc.edu.**

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

Please contact Martha Redondo @ redondom@mccc.edu / 609-570-3187 for textbook 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. Cost: $1,328 (tuition $676, administrative fee $127, lab fees $380, materials $45, non-refundable registration fee $100)

NCHCP-CS031-01-Jun 23 - Sept 10

13 sessions

*Sa, Su*

No class Sept 3 & 4.

*Class start at 7:30am

End times vary each week - Schedule will be given first day of class.

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

Please email ComEd@mccc.edu for an application packet.

*Classes meet at West Windsor Campus*

*Clinical sessions begin at 7:30am and are held at Hamilton Continuing Care, 1059 Old Trenton Road, Hamilton, NJ 08690*

*Some clinical sessions may be held on Sunday mornings*

Estella Brown, RN

It is suggested that you have received a high school diploma, GED, or equivalency.

Certified Home Health Aide for CNA’s (CHHA)

**Prerequisite:** Students MUST be currently certified by the NJ Department of Health and Senior Services as a Certified Nurse Aide. Proof must be provided at first class. This 10-hour program is designed for the CNA who wants to become a Certified Home Health Aide (CHHA). Upon successful completion of this program, you will be eligible to apply for certification as a CHHA. **There will be an additional licensing fee payable to the NJ Board of Nursing (amount of fee to be announced).** (Note: Please bring a lunch-cafeteria closed).

**West Windsor Campus:**

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

NCHCP-CS032-01-Jun 18 - Jun 25

2 sessions

Sa

9am-2:30pm*

*1/2 hour for lunch*

Marilyn Wargo, BSN

**JKC (Trenton):**

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

NCHCP-CS032-02-Aug 15 - Aug 18

2 sessions

Sa

9am-2:30pm*

*1/2 hour for lunch*

Marilyn Wargo, BSN
NOW is YOUR Chance to get a SMART Start!
If you are interested in pursuing a career in the Allied Health Industry but need to brush up on your learning skills this class is for you!

- Improve writing and math skills
- Learn basic medical terminology
- Increase your reading comprehension
- Earn your First Aid and CPR certificates

Four week sessions
M-Fr 9am-3pm
No cost to students
Ages 18+
Contact Martha Redondo: redondom@mccc.edu or 609-570-3187

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

Phlebotomy I (Lecture/Classroom)
This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician (CPT). The program begins with this course which teaches the health care delivery system, collection of materials and equipment, venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. At successful completion of Phlebotomy I, students will be recommended to start our Phlebotomy II Externship Program at a local healthcare facility. Students who complete the entire program (Phlebotomy I & II) will be fully prepared to take the National Certification Exam given by NHA for Certified Phlebotomy Technician. The Certification test cost is the student’s responsibility. Please contact Martha Redondo @ redondom@mccc.edu / 609-570-3187 for textbook requirements.
(Note: Please bring a lunch - cafeteria closed on Saturday.)
9.0 CEU. Cost: $1,396 (tuition $1296, administrative fee $100, non-refundable registration fee $100)

JKC (Trenton):
NCHCP-CS029-01 May 3 -- Jun 28
16 sessions T, Th 5 -8:30pm
4 sessions Sa 9am-3pm
2 Session Sa 9am-3:30pm*
*Saturday May 7 and May 14 class meets 9am - 3:30pm
Saturday classes: May 7, 14, 21, Jun 4, 11, 18
1/2hr lunch on Saturday classes
No class May 19, 28
Graciela Coyne, Instructor

Phlebotomy II Externship (80 hours)
Successful completion and recommendation are required to register for Phlebotomy II. After completion of Phlebotomy I, you may register for your externship. Students will complete Phlebotomy II with 80 hours of documentation, performing 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 scheduled for an 8-hour day, Monday - Friday, 11:30am to 8pm.

- Scrubs are mandatory
- Background checks are completed prior to externship. **State mandated**
- PPD and a physical examination are required

8.0 CEU. Cost: $725 (tuition $625, administrative fee $100)
NCHCP-CS030 Externship will follow completion of Phlebotomy I program

FALL 2016

Computed Tomography (CT Scan)
Students must apply and be approved prior to registration. Please direct all questions to Katie Calabrese at calabrek@mccc.edu. Requirements are also posted online www.mccc.edu/ccs
Certificate in Medical Billing/Coding Specialist

Accurate medical billing/coding is necessary to secure maximum reimbursement for the healthcare provider and to ensure legal compliance on claims. The Certificate in Medical Billing/Coding is designed to 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.

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

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

**Medical Terminology: A Short Course**
This is a basic introductory “jump-start” course that covers everyday terminology used in all medical areas: physicians’ offices, hospitals, clinics, insurance and pharmaceutical firms. Course study includes word analysis, word structure, pronunciation of terms, and case studies. A medical or scientific background is not necessary. Self-evaluation quizzes will be used. Textbooks required at first class session. Available in college bookstore. Please bring book to first class. 1.8 CEU. Cost: $221 (tuition $184, administrative fee $37)

**Advanced Medical Terminology**
Prerequisite: Medical Terminology: A Short Course, and must take Basic Anatomy either prior to or concurrently with this course. This advanced course uses a body system approach to medical terminology. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be presented. Medical terms built from word parts and other sources are included. Ongoing self-evaluation quizzes will be used. Textbook required at first class session. Available in college bookstore. Please bring book to first class. 3.0 CEU. Cost: $335 (tuition $281, administrative fee $54)

**Medical Billing**
Prerequisite: Medical Terminology: A Short Course
This is an overview of medical billing procedures for the claim cycles of many types of insurance coverage. Included topics: daily transaction entries, completing medical submissions, billed claim follow-up, the appeal process, itemized statements, and management reporting. **Textbook required.** Available in college bookstore. 1.8 CEU. Cost: $203 (tuition $169, administrative fee $34)

**Basic Anatomy**
Prerequisite: Medical Terminology: A Short Course
This is an introductory course covering basic anatomy by developing an understanding of functions and structures of parts of the body. Textbook required. Available in college bookstore. Please bring book to first class. 3.0 CEU. Cost: $345 (tuition $295, administrative fee $50)

5 Ways To Register

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

Make a Choice: Find Your Path!  
www.mccc.edu/ccs
Health Professions

Medisoft
Prerequisite: Medical Terminology: A Short Course
It is recommended that students be computer literate.
Note: Students may enroll for this course while completing the prerequisite.
This 18-hour “hands-on” class helps to prepare you to perform duties using the Medisoft Advanced Medical Billing Software System. Areas of Medisoft that will be covered include: inputting patient information, processing patient transactions, producing various reports, and learning how to print statement and insurance forms, as well as processing claims. Textbook required. Available in college bookstore. Please bring book to first class.
1.5 CEU. Cost: $290 (tuition $169, administrative fee $34, lab fees $87)
NCHCP-CS015-01
May 17 - Jun 21
6 sessions Tu 6-9pm
Carla Johnson, Instructor

CPT- 4 Introduction to Medical Coding Level I
Prerequisite: Medical Terminology: A Short Course
CPT-4 coding is required to bill for medical services and procedures in medical practices, emergency rooms, ambulatory surgery centers and many other facilities. Coding has a language of its own. This course will give the student an introduction to the language and lessons on how to use the CPT-4 book to assign the appropriate codes. Textbook required. Available in college bookstore. Please bring book to first class.
2.4 CEU. Cost: $269 (tuition $225, administrative fee $44)
NCHCP-CS006-01
Jun 8 - Jul 6
4 sessions W* 6-9pm
4 sessions Sa** 12:30-3:30pm
*Wednesday classes: Jun 8, 15, 22, 29, Jul 6
**Saturday classes: Jun 11, 18, 25
Jessica Pursell Schutte, CPC

CPT- 4 Medical Coding Level II
Prerequisite: Medical Coding Level I, Medical Terminology: A Short Course, and Basic Anatomy
We will review principles and guidelines from CPT-4 Medical Coding Level I and go into greater depth and detail to offer a more comprehensive understanding of CPT strategy and proficiency, focusing on medical and surgical coding, E&M coding and modifiers. Examples of ICD-9-CM will be given and reviewed in class. Those students who are active in the field may be asked to research and provide actual coding issues. The textbook required. Available in college bookstore. Please bring book to first class.
2.4 CEU. Cost: $269 (tuition $225, administrative fee $44)
NCHCP-CS007-01
Jul 20 - Aug 13
4 sessions W** 6-9pm
4 sessions Sa*** 12:30-3:30pm
*Wednesday classes: Jul 20, 27, Aug 3, 10
**Saturday classes: Jul 23, 30, Aug 6, 13
Jessica Pursell Schutte, CPC

Medical Insurance, Law and Ethics
Prerequisite: Medical Terminology: A Short Course
It is recommended that students be computer literate.
Learn to understand complex medical insurance concepts, legal requirements, and the consequences associated with improper claims filing. Students will be able to identify and understand the basic medical insurance programs and their features; handle patient authorization for the release of medical records; understand disclosure and confidentiality issues associated with maintaining, sending and transmitting patient records; identify fraud and abuse issues, and handle insurance claim forms to prevent questionable or illegal filing. Textbook required. Available in college bookstore. Please bring book to first class.
1.5 CEU. Cost: $170 (tuition $141, administrative fee $29)
NCHCP-CS012-01
Jun 9 - Jul 7
5 sessions Th 6-9pm
Kim Barca, RHIA

ICD-10-CM Introduction to Medical Diagnosis Coding
Prerequisite: Medical Terminology: A Short Course
It is recommended that students be computer literate.
The Department of Health and Human Services is calling for the adoption of a new edition of the International Classification of Diseases (ICD) standards known as the 10th edition using Clinical Modification (CM) for reporting patient diagnosis. ICD-10-CM is a standardized coding system which correlates disease and diagnosis and is required to bill for medical services in hospitals, medical practices, emergency rooms, ambulatory surgery centers and many other healthcare facilities. It is essential to assign the appropriate diagnosis from a legal perspective and from a reimbursement prospective. This medical coding course will provide instruction for the beginner coder to learn and understand the concept of coding a diagnostic statement according to the rules and guidelines in the ICD-10-CM coding manual.
3.6 CEU. $408 $540 (tuition $440, ADM Fee $100)
NCHCP-CS011-01
Jun 3 - Aug 26
12 sessions F 6-9pm

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
SpringCharts Electronic Health Records  
**Prerequisite:** Medical Terminology: A Short Course  
It is recommended that students be computer literate. Students are encouraged to bring their own flash drive to class to save their work.  
This hands-on class prepares you to perform duties using the SpringCharts EHR software. Spring Charts is interactive office software program that allows medical office administrators and billers to perform office tasks such as order tests, confirming appointments, scanning and document immunization records. It is an entire electronic chart is used by medical office professionals, billers and coders in a variety of medical specialties, both nationally and internationally, and can be specialized for individual doctors and practices.  
**Textbook required. Available in college bookstore.** Please bring book to first class.  
2.4 CEU. Cost: $364 (tuition $222, administrative fee $44, lab fees $98)  
NCHCP-CS014-01  Jul 9-Aug 27  
8 sessions  Sa 9am-12pm  
Carla Johnson, Instructor

Health Career Clinic  
**Recommended Course!**  
If you are looking for a job in healthcare, or are a seasoned professional wishing to expand your horizons – this seminar is for you. Learn to identify career preferences and patterns using key medical terms and technologies. Recognize the skills and experience that you already possess and identify, develop and market new skills. You will explore career options utilizing internet resources, learn to network effectively and forecast the importance of new trends in Health Information Technology including Billing and Coding, Electronic Health Records, Trans Telephonic (over the telephone) opportunities, Administrative and Clinical Allied Health Care, Pharmacy and EKG Technicians and more.  
0.9 CEU. Cost: $104 (tuition $85, administrative fee $19)  
NCHCP-CS018-01  Jul 11-Jul 25  
3 sessions  M 6-9pm  
Carla Johnson, Instructor

Practice Fusion and Practice Suite  
**Prerequisite:** Medical Terminology: A Short Course and computer literacy  
**Note:** Students may enroll for this course while completing the prerequisite.  
This 18-hour ‘hands-on’ class helps to prepare you to perform duties using the Medisoft Advanced Medical Billing Software System. Areas of Medisoft that will be covered include: inputting patient information, processing patient transactions, producing various reports, and learning how to print statement and insurance forms, as well as processing claims. Textbook is required and available in college bookstore.  
1.8 CEU. Cost: $271 (tuition $170, administrative fee $29, lab fees $72)  
NCHCP-CS042-01  May 14-Jun 25  
6 sessions  Sa 9am-12pm  
No class May 28  
Carla Johnson, Instructor

Medical Billing and Coding  
**National Certification Test Prep**  
**Recommended: At least five courses in our program, industry experience**  
This hands on class prepare for two National Certification tests: the American Academy of Professional Coders (AAPC) which will award a Certified Professional Coder (CPC) certification and the American Health Information Management Association (AHIMA) which will award a CCA (Certified Coding Associate) certification. Credentials from these organizations will enhance your career potential. Learn to review the material and tips to enhance your test taking ability.  
0.3 CEU. Cost: $45 (tuition $34, administrative fee $11)  
NCHCP-CS016-01  Jul 28  
1 session  Th 6-9pm  
Kim Barca, RHIA

Join us for **LIFE WELL PLANNED:**  
**An Educational and Financial Summit on Proactive Aging**  
MAY 21, 2016 from 9:30am to 4:30pm  
$50 per person / $75 per couple. Price includes Continental Breakfast, Lunch and information that you don’t want to miss!  
See page 34 and visit our website for details:  
www.mccc.edu/ccs
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.
The Allied Health Industry is Growing. Be a Part of it!

The Center for Continuing Studies at Mercer County Community College

Free Information Sessions

- Tuesday, April 12, 10-11am
- Monday, May 16, 2-3pm
- Wednesday, June 15, 5-6pm
- Monday, July 18, 2-3pm
- Wednesday, August 17, 10-11am

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

Learn About the Following Programs:

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

Tuition Assistance may be available!

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

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

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

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

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

Required textbook for the program available in the college bookstore.

Instructors: Sherif Gerges, CVT, Alexander Muñoz, CVT, Patrick Trusdell, CVT; Allie Whartenby, CVT

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**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**

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**MODULE 1: Introduction to the Veterinary Profession**

**(Summer 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

**May 17 - Jun 21**

10 sessions  Tu, Th  6-9pm

No class May 19

Instructor: Allie Whartenby

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**MODULE 2: Nursing Skills-Part I**

**(Summer 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

**Jul 12 - Aug 11**

10 sessions  Tu, Th  6-9pm

Instructors: Sherif Gerges and Patrick Trusdell

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**MODULE 3: Nursing Skills-Part II**

**(Summer Cohort)**

Prerequisite: Module 1

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**MODULE 4: Laboratory Skills**

**(Spring 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

**Jun 2 - Jul 5**

10 sessions  Tu, Th  6-9pm

Instructors: Sherif Gerges and Patrick Trusdell

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**MODULE 5: Clinical Externship**

**(Spring Cohort)**

Prerequisite: Modules 1, 2 and 3

All students will be required to complete the clinical externship at a pre-approved veterinary setting to earn the Veterinary Assistant Certificate. Students will be required to purchase a uniform for this module and must have proof of personal health insurance. This 75-hour externship will be arranged for each student with the veterinary site.

7.5 CEU. Cost: $674 (tuition $569, administrative fee $105)

NCASC-CS014-01

**Starting Aug. 29**

Summer / Fall 2016

Instructor: Allie Whartenby

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Certified Nurse Aide (CNA)

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

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

The high demand occupation of CNA (Certified Nurse Aides) involves caring for patients in long-term care facilities, assisted living, rehabilitation centers, pediatric care and some hospitals. This 90-hour course is approved by the NJ Department of Health and Senior Services and consists of 50 classroom hours and 40 hours of clinical instruction. You will be prepared to take the NJ State Certified Nursing Assistant Exam. Licensed CNAs are eligible to take an additional 10-hour course to become a Certified Home Health Aide (CHHA). For information, please contact ComEd@mccc.edu.

Upon successful completion of the program, students are eligible to receive academic credit toward an Associate in Applied Science (AAS) degree at Mercer County Community College. Please contact Martha Redondo @ redondom@mccc.edu / 609-570-3187 for textbook requirements.

The high demand occupation of CNA (Certified Nurse Aides) involves caring for patients in long-term care facilities, assisted living, rehabilitation centers, pediatric care and some hospitals. This 90-hour course is approved by the NJ Department of Health and Senior Services and consists of 50 classroom hours and 40 hours of clinical instruction. You will be prepared to take the NJ State Certified Nursing Assistant Exam. Licensed CNAs are eligible to take an additional 10-hour course to become a Certified Home Health Aide (CHHA). For information, please contact ComEd@mccc.edu.

Upon successful completion of the program, students are eligible to receive academic credit toward an Associate in Applied Science (AAS) degree at Mercer County Community College. Please contact Martha Redondo @ redondom@mccc.edu / 609-570-3187 for textbook requirements.

Please bring a lunch-cafeteria closed on Saturdays.

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

West Windsor Campus: Su’16
9.0 CEU. Cost: $1,328 (tuition $676, administrative fee $127, lab fees $380, materials $45, non-refundable registration fee $100)
NCHCP-CS031-02 Jul 23 - Sept 10
13 sessions
*Class start at 7:30am
End times vary each week - Schedule will be given first day of class.
No class Sept 3 and 4
For complete schedule information, visit our website at www.mccc.edu/ccs.
Please email ComEd@mccc.edu for an application packet.
*Classes meet at West Windsor Campus
*Clinical sessions begin at 7:30am and are held at Hamilton Continuing Care, 1059 Old Trenton Road, Hamilton, NJ 08690
*Some clinical sessions may be held on Sunday mornings
Estella Brown, RN

JKC (Trenton): Sp’16
9.0 CEU. Cost: $1,328 (tuition $676, administrative fee $127, lab fees $380, materials $45, non-refundable registration fee $100)
NCHCP-CS031-01 May 14 - Aug 27
19 sessions
T, Th, Sa
Schedule will be given first day of class
No class May 28, July
For complete schedule information, visit our website at www.mccc.edu/ccs.
Please email ComEd@mccc.edu for an application packet.
*Classes meet at JKC (Trenton), North Broad and Academy streets, Trenton, NJ 08608
Clinical sessions begin at 8am - visit www.mccc.edu/ccs for location.
Sylvia Anderson, RN, BSN, LNC

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

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.

It is suggested that you have received a high school diploma, GED, or equivalency.
***Courses at JKC (Trenton)***

The Center for Continuing Studies offers a variety of courses at our campus in Trenton, New Jersey. Please note: Free parking available at the lot on Broad and Perry Streets.

Certified Home Health Aide for CNA’s (CHHA)
See pg.30 for course description. Always check in here for page # accuracy.

1.0 CEU. Cost: $153 (tuition $109, administrative fee $24, materials fee $20)
1.0 CEU. Cost: $153 (tuition $109, administrative fee $24, materials fee $20)
NCHCP-CS032-02 Aug 15 - Aug 18
2 sessions M, Th 9am-2:30pm*
*Marilyn Wargo, BSN
*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608

EKG Technician Certification

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

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

(Note: Please bring a lunch - cafeteria closed on Saturday.)
9.0 CEU. Cost: $1,396 (tuition $1296, administrative fee $100, non-refundable registration fee $100)

Phlebotomy Technician Program

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

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

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

JKC (Trenton):
NCHCP-CS029-01 May 3 – Jun 28
16 sessions T, Th 5 -8:30pm
4 sessions Sa 9am-3pm
2 sessions Sa 9am-3:30pm*
*Saturday May 7 and May 14 class meets 9am - 3:30pm
Saturday classes: May 7, 14, 21, Jun 4, 11, 18
1/2hr lunch on Saturday classes
No class May 19, 28
Graciela Coyne, Instructor

Phlebotomy II Externship (80 hours)
Successful completion and recommendation are required to register for Phlebotomy II. After completion of Phlebotomy I, you may register for your externship. Students will complete Phlebotomy II with 80 hours of documentation, performing venipunctures. This externship is at a local healthcare facility under direct supervision. Schedules will vary and will be assigned by the Phlebotomy I instructor. Students must adhere to their schedule and complete the hours assigned to them.

Students are scheduled for an 8-hour day, Monday - Friday, 11:30am to 8pm.
*Scrubs are mandatory
*Background checks are completed prior to externship. **State mandated**
*PPD and a physical examination are required
8.0 CEU. Cost: $725 (tuition $625, administrative fee $100)
NCHCP-CS030 Externship will follow completion of Phlebotomy I program
**Courses for English Language Learners (ESL)**

**Fundamentals of English Language - Level I**

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 and placed into appropriate level 1 or level 2. *Textbook is included in the cost of the level.*

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

- **NCCELL-CS010-01**
  - June 23-Aug 25
  - 10 sessions
  - Th 6-9pm
  - No Class July 2
  - Priya Singh, Instructor

- **NCCELL-CS010-02**
  - June 18-Aug 27
  - 10 sessions
  - Sa 9-12pm

- **NCCELL-CS011-01**
  - June 23-Aug 25
  - 10 sessions
  - Th 6-9pm
  - No Class July 2
  - Effie Pourshahidi, Instructor

- **NCCELL-CS011-02**
  - June 18-Aug 27
  - 10 sessions
  - Sa 9-12pm

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

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

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

- **NCCELL-CS011-01**
  - June 23-Aug 25
  - 10 sessions
  - Th 6-9pm
  - No Class July 2
  - Effie Pourshahidi, Instructor

- **NCCELL-CS011-02**
  - June 18-Aug 27
  - 10 sessions
  - Sa 9-12pm

**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)

- **NCCELL-CS012-01**
  - May 31-Aug 2
  - 10 sessions
  - Tu 6:30-9pm
  - Effie Pourshahidi, Instructor

**Online Courses**

**Enhancing Language Development in Childhood**

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

**Spanish for Medical Professionals**

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

**Spanish for Law Enforcement**

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

**Spanish in the Classroom**

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

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

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

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**ESL/Online Languages**

**Online Courses**

Enhancing Language Development in Childhood

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

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

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

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**Courses for English Language Learners (ESL)**

Students to take placement test during the first day of the class to be placed in the appropriate level.

**Fundamentals of English Language - Level I**

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 and placed into appropriate level 1 or level 2. *Textbook is included in the cost of the level.*

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

- **NCCELL-CS010-01**
  - June 23-Aug 25
  - 10 sessions
  - Th 6-9pm
  - No Class July 2
  - Priya Singh, Instructor

- **NCCELL-CS010-02**
  - June 18-Aug 27
  - 10 sessions
  - Sa 9-12pm

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

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

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

- **NCCELL-CS011-01**
  - June 23-Aug 25
  - 10 sessions
  - Th 6-9pm
  - No Class July 2
  - Effie Pourshahidi, Instructor

- **NCCELL-CS011-02**
  - June 18-Aug 27
  - 10 sessions
  - Sa 9-12pm

**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)

- **NCCELL-CS012-01**
  - May 31-Aug 2
  - 10 sessions
  - Tu 6:30-9pm
  - 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.
Languages

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.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS008-01  May 23 - Jun 27
10 sessions  M, W  7-9pm
No class May 30
Ryan Gogol, Instructor

**Italian Conversation II**
This class is a continuation of the class Italian Conversation I. You will learn increased vocabulary, grammar, and verb conjugation in different tenses for conversing in Italian for travel and social interactions. **Bring same book used in Italian Conversation I.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)
NCLAN-CS009-01  Jun 29 - Aug 3
10 sessions  M, W  7-9pm
No class Jul 4
Ryan Gogol, Instructor

Writing

**Write Your Story**
**Memoir Writing Class**
Write your memoir. Discover your individual voice. You’ve got a tale that wants telling. How will you tell it? Join us as we explore the terrain of the creative memoir with in-class discussions and exercises as well as tools to help shape it.
Cost: $101 (tuition $82, administrative fee $19)
NCCOM-CS002-01  Jun 4 - Jun 25
4 sessions  Sa  10am-12:30pm
*Class meets at West Windsor Campus
Barry Putt, award-winning playwright and screenwriter

**Write Better...Write Away!**
Learn the parts of speech and how to use words with proper punctuation to form the perfect sentence. Learn how to improve the flow of your sentences to form a concise paragraph and how to link paragraphs together to form a clear body of writing. You won’t just learn how to avoid the most common mistakes, but also how to spot your mistakes and edit them out. Whether you’re looking to write creatively, or you want to write better personal correspondence, this class will help rid you of the angst that writing can cause and put you on the “write” track.
Cost: $153 (tuition $126, administrative fee $27)
NCCOM-CS004-01  Jun 7 - Jul 19
7 sessions  Tu  7-9pm
Roman Griffen, Instructor

**Writing Children’s Fiction**
Learn the essential elements of creating engaging children’s stories including: story language, developing memorable characters, and story structure. Students will have the opportunity to write an original short story or begin a chapter book. Marketing approaches will also be discussed.
Cost: $66 (tuition $57, administrative fee $9)
NCCOM-CS009-01  Jul 16
1 session  Sa  9:30am-4pm *
*1/2 hour for lunch
Class meets at West Windsor Campus
Barry Putt, award-winning playwright and screenwriter

**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  June 8 - Jun 22
3 sessions  W  6:30 - 8:30pm
Ashley Buchalla
How to use LinkedIn
Learn the social media tools that are necessary 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 in learning 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 Jul 12 - Jul 26
3 sessions TU 6:30-8:30pm
Asma Jaja, Instructor

Job Searching

Executive Ready? A Course for Resume Enhancement
Are you ready to move up in your job or advance your career? This professional resume writing course is designed to support you by reviewing strategic business language, appropriate resume grammar, resume format and business tone along with common resume errors, writing task statements, aligning your objective or executive summary and securing your social media image for success. If you are a business professional looking to advance to the next level or move your career into a new field altogether and want forward-thinking insight and training on how to prepare, this course is for you. Please bring your resume and cover letter to class on a flash drive.
Cost $140 (tuition $115, administrative fee $25)
NCCOM-CS042-01 Jul 7 – Aug 4
5 sessions Th 6:30-9pm
Ashley Buchalla

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 resume 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
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 while recording your voice. Be warned – many who have taken this class have gone on to become real, bona-fide professional voice actors! This class is taught by a professional voice actor from the voice acting training company, Voices for All.

Cost: $47 (tuition $19, administrative fee $8, fees $20)
NCCOM-CS006-01 Jun 26 1 session Tu 6-8pm
Kristie Lambright

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 Jun 16 - Jun 30 3 sessions Th 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 Jun 8 - Jul 20 7 sessions W 6-8:30pm
NCART-CS002-02 Jun 6 - Jul 25 7 sessions M 6-8:30pm
No class July 4th
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 Aug 3 - Aug 31 5 sessions W 7-9pm
Margaret Rose, GRI, ABR
NCART-CS012-02 Aug 8 - Sep 12 5 sessions M 7-9pm
No class Sep 5th
Margaret Rose, GRI, ABR

Take Your Art Talent to the Next Level!
MCCC offers credit art classes in the following:
• Drawing
• Two and Three Dimensional Design
• Painting
• Sculpture
• Ceramics
Please contact: Prof. Michael Welliver @ wellivem@mccc.edu or 609.570.3522 for more information.

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 printmaking. 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: $130 (tuition $82, administrative fee $15, material cost $33)
NCART-CS013-01 Jul 11-Jul 25 3 sessions M 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

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 printmaking. 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: $130 (tuition $82, administrative fee $15, material cost $33)
NCART-CS013-01 Jul 11-Jul 25 3 sessions M 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.

Take Your Art Talent to the Next Level!
MCCC offers credit art classes in the following:
• Drawing
• Two and Three Dimensional Design
• Painting
• Sculpture
• Ceramics
Please contact: Prof. Michael Welliver @ wellivem@mccc.edu or 609.570.3522 for more information.

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 Aug 3 - Aug 31 5 sessions W 7-9pm
Margaret Rose, GRI, ABR
NCART-CS012-02 Aug 8 - Sep 12 5 sessions M 7-9pm
No class Sep 5th
Margaret Rose, GRI, ABR

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Please contact: Prof. Michael Welliver @ wellivem@mccc.edu or 609.570.3522 for more information.
**Electrical Seminar to Protect your Home & Family**

- Worried about that next big storm?
- Have expensive electronic equipment?
- Not sure how to best select an Electrical Contractor?
- Questions about an upcoming electrical project like installing an outlet for a wall mounted TV or microwave oven, LED vs. traditional lighting?

Let us teach you the basics of Home Generators, how to protect your valuable electronic equipment, what to look for when hiring an electrical contractor, why permits and inspections improve the value and safety of your home, ungrounded circuits, unsafe circuit breakers, ground faults, knob & tube and aluminum wiring and get your questions answered on your upcoming electrical projects. Participants receive (1) free single outlet surge protection device, valued at $22.56.

Cost: $48 (tuition $28, administrative fee $20)

**NCPER-CS018-01**
2 sessions  Tu  6:30-8:30pm
Jun 7 - Jun 14

**NCPER-CS018-02**
2 sessions  Tu  6:30-8:30pm
Aug 2 - Aug 9

Kenneth & Melissa Morici, Owners of Mr. Electric of Central New Jersey. Lic. # 11158.

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**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**
2 Sessions  W  5-8pm
Jun 22-Jun29
Lori Gordon

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**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.

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**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**
1 session  Tu  6-9pm
Jul 19*

*Class will meet at MCCC Horticulture Greenhouse Complex
Deborah Moyer, Floral Designer

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**Designing with Flowers from your Cutting Garden:**

Have you wondered which flowers hold up well when cut? Join us to discuss the prefect plant materials to choose for your cutting flower garden. Students will create a small hand tied bouquet of garden flowers take home.

Cost: $49 (tuition $14, administrative fee $10, materials fee $25)

**NCHOM-CS001-02**
1 session  Tu  6-7:30pm
May 24th*

Instructor: Deborah Moyer

*Class will meet at MCCC Horticulture Greenhouse Complex
Culinary

The Culinary Center at Mercer

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

Culinary 101

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

Knives 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-CS003-01

Jun 4

1 session

Sa

9am-12pm

Chef Bill Conrad

Fish

Learn from an expert how to approach and prepare many different types of fish. This is a how-to class that encompasses selecting the best to serving the best: fresh and saltwater fish from salmon and trout to red snapper. After this class, expect your future preparations of fish dishes to go along swimmingly.

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

NCCUL-CS003-04

May 21

1 session

Sa

9am-12pm

Chef Bill Conrad

Food Service Programs

ServSafe® Certification Food Safety Manager Exam

Prep and Exam

Our ServSafe® training course provides professional food protection managers with the tools needed to identify and prevent foodborne illnesses. It is now mandatory in NJ for at least one person in Risk Type 3 food establishments to have this credential. Our 8-hour training course provides you with the training and the exam. Please obtain and review the textbook before beginning class and bring 2 forms of ID (one photo) to class to take the exam. Textbook required. Available in college bookstore. The exam will be given at the end of the second class.

Cost: $104 (tuition $80, administrative fee $19, materials fee $5)

NCCUL-CS001-01

Jun 6 - Jun 13

2 sessions

M

5:30-9:30pm

*Additional sections may be added. Please check our website at www.mccc.edu/ccs.

Douglas E. Fee, CHE, Instructor

ServSafe® Re-Certification

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

Cost: $64 (tuition $46, administrative fee $13, materials fee $5)

NCCUL-CS002-01

Jun 13

1 session

M

5:30-9:30pm

*Additional sections may be added. Please check our website at www.mccc.edu/ccs.

Douglas E. Fee, CHE, Instructor

Our ServSafe® Certification meets the mandatory requirement in New Jersey for food establishments.
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 herbals. Each section will include tasting of representative teas, and there will be a demonstration of the serene Japanese tea ceremony.
Cost: $47 (tuition $35, administrative fee $12)
NCPER-CS013-01 May 5- May 19
3 sessions Th 6-7:30pm
Glenn Swann, Instructor

Secrets of the Caterer
An Online Course
Learn cooking and business secrets from a professional caterer. Catering is a business that has become very popular, especially for those who love to cook and plan parties. From weddings, to showers, to business parties, catering is a home-based business that gives the caterer an exciting and creative career. In this introductory course, you will learn how to put your cooking and party planning skills to work.
Cost: $104
• Expert instructors • 24-hour access • 6 weeks of instruction • A new section starts monthly
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

Choose from online culinary courses too!
www.ed2go.com/mccc.edu
Offering these and more

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 dietitian’s tricks of the trade for encouraging reluctant family members to eat more healthfully. You’ll have the chance to try out over 50 exciting and easy lowered-fat recipes for tasty entrees, side dishes, desserts, and garnishes, with each recipe demonstrating a topic that’s covered in the lessons.
Culinary

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.

International Comparison of Rieslings
Many people think of Riesling as being sweet. While some are, there many that are dry or semi dry and complex; we will compare the various styles from the US, Alsace, Germany and Australia. Many people will say this grape variety is more versatile than Chardonnay and more reasonably priced, we will discuss each wine style, climate, better producers and food pairings; we will taste and discuss these wines at the end of the class. Cost: $79 (tuition $48, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-01 Jun 8
1 session  W 6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Sake
Sake is a fermented beverage made from rice and is Japan’s national drink. There has been a significant growth in Sake availability in the US. There are both sweet and dry styles and they serve as the perfect accompaniment to Sushi. This class discuss the fermentation methods and various styles and characteristics of Sake. We will conclude each class with a tasting and discussion of each beverage. Cost: $50 (tuition $19, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-02 Jun 22
1 session  W 6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Wines of Hunter Valley, Australia
Hunter Valley is located an hour north of Sydney in New South Wales; the area is best known for Semillon but also makes mid weight, earthy Shiraz among other varietals. Join us as we discuss the terroir driven styles, characteristics and food pairings of each varietal. Each class will end with a taste of these wines. Cost: $50 (tuition $19, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-03 Jun 15
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, Roussanne, Grenache, Syrah and others; We will discuss and compare the French style with California. Is there a difference in style and characteristics? Will they pair well with summer fare and barbecues? Each class will end with a taste of these wines. Cost: $50 (tuition $19, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-04 Jun 29
1 session  W 6:30-8:30pm
Bruce Smith, wine enthusiast and educator

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

Fitness and Recreation

Zumba® Toning
Zumba Toning 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)

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 this class is a great way to focus on learning the basics correctly. Please wear comfortable clothing, bring a mat and water.
Cost: $70 (tuition $55, administrative fee $15)

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)

Personal Training Certification
Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the thousands of club employers that seek out our graduates each semester. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 5-week period for better retention and hands on skill competency. The national exams are held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and 30 hour internship is required to receive the certificate. You will be prepared to work with clients and stand out in any gym as the expert in your field.

Textbook is required and not included in course fees. * Call to order and start reading immediately 888-330-9487 (www.witseducation.com)
(Note: Please bring a lunch — cafeteria closed.)
(6.0 CEUs through IACET, BOC and AOTA or 60 W.I.T.S. CECs)
Cost: $654 (tuition $127, administrative fee $28, fees $499)

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

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! Couples only.

Beginner Ballroom Dancing
Cost per couple: $65 (tuition $51, administrative fee $14)

Beginner Latin Dancing
Cost: $59 (tuition $46, administrative fee $13)

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

Make a Choice: Find Your Path! www.mccc.edu/ccs
Kayaking Classes
Kayaks and lifejackets will be provided and the class will meet at the Lake in Mercer County Park. Classes are for people ages 18 and over.

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

Beginning Kayaking
Join us for a beautiful afternoon and learn the basics of kayaking
Cost: $65 (tuition $17, administrative fee $8, fees $40)
NCREC-CS011-02 (Sp ’16) Apr 16
1 session Sa 12-2:30pm
NCREC-CS011-01 (Su ’16) May 14
1 session Sa 12-2:30pm
NCREC-CS011-02 May 22
1 session Su 10am-12:30pm
NCREC-CS011-03 Jun 26
1 session Su 10am-12:30pm
NCREC-CS011-04 Jul 10
1 session Su 10am-12:30pm
NCREC-CS011-05 Aug 13
1 session Sa 10am-12:30pm
Bryan Mitchell, Greenwave Paddling

Intermediate Kayaking
Join us out 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(Sp ’16) Apr 30
1 session Sa 12-2:30pm
NCREC-CS012-01(Su ’16) Jul 31
1 session Su 10am-12:30pm
NCREC-CS012-02 Aug 27
1 session Sa 10am-12:30pm
Bryan Mitchell, Greenwave Paddling

Umpire: Field Hockey
Do you love the game of field hockey? Have you wanted to learn more about it? Would you like to earn some extra cash? If so, this course is for you. Field Hockey umpires earn approximately $50 per hour officiating a sport they enjoy. You could too!

This class is for you if you are a:
• Parent
• Previous field hockey player
• Coach
• Teacher
• Umpire who has not taken a formal course in the past four years
Our course is instructed by one of the few Umpire Coaches in the United States who is Level II Certified. Whether you would like to formally umpire or if you wish to learn more about the game of field hockey, our knowledgeable instructor will help you achieve your goal. *Textbook and high school rule book will be provided by instructor in class.
Cost: $74 (tuition $37, administrative fee $13, book fee $24)
NCREC-CS019-01 Jul 26-Jul 28
T, Th 6-8:30pm
Jul 30
Sa 9:30-12pm
Aug 1
4 sessions
M 6-8:30pm
Cristopher Maloney

Women’s Basic Self Defense Training
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 May 25
1 session W 6-9pm
Susan R. Winter, Nationally Certified Instructor

Fitness and Recreation
Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Emergency Training

Emergency Medical Technician (EMT)

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

During the 220-hour Emergency Medical Technician (EMT) course, you will learn about human anatomy and physiology, pathophysiology, patient assessment techniques, management of common medical complaints, management of the trauma patient, administration of limited medications, and concerns for special patient populations. Course material will be presented through lectures, simulation labs, and clinical rotations where students will interact with patients. Successful course completion requires obtaining the minimal level of competency as outlined in the National EMS Educational Standards. After successfully completing this course, students will be eligible to sit for either the NJ EMT Certification exam or the National Registry EMT Certification exam to obtain certification. It is recommended that each student have a Stethoscope, B/P Cuff and Penlight for each class (More information given at 1st class).

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

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

NCEMT-CS001-01  email comed@mccc.edu for summer dates

46 sessions  M, Th  9am-1pm
W  9am-3pm

*Classes meet at Dempster Fire Training Center,
350 Lawrence Station Rd., Lawrenceville, NJ 08648
Ian Malik, EMS Coordinator, Mercer County Fire Academy - maliki@mccc.edu

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  Jun 22-Jun29

2 Sessions  W  5-8pm

Lori Gordon

See Other Exciting Courses On Page 52!

- Lifeguard Training Update/Renewal
- Redcross Water Safety Instructor
- Red Cross Water Safety Instructor Recertification
First Aid & Safety

American Heart Program
LifeForce USA is a BLS Community Training Center of the American Heart Association, New Jersey Region. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for this course do not represent income to the Association.

BLS (Basic Life Support) for Health Care Providers and Professional Rescuers
(For New and Renewal)
(Ages 16+)
This course will provide training for adult, child, and infant CPR. Learn one and two rescuers CPR, rescue breathing and skills for conscious and unconscious choking victims. Participants will also learn how to use barrier devices and AED.
Cost: $85 (tuition $17, administrative fee $8, fees $60)
NCHSC-CS002-01 June 9
1 session Th 6:30-10:30pm
NCHSC-CS002-02 July 16
1 session Sa 9am-1:30pm*
*1/2 hour for lunch
All participants will receive an American Heart Association card valid for 2 years. LifeForce, USA, Inc.

Heartsaver Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillation (AED)
(Ages 16+)
The Heartsaver CPR/AED course consists of the following skills: CPR for adult, child and infant victims; first aid for conscious and unconscious choking victims; use of AED; and the use of barrier devices. This course is intended for lay-rescuers, workplace programs, fitness professionals, teachers and coaches, and babysitters, etc. This course fulfills the CPR/AED requirement of Personal Training Certification (pg. 53).
Cost: $85 (tuition $17, administrative fee $8, fees $60)
NCHSC-CS003-01 June 20
1 session M 6:30-9:30pm
NCHSC-CS003-02 July 28
1 session Th 6:30-9:30pm
All participants will receive an American Heart Association card valid for 2 years. LifeForce, USA, Inc.

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

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: $60 (tuition $10, administrative fee $7, fees $43)
NCHSC-CS001-01 June 15
1 session W 6:30-10pm
All participants will receive an ASHI card valid for 2 years.
LifeForce, USA, Inc.

Defensive Driving
National Safety Council Defensive Driving Course DDC-6
(Ages 17+)
DDC-6 is a comprehensive driver improvement program designed to give drivers practical knowledge and techniques to help 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. If you hold a driver’s license in any state other than NJ, it is your responsibility to notify the Department of Motor Vehicles in the state you are licensed in that you completed the course for point reduction (if applicable). In addition, you will submit the grade letter to your insurance company for the insurance discount (see pg. 64 for instructions on getting a grade letter). For any further questions about this course, please call LifeForce, USA, Inc. at 732.919.6070. (Note: Please bring a lunch—cafeteria closed.)
Cost: $105 (tuition $22, administrative fee $8, fees $75)
NCPER-CS004-01 June 4
1 session Sa 9am-3:30pm*
*1/2 hour for lunch
LifeForce, USA, Inc.

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: $60 (tuition $10, administrative fee $7, fees $43)
NCHSC-CS001-01 June 15
1 session W 6:30-10pm
All participants will receive an ASHI card valid for 2 years.
LifeForce, USA, Inc.

Defensive Driving
National Safety Council Defensive Driving Course DDC-6
(Ages 17+)
DDC-6 is a comprehensive driver improvement program designed to give drivers practical knowledge and techniques to help 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. If you hold a driver’s license in any state other than NJ, it is your responsibility to notify the Department of Motor Vehicles in the state you are licensed in that you completed the course for point reduction (if applicable). In addition, you will submit the grade letter to your insurance company for the insurance discount (see pg. 64 for instructions on getting a grade letter). For any further questions about this course, please call LifeForce, USA, Inc. at 732.919.6070. (Note: Please bring a lunch—cafeteria closed.)
Cost: $105 (tuition $22, administrative fee $8, fees $75)
NCPER-CS004-01 June 4
1 session Sa 9am-3:30pm*
*1/2 hour for lunch
LifeForce, USA, Inc.

Boating Safety
Boaters Licensing Preparation
Safe Boating and Personal Watercraft Course
(Ages 13+)
This licensing course prepares students and satisfies the State of New Jersey requirement to lawfully operate a boat or personal watercraft. All necessary filings are completed for each participant after successful passing of the licensing test that is administered at the conclusion of the class. This course is accredited by the N.J. State Police. All materials included.
Cost: $93 (tuition $30, administrative fee $13, certification and fees $50)
NCRREC-CS018-01 May 24 - May 26
2 sessions Tu,Th 6-10pm
Keith Gunsten, NJ Boating Safety Instructor #2008-05-0002

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

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

Come start your day in the heated pool with an invigorating head to toe workout to music. This class includes aerobics, "ab" work, weight training and much more. Low impact on joints. There is no swimming during these classes. Pool shoes recommended. To register, participants must choose and pay for the number of sessions (three or two) they will attend each week.

\[
\begin{align*}
\text{NCWSM-CS012-01} & = \$58 \text{ (tuition $18, administrative fee $8, pool fees $32)} \\
\text{NCWSM-CS012-02} & = \$30 \text{ (tuition $9, administrative fee $6, pool fees $15)} \\
\text{NCWSM-CS012-01} & \text{ May 9-June 10*} \\
3 \text{ x week} & \text{ M, W or F} \\
8:05-9:05am & \\
\text{NCWSM-CS012-02} & \text{ May 9-June 10*} \\
2 \text{ x week} & \text{ M, W or F} \\
8:05-9:05am & \\
\end{align*}
\]

**Aqua-Power Workout – Mini Session**

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

This is a challenging aerobic workout in the heated pool to music. This class includes weight training and much more. Very low stress on weight bearing joints. Muscular skeletal strengthening improves posture, balance and endurance. There is no swimming during these classes. To register, participants must choose and pay for the number of sessions (three, two) they will attend each week.

\[
\begin{align*}
\text{NCWSM-CS013-01} & = \$58 \text{ (tuition $18, administrative fee $8, pool fees $32)} \\
\text{NCWSM-CS013-02} & = \$30 \text{ (tuition $9, administrative fee $6, pool fees $15)} \\
\text{NCWSM-CS013-01} & \text{ May 9-June 10*} \\
3 \text{ x week} & \text{ M, W, F} \\
9-9:50am & \\
\text{NCWSM-CS013-02} & \text{ May 9-June 10*} \\
2 \text{ x week} & \text{ M, W or F} \\
9-9:50am & \\
\end{align*}
\]

**E-Z Aqua Exercise – Mini Session**

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

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

\[
\begin{align*}
\text{NCWSM-CS014-01} & = \$58 \text{ (tuition $18, administrative fee $8, pool fees $32)} \\
\text{NCWSM-CS014-02} & = \$30 \text{ (tuition $9, administrative fee $6, pool fees $15)} \\
\text{NCWSM-CS014-01} & \text{ May 9-June 10*} \\
3 \text{ x week} & \text{ M, W, F} \\
10-10:50am & \\
\text{NCWSM-CS014-02} & \text{ May 9-June 10*} \\
2 \text{ x week} & \text{ M, W or F} \\
10-10:50am & \\
\end{align*}
\]

**H2O Fitness – Mini Session**

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

This class is held in the college's heated pool. You'll be working out in shallow and deep water to music. The goal of this class is to build strength, flexibility, cardio endurance, balance and overall well-being. There is no swimming during these classes. Pool shoes are strongly recommended. To register, participants must choose and pay for the number of sessions (three or two) they will attend each week.

\[
\begin{align*}
\text{NCWSM-CS015-03} & = \$58 \text{ (tuition $18, administrative fee $8, pool fees $32)} \\
\text{NCWSM-CS015-04} & = \$30 \text{ (tuition $9, administrative fee $6, pool fees $15)} \\
\text{NCWSM-CS016-01} & \text{ May 9-June 10*} \\
3 \text{ x week} & \text{ M, W, F} \\
7-10pm & \\
\text{NCWSM-CS016-02} & \text{ May 9-June 10*} \\
2 \text{ x week} & \text{ M, W or F} \\
7-10pm & \\
\text{NCWSM-CS016-03} & \text{ July 11-Aug 12} \\
3 \text{ x week} & \text{ M, W, F} \\
7-10pm & \\
\text{NCWSM-CS016-04} & \text{ July 11-Aug 12} \\
2 \text{ x week} & \text{ M, W or F} \\
7-10pm & \\
\end{align*}
\]

**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 dog and treading water will be introduced. Cost: $115 (tuition $38, administrative fee $12, pool fees: $65)

\[
\begin{align*}
\text{NCWSM-CS005-01} & \text{ May 16-Aug 1*} \\
10 \text{ sessions} & \text{ Sa} \\
12-1pm & \\
\text{NCWSM-CS005-02} & \text{ May 16-Aug 1*} \\
10 \text{ sessions} & \text{ M} \\
8:05-9:05pm & \\
\text{NCWSM-CS005-03} & \text{ May 31-Aug 2} \\
10 \text{ sessions} & \text{ Tu} \\
7-8pm & \\
\end{align*}
\]

*Class will not meet May 28, 30, July 2, 4, 23

**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 strategy. We will teach different dives from the side of the pool, blocks, and board.

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

\[
\begin{align*}
\text{NCWSM-CS015-01} & \text{ May 20-Aug 5*} \\
10 \text{ sessions} & \text{ F} \\
8:05-9:05pm & \\
\text{Class will not meet May 27, Jul 1.} & \\
\end{align*}
\]

**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 progress in swimming. Review and improve on swim strokes (mainly freestyle, elementary backstroke and backcrawl) with practice and drills. Treading water, rhythmic breathing, entering deep water and elementary diving will be included.

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

\[
\begin{align*}
\text{NCWSM-CS006-01} & \text{ May 31--Aug 2} \\
10 \text{ sessions} & \text{ Tu} \\
8:05-9:05pm & \\
\text{NCWSM-CS006-02} & \text{ June 1-Aug 3} \\
10 \text{ sessions} & \text{ W} \\
8:05-9:05pm & \\
\end{align*}
\]

Lori Gordon, W.S.I. Coordinator
Aquatics

Red Cross Mommy and Me Swim Program (Ages 6 months-2 years)
Now parents, grandparents, or any adults can accompany their child with their first experiences in the water. A fun interactive experience for both baby and adult to become familiar with water and wet faces. Each class is 45 mins and registrations are limited.
Cost: $125 for parent and baby (tuition $47, administrative fee $13, pool fees $65). Swim diapers are mandatory, no exceptions.
NCSWM-CS017-01 June 11-Aug 13
9 sessions Sa 9:10am
No class July 2

Red Cross Pre-School Swim Program (Ages 3-5)
Teaches pre-schoolers 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 after the course begins.
Cost: $125 (tuition $47, administrative fee $13, pool fees $65)
NCSWM-CS007-01 June 11-Aug 13
9 sessions Sa 9:10am
No class July 2
NCSWM-CS007-02 June 13-Aug 15
9 sessions M 7-8pm
No class July 4
NCSWM-CS007-03 June 15-Aug 10
9 sessions W 7-8pm

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. 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 Jun 11- Aug 13
9 sessions Sa
No class Jul 2

Teen Swim Program - Ages from 13-16
NCSWM-CS018-01 Jun 15 – Aug 10
9 sessions W 8-9pm
All abilities levels
NCSWM-CS018-02 Jun 11 – Aug 13
Sa 12-1pm
No class Jul 2
*MUST be registered to screen!*

Red Cross Mommy and Me Swim Program
Cost: $120 (tuition $43, administrative fee $12, pool fees $65)

*Correspondence regarding the Swim program or an alternate screening time should be directed to the coordinator, at this email address: lori.mccc@gmail.com.

*Open Enrollment Date: These enrolled in the current program have priority for registration. If there is space available, Open Enrollment will be held on May 24th. Please call 609.570.3311 on those dates to register.

*Note: Occasionally the pool must be closed for emergencies or mandatory repairs. We regret that we are not able to reschedule cancelled sessions.

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

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Lifeguard Training Update/Renewal
(Ages 15+)
Is your certification about to expire or do you need the Lifegaurd Today update? Then join us for this refresher course and renew your certification. Course will include a CPR challenge. Students must attend all classes.

(Peresone bring a lunch — cafeteria closed.)
Cost: $215 (tuition $91, administrative fee $21, pool fees: $64, books $39)

NCSWM-CS010-01
May 14-15
Sa 9am-5pm
Su 12-9pm

Mat Giachetti, American Red Cross LGT Instructor

Red Cross Water Safety Instructor Recertification
Students that already own a Red Cross WSI Safety Instructor certification and need to renew your certification with the Red Cross. Proof of certification is required on first day of class.

Cost: $140 (tuition $90, administrative fee $50)

NCSWM-CS020-01
Jun 5 - Jun 12
2 sessions
Sa 8am-12pm
Su 8am-12pm

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

Red Cross Water Safety Instructor
If you are at least 16 years old and a proficient swimmer, you can become an American Red Cross Water Safety Instructor. This 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 joen 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.

Prerequisites: Minimum age of 16. Fundamentals of Instructor Training Course (FIT). Demonstrate swimming skills consistent with the Stroke Performance Charts, Level 4.

Cost: $230 (tuition $180, administrative fee $50)

NCSWM-CS019-01
Jun 5-Jun 12
2 sessions
Su 9am-12pm*
1pm-4pm**
*at pool
**in classroom
1 hour lunch

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

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. The Instructor will document the incident in writing and leave the documentation at the Registration Desk for the Operations Coordinator.

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

After discussion and counseling, if student agrees to respect all expectations, CCS Operations Coordinator will allow return to the course and will notify in writing both the CCS Director and the course Instructor.

If student is unwilling to comply with the expectations, CCS Operations Coordinator will notify CCS Director and Instructor. The student will be dismissed from the course with no refund. CCS Director will determine if there is to be a restriction on future registrations. CCS Operations Coordinator will send formal documentation to:

a. Student
b. Sponsoring agency, if appropriate
c. Director of Continuing Studies
d. Dean, ODCP

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

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

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

- **The Center for Continuing Studies**
  Steven Bassett
  bassetts@mccc.edu
  Katie Calabrese MA Ed
  calabrek@mccc.edu
  Debbie Paragano
  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
  coopersm@mccc.edu

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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 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.

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Addresses for Off-Campus Classes

- **Bicycle Rack**
  Route 33 and Airport Road
  Hightstown, NJ 08520

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

- **Hamilton Continuing Care**
  1059 Old Trenton Road
  Hamilton, NJ 08690

- **Hamilton Dental Associates**
  2501 Kuser Road
  Hamilton, NJ 08691

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

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

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

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

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
To Get Started:
Go to www.mccc.edu/mymercer

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

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

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

CONTACT Debbie Paragano at paragand@mccc.edu.
### Registration Form

**Center for Continuing Studies**

**Student ID #**

**Birth Date** ____/____/____ (Required) **Sex** [M] [F]

**Last Name**  
**First**  
**MI**

**Street Address**

**City**  
**State**  
**Zip Code**

**Is this a new address?** [Yes] [No]

**(Area Code) Telephone Number (Home)**

**Is this a new phone number?** [Yes] [No]

**Email Address**

**Cell Number**

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

### Payment:

**Total cost is due upon registration.**

If other arrangements are needed, please contact 609.570.3311.

A late fee of $15 will apply if you register less than 10 days prior to course start date.

**Refund Policy:** You may request a refund ONLY if you withdraw from a course 10 or more days before the start of class. Credit card payments will be refunded to the credit card; cash and check payments will be refunded via a check from MCCC made out to the student.

- [ ] Cardholder name________________________
- [ ] Card expiration date____________________
- [ ] CVV2# ________ (3-digit number on back of card)

Charge customers only: Cardholder name________________________ Card expiration date____________________

Amount to be charged $________________________

Check number________________________ payable to **Mercer County Community College**.

**Do not send cash.**

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

Phone Registration 609.570.3311  Fax: 609.570.3883
Employer Sponsor Information Form

Mercer County Community College Center for Continuing Studies Employer Sponsor Information Form

Registration Support: 609.570.3311 Fax 609.570.3883

Name of company/organization ________________________________

authorizes MCCC to register the student listed for the continuing studies classes listed below and will take responsibility for payment of all tuition and fees.*

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

Manager’s Signature ____________________________ Title ____________________________
Manager’s Name (Print) ________________________________
Phone # ____________________________ Fax # ____________________________
email Address ________________________________
Mailing Address ________________________________
City ____________________________ State __________ Zip __________

Billing Department Contact:

Phone # ____________________________ Fax # ____________________________
email Address ________________________________
Mailing Address ________________________________
City ____________________________ State __________ Zip __________

Contracted Student:

MCCC Student ID ____________________________
Course/Reference #: ____________________________ ____________________________

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

_____________________________________

Student Signature ____________________________

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

- Lifetime Learning Credit
  Individuals may be eligible to claim non-refundable Lifetime Learning Credit Expenses. Qualified education expenses are defined as tuition and certain related expenses required for enrollment in a course at an eligible educational institution. The course must be either part of a post secondary degree program or taken by the student to acquire or improve job skills. The tax credit is subject to income and other limitations, and students are encouraged to contact the IRS or a tax professional for more details. For those with internet access, this information is available directly from the IRS. Please consult www.irs.gov
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: 9am-6:30pm
Tuesday-Thursday: 9am-5pm
Friday: 9am-2pm
Bookstore website: www.mccc.bkstr.com

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

Cancellations
The college reserves the right to cancel a course when registration is less than the minimum required. All tuition and fees are refunded in full when the course is cancelled by the college. Notice of cancellation will be given by phone. When you register, please provide the best phone number and email to reach you during the day.

Professional Development
The Center for Continuing Studies at Mercer County Community College is a registered provider of professional development with the New Jersey State Department of Education. Our provider number is 4285. In addition, 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.

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Cafeteria
Hours of operation during semester:
Monday-Thursday: 7:30am-6:30pm
Friday: 7:30am-2:30pm
Saturday: Cafeteria is closed on Saturday. Students are encouraged to bring their own food.
Summer hours: 7:30am-2:30pm

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

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

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

Tuition and Fees
Tuition and fees for noncredit courses are listed with each course description. Please use our noncredit catalog in PDF format at www.mccc.edu/ccs to view current course offerings or visit our new My Mercer Portal at http://www.mccc.edu/mymercer. Tuition for noncredit courses is the same for Mercer County and non-Mercer County residents and must be paid at time of registration. A late fee of $15 will apply if you register after 10 days before the course start date.

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

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

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

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

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

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

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

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

Credit card payments will be refunded to the credit card; cash and check payments will be refunded via a check from MCCC made out to the student.

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

Senior Citizen Policy
Mercer County residents who are age 65 or over may register free of tuition charges on a space-available basis for most noncredit courses (unless otherwise noted), provided all course prerequisites are met. This policy does not apply to swim classes and courses specifically designed for older adults. Seniors must pay for books, materials, supplies, and all other fees. Seniors need to present proof of birth date and current address in order to qualify. Please call 609.570.3311 after 3pm on the day before the course is to begin to check availability and to register.

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

Please Note:
Participants are expected to abide by the guidelines regarding student conduct as outlined in the Continuing Studies Student Code of Conduct (see page 54). We reserve the right to deny admittance to any student who violates these guidelines.

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.

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