

**PURSUE
WHAT**

DRIVES YOU

AT



MERCER

COUNTY COMMUNITY COLLEGE



Moving You Forward

**FALL 2019
COURSES**

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



NONCREDIT INFORMATION SESSIONS

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

DATE	TIME	LOCATION	INFORMATION SESSION
Thursday, October 10	6:00-7:00pm	West Windsor Campus	Certified Nurse Aide and Certified Home Health Aide
Tuesday, October 15	6:00-7:00pm	West Windsor Campus	Montessori Teacher Certification
Tuesday, October 15	6:00-7:00pm	West Windsor Campus	Amazon Web Services
Tuesday, October 15	6:00-7:00pm	West Windsor Campus	Supply Chain Management
Tuesday, October 15	6:00-7:00pm	West Windsor Campus	Clinical Development
Thursday, October 17	6:00-7:00pm	West Windsor Campus	Veterinary Assistant
Wednesday, November 6	6:00 – 7:00pm	West Windsor Campus	Medical Billing & Coding
Tuesday, December 10	6:00-7:00pm	James Kerney Campus	Phlebotomy and EKG

LEARN about course details and the application process.

MEET our program staff and educators.

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

Registration is encouraged but not required.

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



PLAN FORWARD FOR FALL!

www.mccc.edu/fall

For Best Class Selection...

REGISTER NOW for College Credit Courses ► page 77

REGISTER NOW for Continuing Studies / Noncredit ► page 80

PARENTS & COLLEGE-BOUND STUDENTS

JOIN US IN OCTOBER!

(weeknight date and time to be announced)

Student Center cafeteria
West Windsor Campus
1200 Old Trenton Road

*Learn how easy it is to start at MCCC
and transfer to a four-year college.*

*For more information and/or to let us know that you plan to attend,
email Admissions at admiss@mccc.edu*



FOR MORE INFORMATION ABOUT...

ADMISSIONS

(609) 570-3795



ACADEMIC ADVISEMENT

(609) 570-3292 or 3139



ACADEMIC TESTING CENTER

(609) 570-3295



COUNSELING

(609) 570-3354 or 3563



CREDIT COURSE REGISTRATION

(609) 570-3228 or 3139



EDUCATIONAL OPPORTUNITY FUND

(609) 570-3423



FINANCIAL AID

(609) 570-3210 or 3178



INTERNATIONAL STUDENT SERVICES

(609) 570-3531



JAMES KERNEY CAMPUS SERVICES

(609) 570-3139



NONCREDIT COURSES

(609) 570-3311



RETENTION SERVICES

(609) 570-3423



STUDENT SUPPORT SERVICES

(609) 570-3492



TRANSFER COUNSELING

(609) 570-3307 or 3397



ACADEMIC DIVISIONS

Business & STEM

(609) 570-3482

Health Professions

(609) 570-3383

Liberal Arts

(609) 570-3378

MAIN NUMBER:

(609) 586-4800

CHOOSE FROM OUR CONVENIENT TERMS:

CREDIT COURSES

F: September 3 - December 15

F7A: September 3 - October 21

F10: October 1 - December 15

F7B: October 22 - December 15

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

For more key dates, see page 75.

NONCREDIT COURSES

SPRING Semester: January - April

SUMMER Semester: May - August

FALL Semester: September - December

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

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

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

Program Possibilities

- More than 100 degree and credit certificate programs leading to further education or directly to employment.
- Earn college credits for prior learning and experience.
- Dual admissions and transfer agreements for those seeking to pursue advanced degrees from other schools. (see page 73)
- Certain bachelor's and master's degrees earned right on-site through The University Center at Mercer. (see page 67)

Course Options

- Hundreds available – choose your subject!
- Practical and convenient day, evening, and weekend scheduling.
- Accelerated classes in later-starting terms in addition to standard 14-week classes.
- Generous selection of online classes, even study abroad! (see page 57)
- Mercer Honors Program for an enriched academic experience. (see page 67)
- Free academic advising, tutoring, counseling services.

Payment Plans

- Reasonable tuition. (see page 75)
- Financial aid assistance for those who qualify. (see pages 73 and 76)
- Monthly payment plan. (see page 76)
- Scholarship opportunities – hundreds available! (see page 78)

NEED HELP WITH CAREER PLANNING?

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

NEED MORE INFORMATION?

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

EQUAL OPPORTUNITY POLICY

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



www.mccc.edu/mymercer

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

TWO CAMPUSES:

West Windsor Campus

1200 Old Trenton Road
West Windsor, NJ 08550

James Kerney Campus

102 North Broad Street
Trenton, NJ 08608

NEED HELP CHOOSING COURSES?

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

CREDIT COURSES

Business & STEM(609) 570-3482

Health Professions(609) 570-3383

Liberal Arts(609) 570-3378

NON-CREDIT COURSES

Center for Continuing Studies.(609) 570-3311

KEEP YOUR MIND AND BODY FIT AT MCCC



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

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

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

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

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

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



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the **Exercise and Fitness** category. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

HEALTH / PHYSICAL EDUCATION

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

- HPE 101** Basic Concepts of Nutrition
- HPE 110** Concepts of Health and Fitness
- HPE 111** Living with Health
- HPE 134** Prevention, Assessment and Care of Athletic Injuries
- HPE 151** Introduction to Exercise Science
- HPE 163** Principles of Coaching
- HPE 171** Personal Fitness
- HPE 241** Applied Exercise Physiology
- HPE 242** Exercise Measurement and Prescription
- HPE 243** Exercise Science Field Experience



DEGREE PROGRAM

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

ASSOCIATE DEGREE

- Exercise Science



AQUATICS / FITNESS / RECREATION

NONCREDIT COURSES / CONTINUING STUDIES

8

AQUATICS



FIRST DIP (AGES 6 MONTHS-2 YEARS)

Requirements: Adult companion must accompany the child in the water. Children who are not toilet trained must wear a swim diaper.

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

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

DATES	Sep 20 - Nov 22	TIME	6:30-7:20pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	F	NOTES	

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

DATES	Sep 21 - Nov 23	TIME	12:00-12:50pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	SA	NOTES	

AMERICAN RED CROSS

PRESCHOOL SWIM PROGRAM (AGES 3-5)

Requirements: Child must be 3 years old prior to the first class

Children in this class are taught basic aquatic safety and swimming skills while increasing their comfort level in and around the water. Skills are age-appropriate, helping children achieve success on a regular basis while enjoying social interactions with other children.

NCSWM-CS045-01 / cost: \$120

DATES	Sep 20 - Nov 22	TIME	6:30-7:20pm
SESSIONS	10	INSTRUCTOR	Samantha Gordon
DAY	F	NOTES	

NCSWM-CS045-02 / cost: \$120

DATES	Sep 21 - Nov 23	TIME	9:00-9:50am
SESSIONS	10	INSTRUCTOR	Samantha Gordon
DAY	SA	NOTES	

NCSWM-CS045-03 / cost: \$120

DATES	Sep 21 - Nov 23	TIME	12:00-12:50pm
SESSIONS	10	INSTRUCTOR	Samantha Gordon
DAY	SA	NOTES	

PRESCHOOL SWIM PROGRAM (AGES 3-5)

Requirements: Child must be 3 years old prior to the first class.

This program teaches children swimming skills that could be lifesaving while improving their competency. Children in this program learn to swim with their face submerged in water.

NCSWM-CS055-01 / cost: \$120

DATES	Sep 10 - Dec 3	TIME	9:15-10:05am
SESSIONS	12	INSTRUCTOR	Barbara Sedia/Patricia Sylvester
DAY	TU	NOTES	No class Nov 26

NCSWM-CS055-02 / cost: \$120

DATES	Sep 10 - Dec 3	TIME	10:10-11:00am
SESSIONS	12	INSTRUCTOR	Barbara Sedia/Patricia Sylvester
DAY	TU	NOTES	No class Nov 26

NCSWM-CS055-03 / cost: \$120

DATES	Sep 11 - Dec 4	TIME	1:00-1:50pm
SESSIONS	12	INSTRUCTOR	Barbara Sedia/Patricia Sylvester
DAY	W	NOTES	No class Nov 27

NCSWM-CS055-04 / cost: \$120

DATES	Sep 11 - Dec 4	TIME	1:55-2:35pm
SESSIONS	12	INSTRUCTOR	Barbara Sedia/Patricia Sylvester
DAY	W	NOTES	No class Nov 27

LEARN TO SWIM PROGRAM (AGES 5-12)

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

NCSWM-CS042-01 / cost: \$140

DATES	Sep 21 - Nov 23	TIME	8:00am-12:00pm (varies)
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	SA	NOTES	See "New Students" below

NEW STUDENTS

Must attend an in-water screening in order to be assigned to the appropriate class level in the American Red Cross Progressive Swimming Sequence (see below for screening dates). Must complete registration in person prior to attending the screening session - no exceptions will be granted.

No refunds will be provided if you register but are unable to make either screening date.

New Student Screening Dates

Saturday, September 14: 10:00am -12:00pm

OR

Wednesday, September 18: 6:00 -7:20pm

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

All students:

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

Other Registration start dates:

Currently enrolled students: July 15

Siblings of currently enrolled students and Pre-K graduates: August 26

Open registration: September 2

TEEN SWIM (AGES 12-17)

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

NCSWM-CS043-01 / cost: \$120

DATES	Sep 18 – Nov 20	TIME	7:30-8:20pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	W	NOTES	

ADULT BEGINNERS SWIM

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

NCSWM-CS048-01 / cost: \$132

DATES	Sep 16 – Nov 25	TIME	7:30-8:20pm
SESSIONS	11	INSTRUCTOR	Lori Gordon
DAY	M	NOTES	

NCSWM-CS048-02 / cost: \$132

DATES	Sep 17 – Nov 26	TIME	7:00-7:50pm
SESSIONS	11	INSTRUCTOR	Lori Gordon
DAY	TU	NOTES	

ADULT INTERMEDIATE SWIM

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

NCSWM-CS053-01 / cost: \$132

DATES	Sep 20 – Dec 6	TIME	7:30-8:20pm
SESSIONS	11	INSTRUCTOR	Lori Gordon
DAY	F	NOTES	No class Nov 29

ADULT ADVANCED SWIM

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

NCSWM-CS054-01 / cost: \$132

DATES	Sep 17 – Nov 26	TIME	8:00-8:50pm
SESSIONS	11	INSTRUCTOR	Lori Gordon
DAY	TU	NOTES	

H2O FITNESS

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

NCSWM-CS047-01 / cost: \$132

DATES	Sep 11 – Nov 20	TIME	6:30-7:20pm
SESSIONS	11	INSTRUCTOR	Lori Gordon
DAY	W	NOTES	

AQUA-FIT WORKOUT

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

NCSWM-CS051-01 / cost: \$120

DATES	Sep 23 – Dec 9	TIME	8:30-9:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	M	NOTES	No class Sep 30; Oct 28

NCSWM-CS051-02 / cost: \$120

DATES	Sep 25 – Dec 11	TIME	8:30-9:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	W	NOTES	No class Oct 9, 30

NCSWM-CS051-03 / cost: \$120

DATES	Sep 27 – Dec 13	TIME	8:30-9:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	F	NOTES	No class Nov 1, 29

E-Z AQUA EXERCISE

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

NCSWM-CS052-01 / cost: \$120

DATES	Sep 23 – Dec 9	TIME	9:30-10:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	M	NOTES	No class Sep 30; Oct 28

NCSWM-CS052-02 / cost: \$120

DATES	Sep 18 – Dec 4	TIME	9:30-10:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	W	NOTES	No class Oct 9, 30

NCSWM-CS052-03 / cost: \$120

DATES	Sep 27 – Dec 13	TIME	9:30-10:20am
SESSIONS	10	INSTRUCTOR	Lorrie Hammell
DAY	F	NOTES	No class Nov 1, 29



PERSONAL TRAINER

PERSONAL TRAINER CERTIFICATION

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

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

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

NCHCP-CS025-01 / cost: \$654

DATES Sep 29 - Nov 10

SESSIONS 6

DAY SU

TIME 10:00am-5:00pm

INSTRUCTOR WITS

NOTES No class Nov 3



FITNESS AND RECREATION

BELLY DANCING - BEGINNER

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

NCPER-CS038-01 / cost: \$65

DATES	Sep 10 - Oct 15	TIME	12:30-1:30pm
SESSIONS	6	INSTRUCTOR	Alma Castillo
DAY	TU	NOTES	Class meets at JKC - Trenton

NCPER-CS038-02 / cost: \$65

DATES	Sep 12 - Oct 17	TIME	5:30-6:30pm
SESSIONS	6	INSTRUCTOR	Alma Castillo
DAY	TH	NOTES	Class meets at WWC

BELLY DANCING - INTERMEDIATE

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

NCPER-CS039-01 / cost: \$65

DATES	Oct 22 - Nov 26	TIME	12:30-1:30pm
SESSIONS	6	INSTRUCTOR	Alma Castillo
DAY	TU	NOTES	Class meets at JKC - Trenton

NCPER-CS039-02 / cost: \$65

DATES	Oct 24 - Dec 12	TIME	5:30-6:30pm
SESSIONS	6	INSTRUCTOR	Alma Castillo
DAY	TH	NOTES	No class Oct 31; Nov 28 - Class meets at WWC

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, Tai Chi is based on Taoist philosophy, emphasizing calm awareness and inner tranquility.

NCREC-CS005-01 / cost: \$65

DATES	Sep 11 - Oct 16	TIME	7:00-8:00pm
SESSIONS	6	INSTRUCTOR	Guy DeRosa
DAY	W	NOTES	

PILATES - MAT

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

NCREC-CS023-01 / cost: \$150

DATES	Sep 12 - Nov 21	TIME	7:00-8:00pm
SESSIONS	10	INSTRUCTOR	Lori Gordon
DAY	TH	NOTES	No Class Oct 31

BALLET FITNESS

Designed to stretch and strengthen muscles and joints, increase flexibility, improve technique, and correct alignment, all while learning and having fun! Basic ballet fundamentals, terminology, vocabulary, and posture will be incorporated into toning and cardio exercises in the center of the floor. It is recommended that you wear comfortable clothing you can move in. Jazz, ballet, socks or bare feet are acceptable footwear. No dance experience required, just the desire to learn and move.

NCREC-CS028-01 / cost: \$65

DATES	Oct 1 - Nov 5	TIME	5:00-6:00 pm
SESSIONS	6	INSTRUCTOR	Erica Milcarek
DAY	TU	NOTES	

KAYAKING CLASSES - BEGINNER

(Ages 18+)

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

NCREC-CS011-01 / cost: \$80

DATES	Sep 15	TIME	10:00am-12:30pm
SESSIONS	1	INSTRUCTOR	Bryan Mitchell
DAY	SU	NOTES	

NCREC-CS011-02 / cost: \$80

DATES	Sep 28	TIME	10:00am-12:30pm
SESSIONS	1	INSTRUCTOR	Bryan Mitchell
DAY	SA	NOTES	

KAYAKING CLASSES - INTERMEDIATE

(Ages 18+)

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 to enroll in this class.

NCREC-CS012-01 / cost: \$80

DATES	Oct 13	TIME	10:00am-12:30pm
SESSIONS	1	INSTRUCTOR	Bryan Mitchell
DAY	SU	NOTES	

BOATING SAFETY - BOATERS LICENSING PREPARATION, SAFE BOATING AND PERSONAL WATERCRAFT COURSE

(Ages 13+)

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

NCREC-CS018-01 / cost: \$93

DATES	Oct 1 - Oct 3	TIME	6:00-10:00pm
SESSIONS	2	INSTRUCTOR	Keith Gunsten
DAY	TU, TH	NOTES	

NCREC-CS018-02 / cost: \$93

DATES	Nov 12 - Nov 14	TIME	6:00-10:00pm
SESSIONS	2	INSTRUCTOR	Keith Gunsten
DAY	TU, TH	NOTES	

WHERE LEARNING GETS CREATIVE



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

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

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

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

STILL SEEKING COLLEGE SOLUTIONS?

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

Register **NOW** for the fall semester!

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



MERCER
COUNTY COMMUNITY COLLEGE
Moving You Forward >>>



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on “for college credit” classes in the category of **Arts / Design / Media**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

ADVERTISING + GRAPHIC DESIGN

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

- ADV 110** Typography I: Basics of Graphic Design
- ADV 201** Advertising Design II
- ADV 210** Publication Design
- ADV 222** Illustration II: Digital Drawing
- ADV 230** History of Graphic Design

ARCHITECTURE

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

- ARC 102** Graphic Communication for Architecture
- ARC 105** Architecture Basic Design I
- ARC 122** History of Architecture
- ARC 124** History and Theory of Modern Architecture
- ARC 134** Building Construction Systems
- ARC 227** Architecture Design I

ART, FINE ARTS, ART HISTORY

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

- ART 102** Basic Drawing
- ART 104** Life Drawing
- ART 105** Two-Dimensional Design
- ART 106** Three-Dimensional Design
- ART 121** History of Art I
- ART 122** History of Art II
- ART 124** History of Non-Western Art
- ART 125** Topics in Contemporary Art
- ART 126** African American Art
- ART 130** Painting I
- ART 141** Sculpture I
- ART 145** Beginning Ceramics: Handbuilding
- ART 146** Beginning Ceramics: Wheel-Throwing
- ART 230** Painting II
- ART 232** Advanced Painting and Drawing

COMMUNICATION

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

- CMN 101** Mass Media
- CMN 102** Media Issues and Ethics
- CMN 107** Cinema
- CMN 141** Introduction to TV Production
- CMN 144** Screenwriting
- CMN 146** Social Media Technologies
- CMN 151** Introduction to Radio
- CMN 153** Digital Audio Production I

CMN 241 Applied Field Production for Video

CMN 243 Cinematography

CMN 250 Announcing for Radio and Electronic Media

CMN 254 Live Sound Reinforcement

DANCE

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

- DAN 101** Introduction to Dance and Culture
- DAN 102** Ballet I
- DAN 105** Jazz Dance I
- DAN 112** Ballet II
- DAN 115** Jazz Dance II
- DAN 116** Studio Dance Technique I
- DAN 117** Studio Dance Technique II
- DAN 118** Studio Dance Technique III
- DAN 119** Studio Dance Technique IV

DIGITAL MEDIA ARTS

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

- DMA 105** Introduction to Computer Art
- DMA 110** Digital Imaging
- DMA 120** 3-D Modeling I
- DMA 135** Digital Narrative
- DMA 144** Internet Tools and Techniques
- DMA 145** Web Design I
- DMA 225** Computer Animation I
- DMA 250** Digital Portfolio Seminar

DRAFTING / COMPUTER-AIDED DESIGN

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

- DRA 190** Introduction to Computer-Aided Drafting

ENTERTAINMENT TECHNOLOGY

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

- ETT 102** Introduction to the Entertainment Industry

FASHION

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

- FAS 105** Fashion: The Global Marketplace
- FAS 120** Introduction to Fashion Design I
- FAS 140** Computerized Fashion Drawing
- FAS 150** Technical Skills for Apparel Production I
- FAS 205** Fashion Merchandising
- FAS 220** History of Costume Design
- FAS 250** Technical Skills for Apparel Production II

GAME DESIGN

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

- GAM 120** Game Design Theory and Culture
- GAM 145** Game Programming I
- GAM 240** Game Design II

DEGREE AND CERTIFICATE PROGRAMS

MUSIC

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

- MUS 103** Introduction to Music
- MUS 105** Fundamentals of Music Theory
- MUS 109** Applied Music I
- MUS 110** Applied Music II
- MUS 121** Piano Class I
- MUS 128** Music Theory II
- MUS 142** Guitar Class I
- MUS 151** Jazz Improvisation I – Blues
- MUS 156** History of American Pop Music
- MUS 168** Musicianship II
- MUS 170** Chamber Ensemble I
- MUS 171** Chamber Ensemble II
- MUS 174** Chorus I
- MUS 175** Chorus II
- MUS 178** Jazz Band I
- MUS 179** Jazz Band II
- MUS 182** Orchestra I
- MUS 183** Orchestra II
- MUS 209** Applied Music III
- MUS 210** Applied Music IV
- MUS 221** Piano Class III
- MUS 224** Music History and Literature I –
Antiquity Through Baroque
- MUS 270** Chamber Ensemble III
- MUS 271** Chamber Ensemble IV
- MUS 274** Chorus III
- MUS 275** Chorus IV
- MUS 278** Jazz Band III
- MUS 279** Jazz Band IV
- MUS 282** Orchestra III
- MUS 283** Orchestra IV

PHOTOGRAPHY

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

- PHO 101** Black & White Film Photography I
- PHO 103** Digital Photography I
- PHO 110** History of Photography
- PHO 202** Studio Photography

THEATRE

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

- THR 101** Introduction to Theatre
- THR 104** Fundamentals of Acting
- THR 207** Scene Study I
- THR 212** Central Voices in World Drama

VISUAL AND PERFORMING ARTS

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

- VPA 228** Artistic Collaboration Workshop

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

ASSOCIATE DEGREES

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

CREDIT CERTIFICATES

- 3-D Animation
- Photography
- Web Design



ART

BOTANICAL DRAWING

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

NCART-CS045-01 / cost: \$150

DATES	Sep 10 - Oct 1	TIME	6:30-9:00pm
SESSIONS	4	INSTRUCTOR	Erin Ellis
DAY	TU	NOTES	

HAND LETTERING

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

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

NCART-CS046-01 / cost: \$225

DATES	Nov 18 - Dec 9	TIME	7:00-9:30pm
SESSIONS	6	INSTRUCTOR	Erin Ellis
DAY	M, W	NOTES	No Class Nov 27

SATURDAY PENCIL DRAWING

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

NCART-CS047-01 / cost: \$180

DATES	Sep 28 - Oct 12	TIME	9:30am-12:30pm
SESSIONS	3	INSTRUCTOR	Eleanor Evans
DAY	SA	NOTES	

SATURDAY THINK INK

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

NCART-CS048-01 / cost: \$135

DATES	Sep 28 - Oct 12	TIME	1:00-4:00pm
SESSIONS	3	INSTRUCTOR	Eleanor Evans
DAY	SA	NOTES	

SATURDAY SOFT PASTELS

Join this insightful class to discover drawing and painting techniques with soft pastels. Develop eye-catching pieces to add for your art portfolio or to display for an exhibit. Materials will be provided in class.

NCART-CS049-01 / cost: \$90

DATES	Nov 9 - Nov 16	TIME	9:30am-12:30pm
SESSIONS	2	INSTRUCTOR	Eleanor Evans
DAY	SA	NOTES	



SATURDAY CLAY ART

Create one-of-a-kind sculptures with air dry clay! Marvel in your ingenuity of colors and textures with acrylic paints, as you learn inventive modeling techniques and build your spectacular clay art. Materials will be provided in class.

NCART-CS050-01 / cost: \$90

DATES	Nov 9 - Nov 16	TIME	1:00-4:00pm
SESSIONS	2	INSTRUCTOR	Eleanor Evans
DAY	SA	NOTES	

LANDSCAPE DRAWING

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

NCART-CS053-01 / cost: \$120

DATES	Nov 19 - Dec 10	TIME	6:00-8:00pm
SESSIONS	4	INSTRUCTOR	Léni Paquet-Morante
DAY	TU	NOTES	

GRAPHIC DESIGN

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

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

FOUNDATIONS OF GRAPHIC DESIGN

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

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

DATES Sep 10-Sep 17 **TIME** 6:30-9:30pm
SESSIONS 3 **INSTRUCTOR** John Paone
DAY TU, TH **NOTES**

COLOR THEORY FOR GRAPHIC DESIGNERS

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

NCGDS-CS002-01 / 1.2 CEU / cost: \$270

DATES Sep 19-Oct 1 **TIME** 6:30-9:30pm
SESSIONS 4 **INSTRUCTOR** John Paone
DAY TU, TH **NOTES**

ADOBE PHOTOSHOP CC COMPLETE

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

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

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

DATES Sep 14 - Sep 28 **TIME** 8:30am-1:30pm
SESSIONS 3 **INSTRUCTOR** Steve Weinrebe
DAY SA **NOTES**

ADOBE ILLUSTRATOR CC COMPLETE

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

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

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

DATES Oct 5 - Oct 19 **TIME** 8:30am-1:30pm
SESSIONS 3 **INSTRUCTOR** Jeff Witchel
DAY SA **NOTES**



PRINT AND PUBLISHING DESIGN CERTIFICATE



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

6.6 CEU

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



WEB DESIGN CERTIFICATE



WEB DESIGN CERTIFICATE

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

9.9 CEU

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

ARTS / DESIGN / MEDIA

NONCREDIT COURSES / CONTINUING STUDIES

18

ESSENTIALS OF HTML & CSS

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

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

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

DATES	Oct 3 – Oct 22	TIME	6:30-9:30pm
SESSIONS	6	INSTRUCTOR	John Paone
DAY	TU, TH	NOTES	

ADOBE INDESIGN CC COMPLETE

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

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

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

DATES	Oct 26 – Nov 9	TIME	8:30am-1:30pm
SESSIONS	3	INSTRUCTOR	Jeff Witche
DAY	SA	NOTES	

DREAMWEAVER COMPLETE

Prerequisite: Essentials of HTML & CSS

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

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

DATES	Nov 12 – Dec 3	TIME	6:30-9:30pm
SESSIONS	6	INSTRUCTOR	John Paone
DAY	TU, TH	NOTES	No class Nov 28

WORDPRESS COMPLETE

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

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

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

DATES	Oct 24- Nov 7	TIME	6:30-9:30pm
SESSIONS	4	INSTRUCTOR	John Paone
DAY	TU, TH	NOTES	No class Oct 31



PHOTOGRAPHY

NAVIGATING THE FEATURES ON YOUR DIGITAL CAMERA

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

NCART-CS010-01 / cost: \$115

DATES Sep 9 - Sep 23

SESSIONS 3

DAY M

TIME 6:00-8:30pm

INSTRUCTOR Margaret Rose

NOTES 20% senior discount eligible

INTRO TO DIGITAL PHOTOGRAPHY

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

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

NCART-CS002-01 / cost: \$265

DATES Sep 14 - Oct 26

SESSIONS 7

DAY SA

TIME 1:00-3:30pm

INSTRUCTOR Margaret Rose

NOTES 20% senior discount eligible

NCART-CS002-02 / cost: \$265

DATES Sep 18 - Oct 30

SESSIONS 7

DAY W

TIME 6:00-8:30pm

INSTRUCTOR Margaret Rose

NOTES 20% senior discount eligible

NCART-CS002-03 / cost: \$265

DATES Sep 30 - Nov 11

SESSIONS 7

DAY M

TIME 6:00-8:30pm

INSTRUCTOR Margaret Rose

NOTES 20% senior discount eligible



INTERMEDIATE ART OF DIGITAL PHOTOGRAPHY

Note: Introductory course or knowledge of camera required.

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

NCART-CS051-01 / cost: \$190

DATES Oct 17 - Nov 21

SESSIONS 5

DAY TH

TIME 6:00-8:30pm

INSTRUCTOR Margaret Rose

NOTES No class Oct 31;
20% senior discount eligible

INTRODUCTION TO COMPOSITION

Note: Introductory course or knowledge of camera required.

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

NCART-CS052-01 / cost: \$190

DATES Oct 15 - Nov 12

SESSIONS 5

DAY TU

TIME 6:00-8:30pm

INSTRUCTOR Margaret Rose

NOTES 20% senior discount eligible



BUSINESS BEYOND THE USUAL



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

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

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

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



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the category of **Business / Management / Office**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

ACCOUNTING

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

- ACC 106** Office Accounting I
- ACC 111** Principles of Financial Accounting
- ACC 112** Principles of Managerial Accounting
- ACC 201** Intermediate Accounting I
- ACC 203** Federal Income Taxation
- ACC 207** Computerized Accounting
- ACC 215** Cost Accounting

BUSINESS

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

- BUS 101** Introduction to Business
- BUS 102** Introduction to Sports Management
- BUS 105** Business Writing
- BUS 107** Business Law I
- BUS 108** Business Law II
- BUS 109** Personal Finance
- BUS 205** Business Statistics I
- BUS 206** Business Statistics II
- BUS 209** Business Communication
- BUS 210** Principles of Management
- BUS 225** Employee Motivation and Leadership
- BUS 230** Global Environment of Business
- BUS 239** Entrepreneurship
- BUS 240** Human Resource Management

ECONOMICS

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

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

MARKETING

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

- MKT 101** Principles of Marketing
- MKT 230** Principles of Retailing

MEDICAL OFFICE ASSISTANT

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

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

DEGREE AND CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREES

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

CREDIT CERTIFICATES

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





SMALL BUSINESS

CERTIFICATE IN SMALL BUSINESS MANAGEMENT

Core classes:

- Launching and Surviving a Small Business
- Overcoming the Fear of Social Media Marketing
- Leveraging Google for your Small Business
- Planning Your Company Budget
- Hiring the Right Employee for Your Small Business
- Managing Your Small Business Employee Performance
- Growing Your Small Business
- Learning How to Speak Accounting

Other courses of interest (not required)

- Comprehensive QuickBooks
- Business Writing for Success
- How to Communicate with Diplomacy, Tact, and Credibility
- Strategies for Developing Effective Presentations Skills
- Principles of Operations Management
- Conflict Resolution

LAUNCHING AND SURVIVING A SMALL BUSINESS

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

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

DATES Sep 10 – Sep 19 **TIME** 6:00-9:00pm
SESSIONS 4 **INSTRUCTOR** Ed Andriessen
DAY TU, TH **NOTES**

HIRING THE RIGHT EMPLOYEE FOR YOUR SMALL BUSINESS

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

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

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

OVERCOMING THE FEAR OF SOCIAL MEDIA MARKETING

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

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

DATES Oct 2 – Oct 16 **TIME** 6:00-9:00pm
SESSIONS 3 **INSTRUCTOR** Ed Andriessen
DAY W **NOTES**



LEVERAGING GOOGLE FOR YOUR SMALL BUSINESS

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

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

DATES Nov 5 – Nov 14 **TIME** 6:00-9:00pm
SESSIONS 4 **INSTRUCTOR** Ed Andriessen
DAY TU, TH **NOTES**

HOW TO COMMUNICATE WITH DIPLOMACY, TACT, AND CREDIBILITY

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

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

DATES Sep 12 – Oct 24 **TIME** 6:30-9:30pm
SESSIONS 5 **INSTRUCTOR** Jim O'Donnell
DAY TH **NOTES** No class Oct 3, 10

STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS

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

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

DATES Nov 7 – Dec 12 **TIME** 6:30-9:30pm
SESSIONS 5 **INSTRUCTOR** Jim O'Donnell
DAY TH **NOTES** No class Nov 28

INTRODUCTION TO BOOKKEEPING

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

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

DATES	Sep 30 – Nov 13	TIME	6:30-9:30pm
SESSIONS	14	INSTRUCTOR	Surendra Jakhar
DAY	M, W	NOTES	

ADVANCED BOOKKEEPING

Prerequisite: Introduction to Bookkeeping or equivalent experience

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

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

DATES	Sep 14 – Nov 16	TIME	9:00am-3:30pm
SESSIONS	10	INSTRUCTOR	Surendra Jakhar
DAY	SA	NOTES	½ hour lunch

LEAN SIX SIGMA YELLOW BELT CERTIFICATION

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

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

DATES	Sep 21 – Dec 7	TIME	6:30-8:30pm (M, W); 8:30-11:30am (SA Sep 21, 28); 8:30am-1:00pm (SA Oct 5, 12)
SESSIONS	15	INSTRUCTOR	Jeffery Kelly
DAY	M, W, SA	NOTES	Class dates: Sep 21, 28; Oct 5, 12, 14 16, 21, 23, 28, 30; Nov 4, 6, 11, 13; Exam date Dec 7

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATION® PREP AND REVIEW

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

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

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

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

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

DATES	Sep 16 – Nov 6	TIME	6:30-9:00pm
SESSIONS	16	INSTRUCTOR	Sandeep Jasra
DAY	M, W	NOTES	

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

SHRM BODY OF COMPETENCY (SHRM BOCK)

Certification Preparation Course - Applies to the following certifications: SHRM CP (Certified Professional) and SHRM SCP (Senior Certified Professional)

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

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

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

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

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

DATES	Sep 7 – Dec 14	TIME	9:30am-12:30pm
SESSIONS	14	INSTRUCTOR	Various
DAY	SA	NOTES	No class Nov 30



NONPROFIT MANAGEMENT CERTIFICATE

NONPROFIT MANAGEMENT CERTIFICATE PROGRAM

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

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

Core Courses:

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

Elective Courses:

- Grant Writing Essentials
- Advanced Grant Writing
- Navigating, Managing, and Mastering Donor Relations
- Social Welfare Policy Implications in Health and Human Service Professions
- Leadership: Engage and Empower your Volunteers, Board, and/or Staff

FUNDAMENTALS OF NONPROFIT MANAGEMENT

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

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

DATES	Sep 11 - Oct 9	TIME	6:00-9:00pm
SESSIONS	5	INSTRUCTOR	Marge Smith
DAY	W	NOTES	

MARKETING AND PUBLIC RELATIONS FOR NONPROFITS

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

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

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

BUDGET BASICS

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

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

DATES	Oct 23 - Nov 13	TIME	6:00-9:00pm
SESSIONS	4	INSTRUCTOR	Brian McCloskey
DAY	W	NOTES	

LEADERSHIP: ENGAGE AND EMPOWER YOUR VOLUNTEERS, BOARD, AND/OR STAFF

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

NCBUS-CS068-01 / 1.2 CEU / cost: \$160

DATES	Oct 24 - Dec 5	TIME	6:00-8:00pm
SESSIONS	6	INSTRUCTOR	Kathi Szabo
DAY	TH	NOTES	No class Nov 28

GRANT WRITING ESSENTIALS

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

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

DATES	Sep 19 - Oct 24	TIME	6:30-9:00pm
SESSIONS	6	INSTRUCTOR	John Vadnais
DAY	TH	NOTES	

ADVANCED GRANT WRITING

Prerequisite: Grant Writing Essentials

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

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

DATES	Nov 4 - Dec 9	TIME	6:30-9:00pm
SESSIONS	6	INSTRUCTOR	John Vadnais
DAY	M	NOTES	

NAVIGATING, MANAGING, AND MASTERING DONOR RELATIONS

Discussing the fundamental importance of donor relations as a key component in non-profit management. The course will explore the necessity in managing donor relationships on a daily, monthly, annual and long-term basis ensuring the overall financial health of an organization. Tips and strategies will be offered while balancing a moves management approach in all mediums of communications. Platforms such as, social media, direct calls, direct mail appeals as well as the use of an organizations website will be discussed as tools to marketing and communicate with donors leading up to the "ask" to make a gift.

NCBUS-CS048-01 / 1.2 CEU / cost: \$120

DATES	Sep 23 - Oct 9	TIME	6:00-8:00pm
SESSIONS	6	INSTRUCTOR	Shauwea Hamilton
DAY	M, W	NOTES	

SUPPLY CHAIN MANAGEMENT



Supply Chain is one of the fastest growing disciplines worldwide. The APICS certification and training programs help you demonstrate in-depth knowledge of a broad range of Supply Chain Logistics topics to set you apart from your peers – proving your high level of knowledge and skills, no matter where you are in your career.

The Center for Continuing Studies at Mercer County Community College has collaborated with OFI Enterprises and APICS to help you get the training needed to get your credentials, so you can participate in this growing industry.

Professionals across all industries benefit from earning these credentials. The program is designed with the following people in mind

- Consultants
- Logistics managers/engineers
- Materials managers
- Operations managers
- Reverse logistics managers
- Production
- Supply chain analysts
- Supply chain logistics managers
- Traffic managers
- Transportation/fleet managers
- Warehouse operations/distribution managers



Please note: Certification Exams are taken at a designated testing facility and scheduled at your convenience. Students must have one of the following to be eligible for the CSCP Certification

- Three years of supply chain experience
- Bachelor's degree or international equivalent
- Currently hold another APICS Certification: CPIM, CSCP, CLTD, SCOR-P, CIRM, CTL; or possess a CPM, CSM, or CPSM certification

**Free Information Session for
Supply Chain Management**
See page 3 for details



CERTIFIED SUPPLY CHAIN PROFESSIONAL (CSCP)

The APICS Certified Supply Chain Professional (CSCP) focuses on the entire end-to-end supply chain from a strategic and operational perspective. The program includes strategy and tactics for international trade, environmental, green supply chain, continuous improvement, and many other factors. From manufacturing companies to service providers, supply chain effectiveness in the global economy is increasingly critical for business and professional success. Customer expectations and employer are high with a CSCP certification you can demonstrate your skills and be ready for the challenges of a modern supply chain.

Course cost includes all textbooks and the computer-learning tool that gives you supplementary exercises to improve your skills and practice exams to get you ready for the certification exam.

Who should pursue CSCP?

- Professionals and leaders who want an improved vision of strategic Supply Chain Management with a global view
- Leaders looking to improve lead time, working capital, productivity and the bottom line
- Innovators seeking to make step-change improvements in their chain strategies and effectiveness
- Anyone looking to move forward in their supply chain careers and improve their competitiveness

NCBUS-CS074-01 / cost: \$2,295

NCBUS-CS074-02 / cost: \$1,995 (*APICS members only; Students must call to register)

NCBUS-CS074-03 / cost: \$3,260 (includes test voucher)

NCBUS-CS074-04 / cost: \$2,690 (*APICS members only; includes test voucher; Students must call to register)

*Current proof of membership must be submitted to raoj@mccc.edu prior to registration.

DATES Sep 9 - Dec 2
SESSIONS 13
DAY M

TIME 6:00-9:00pm
INSTRUCTOR OFI Enterprises
NOTES

CERTIFICATION IN LOGISTICS, TRANSPORTATION, AND DISTRIBUTION (CLTD)

The APICS Certified in Logistics, Transportation and Distribution (CLTD) designation provides a comprehensive body of knowledge, best practices, and standards for those in the logistics, transportation, and distribution industries. Earning the CLTD credential makes you a recognized expert in the logistics, transportation, and distribution fields. Certification demonstrates in-depth knowledge of a broad range of topics to set you apart from your colleagues by providing you with a high level of knowledge and skills. The CLTD will make you a more valuable asset to your organization, keeping you and your organization more competitive in today's global economy.

Course cost includes all textbooks and the computer-learning tool that gives you supplementary exercises to improve your skills and practice exams to get you ready for the certification exam.

The APICS CLTD is designed for logistics professionals across all industries, especially:

- Logistics managers/engineers
- Supply chain logistics managers
- Traffic managers
- Transportation/fleet managers
- Warehouse operations/distribution managers
- Reverse logistics managers

NCBUS-CS073-01 / cost: \$2,295

NCBUS-CS073-02 / cost: \$1,995 (*APICS members only; Students must call to register)

NCBUS-CS073-03 / cost: \$2,920 (includes test voucher)

NCBUS-CS073-04 / cost: \$2,470 (*APICS members only; includes test voucher; students must call to register)

*Current proof of membership must be submitted to raoj@mccc.edu prior to registration.

DATES Sep 10 - Dec 3

SESSIONS 13

DAY TU

TIME 6:00-9:00pm

INSTRUCTOR OFI Enterprises

NOTES

MSSC - CERTIFIED LOGISTICS TECHNICIAN (CLT)

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

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

The CLT program consists of two parts: The foundational-level Certified Logistics Associate (CLA) Certificate (included in this program) and the mid-level technical CLT Certification. Before sitting for the CLT assessment, candidates must have a CLA Certificate. Study materials, and exam fees included in the course cost. **Registration deadline: August 27, 2019**

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

DATES Sep 3- Dec 3

SESSIONS 26

DAY TU, TH

TIME

6:00pm-9:00pm

INSTRUCTOR

Marilyn Gettinger

NOTES

Exam dates: Oct 15 (CLA),
Dec 3 (CLT)



MSSC - CERTIFIED PRODUCTION TECHNICIAN (CPT)

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

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

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

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

MODULE 1: SAFETY MODULE

DATES	Sep 10 – Oct 22	TIME	6:00pm-9:00pm
SESSIONS	13	INSTRUCTOR	Darryl Price
DAY	TU, TH	NOTES	Exam date: Oct 22

MODULE 2: MANUFACTURING PROCESSES AND PRODUCTION

DATES	Oct 24 – Dec 12	TIME	6:00pm-9:00pm
SESSIONS	13	INSTRUCTOR	Darryl Price
DAY	TU, TH	NOTES	No class Oct 31, Nov 28; Exam date: Dec 12

MODULE 3: QUALITY PRACTICES AND MEASUREMENT

DATES	Jan 7 – Feb 18, 2020	TIME	6:00pm-9:00pm
SESSIONS	13	INSTRUCTOR	Darryl Price
DAY	TU, TH	NOTES	Exam date: Feb 18

MODULE 4: MAINTENANCE AWARENESS

DATES	Feb 20 – Apr 2, 2020	TIME	6:00pm-9:00pm
SESSIONS	13	INSTRUCTOR	Darryl Pricer
DAY	TU, TH	NOTES	Exam date: April 2



IT PROFESSIONALS CONNECT HERE



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

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

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

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

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



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the category of **Computers / Information Technology**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

COMPUTER INFORMATION SYSTEMS

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

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

COMPUTER SCIENCE

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

- COS 101** Introduction to Computer Science
- COS 102** Computer Science I – Algorithms and Programming
- COS 204** Discrete Mathematical Structures
- COS 210** Computer Science II – Data Structures
- COS 231** Fundamentals of Computer Architecture

INFORMATION SYSTEMS TECHNOLOGY

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

- IST 033** Tech Studio
- IST 101** Computer Concepts with Applications
- IST 102** Computer Concepts with Programming
- IST 108** Introduction to Programming with Mobile Application Development
- IST 109** Introduction to Programming
- IST 140** The Internet and Computer Technology
- IST 144** Website Development
- IST 218** iOS Application Development
- IST 251** Management of Computer Technology
- IST 253** Database Concepts
- IST 256** Systems Analysis
- IST 260** SQL Server Database Design

NETWORKING TECHNOLOGY

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

- NET 102** Introduction to PC Hardware and Software
- NET 103** IT Essentials
- NET 104** Fundamentals of Computer Networks
- NET 120** Windows Desktop Operating System Administration
- NET 122** Windows Server Operating System Administration
- NET 130** Routing and Switching Essentials
- NET 212** Linux

OFFICE SYSTEMS TECHNOLOGY

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

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

DEGREE AND CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREES

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

CREDIT CERTIFICATES

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



COMPUTER TRAINING

MS EXCEL™ 2016 I

Recommended: Basic computer knowledge

Learn spreadsheet terminology and basic spreadsheet formatting, how to enter and edit data, move and copy data, use simple functions, and create and modify charts. **Textbook is required and available in the college bookstore.**

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

DATES	Sep 10 - Sep 12	TIME	9:30am-4:00pm
SESSIONS	2	INSTRUCTOR	Steve Tirado
DAY	TU,TH	NOTES	

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

DATES	Sep 10 - Sep 19	TIME	6:30-9:30pm
SESSIONS	4	INSTRUCTOR	Mark Durma
DAY	TU,TH	NOTES	

MS EXCEL™ 2016 II

Prerequisite: MS Excel 2016 I

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

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

DATES	Sep 17 - Sep 19	TIME	9:30am-4:00pm
SESSIONS	2	INSTRUCTOR	Steve Tirado
DAY	TU,TH	NOTES	

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

DATES	Sep 24 - Oct 3	TIME	6:30-9:30pm
SESSIONS	4	INSTRUCTOR	Mark Durma
DAY	TU,TH	NOTES	

MS EXCEL™ 2016 III

Prerequisite: MS Excel 2016 I and MS Excel 2016 II

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

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

DATES	Sep 24 - Sep 26	TIME	9:30am-4:00pm
SESSIONS	2	INSTRUCTOR	Steve Tirado
DAY	TU,TH	NOTES	

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

DATES	Oct 8 - Oct 17	TIME	6:30-9:30pm
SESSIONS	4	INSTRUCTOR	Mark Durma
DAY	TU,TH	NOTES	



INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY AMAZON WEB SERVICES (AWS)

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

AWS ACADEMY CLOUD COMPUTING ARCHITECTURE

Cloud Computing Architecture is an AWS Academy curriculum designed to help students develop technical expertise in cloud computing and prepare them for the AWS Certified Solutions Architect – Associate certification exam. The curriculum is delivered through instructor-led classes, hands-on labs, and project work. Students have access to course manuals, online knowledge assessments, hands-on labs, a free practice certification exam, and a discount voucher for the certification exam.

Who should attend: Undergraduate/ Graduate students or Professionals with strong foundation in IT concepts and skills seeking cloud-computing expertise.

Prerequisites: Students should have completed AWS Academy Cloud Foundations; in addition to the technical knowledge and skills in the following topics (a complete list is available online):

- Data Center Concepts
- Network
- Servers and Systems Administration
- Storage
- Security
- Databases

NCTEC-CS002-01 / 4.0 CEU / cost: \$1,650

DATES	Sep 28 - Nov 16	TIME	9:00am-2:00pm
SESSIONS	8	INSTRUCTOR	Prakash Rao, AWS Instructor
DAY	SA	NOTES	1/2 hour lunch

INTRO TO MOBILE APP DEVELOPMENT WITH SWIFT

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

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

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

DATES	Sep 17 - Dec 7	TIME	6:00-9:00pm (TU, TH); 8:30am-2:30pm (SA)
SESSIONS	26	INSTRUCTOR	Kathy Yang
DAY	TU, TH, SA	NOTES	SA class dates: Sep 1; Oct 19; Nov 16; Dec 7; No class Oct 31; Nov 28

INTRO TO MOBILE APP DEVELOPMENT WITH IONIC

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

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

DATES	Sep 11 - Oct 16	TIME	6:00-9:00pm
SESSIONS	6	INSTRUCTOR	James Boyce
DAY	W	NOTES	



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



LEARNING NEVER ENDS!



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

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

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

MCCC's Center for Continuing Studies (CCS) is also dedicated to educating the educators, especially those focused on providing building blocks for preschools. Offering a Montessori Teacher Certificate program, in addition to Child Care Development courses, CCS has the professional development courses to add new approaches to your teaching toolbox.



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the category of **Education / General Studies**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

ANTHROPOLOGY

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

ANT 101 Anthropology

COLLEGE SUCCESS AND WELLNESS

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

CSW 100 College Success and Personal Wellness

COLLEGE SUCCESS FOR BUSINESS

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

CSB 100 College Success and Wellness for Business

EDUCATION

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

EDU 102 Introduction to Exceptional Children

EDU 109 Introduction to Education

EDU 120 Introduction to Early Childhood Education

ENGLISH

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

ENG 202 Introduction to Literature: Novel

ENG 203 World Literature I

ENG 205 American Literature I

ENG 212 Introduction to Literature: Poetry

ENG 216 Literature Into Film

ENG 221 Women in Literature

ENG 222 Children's Literature

HISTORY

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

HIS 101 History of Western Civilization to 1648

HIS 102 History of Western Civilization Since 1648

HIS 105 United States History to 1865

HIS 106 United States History Since 1865

HIS 109 African American History

HIS 110 Film and History

HIS 112 World History to 1500

HIS 113 World History Since 1500

HIS 213 Twentieth-Century World History

HIS 215 The Holocaust and Other Genocides

LIBERAL ARTS STUDIES

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

LAS 101 Introduction to Liberal Arts Studies

LIBRARY TECHNOLOGY

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

LIB 103 Introduction to Academic Research

DEGREE PROGRAMS

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

ASSOCIATE DEGREES

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

PHILOSOPHY

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

PHI 102 Introduction to Philosophy

PHI 112 Critical Thinking

PHI 113 Logic

PHI 204 Ethics

PHI 205 Moral Choices

PHI 209 Business Ethics

POLITICAL SCIENCE

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

POL 101 The American Political System

POL 102 State and Local Government

POL 201 International Relations

POL 205 Constitutional Law

PSYCHOLOGY

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

PSY 101 Introduction to Psychology

PSY 206 Child Development

PSY 207 Developmental Psychology: Across the Life Span

PSY 210 Abnormal Psychology

PSY 215 Human Sexuality

RELIGION

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

REL 101 Introduction to Religious Studies

REL 102 Living World Religions

SOCIOLOGY

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

SOC 101 Introduction to Sociology

SOC 104 Sociology of Education

SOC 107 Social Problems

SOC 201 Marriage and the Family

SOC 209 Racial, Ethnic and Minority Groups

SOC 214 Sociology of Drug Use and Behavior

EDUCATION / GENERAL STUDIES

NONCREDIT COURSES / CONTINUING STUDIES

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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) (www.macte.org). Our program utilizes the complete Montessori curriculum.

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

Who should enroll?

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

Requirements:

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

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

MODULE I (FALL 2019)

- Philosophy/Theory
- Practical Life

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

MODULE II (FALL 2019)

- Sensorial
- Math
- Art

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

MODULE III (SPRING 2020)

- Child Development
- Language
- Music, Movement

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

MODULE IV (SPRING 2020)

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

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

PRACTICUM - 540 HOURS

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

SELF-DIRECTED PRACTICUM

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

MODULE I

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

NCEDU-CS005-01 / 6.8 CEU / cost: \$1,650

DATES	Sep 5 - Oct 19	TIME	5:30-8:30pm (TU, TH); 8:30am - 4:30pm (SA)
SESSIONS	17	INSTRUCTOR	Monica Shah
DAY	TU, TH, SA	NOTES	½ hour lunch - Sat classes: Sep 7, 21; Oct 5, 19;

MODULE II

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

NCEDU-CS027-01 / 7.8 CEU / cost: \$1,095

DATES	Oct 24 - Dec 19	TIME	5:30-8:30pm (TU, TH); 8:30am - 4:30pm (SA)
SESSIONS	20	INSTRUCTOR	Monica Shah
DAY	TU, TH, SA	NOTES	½ hour lunch - Sat classes: Nov 2, 16, 23; Dec 14

PRACTICUM - 540 HOURS

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

NCEDU-CS009-01 / cost: \$1350

DATES Sep 1 - Jun 30

SELF-DIRECTED PRACTICUM

NCEDU-CS009-02 / cost: \$2230

DATES Sept 1 - Jun 30



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

CHILD CARE DEVELOPMENT

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

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

For more information, contact Theresa Capra at caprat@mccc.edu. To earn Mercer's certificate, you must complete the following ten (10) required courses:

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

For up to date information on Fall program information, including dates, cost, registration details, and complete information on individual courses, please visit the "Education" section of our website at www.mccc.edu/ccs.



SATISFY YOUR APPETITE FOR LEARNING



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

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

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

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

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

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



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the **Culinary and Hospitality** categories. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

HOSPITALITY

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

- HOS 100** Hospitality Success Skills
- HOS 101** Food Preparation I
- HOS 102** Food Preparation II
- HOS 109** Advanced Culinary Arts
- HOS 111** Culinary Math
- HOS 115** Food and Culture
- HOS 116** Techniques of Healthy Cooking
- HOS 118** Sanitation and Safety in Food Service Operations
- HOS 120** Introduction to the Hospitality Industry
- HOS 123** Introduction to Travel and Tourism
- HOS 185** Table Service
- HOS 203** Hospitality Purchasing
- HOS 208** Hospitality Law
- HOS 217** Professional Baking I
- HOS 230** Experimental Kitchen
- HOS 231** Meat, Poultry and Fish Fabrication
- HOS 235** American Regional Cuisine
- HOS 246** Artisanal Breads
- HOS 247** Restaurant Desserts
- HOS 255** Garde Manger
- HOS 267** Event Planning



DEGREE AND CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREES

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

CREDIT CERTIFICATES

- Catering Management
- Professional Baking
- Professional Cooking



CULINARY

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 9-hour training course provides you with the training and the exam. Please obtain and review the textbook before beginning class and bring two (2) forms of ID (one photo) to class to take the exam. **Textbook required: ServSafe® Coursebook 7th Edition with answer sheet.** Available in college bookstore and Servsafe.com. The exam will be given at the end of the third class.

NCCUL-CS005-01 / cost: \$129

DATES	Oct 14 – Oct 28	TIME	6:00-9:00pm
SESSIONS	3	INSTRUCTOR	Douglas Fee
DAY	M	NOTES	

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 session. **Please be sure to bring photo ID and familiarize yourself with the ServSafe® Coursebook with the written test answer sheet.** Available in college bookstore and Servsafe.com

NCCUL-CS006-01 / cost: \$79

DATES	Oct 28	TIME	6:00-9:00pm
SESSIONS	1	INSTRUCTOR	Douglas Fee
DAY	M	NOTES	



WINE

ALBARINO VERSE ALVARINHO

Albarino is from Spain's Rias Baixas region, while its counterpart, Alvarinho is from the Vinho Verde region of Portugal. Same grape, different country. Discover the similarities but differences in each country's most popular white wines. We will discuss both regions, styles, as well as examples in other regions.

NCHOS-CS001-01 / cost: \$65

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

CALIFORNIA MERLOT

The merlot grape is grown throughout California, but most notably, Napa. Depending on location the wines (valley floor or higher elevations) wines can vary from fleshy and rich to more velvety and structured. We will explore the differences in styles and tastes. These wines are less costly than its big brother, Cabernet Sauvignon.

NCHOS-CS001-02 / cost: \$65

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

TORRES FAMILY WINE

Over five generations the Torres family has evolved from a modest Spanish bottler to production of more than 30 brands, thousands of vineyard acres and 4 million annual case production. Throughout holdings in Spain, Chile and California, they have grown many different varieties. We will discuss the history of the company, and its wines.

NCHOS-CS001-03 / cost: \$65

DATES	Oct 2	TIME	6:30-8:30pm
SESSIONS	1	INSTRUCTOR	Bruce Smith
DAY	W	NOTES	

SCOTCH WHISKEY

Scotch Whiskey is a malt whiskey or grain whiskey made in Scotland. It must be made in a manner specified by law. They can be either single malts like Laphroig and Macallan or blended whiskey like Ballantine's or Johnny Walker. We will discuss the various regions, styles, and aromas. There is a similarity in tasting wines and spirits. Sometimes we need a break from tasting wines.

NCHOS-CS001-04 / cost: \$65

DATES	Oct 9	TIME	6:30-8:30pm
SESSIONS	1	INSTRUCTOR	Bruce Smith
DAY	W	NOTES	

Please note: Participants must be 21 years of age and be prepared to show ID.

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

MERCER INSTITUTE

of Management & Technology Training



GRANT FUNDED TRAINING IS AVAILABLE!

Successful businesses know the importance of training.

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

We Offer Training In:

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

Training is funded by a partnership between the New Jersey Business and Industry Association, NJ Department of Labor, the NJ Community College Consortium for Workforce and Economic Development and The African American Chamber of Commerce.

Jennifer Kaklamanis
Account Executive

609.570.3279 • kaklamaj@mccc.edu

www.mercerinstitute.com

MAKE A HEALTHY DIFFERENCE



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

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

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

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

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

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

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



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes for the **Health Professions**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

HEALTH / PHYSICAL EDUCATION

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

HPE 105 First Aid, CPR and AED

HPE 113 Medical Terminology

MEDICAL LABORATORY TECHNOLOGY

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

For available Fall 2019 courses as well as enrollment requirements and approvals, contact the program coordinator at (609) 570-3387 or e-mail shavel@mccc.edu.

NURSING

Course descriptions, prerequisites, corequisites at www.mccc.edu/courses/NUR, NRS, NSG

For available Fall 2019 courses as well as enrollment requirements and approvals, contact the Nursing Education office at (609) 570-3391 or e-mail Elizabeth Mizerek, Director of Nursing Education, at mizereke@mccc.edu.

PHYSICAL THERAPIST ASSISTANT

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

PTA 101 Introduction to PTA

PTA 105 Kinesiology

PUBLIC HEALTH

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

PBH 101 Principles of Public Health

RADIOGRAPHY

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

For available Fall 2019 courses as well as enrollment requirements and approvals, contact the Admissions office at (609) 570-3795 or e-mail the Health Professions coordinator at matyasc@mccc.edu.

RESPIRATORY THERAPY

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

DEGREE AND CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREES

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

¹ offered with Camden County College

² offered with St. Francis Medical Center School of Nursing

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

⁴ offered through Brookdale Community College

CREDIT CERTIFICATE

- Medical Office Assistant



ALLIED HEALTH

FOR ALL ALLIED HEALTH PROGRAMS:

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

CERTIFIED NURSE AIDE (CNA)

Requirements:

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

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

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

Please bring lunch -- cafeteria is closed.

West Windsor Campus

NCHCP-CS031-01 / 9.0 CEU / cost: \$1,400

DATES	Sep 14 - Nov 9	TIME	Various
SESSIONS	16	INSTRUCTOR	Estella Brown & Sharon Macik
DAY	SA, SU	NOTES	Skills Test date: Nov 23

Make-up dates are: Sep 22; Oct 3, 17; Nov 7, 10 (In case one of the mandatory sessions is not attended, a make-up date must be completed and scheduled with instructor in order to continue in the program.)

Schedule will be provided at time of registration.

Classroom sessions begin at 8:00am and are held at 1200 Old Trenton Road, West Windsor, NJ 08550

Clinical sessions begin at 8:00am and are held at Hamilton Continuing Care, 1059 Old Trenton Road, Hamilton, NJ 08690

James Kerny Campus

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

DATES	Sep 14 - Dec 16	TIME	Various
SESSIONS	19	INSTRUCTOR	Robin Jones
DAY	SA, M	NOTES	Skills Test date: Jan 4, 2020

Make-up dates are: Oct 1, 8; Nov 19; Dec 3, 17 (In case one of the mandatory sessions is not attended, a make-up date must be completed and scheduled with instructor in order to continue in the program.)

Schedule will be provided at time of registration.

Classroom sessions begin at 8:00am and are held at 137 North Broad Street, Trenton, NJ 08608

Clinical sessions begin at 8:00am and are held at Hamilton Continuing Care, 1059 Old Trenton Road, Hamilton, NJ 08690



CERTIFIED HOME HEALTH AIDE (CHHA)

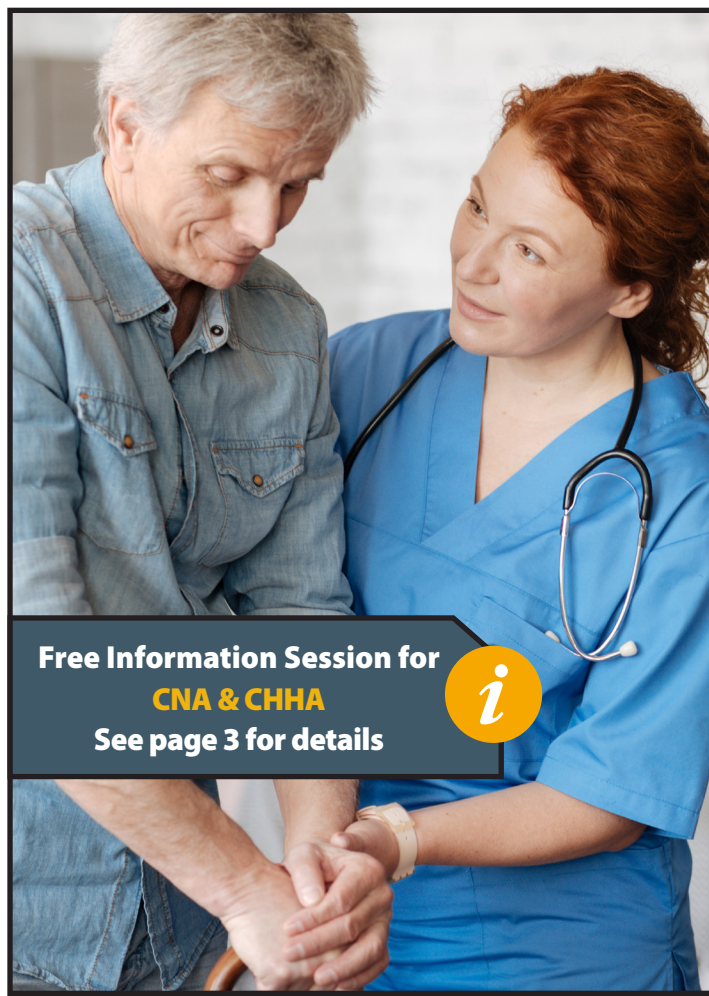
Required: Students MUST be currently certified by the NJ Department of Health and Senior Services as a Certified Nurse Aide. Proof of licensure must be provided to register.

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

West Windsor

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

DATES	Nov 9 - Nov 16	TIME	9:00am-2:30pm
SESSIONS	2	INSTRUCTOR	Marilyn Wargo
DAY	SA	NOTES	½ hour lunch



Free Information Session for
CNA & CHHA
See page 3 for details





PHLEBOTOMY I (LECTURE/CLASSROOM)

Requirements: High School diploma or equivalent.

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

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

DATES Sep 10 – Nov 23 **TIME** 5:00-9:00pm (TU, TH);
9:00am-2:00pm (SA)

SESSIONS 22 **INSTRUCTOR** Fern Harhay
DAY TU, TH, SA **NOTES** Saturday class Nov 23;
No class Oct 31

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

PHLEBOTOMY II EXTERNSHIP (40 HOURS)

Requirements:

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

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

Note: Students have 6 months after completing Phlebotomy I to complete externship.

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

DATES: Dec 1 – Apr 30

ALLIED HEALTH

EKG CARDIAC TECHNICIAN

GENERAL COURSE AND TEST PREPARATION

Requirements: High School diploma or equivalent.

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

Textbook is required and available in the college bookstore.

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

DATES Sep 16 – Nov 11 **TIME** 5:30-8:30pm
SESSIONS 17 **INSTRUCTOR** Tracey Pinkney
DAY M, W **NOTES** Nov 11 class is 5:30-7:30pm

Classes meets at JKC (Trenton) 137 North Broad St., Trenton, NJ 08608,
Trenton Hall Room 308

PHARMACY TECHNICIAN

CERTIFICATION PREP PROGRAM

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

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

Textbook is required and available in the college bookstore.

MODULE I

Students will learn introduction to pharmacy, pharmaceutical dosage forms, and Pharmacy Practice I.

NCHCP-CS052-01 / 5.0 CEU / cost: \$575

DATES Sep 10 – Oct 10 **TIME** 5:30-9:30pm (TU, TH)
9:00am-2:00pm (SA)

SESSIONS 12 **INSTRUCTOR** Yamaris Rivera
DAY TU, TH, SA **NOTES** Saturday class dates: Sep 14, 28

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

MODULE II

Prerequisite: Module I

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

NCHCP-CS050-01 / 7.5 CEU / cost: \$864

DATES Oct 22 – Dec 12 **TIME** 5:30-9:30pm (TU, TH)
9:00am-2:00pm (SA)

SESSIONS 18 **INSTRUCTOR** Yamaris Rivera
DAY TU, TH, SA **NOTES** Saturday class dates:
Nov 2, 16, 23; Dec 7;
No class Oct 31, Nov 9

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

Module III will be offered in Spring 2020.

Free Information Session for
PHLEBOTOMY & EKG
See page 3 for details



ALLIED HEALTH

PATIENT CARE TECHNICIAN

Requirements: High School diploma or equivalent.

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

Upon successful completion, students are eligible to sit for the NHA certification exam.

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

DATES Sep 16 – Dec 11 **TIME** 9:00am-2:00pm

SESSIONS 25 **INSTRUCTOR** Kimberly Brown

DAY M, W **NOTES** No class Nov 27

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

MEDICAL BILLING AND CODING CERTIFICATES

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

Upon successful completion, students are eligible to sit for the NHA certification exam.

INTRODUCTION TO MEDICAL ADMINISTRATION IN BILLING AND CODING

Requirements: High School diploma or equivalent.

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

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

DATES Sep 16 – Nov 13 **TIME** 6:00-10:00pm

SESSIONS 18 **INSTRUCTOR** Fern Harhay

DAY M, W **NOTES**

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

Prerequisite: Medical Administration in Billing and Coding Introduction.

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

Textbook is required and available in the college bookstore.

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

DATES Sep 16 – Nov 11 **TIME** 6:00-9:00pm

SESSIONS 17 **INSTRUCTOR** Kimberly Brown

DAY M, W **NOTES** Nov 11 6:00-8:00pm only

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

ELECTRONIC HEALTH RECORDS SPECIALIST CERTIFICATE (EHR)

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

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

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

DATES Sep 17 – Nov 14 **TIME** 6:00-9:00pm

SESSIONS 17 **INSTRUCTOR** Kimberly Brown

DAY TU, TH **NOTES** Nov 14 6:00-8:00pm only; No class Oct 31

MEDICAL BILLING SPECIALIST CERTIFICATE

Prerequisite: Medical Administration in Billing and Coding Introduction.

Corequisite: Medical Coding Specialist

This 50-hour course focuses on the process of medical billing and the reimbursement a medical office receives for medical procedures. The various types of billing claims, process, and collection of payments, and tracking routing slips are the main focus of this course. Understand the differences between claims, billing, and reimbursements as they apply to commercial, government, and private health insurance. Receive an introduction to CPT.

Textbook is required and is available in the college bookstore. Please bring book to first class.

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

DATES Sep 16 – Nov 18 **TIME** 6:00-9:00pm

SESSIONS 17 **INSTRUCTOR** Jessica Schutte

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

MEDICAL CODING SPECIALIST CERTIFICATE

Prerequisite: Medical Administration in Billing and Coding Introduction

Corequisite: Medical Billing Specialist.

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

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

DATES Sep 17 – Nov 19 **TIME** 6:00-9:00pm

SESSIONS 17 **INSTRUCTOR** Carla Johnson

DAY TU, TH **NOTES** Nov 19 6:00-8:00pm only; No class Oct 31; Nov 14

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



**Free Information Session for
MEDICAL BILLING & CODING**
See page 3 for details

ADVANCED IMAGING PROGRAMS

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

Deadline to submit application for review and approval in MRI or CT course is August 16, 2019. All applications must be submitted to Andrea Bash, Program Coordinator, Center for Continuing Studies via email basha@mccc.edu or in person at Center for Continuing Studies, Mercer County Community College, 1200 Old Trenton Road, West Windsor, NJ 08550

Applications are accepted and reviewed on a first come first serve basis for this program. Program enrollment size is limited.

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

MAGNETIC RESONANCE (MRI)

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

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

Clinical: Students must complete all repetitions as required by the ARRT to become eligible to sit for the credentialing exam. Students will have a six month period to complete the required repetitions (September 16, 2019 – April 10, 2020).

Textbook required and available in the bookstore.

Option 1: NCHCP-CS094-01 / 4.8 CEU/ cost: \$4,000 (Didactic and Clinical Components)

DATES	Sep 7 - Nov 23	TIME	8:00am-3:00pm
SESSIONS	8	INSTRUCTOR	Kris Giordiano; Deborah Greer
DAY	SA	NOTES	1 hour lunch; No class Sep 28; Oct 12; Oct 26; Nov 9

Option 2: NCHCP-CS078-01 / 4.2 CEU/ cost: \$2,500 (Didactic only)

DATES	Sep 14 - Nov 23	TIME	8:00am-3:00pm
SESSIONS	7	INSTRUCTOR	Kris Giordiano
DAY	SA	NOTES	1 hour lunch; No class Sep 28; Oct 12; Oct 26; Nov 9

COMPUTED TOMOGRAPHY (CT)

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

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

Clinical: Students must complete all repetitions as required by the ARRT to become eligible to sit for the credentialing exam. Students will have a five month period to complete the required repetitions (September 16, 2019 – March 13, 2020).

Textbook required and available in the bookstore.

Option1: NCHCP-CS095-01 / 4.8 CEU/ cost: \$4,000 (Didactic and Clinical Components)

DATES	Sep 7 - Nov 23	TIME	8:00am-3:00pm
SESSIONS	8	INSTRUCTOR	Christine Eckenrod; Deborah Greer
DAY	SA	NOTES	1 hour lunch; No class Sep 28; Oct 12; Nov 9; Nov 16

Option 2: NCHCP-CS080-01 / 4.2 CEU/ cost: \$2,500 (Didactic only)

DATES	Sep 14 - Nov 23	TIME	8:00am-3:00pm
SESSIONS	7	INSTRUCTOR	Christine Eckenrod; Deborah Greer
DAY	SA	NOTES	1 hour lunch; No class Sep 28; Oct 12; Nov 9; Nov 16



EMERGENCY

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.

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

NCHSC-CS002-01 / cost: \$100

DATES	Oct 7	TIME	6:00-10:30pm
SESSIONS	1	INSTRUCTOR	LifeForce USA, Inc.
DAY	M	NOTES	

NCHSC-CS002-02 / cost: \$100

DATES	Nov 16	TIME	9:00am-1:30pm
SESSIONS	1	INSTRUCTOR	LifeForce USA, Inc.
DAY	SA	NOTES	

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.

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

NCHSC-CS003-01 / cost: \$95

DATES	Oct 28	TIME	6:30-9:30pm
SESSIONS	1	INSTRUCTOR	LifeForce USA, Inc.
DAY	M	NOTES	

NCHSC-CS003-02 / cost: \$95

DATES	Dec 10	TIME	6:30-9:30pm
SESSIONS	1	INSTRUCTOR	LifeForce USA, Inc.
DAY	TU	NOTES	

EMERGENCY MANAGEMENT TECHNICIAN (EMT) HYBRID

Prerequisite: Must obtain a Health Care Provider Level CPR card prior to the start of the class. Need a Stethoscope, B/P cuff and penlight for use both in lab and for independent practice.

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 you 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, you will be eligible to sit for either the NJ EMT Certification Exam or the National Registry EMT Certification Exam to obtain certification. There is a 4-hour weekly lab session on Tuesday nights in addition to two (2) Saturday lab exams. Attendance at all sessions and keeping up with the online content is mandatory. NJ Dept. of Health allows 16 and 17 year olds to attend EMT and receive a provisional certificate. Once 18 the individual get the full certificate. Students aged 16 and 17 year who are interested in registering must come 20 minutes early on the first day of class with a parent to sign a parental consent form. Textbook is required and is available in the college bookstore.

For further information or questions contact: Ian Malik, EMS Coordinator, Mercer County Fire Academy - 609.799.3245 maliki@mccc.edu

NCEMT-CS001-01 / 22.0 CEU / Cost: \$1,425

DATES	Sep 1 - Dec 17	TIME	6:30-9:30pm (TU); 8:30am-4:30pm (SA)
SESSIONS	19	INSTRUCTOR	Ian Malik, NREMT, BS
DAY	TU, SA	NOTES	SA class dates: Oct 19, Dec 14 Class meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648

ECO - EMERGENCY COMMUNICATION OFFICER 911 BASIC DISPATCHER (9-1-1 OFFICER NATIONAL CERTIFICATION COURSE)

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

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

DATES	Oct 4 - Oct 18	TIME	6:30-10:30pm (TU); 6:00-10:30pm (F); 8:30am-4:30pm (SU)
SESSIONS	7	INSTRUCTOR	Anthony Gulotta
DAY	TU, F, SU	NOTES	Class dates: Oct 8, 15 (TU); Oct 4, 11, 18 (F); Oct 6, 13 (SU) Class meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648

EMERGENCY MEDICAL DISPATCHER

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

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

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

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

DATES	Oct 20 - Nov 1	TIME	6:00-11:00pm (TU, F); 8:30am -5:00pm (SU)
SESSIONS	6	INSTRUCTOR	Anthony Gulotta
DAY	TU, F, SU	NOTES	Class dates are: Oct 22, 29 (TU); Oct 25; Nov 1 (F); Oct 20, 27 (SU); Class meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648

CLINICAL DEVELOPMENT AND REGULATORY AFFAIRS

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

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

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

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

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

EARN GRADUATE CREDITS

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

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

Required Courses

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

Elective Courses (Choose one)

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

FOUNDATIONS OF CLINICAL DEVELOPMENT

Required course

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

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

DATES Sep 16 – Oct 5 **TIME** 6:00-9:00pm (M, W);
9:00am-4:00pm (SA)
w/ 1 hour lunch

SESSIONS 9 **INSTRUCTOR** Michael Falkow
DAY M, W, SA **NOTES**

REGULATORY AFFAIRS: REGULATIONS AND COMPLIANCE (ONLINE)

Prerequisite: Foundations of Clinical Development

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

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

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

DATES Oct 7 – Nov 4 **TIME** Online
SESSIONS Online **INSTRUCTOR** Michael Falkow
DAY Online **NOTES**

FUNDAMENTALS OF CLINICAL RESEARCH MONITORING AND STUDY COORDINATION (ONLINE)

Prerequisite: Foundations of Clinical Development

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

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

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

DATES Oct 10 – Dec 5 **TIME** Online
SESSIONS 10 **INSTRUCTOR** Jill Johnson
DAY Online **NOTES**

CLINICAL QUALITY ASSURANCE

Prerequisite: Foundations of Clinical Development

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

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

DATES Oct 22 – Dec 5 **TIME** 6:00-9:00pm
SESSIONS 12 **INSTRUCTOR** Michael Falkow
DAY TU, TH **NOTES** No class Oct 31, Nov 28

Free Information Session for
CLINICAL DEVELOPMENT
See page 3 for details



HEALTH PROFESSIONS

NONCREDIT COURSES / CONTINUING STUDIES

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VETERINARY ASSISTANT CERTIFICATE PROGRAM

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

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

Module 1: Introduction to the Veterinary Profession

Module 2: Nursing Skills-Part I

Module 3: Nursing Skills-Part II

Module 4: Laboratory Skills

Module 5: Clinical Externship

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

Textbook is required and available in the college bookstore.

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

MODULE 1:

INTRODUCTION TO THE VETERINARY PROFESSION

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

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

DATES	Sep 10 - Oct 24	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Allie Whartenby
DAY	TU, TH	NOTES	No class Oct 15, 22

MODULE 2: NURSING SKILLS- PART I

Prerequisite: Module 1 Learn how to effectively assist veterinarians and veterinary technicians with examinations and surgical procedures. Understand the skills needed to play a role in the treatment and prevention of disease. Other topics include: basic anatomy, restraint, animal husbandry, first aid, and vital signs monitoring.

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

DATES	Nov 5 - Dec 19	TIME	6:00-9:00pm
SESSIONS	13	INSTRUCTOR	Allie Whartenby/ Sherif Gerges/ Patrick Trusdell
DAY	TU, TH	NOTES	No class Nov 28

MODULE 4: LABORATORY SKILLS

Prerequisite: Modules 1 and 2

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

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

DATES	Sept 17- Oct 24	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Allie Whartenby/ Sherif Gerges/ Patrick Trusdell
DAY	TU, TH	NOTES	

MODULE 5: CLINICAL EXTERNSHIP

Prerequisite: Modules 1, 2, 3, and 4

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

NCASC-CS020-01 / cost: \$900

DATES Nov 12 - Feb 12, 2020

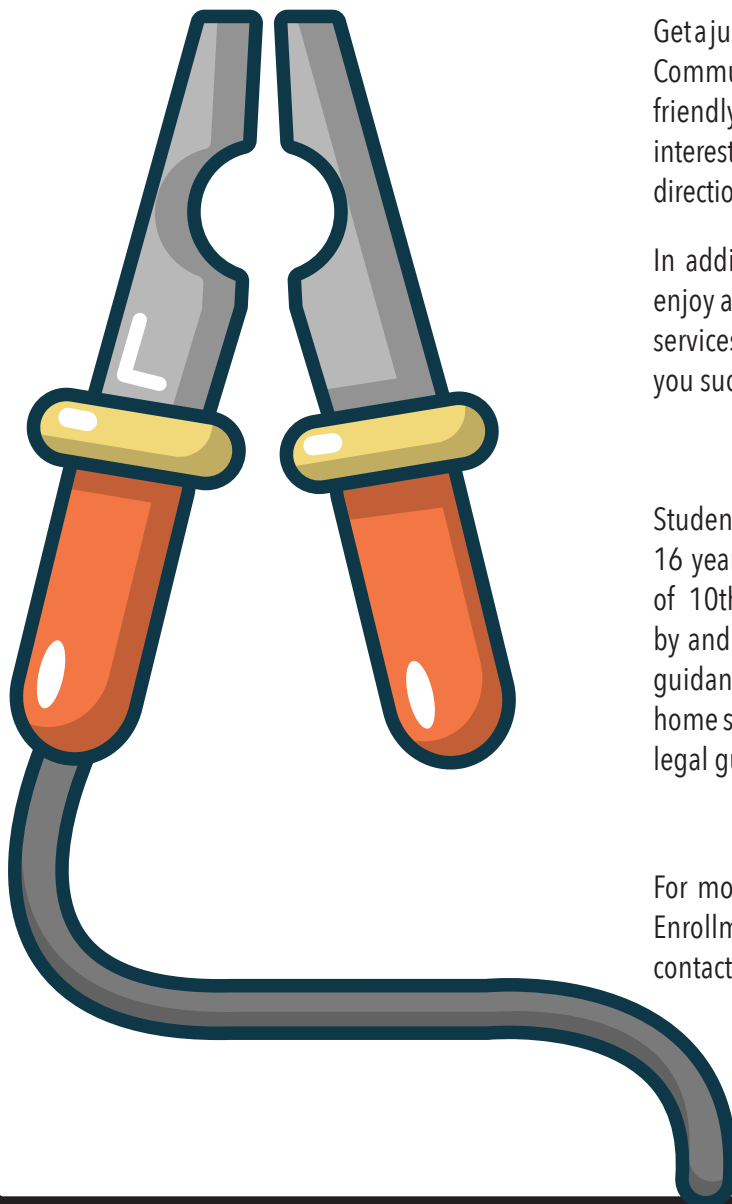


**Free Information Session for
VETERINARY ASSISTANT**
See page 3 for details





HIGH SCHOOL STUDENTS: “JUMP START” YOUR COLLEGE CAREER



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

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

ARE YOU ELIGIBLE?

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

LET US HELP YOU

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

GET THE CONVERSATION STARTED AT MERCER!



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

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

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

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

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

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

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



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the category of **Languages / Communication**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

AMERICAN SIGN LANGUAGE

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

ASL 101 American Sign Language I

COMMUNICATION

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

CMN 111 Speech: Human Communication

CMN 112 Public Speaking

CMN 125 Public Relations

CMN 131 Journalism I

CMN 215 Communication and Gender

ENGLISH

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

ENG 023 Introduction to College Composition I

ENG 024 Introduction to College Composition II

ENG 033 Introduction to College Reading I

ENG 034 Introduction to College Reading II

ENG 101 English Composition I

ENG 102 English Composition II

ENG 112 English Composition II with Speech

ENG 215 Creative Writing I

ENG 218 Creative Writing II

ENGLISH AS A SECOND LANGUAGE

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

ESL 041 ESL Foundation in Speech Concepts

ESL 042 ESL Foundation in Reading Concepts

ESL 043 ESL Foundation in Grammar Concepts

ESL 051 ESL Speech Concepts I

ESL 052 ESL Reading and Critical Thinking I

ESL 053 ESL Writing Concepts I

ESL 061 ESL Speech Concepts II

ESL 062 ESL Reading and Critical Thinking II

ESL 063 ESL Writing Concepts II

ESL 071 ESL Speech Concepts III

ESL 072 ESL Reading and Critical Thinking III

ESL 073 ESL Writing Concepts III

FRENCH

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

FRE 101 Beginning French I

GERMAN

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

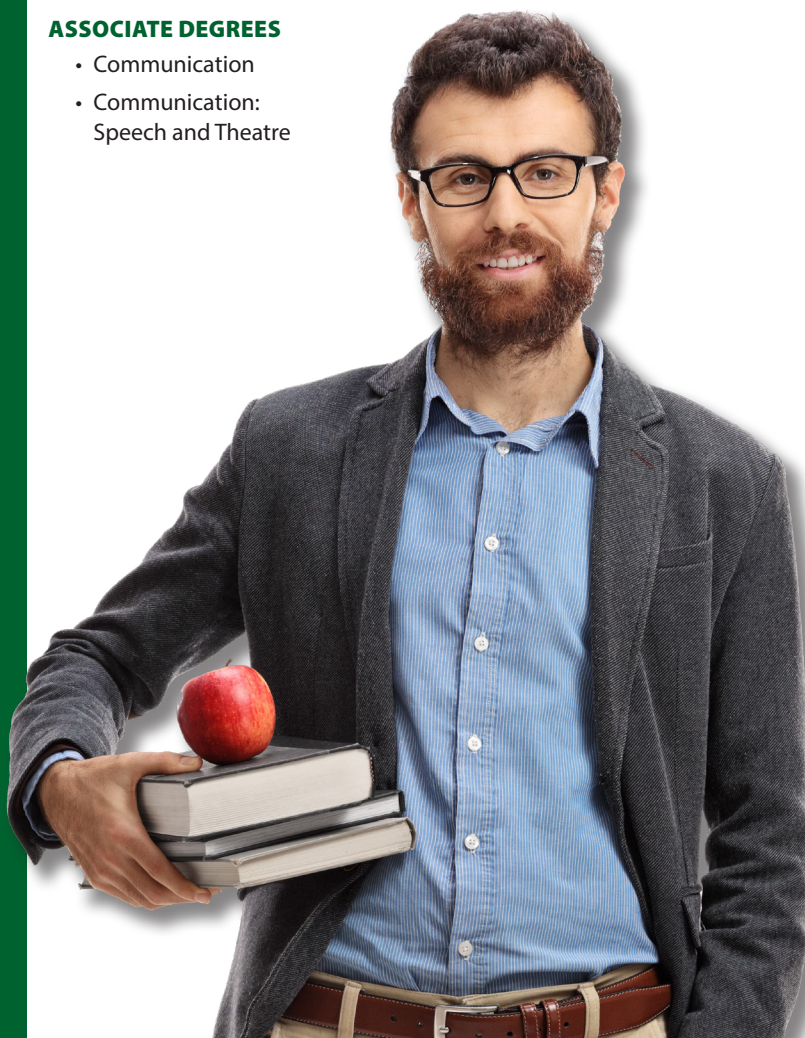
GER 101 Beginning German I

DEGREE AND CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREES

- Communication
- Communication:
Speech and Theatre



ITALIAN

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

ITA 101 Beginning Italian I

JAPANESE

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

JPN 101 Beginning Japanese I

SPANISH

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

SPA 101 Beginning Spanish I

SPA 102 Beginning Spanish II

SPA 151 Intermediate Spanish I

LANGUAGES / COMMUNICATION

NONCREDIT COURSES / CONTINUING STUDIES

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LANGUAGES

ITALIAN CONVERSATION I

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

NCLAN-CS008-01 / cost: \$180

DATES	Sep 30 - Oct 30	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Ryan Gogol
DAY	M, W	NOTES	20% senior discount eligible

ITALIAN CONVERSATION II

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

NCLAN-CS009-01 / cost: \$180

DATES	Nov 11 - Dec 16	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Ryan Gogol
DAY	M, W	NOTES	No Class Nov 27; 20% senior discount eligible

SPANISH - BEGINNERS

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

NCLAN-CS016-01 / cost: \$180

DATES	Oct 7 - Dec 9	TIME	5:30-7:30pm
SESSIONS	10	INSTRUCTOR	Romel Flores
DAY	M	NOTES	20% senior discount eligible

SPANISH - INTERMEDIATE

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

NCLAN-CS017-01 / cost: \$180

DATES	Oct 7 - Dec 9	TIME	7:35-9:35pm
SESSIONS	10	INSTRUCTOR	Romel Flores
DAY	M	NOTES	20% senior discount eligible

SPANISH - ADVANCED

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

NCLAN-CS018-01 / cost: \$180

DATES	Oct 2 - Dec 11	TIME	6:00-8:00pm
SESSIONS	10	INSTRUCTOR	Romel Flores
DAY	W	NOTES	No Class Nov 27; 20% senior discount eligible

FRENCH CONVERSATION I

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

NCLAN-CS004-01 / cost: \$180

DATES	Sep 17 - Oct 17	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Carla Helou
DAY	TU, TH	NOTES	20% senior discount eligible

FRENCH CONVERSATION II

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

NCLAN-CS005-01 / cost: \$180

DATES	Nov 5 - Dec 10	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Carla Helou
DAY	TU, TH	NOTES	No class Nov 28; 20% senior discount eligible

ARABIC 1

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

NCLAN-CS010-01 / cost: \$180

DATES	Sep 16 - Oct 17	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Carla Helou
DAY	M, W	NOTES	20% senior discount eligible

ARABIC 2

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

NCLAN-CS015-01 / cost: \$180

DATES	Nov 4 - Dec 4	TIME	7:00-9:00pm
SESSIONS	10	INSTRUCTOR	Carla Helou
DAY	M, W	NOTES	20% senior discount eligible

WRITING AND FILMS

WRITE YOUR STORY

Discover your individual voice and write your personal memoir. Join us as we explore the terrain of the creative memoir with in-class discussions and exercises as well as additional tools to help shape it. This course is geared towards writing for publication and will include a section on marketing your work to publishers.

NCCOM-CS028-01 / cost: \$150

DATES	Sep 12 – Oct 10	TIME	6:30-9:00pm
SESSIONS	4	INSTRUCTOR	Barry Putt
DAY	TH	NOTES	No class Oct 3

INTRODUCTION TO FILMMAKING

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

NCPER-CS016-01 / cost: \$150

DATES	Oct 3 – Nov 7	TIME	6:30-8:30pm
SESSIONS	5	INSTRUCTOR	Lawrence Greenberg
DAY	TH	NOTES	No class Oct 31

MEMOIR AND PARENTING: WRITING YOUR STORY

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

NCCOM-CS046-01 / cost: \$120

DATES	Oct 16 - Nov 6	TIME	6:30-8:30pm
SESSIONS	4	INSTRUCTOR	Judy Walters
DAY	W	NOTES	

WRITING THE SHORT FILM SCRIPT

You will write a screenplay from concept to camera-ready draft in five weeks. This course will walk you through the process in a fun and easy-to-follow manner. Learn brainstorm techniques, story structure, character development, and much more.

NCCOM-CS027-01 / cost: \$190

DATES	Oct 17 – Nov 21	TIME	6:30-9:00pm
SESSIONS	5	INSTRUCTOR	Barry Putt
DAY	TH	NOTES	No class Oct 31

WRITING CHILDREN'S FICTION I

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

NCCOM-CS009-01 / cost: \$90

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

WRITING CHILDREN'S FICTION II

Prerequisite: Writing Children's Fiction I

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

NCCOM-CS018-01 / cost: \$90

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



ESL COURSES FOR ENGLISH

FUNDAMENTALS OF ENGLISH LANGUAGE- LEVEL 1

Prerequisite: Students MUST attend mandatory placement session on Thursday, September 12 at 6pm.

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

Students MUST attend mandatory placement session on Thursday, September 12 at 6pm.

NCELL-CS016-01 / cost: \$320

Students MUST attend mandatory placement session on Thursday, September 12 at 6pm.

DATES	Sep 14 - Dec 7	TIME	9:00am-12:00pm
SESSIONS	12	INSTRUCTOR	Priya Singh
DAY	SA	NOTES	No class Nov 30

NCELL-CS016-02 / cost: \$320

Students MUST attend mandatory placement session on Thursday, September 12 at 6pm.

DATES	Sep 17 - Oct 24	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Priya Singh
DAY	TU, TH	NOTES	

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

Students MUST attend mandatory placement session on Thursday, September 12 at 6pm.

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

NCELL-CS019-01 / cost: \$320

Students MUST attend mandatory placement session on Thursday, September 12 at 6pm.

DATES	Sep 16 - Oct 23	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Effie Pourshahidi
DAY	M, W	NOTES	

NCELL-CS019-02 / cost: \$320

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

DATES	Oct 28 - Dec 9	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Vandana Mathur
DAY	M, W	NOTES	No class Nov 27

SPEAKING EVERYDAY ENGLISH - LEVEL 3

Prerequisite: Intensive Intermediate Grammar Level 2

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

NCELL-CS018-01 / cost: \$320

DATES	Oct 28 - Dec 9	TIME	6:00-9:00pm
SESSIONS	12	INSTRUCTOR	Effie Pourshahidi
DAY	M, W	NOTES	Nov 27



Students MUST attend mandatory placement session on Thursday, September 12 at 6pm.

TEST PREP

ARE YOU READY?

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

GED PREPARATION

Want to pass the GED test? This course will help you develop the skills you'll need to succeed.
\$104

GMAT PREPARATION

Discover powerful test-taking techniques and methods for improving your score on the GMAT?
\$104

GRE PREP SERIES WITH GRE PREPARATION PART 1 AND PART 2

You'll be prepared for all aspects of the computerized GRE revised General Test
\$199

GRE PREPARATION - PART 1 (VERBAL AND ANALYTICAL)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE revised General Test (course 1 of 2)
\$104

GRE PREPARATION - PART 2 (QUANTITATIVE)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test (course 2 of 2)
\$104

LSAT PREPARATION - PART 1

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2)
\$104

LSAT PREPARATION - PART 2

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (course 2 of 2)
\$104

PREPARE FOR THE GED MATH TEST

Master the skills you will need to pass the Mathematical Reasoning module in the GED test series.
\$104

SAT/ACT PREP COURSE - PART 1

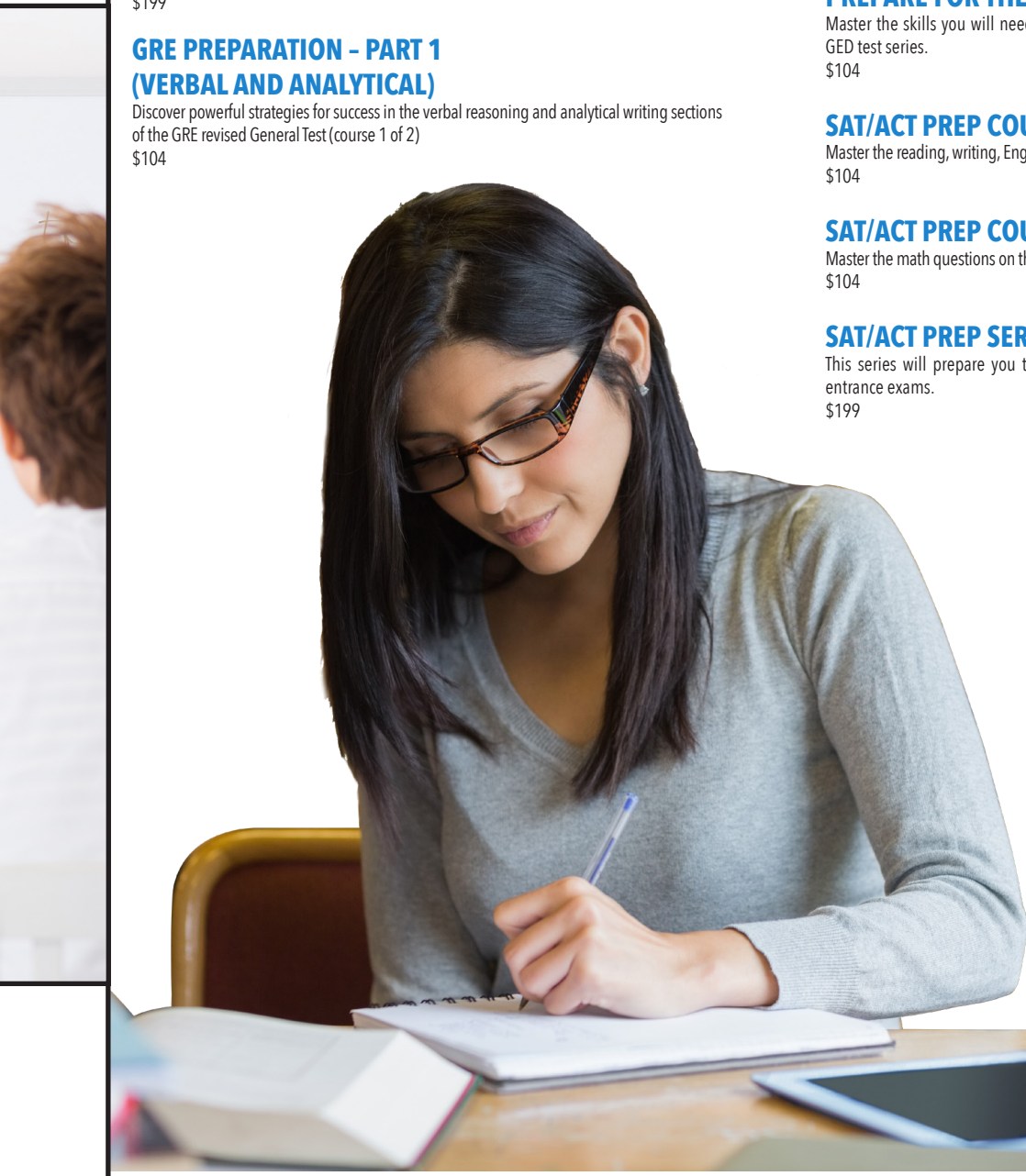
Master the reading, writing, English, and science questions on the ACT and new SAT.
\$104

SAT/ACT PREP COURSE - PART 2

Master the math questions on the ACT and new SAT.
\$104

SAT/ACT PREP SERIES

This series will prepare you to excel in all sections of the undergraduate college entrance exams.
\$199



ANYWHERE, ANYTIME EDUCATION OPPORTUNITIES



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

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

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

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

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

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

MCCC FALL 2019 • ONLINE LEARNING





www.mccc.edu/MercerOnline

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

TAKING AN ONLINE COURSE (WEB-BASED)

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

TAKING A BLENDED COURSE (IN-PERSON AND ONLINE)

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

FALL 2019 MERCERONLINE COURSES

ACC106	Office Accounting I	HIS105	United States History to 1865
ACC111	Principles of Financial Accounting	HIS106	United States History Since 1865
ACC112	Principles of Managerial Accounting	HIS112	World History to 1500
ACC207	Computerized Accounting	HIS113	World History Since 1500
ACC215	Cost Accounting	HPE101	Basic Concepts of Nutrition
ADV230	History of Graphic Design	HPE111	Living With Health
ANT101	Anthropology	HPE113	Medical Terminology
ART125	Topics in Contemporary Art	IST101	Computer Concepts with Applications
BIO106	Human Anatomy	IST102	Computer Concepts with Programming
BIO113	Biological Science Concepts	IST109	Introduction to Programming
BIO114	Environmental Science Concepts	IST251	Management of Computer Technology
BUS101	Introduction to Business	IST253	Database Concepts
BUS107	Business Law I	IST256	Systems Analysis
BUS108	Business Law II	LEG208	Wills and Probate
BUS109	Personal Finance	LEG255	Legal Ethics
BUS209	Business Letter/Report Writing	LEG256	Career Development for Law and Justice Professionals
BUS210	Principles of Management	MAT120	Mathematics in Liberal Arts
BUS230	Global Environment of Business	MAT125	Elementary Statistics I
BUS239	Entrepreneurship	MAT126	Elementary Statistics II
BUS240	Human Resource Management	MAT151	Calculus I for the Mathematical and Physical Sciences
CIS173	PC Applications: Database	MAT152	Calculus II for the Mathematical and Physical Sciences
CIS175	PC Applications: Spreadsheets	MKT101	Principles in Marketing
CIS182	PC Applications: Presentations	MKT230	Principles of Retailing
CMN112	Public Speaking	MOA101	Medical Ethics and Office Procedures
CMN215	Communication of Gender	MOA103	Medical Billing and Coding Procedures
COS102	Computer Science I – Algorithms and Programming	NET104	Fundamentals of Computer Networks
CRJ101	Introduction to the Criminal Justice System	NET130	Routing and Switching Essentials
CRJ105	Criminology	NET212	Linux
CRJ202	Criminal Law	PHI102	Introduction to Philosophy
CRJ206	Police Administration	PHI205	Moral Choices
CRJ211	Community Corrections	POL101	The American Political System
CRJ212	Juvenile Justice	PSY101	Introduction to Psychology
CSW100	College Success and Personal Wellness	PSY206	Child Development
ECO103	Basic Economics	PSY207	Developmental Psychology: Across the Life Span
EDU102	Introduction to Exceptional Children	PSY210	Abnormal Psychology
EDU120	Introduction to Early Childhood Education	PTA101	Introduction to PTA
ENG101	English Composition I *	PTA105	Kinesiology
ENG102	English Composition II *	SOC101	Introduction to Sociology
ENG221	Women in Literature	SOC107	Social Problems
ENG222	Children's Literature	SPA101	Beginning Spanish
HIS102	History of Western Civilization Since 1648	SPA102	Beginning Spanish II

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

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



ONLINE CAREER TRAINING PROGRAMS

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

All online courses are led by expert instructors, many of whom are nationally known authors, and the courses are affordable, convenient, and geared just for you.

Please visit our website to learn more www.mccc.edu/ed2go.shtml
Through ed2go, The Center for Continuing Studies is able to offer two types of online learning routes:

CAREER TRAINING PROGRAMS

Prepare for industry certification or begin a new career.

- Programs begin anytime you are ready.
- Many programs can be completed in less than six months.
- The training programs provide in-depth study.
- All learning materials are provided.
- Instructor assistance is available, if needed.
- Successful completion is awarded with a Certificate of Completion.

Courses offered in the fields of:

- | | |
|---------------------------|------------------------------------|
| • Arts and Design | • Health and Fitness |
| • Business | • Language |
| • Computer Programing | • Legal |
| • Construction and Trades | • Teacher Professional Development |
| • Hospitality | • and much more.... |

For course details, registration and additional information please visit our website www.mccc.edu/ed2go.shtml



INSTRUCTOR LED CLASSES

A wide range of highly interactive personal enrichment and professional development courses can be found in the "Instructor Led Classes" category.

- Sessions begin monthly.
- Courses are in a convenient six-week format.
- Experienced instructors lead each course.
- An interactive environment keeps online learning dynamic.
- Successful completion of each class culminates with a passing score.

Courses offered in the areas of Accounting, Finance, Business, College Readiness, Computer Applications, Healthcare and Medical, Language, Arts, Writing and Publishing, and much more...

For course details, registration and additional information please visit our website
www.mccc.edu/ed2go.shtml

ONLINE CAREER TRAINING PROGRAMS – INSTRUCTOR LED

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

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Please visit our website to learn more www.mccc.edu/ed2go.shtml
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PURSUE SPECIALIZED PROFESSIONS AND PERSONAL PASSIONS!



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

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

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

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

If you are looking to learn a new, or more about a personal interest or hobby, the Center for Continuing Studies (CCS) will have a course for you. With classes ranging from music and voiceovers, to sewing and gardening, all of these unique offerings will enrich your life with creativity and fun.

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



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the category of **Specialty Interests and Professions**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

AVIATION TECHNOLOGY

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

- AVI 101** Aerospace Development
- AVI 105** Aviation Weather
- AVI 113** Flight I
- AVI 113** Flight I Extension
- AVI 114** Flight II
- AVI 114** Flight II Extension
- AVI 131** Commercial Pilot I
- AVI 132** Commercial Pilot II
- AVI 203** Aircraft Components
- AVI 213** Flight III
- AVI 213** Flight III Extension
- AVI 214** Flight IV
- AVI 214** Flight IV Extension
- AVI 216** Flight V
- AVI 217** Flight VI
- AVI 231** Commercial Pilot III
- AVI 250** Airline Transport Pilot (ATP) Prep I
- AVI 251** Airline Transport Pilot (ATP) Prep II

CRIMINAL JUSTICE

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

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

FIRE SCIENCE

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

- FIR 101** Introduction to Fire Science
- FIR 104** Building Construction
- FIR 107** Fire Prevention and Code Enforcement I
- FIR 206** Fire Investigation

DEGREE AND CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREES

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

CREDIT CERTIFICATES

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



LEGAL STUDIES

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

- LEG 129** Role of the Paralegal
- LEG 130** Civil Litigation I
- LEG 132** Civil Litigation II
- LEG 133** Legal Research and Writing
- LEG 143** Family Law
- LEG 208** Wills and Probate
- LEG 212** Field Experience – Paralegal
- LEG 255** Legal Ethics
- LEG 256** Career Development for Law and Safety Professionals

PERSONAL INTERESTS

NONCREDIT COURSES / CONTINUING STUDIES

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PERSONAL INTEREST

WORKFORCE® PROGRAM FOR CAREER DEVELOPMENT

Requirements: High School diploma or equivalent

This FREE WorkFORCE® Program for Career Development is a system designed by Educational Testing Services (ETS) to support the development of 6 key work readiness skills: Initiative and Perseverance; Responsibility; Flexibility and Resilience; Teamwork and Citizenship; Customer Service Orientation; Problem Solving and Ingenuity. The program will focus on interpreting your assessment results to polish your work readiness skills. You will be able to identify the behaviors you most need to train and develop for your career role, with steps to help bring out the best in you! A Certificate of Completion will be issued, and can be used as part of your resume. Choose from an In-person, instructor-led, classroom-based program or an Online, self-directed study.

NCPER-CS044-01 / cost: Free - registration is mandatory

DATES	Oct 12 - Dec 7	TIME	10:00am-12:00pm
SESSIONS	8	INSTRUCTOR	John Paone
DAY	SA	NOTES	No class Nov 30

NCPER-CS044-02 / cost: Free - registration is mandatory

DATES	Oct 12 - Dec 7	TIME	online - self directed
SESSIONS	6	INSTRUCTOR	John Paone
DAY	SA	NOTES	Online, but the first and last sessions meet in-person on the WWC campus from 8:30-9:45am

INTRODUCTION TO VOICEOVERS

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

NCCOM-CS006-01 / cost: \$50

DATES	Oct 15	TIME	6:00-8:00pm
SESSIONS	1	INSTRUCTOR	Voices for All
DAY	TU	NOTES	

NCCOM-CS006-02 / cost: \$50

DATES	Dec 10	TIME	6:00-8:00pm
SESSIONS	1	INSTRUCTOR	Voices for All
DAY	TU	NOTES	

LEARN TO PLAY THE HARMONICA!

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

NCMUS-CS005-01 / cost: \$175

DATES	Sep 10 - Oct 22	TIME	7:00pm-9:00pm
SESSIONS	7	INSTRUCTOR	Stu Sternbach
DAY	TU	NOTES	20% senior discount eligible

HARMONICA 2 - THE JAM

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

NCMUS-CS008-01 / cost: \$175

DATES	Sep 12 - Oct 24	TIME	7:00-9:00pm
SESSIONS	7	INSTRUCTOR	Stu Sternbach
DAY	TH	NOTES	20% senior discount eligible



PLAY THE GUITAR LIKE A PRO - BEGINNERS

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

NCMUS-CS001-01 / cost: \$190

DATES	Sep 14-Oct 19	TIME	10:00am-12:30pm
SESSIONS	6	INSTRUCTOR	Chris Peary
DAY	SA	NOTES	20% senior discount eligible

PLAY THE GUITAR LIKE A PRO - INTERMEDIATE

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

NCMUS-CS002-01 / cost: \$190

DATES	Nov 2-Dec 14	TIME	10:00am-12:30pm
SESSIONS	6	INSTRUCTOR	Chris Peary
DAY	SA	NOTES	No Class Nov 30; 20% senior discount eligible

NATIVE PLANT GARDEN DESIGN

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

NCHOM-CS002-01 / cost: \$145

DATES	Sep 21 – Oct 26	TIME	10:00am-12:00pm
SESSIONS	6	INSTRUCTOR	Judith K Robinson
DAY	SA	NOTES	20% senior discount eligible

HOW TO MAKE FLORAL GARLANDS

The lush effect of a greens garland running down the middle of a beautiful barn table is definitely trending. Learn how to create this style centerpiece or hanging accent using fresh greens and flowers. All garlands that you make are yours to take home to "decorate your space".

NCHOM-CS001-01 / cost: \$90

DATES	Oct 29	TIME	6:00-8:00pm
SESSIONS	1	INSTRUCTOR	Deborah Moyer
DAY	TU	NOTES	Meets at the MCCC Horticulture Greenhouse at the West Windsor Campus

ORGANIC THANKSGIVING CENTERPIECES

Complete your Thanksgiving Day table decorations with this perfectly styled centerpiece. Using fresh flowers in a compote container and your creative organic styled designing, this centerpiece will be sure to impress your family and friends.

NCHOM-CS001-02 / cost: \$90

DATES	Nov 26	TIME	6:00-8:00pm
SESSIONS	1	INSTRUCTOR	Deborah Moyer
DAY	TU	NOTES	Meets at the MCCC Horticulture Greenhouse at the West Windsor Campus

EXPLORE A WORLD OF POSSIBILITIES!



If you are fascinated by the physical and natural world around us and enjoy observing, experimenting, and finding solutions, a career in the sciences can be one of the most fulfilling paths you can take.

Science is serious business at Mercer County Community College, with numerous courses in Biology and Chemistry, including honors classes and opportunities for honors research. Other programs of study include Mathematics and Physics (including honors options), Sustainability, Plant Science, and Ornamental Horticulture, which is taught in the MCCC Greenhouse.

Mercer's science faculty is dedicated to your success. Our recently refurbished labs house state-of-the-art microscopes and other equipment, while the Science Learning Center offers academic support for these challenging curricula. Most programs are designed for transfer with junior status; graduates often find that they have had more lab experience and are better prepared than classmates at their transfer schools.

If you are drawn to the design side of horticulture, the CCS certificate in Floral Design can be a beautiful way to grow your career. Train with an industry expert while refining skills needed for employment or business ownership.

If the natural world is calling you, start exploring it at Mercer County Community College!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the category of **Science / Math / Horticulture**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

BIOLOGY

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

- BIO 101** General Biology I
- BIO 102** General Biology II
- BIO 103** Anatomy and Physiology I
- BIO 104** Anatomy and Physiology II
- BIO 106** Human Anatomy
- BIO 113** Biological Science Concepts
- BIO 114** Environmental Science Concepts
- BIO 201** Microbiology
- BIO 203** Entomology
- BIO 204** Ecology
- BIO 215** Principles of Microbiology

CHEMISTRY

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

- CHE 100** Introductory Chemistry
- CHE 101** General Chemistry I
- CHE 106** Chemical Science Concepts
- CHE 107** General and Physiological Chemistry
- CHE 201** Organic Chemistry I

MATHEMATICS

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

- MAT 037** Beginning Algebra
- MAT 038** Intermediate Algebra for STEM
- MAT 042** Foundation Math II
- MAT 044** Foundation Math for STEM
- MAT 115** Algebra and Trigonometry I
- MAT 120** Mathematics for Liberal Arts
- MAT 125** Elementary Statistics I
- MAT 126** Elementary Statistics II
- MAT 135** Intermediate Algebra with Applications
- MAT 140** Applied College Algebra
- MAT 146** Pre-Calculus
- MAT 149** Calculus
- MAT 151** Calculus I for Mathematical and Physical Sciences
- MAT 152** Calculus II for Mathematical and Physical Sciences
- MAT 200** Statistics for Social and Health Sciences I
- MAT 201** Probability and Statistics for Science and Engineering

DEGREE AND CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREES

- Biology
 - Pre-Medicine, Pre-Veterinarian, Pre-Dentistry concentration
- Chemistry
- Mathematics
- Ornamental Horticulture
 - Floral Design concentration
 - Horticulture concentration
 - Landscape Design concentration
- Physics
- Plant Science
- Sustainability

CREDIT CERTIFICATE

- Ornamental Horticulture

- MAT 208** Linear Algebra
- MAT 251** Calculus III
- MAT 252** Differential Equations

ORNAMENTAL HORTICULTURE

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

- OHT 101** Plant Science
- OHT 121** Herbaceous Plants
- OHT 202** Basic Landscaping and Planning II
- OHT 204** Plant Diseases
- OHT 207** Floral Design I
- OHT 219** Plant Propagation
- OHT 224** Topics in Horticulture: Landscaping

PHYSICS

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

- PHY 101** College Physics I
- PHY 102** College Physics II
- PHY 109** Fundamentals of Physics
- PHY 111** Physical Science Concepts
- PHY 115** University Physics I
- PHY 215** University Physics II

FLORAL DESIGN

FLORAL DESIGN CERTIFICATE

To satisfy the requirements for the Mercer County Community College Center for Continuing Studies Floral Design Certificate, students must:

- Complete the Basic Floral Design class (Those with work or classroom related experience may receive a waiver for this course from the instructor.)
- Complete 10 elective courses (for 11 total classes completed; those waived from the
- Basic Floral Design must complete 11 electives. All 11 courses required for the Floral Design Certificate must be completed within a two-year time span.)
- Present a portfolio of your work, a current resume, and one completed floral design to three MCCC panelists at the culmination of the entire program

Whether you are an aspiring floral designer that is looking to start your career, considering making advancements in your profession, or looking to open your own business, enrolling in our certificate program is the ideal pathway. You will train with an industry expert while refining your skills for employment or business ownership opportunities.

To ensure enough resources, no one will be registered past seven days prior to class.

Prerequisite Class: Basic Floral Design (offered every semester)

- Cascading Wedding Bouquets (offered spring of even years)
- Tropical Triangle Floral Design (offered spring of even years)
- Funeral Floral Design (offered spring of even years)
- Crescent & Hogarth Curve Floral Design (offered spring of odd years)
- Floral Designs to Accent Cakes (offered spring of odd years)
- Hand Tied Wedding Bouquets (offered spring of odd years)
- Armature Based Floral design (offered fall of odd years)
- Corsages, Boutonnieres, and Hair Florals (offered fall of odd years)
- Pave' Floral Design (offered fall of odd years)
- Floral Tablescapes (offered fall of even years)
- Horizontal and Vertical Floral Designs (offered fall of even years)
- Organic Floral Design (offered fall of even years)

Please see the Personal Interest Section of the catalog for additional standalone classes.

BASIC FLORAL DESIGN

Do you love flowers and always wanted to learn how to create amazing floral arrangements? During this introductory class, we will discuss the Principles and Elements of Floral Design. Using industry standard techniques, you will design a vased floral, a foam based floral, and a ribbon bow. The skills taught in this class are the foundations for all the elective floral design courses.

NCFLO-CS001-01 / cost \$95

DATES Sep 17
SESSIONS 1
DAY TU

TIME 6:00-9:00pm
INSTRUCTOR Deborah Moyer
NOTES Class will meet at MCCC Horticulture Greenhouse Complex

ARMATURE BASED FLORAL DESIGN

Man-made and natural materials are used to create dynamic structures that display and support flowers in these stunning floral designs. Learn techniques to construct two armature shapes. The beautiful flowers in your design may fade but the armature can be used again and again.

NCFLO-CS007-01 / cost \$95

DATES Oct 15
SESSIONS 1
DAY TU

TIME 6:00-9:00pm
INSTRUCTOR Deborah Moyer
NOTES Class will meet at MCCC Horticulture Greenhouse Complex

CORSAGES, BOUTONNIERES, AND HAIR FLORALS

Flowers make the perfect accent for your special event or photoshoot and can help build upon your theme from romantic to whimsical. In this class, you will explore several different industry standard construction techniques including wiring and gluing, to design these handcrafted florals.

NCFLO-CS008-01 / cost \$95

DATES Nov 12
SESSIONS 1
DAY TU

TIME 6:00-9:00pm
INSTRUCTOR Deborah Moyer
NOTES Class will meet at MCCC Horticulture Greenhouse Complex

PAVE' FLORAL DESIGN

Create beautiful, compact floral patterns using the design technique of pave'. Borrowing this idea from the jewelry craftsman, these sophisticated designs have clean lines, unique forms, and strong color combinations.

NCFLO-CS009-01 / cost \$95

DATES Dec 10
SESSIONS 1
DAY TU

TIME 6:00-9:00pm
INSTRUCTOR Deborah Moyer
NOTES Class will meet at MCCC Horticulture Greenhouse Complex





MERCER HONORS PROGRAM

an enriched college experience for highly motivated and intellectually curious students

The **Mercer Honors Program** is an enriched college experience for highly motivated and intellectually curious students with a commitment to cultivating complex understanding and innovation in their academic work. It features smaller discussion-based seminar classes and creative laboratory experiences.

The program is not a separate college track or major. Students matriculate into an MCCC degree program and take one or more honors courses each semester toward fulfillment of their general education and program requirements.

Students have access to a range of honors courses in biology, business and technology, chemistry, composition, humanities, mathematics, and social sciences.

The distinction of honors coursework shows clearly on transcripts, and students who take honors classes are exceptionally well-prepared for transfer to four-year colleges and universities.

For more information about the program, student qualifications, and how to apply visit www.mccc.edu/honors or email Dr. Bettina Caluori, Director of Mercer Honors Program, at caluorib@mccc.edu.



For CREDIT College Students

University Center

Advanced Degree Programs Right Here, Right Now

**Earn your bachelor's and
even master's degree
at MCCC's West Windsor campus.**

Collaborating with other New Jersey institutions of higher education, Mercer County Community College now extends college opportunities beyond the two-year associate degree.

- Fairleigh Dickinson University – bachelor's and master's
- Felician University – bachelor's
- Rutgers University – bachelor's
- William Paterson University – bachelor's
- Wilmington University – bachelor's and master's

Details at www.mccc.edu/universitycenter

FIND TOOLS FOR YOUR FUTURE AT MERCER



If you are ready to build your career, Mercer County Community College is the place to lay the foundation. MCCC combines classroom theory with hands-on technical skills that will give you entry-level credentials valued by employers and put you on track for future management positions.

MCCC's technical and construction-related degree programs include Automotive Technology, Civil Engineering Technology, Electronics Engineering Technology, Engineering Technology, Heating, Refrigeration and Air Conditioning, Mechanical Engineering Technology and Security Systems Technology.

On the noncredit side, the Center for Continuing Studies (CCS) recognizes that project management is key to any construction project. Through its Construction Project Management certificate program, managers will put principles and theory into immediate action on the job. The Uniform Construction Code program is for general contractors who seek to advance in their careers as New Jersey State Inspectors for local municipalities.

Professionals such as realtors, landscapers and land surveyors are enhancing their services from the skies with use of drone technology. CCS's noncredit courses for both professionals and hobbyists include Introduction to Unmanned Aircraft Systems, the FAA Part 109 Prep course that prepares participants for the exam. Current drone pilots can grow their skills with UAS courses including UAS Surveying, UAS Thermography, UAS Photography, and UAS Videography. Courses are offered in partnership with ABJ Drones.

Whether your goal is a college degree that sets you on your technical construction career path, or you are already there and want to move to the next level, equip yourself with essential tools for success at Mercer!



COLLEGE CREDIT COURSES

Visit www.mccc.edu/fall for more detailed information on "for college credit" classes in the category of **Technical / Construction**. In addition to those offered during Fall 2019 (listed below), consider the comprehensive selection of courses available at Mercer County Community College throughout the year.

ADVANCED MANUFACTURING TECHNOLOGY

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

- AMT 101** Machine Shop Techniques I
- AMT 102** Machine Shop Analysis Methods
- AMT 103** Blueprint Reading Basics
- AMT 231** Introduction to Computer Numerical Controlled (CNC) Machines

AUTOMOTIVE TECHNOLOGY

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

- AUT 110** Introduction to Automotive Electronics
- AUT 111** Automotive Service Fundamentals
- AUT 114** Automotive Electricity and Electronics
- AUT 213** Engine Service

BUILDING CONSTRUCTION TECHNOLOGY

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

- BCT 101** Construction Graphics
- BCT 110** Building Construction Materials and Methods I

CIVIL ENGINEERING TECHNOLOGY

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

- CIV 223** Fluid Mechanics
- CIV 227** Structural Steel Design
- CIV 229** Mechanics of Materials
- CIV 230** Mechanics of Solids

ELECTRONICS ENGINEERING TECHNOLOGY

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

- EET 130** Fundamentals of Electronics
- EET 138** Introduction to Electronics I
- EET 140** Electronic Construction
- EET 145** Fiber Optics
- EET 219** Electronic Networks
- EET 251** Digital Circuit Fundamentals

ENGINEERING TECHNOLOGY

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

- ENT 116** Engineering Graphics

DEGREE AND CERTIFICATE PROGRAMS

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

ASSOCIATE DEGREES

- Advanced Manufacturing Technology
- Automotive Technology
- Civil Engineering Technology
- Electronics Engineering Technology
- Engineering Science
- Heating, Refrigeration, and Air Conditioning
- Security Systems Technology
- Technical Studies

CREDIT CERTIFICATES

- Advanced Manufacturing Technology
- Building Construction Technology
- Electronics Engineering Technology
- Engineering Science
- Heating, Refrigeration, and Air Conditioning
(offered with Mercer County Technical Schools)



HEATING, REFRIGERATION AND AIR CONDITIONING

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

- HRA 101** Principles of Refrigeration / Air Conditioning I
- HRA 102** Principles of Refrigeration / Air Conditioning II
- HRA 104** Domestic Heating and Air Conditioning Systems
- HRA 205** Heavy Commercial Systems

SECURITY SYSTEMS TECHNOLOGY

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

- SST 200** Physical Security Product Technologies
- SST 210** Security Project Management

CONSTRUCTION

CONSTRUCTION PROJECT MANAGEMENT

The Center for Continuing Studies' Construction Management Program enables today's construction industry managers to put principles and theories into immediate action on the job. Complete your projects on time and on budget. Earn our Certificate or take just the courses that interest you. To earn the certificate, you must complete all 9 course.

Core Courses (all required for the certificate):

- Construction Blueprint Reading
- Materials, Methods and Systems of Construction
- Construction Cost Estimating I
- Construction Cost Estimating II
- Construction Change Orders and Claims
- Construction Project Management
- Contract Law in the Construction Industry
- Construction Specifications and Contracts
- Sketch Up Your Design

CONSTRUCTION COST ESTIMATING I

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

NCABT-CS003-01 / 3.0 CEU / cost: \$318

NCABT-CS003-02 / 3.0 CEU / cost: \$398 (for students that have not taken Construction Blueprint Reading. Course cost includes Blueprints)

DATES	Sept 16 - Oct 17	TIME	6:30-9:30pm
SESSIONS	10	INSTRUCTOR	Joseph Scillieri
DAY	M, TH	NOTES	

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.

NCABT-CS007-01 / 1.5 CEU / cost: \$180

DATES	Oct 2 - Oct 30	TIME	6:00-9:00pm
SESSIONS	5	INSTRUCTOR	Joseph Scillieri
DAY	W	NOTES	

CONSTRUCTION PROJECT MANAGEMENT

Prerequisite: Construction Cost Estimating I and Blueprint Reading

Project Management is the application of system controls to construction operations, whether the project is a residential development, a commercial building, or large industrial complex. An overview of the management process from design through occupancy as well as the administration, legal and practical aspects of managing standards.

NCABT-CS004-01 / 3.0 CEU / cost: \$297

DATES	Nov 5 - Dec 10	TIME	6:30-9:30pm
SESSIONS	10	INSTRUCTOR	Joseph Scillieri
DAY	TU, TH	NOTES	No class Nov 28

UNIFORM CONSTRUCTION CODE PROGRAM 2019-2020

These classes are for general contractors who are seeking to advance their careers and become New Jersey State Inspectors for local municipalities. The New Jersey State Department of Community Affairs (DCA) offers tuition reimbursement for qualified applicants. The information below lists the courses Mercer County Community College will offer this term. All course work within a particular discipline must be taken in the appropriate sequence (i.e. RCS, ICS, HHS). For a complete list of the courses offered statewide, see the DCA website at https://www.state.nj.us/dca/divisions/codes/forms/pdf_licensing/ucc_c_grid.pdf

For hybrid courses that have an online component students must have a computer with speaker and microphone and Chrome browser and a valid email address.

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

BUILDING INSPECTOR RCS

This course covers the administrative, plan review and inspection requirements for structural, energy, radon, and mechanical systems applicable to Class III structures. **Textbook Required: 2018 International Building Code, 2018 International Mechanical Code and the 2018 International Fuel Gas Code.**

NCUCC-CS001-01 / 9.0CEU / cost: \$938

DATES	Sept 10 - Dec 3	TIME	5:30-9:30pm
SESSIONS	23	INSTRUCTOR	James Strang
DAY	TU, TH	NOTES	Dec 3 class meets 5:30pm - 7:30pm; No Class Oct 31; Nov 28

ELECTRICAL INSPECTOR ICS

This 60-hour course covers system designs, electrical service design and sizing branch circuits, plan review and field inspection. Also systematic plans analysis, material requirements, installation methods, basic inspection, report writing, violation notices, and record-keeping. Uniform Construction Code organization and content, electrical sub code and other related topics. **Textbook required: National Electric Code 2017 NFPA 70.**

This is a hybrid course that meets online and in class. The online portion will be discussed in class.

NCUCC-CS003-01 / 6.0 CEU / cost: \$660

DATES	Sept 4 - Nov 18	TIME	5:30-8:30pm
SESSIONS	20	INSTRUCTOR:	Scott Borsos
DAY	M, W	NOTES:	No Class Oct 14, 16

DRONES

INTRODUCTION TO UNMANNED AIRCRAFT SYSTEMS (FAA PART 107 PREP)

This comprehensive, in-person course taught by a licensed instructor provides both classroom and practical flight training knowledge to prepare you for the FAA Part 107 exam. Successful completion of this course will prepare you for working in the industry through hands-on experience with multiple enterprise-level drones, such as the DJI M200 and Inspire 2, which can carry multiple payloads including high-end visual and thermal cameras. Exam cost not included.

NCUAS-CS005-01 / 0.8 CEU / cost: \$500

DATES	Sep 14 – Sep 21	TIME	9:00am -1:00pm
SESSIONS	2	INSTRUCTOR	ABJ Academy Instructor
DAY	SA	NOTES	

NCUAS-CS005-02 / 0.8 CEU / cost: \$500

DATES	Oct 5 – Oct 12	TIME	9:00am -1:00pm
SESSIONS	2	INSTRUCTOR	ABJ Academy Instructor
DAY	SA	NOTES	

NCUAS-CS005-03 / 0.8 CEU / cost: \$500

DATES	Oct 26 – Nov 2	TIME	9:00am -1:00pm
SESSIONS	2	INSTRUCTOR	ABJ Academy Instructor
DAY	SA	NOTES	

NCUAS-CS005-04 / 0.8 CEU / cost: \$500

DATES	Nov 16 – Nov 23	TIME	9:00am -1:00pm
SESSIONS	2	INSTRUCTOR	ABJ Academy Instructor
DAY	SA	NOTES	

UAS SURVEYING

Required: Certified Drone Pilots.

Expand your skillset to include surveying, mapping, and modeling. It will lead you through the basics of UAS surveying from flight planning to data capture and includes the creation of maps, 3D models, and other geographical data via drone. Surveying is completed by taking many images at different locations and then using software to merge them all together, creating a geometrically accurate map. In practice, this is accomplished using software that automates both flight and image capture.

The practical portion of this class will provide you with hands on experience in data capture, data processing, and knowledge of components and software necessary to create maps and models. UAS surveying also encompasses data captured with infrared and multispectral/hyperspectral cameras. By utilizing different sensors and capture methods, drones can provide useful data to a wide range of industries. This course focuses on the infrared and multispectral camera data capture.

NCUAS-CS001-01 / 1.4 CEU / cost: \$700

DATES	Sep 12 – Dec 5	TIME	4:00-6:00pm
SESSIONS	7	INSTRUCTOR	ABJ Academy Instructor
DAY	TH	NOTES	Class dates: Sep 12, 26; Oct 10, 24; Nov 7, 21; Dec 5



UAS THERMOGRAPHY

Required: Certified Drone Pilots.

Be provided with a comprehensive introduction to UAS thermography. Complying with international (ISO) standards for thermography, it covers the fundamentals of infrared science and thermal physics, thermal camera design and operation, thermal infrared mapping and 3D modeling, and an introduction to interpreting thermal images.

During the course, you will learn thermography applications in various industries including infrastructure, power lines, construction, solar panel arrays and more. It concludes with a section giving you the practical knowledge necessary to perform live inspections of photovoltaic cell solar panels. The practical application of this course includes training based around data collection on solar and photovoltaic cells. This course will prepare you to conduct thermal inspections on this type of renewable energy generation equipment.

NCUAS-CS002-01 / 1.4 CEU / cost: \$700

DATES	Sep 13 – Dec 6	TIME	6:00-8:00pm
SESSIONS	7	INSTRUCTOR	ABJ Academy Instructor
DAY	F	NOTES	Class dates: Sep 13, 27; Oct 11, 25; Nov 8, 22; Dec 6

UAS PHOTOGRAPHY

Required: Certified Drone Pilots.

This course is perfect for real estate agents, farmers, miners, law enforcement officers, hobbyists or others interested in learning the essentials of taking quality digital photographs from an Unmanned Aircraft System (UAS), including the basics of still digital photography and how it applies to the work you will perform as a drone pilot.

A comprehensive understanding of digital photography is imperative to be a successful UAS pilot. For a large majority of work that UAS pilots perform, the result is to capture some form of images or video with a camera. This course will cover and provide hands on experience with the equipment used in professional drone inspections.

NCUAS-CS003-01 / 1.4 CEU / cost: \$600

DATES	Sep 19 – Dec 12	TIME	4:00-6:00pm
SESSIONS	7	INSTRUCTOR	ABJ Academy Instructor
DAY	TH	NOTES	Class dates: Sep 19; Oct 3, 17; Nov 14, 20 (Wed), 21; Dec 12

UAS VIDEOGRAPHY

Required: Certified Drone Pilots.

This course is ideal for those interested in upgrading their drone video skills to a professional level. You will learn to create a well-edited video, complete with captions and music, and presented in the correct digital format for the specific application. A comprehensive understanding of how to create stunning, professional videos to meet the needs of clients is essential to be a successful UAS pilot. This course will cover and provide hands on experience with the equipment used in professional drone inspections as well as teach you about post-data capture video editing.

NCUAS-CS004-01 / 1.4 CEU / cost: \$600

DATES	Sep 13 – Dec 6	TIME	4:00-6:00pm
SESSIONS	7	INSTRUCTOR	ABJ Academy Instructor
DAY	F	NOTES	Class dates: Sep 13, 27; Oct 11, 25; Nov 8, 22; Dec 6

All courses listed on this page include online, classroom, and hands-on drone flight training.

CODE OF CONDUCT

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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>) Disciplinary Process for Center for Continuing Studies

Students who do not comply with CCS Conduct Expectations: The Instructor will give a verbal warning to the student. Instructor will document the incident in writing and forward to the Director of Continuing Studies by email within 24 hours.

Students who continue non-compliance with CCS Conduct Expectations: The Instructor will notify student that she/he must schedule a meeting with CCS Director prior to the next class meeting date. Instructor will document the incident in writing and email to the CCS Director. After discussion and counseling, if student agrees to respect all expectations, CCS Director will allow return to the course and will notify the course Instructor in writing.

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

- a) Student
- b) Sponsoring agency, if appropriate
- c) Dean, Division of Lifelong Learning

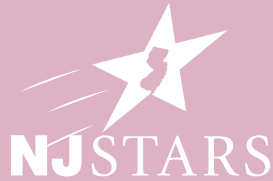
Violations of the MCCC Student Code of Conduct will be reported to MCCC Security. Confirmed violations will result in dismissal from the course without refund.

Appeal Process:

- Violation of CCS Student Code of Conduct – Student may file a written appeal with the Dean, Division of Lifelong Learning. The Dean will review and has option to hold a meeting with all parties prior to rendering a decision. Decision will be made within 5 business days of the appeal.
- Violation of the MCCC Student Code of Conduct/Threat to Safety - Student may file a written appeal with the Dean, Division of Lifelong Learning. The Dean will review and has option to hold a meeting with all parties prior to rendering a decision. Decision will be made within 5 business days of the appeal.



ATTEND MCCC TUITION-FREE



- Be identified in the top 15% of your high school class for either your junior or senior year.
- Achieve the required score on the college placement test to determine college readiness.
- Enroll in an associate degree program and sign up for at least 12 college credits.
- Complete the *Free Application for Federal Student Aid* (FAFSA), although NJ STARS eligibility is not based upon financial need.
- Your second year at Mercer is renewable if all academic criteria are met.

For more information call the MCCC Financial Aid office at (609) 570-3210 or e-mail finaid@mccc.edu

For general information call (609) 588-3594 or e-mail njstars@hesaa.org

*Subject to available state appropriations.
up to 18 credits per semester, excluding fees



New Jersey
Community College
Opportunity Grant

NEW FEATURES FOR 2019-2020

- Now covers dependent students who are attending college part-time (typically two classes) in a semester.
- Now covers fees for nursing, culinary, and other career and technical education programs. (More details to come!)

TO QUALIFY, YOU MUST...

- Have a total household adjusted gross income not exceeding \$65,000.
- Not have a prior college degree.
- Complete a FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov, including submission of all required documents.
- Make satisfactory academic progress.

YOUR NEXT STEPS

- Apply for financial aid. We can help you complete the FAFSA form.
- Complete your MCCC admission application.
- Meet with your assigned Success Coach.

FOR MORE DETAILS / ASSISTANCE

- **Admissions:** (609) 570-3795 or email admiss@mccc.edu
- **Financial Aid:** finaid@mccc.edu
- **Success Coaching:** successcoach@mccc.edu

For CREDIT College Students

TRANSFER OPPORTUNITIES

Mercer's **transfer programs** make it easy for you to move on to other colleges and universities. Hundreds of Mercer graduates transfer successfully each year to many highly regarded bachelor's degree-granting institutions.

Our **dual admissions agreements** with The College of New Jersey, Delaware Valley University, Fairleigh Dickinson University, Georgian Court University, James Madison University, La Salle University, Montclair State University, New Jersey Institute of Technology, Rider University, Rowan University, Rutgers University, Stockton University, University of the Sciences, William Paterson University, and Wilmington University and our **transfer agreements** are ideal for students wishing to earn a bachelor's degree. These agreements enable Mercer students to predict how their course credits will transfer.

MCCC's **special partnerships** with Fairleigh Dickinson University, Felician University, Rutgers University, William Paterson University, and Wilmington University make it convenient for students to finish certain bachelor's or master's degrees on-site at Mercer.

For those who are undecided about transferring, the college maintains resources and offers appointments and workshops to students to allow them to explore options at other colleges and universities. Mercer is just the beginning!

For more information about the transfer opportunities at Mercer, call Transfer Services at (609) 570-3397, visit www.mccc.edu, or email transfer@mccc.edu.



ONE-STOP ENROLLMENT

At every step in the enrollment process, advisors are available to assist students with both academic and financial planning. The advisors provide program information and help students select the most suitable educational courses and services.

Monday through Thursday, 8:30 a.m. - 7 p.m. (**Summer** until 6 p.m.)
Friday, 8:30 a.m. - 5 p.m. (**Summer** until 4 p.m.)

	STUDENT CENTER, 2ND FLOOR West Windsor Campus	KC218 James Kerney Campus
Admissions:	(609) 570-3795	(609) 570-3139
Advisement:	(609) 570-3569	(609) 570-3139
Financial Aid:	(609) 570-3210	(609) 570-3178
E-mail:	advisor@mccc.edu or admiss@mccc.edu	



YOUR WORK EXPERIENCE MAY EQUAL CREDIT

For more information call Beth Knight at 609-570-3206 or email knighte@mccc.edu

ADVISEMENT

The Office of Advisement Services assists new students at the West Windsor (**570-3292** or advisor@mccc.edu) and James Kerney (**570-3139** or advisorjkc@mccc.edu) campuses with developing educational plans, course selection, and preparation for a progressive academic experience while at MCCC. A student with more than 12 credits should schedule an appointment with an advisor who is a faculty member in their chosen area of study.

STUDENT SUCCESS COACHES

Your coach will work individually with you during your journey at Mercer to ensure you are on the correct pathway to completion, to reach your destination!

570-3451 or successcoach@mccc.edu

CAREER SERVICES

The Career Center maintains a full library of career resources and provides information and assistance for choosing a major or a career, job searching and resume writing. The Center also coordinates employer job fairs.

570-3397 or careers@mccc.edu

SPECIAL NEEDS

Students with special needs may request reasonable accommodations for placement testing and coursework by providing appropriate documentation to the Office of Special Services (Library, room 217). Intended to provide academic support and opportunities for students with special needs, such accommodations must be requested each semester.

570-3525 or **3517**

VETERANS SERVICES

MCCC is approved for veterans education and training under the GI Bill and is a member of the Servicemembers Opportunity Colleges (SOC) network. This office provides assistance with education benefits for active duty servicemembers, members of the National Guard and U.S. Army Reserve, veterans, and their families.

570-3240 or vets@mccc.edu

SCHEDULE AND TUITION



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FALL CLASSES BEGIN IN SEPTEMBER AND OCTOBER

2019 Fall Key Dates & Deadlines

	Classes begin; start of \$35 Late Registration fee	Final day of course refund eligibility	RECESS	Withdrawal deadlines	Classes end (excluding final exams)	Grades available online at www.mccc.edu
14-week Term F	9/3	9/9	11/26-12/1	11/8	12/15	12/20
7-week Term F7A	9/3	9/4		10/4	10/21	10/24
10-week Term F10	10/1	10/2	11/26-12/1	11/15	12/15	12/20
7-week Term F7B	10/22	10/23	11/26-12/1	11/25	12/15	12/20

TUITION AND COLLEGE FEES*

Mercer County Community College reserves the right to change tuition or fees at any time. Figures below, accurate at time of publication, include a \$23.75 college fee and a \$24.50 technology fee applied per credit.

Total Number of credits/ charge hours	Mercer resident or student with chargeback**	Non-Mercer resident without chargeback	Out-of-state or foreign student
1	\$182.50	\$233.00	\$327.50
2	\$365.00	\$466.00	\$655.00
3	\$547.50	\$699.00	\$982.50
4	\$730.00	\$932.00	\$1310.00
5	\$912.50	\$1165.00	\$1637.50
6	\$1095.00	\$1398.00	\$1965.00
7	\$1277.50	\$1631.00	\$2292.50
8	\$1460.00	\$1864.00	\$2620.00
9	\$1642.50	\$2097.00	\$2947.50
10	\$1825.00	\$2330.00	\$3275.00
11	\$2007.50	\$2563.00	\$3602.50
12	\$2190.00	\$2796.00	\$3930.00
13	\$2372.50	\$3029.00	\$4257.50
14	\$2555.00	\$3262.00	\$4585.00
15	\$2737.50	\$3495.00	\$4912.50

* The tuition and fees above do not include applicable special course fees and lab fees.

**Students who are residents of New Jersey counties other than Mercer may qualify for in-county rates if the courses they seek at MCCC are not available at their own community colleges.

REGISTER EARLY!

Get your summer started. See page 77 to register NOW to get the classes you need at the times you want – and to avoid late fees.

It pays to register early! Questions?
Email registration@mccc.edu

PAYMENT AND REFUND POLICIES

Deadlines for refund eligibility and avoiding Late Registration fees:
Please note the "Key Dates" specified at left.

A one-time \$35 Late Registration fee is charged beginning on the first day of each term.

Deadlines for course refund eligibility differ according to term length, as follows:

- 14-week terms: Full refunds are available for classes dropped within the *first seven days* of the associated term (NOT the *class* start date).
- Terms shorter than 14 weeks: Full refunds are available for classes dropped within the *first two days* of the associated term (NOT the *class* start date).

A course dropped anytime after refund eligibility for that course ends will be processed as a withdrawal. No refund of tuition or fees will be made to a student who is withdrawn from a course by an instructor due to non-attendance or who is dismissed from the college for cause.

Please be aware that dropped classes or withdrawals can cause adjustments to any financial aid awards, resulting in a balance being due to the college for tuition.

PAYING FOR YOUR EDUCATION



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Community colleges charge the lowest tuition and fees of all higher education institutions. Mercer County Community College receives significant support from Mercer County and the State of New Jersey, but courses are not free. Students are required to pay for a portion of their education. To determine the cost of a course, consider tuition and college fees, special course fees, books and supplies.

TUITION AND FEES

Tuition and college fees are calculated on a per-credit basis. The table on page 75 will help you determine how much you owe based upon the total number of credits you are taking and your residency. Besides regular tuition and college charges, some courses carry an additional fee.

BOOKS AND SUPPLIES

Students must purchase their own course materials. The Mercer Bookstore (visit online at www.mcccshop.com) guarantees the availability of these for any course offered at MCCC. Acceptable methods of payment include cash, credit card, and financial aid (checks not accepted). Most textbooks can also be rented; please see website for details.

PAYMENT OF COURSE COSTS

Tuition and fees are due by Friday, August 2, 2019 for all Fall semester students who have registered by that date. **After that date, payment is due when you register.** You can pay by cash, check, money order, VISA, MasterCard, American Express or Discover. Payment can be made in person, by mail or at www.mccc.edu if you use a credit card. Questions about your bill should be directed to the Bursar's office at bursar@mccc.edu.

FINANCIAL AID

You will be considered for federal, state and MCCC financial aid if you complete the **Free Application for Federal Student Aid (FAFSA)** at www.fafsa.gov.

Our financial aid staff can answer your questions and may be able to help you complete the forms. However, processing may take up to 60 days, so apply as early as possible – even before completing an application for admission.

Help is available at the Financial Aid Office on the second floor of the Student Center at the West Windsor Campus (609- 570-3210) and the Student Services Office in room 218 at the James Kerney Campus (609- 570-3180). E-mail finaid@mccc.edu or visit our web page at www.mccc.edu and click on Financial Aid FATV.

UNEMPLOYED?

Tuition may be waived for unemployed persons during **Late Registration only**. Consult your local unemployment office for benefit details. **Students are responsible for paying any applicable fees and for covering expenses for textbooks and other class materials.**

SENIOR CITIZENS

Mercer County residents who are 65 or older may enroll in courses without paying full tuition – but **paying all fees** – if seats are available in a class after paying students have registered. To take advantage of this opportunity, senior citizens must register in person at either the West Windsor or James Kerney campus and pay the applicable semester fees.

HOPE SCHOLARSHIP

You may be eligible for up to \$1500 in tax credits. Details at www.irs.ustreas.gov.

VET ASSISTANCE

MCCC is approved for veterans' training under various GI Bills. Information: (609) 570-3240.

TUITION PAYMENT PLAN

Break down your tuition balance into affordable monthly payments. There's no interest, payment options are flexible, setup fees are affordable, and it's easy to enroll.

Payment Methods

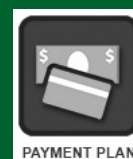
- Automatic bank payment (ACH)
- Credit or debit card

Cost to Participate

- \$50 enrollment fee
- \$30 fee if a payment is returned

Simple Steps to Enroll

- Log in to MyMercer student portal
- Click the Payment Plan icon
- Follow instructions



To review your agreement or make a change to your account, visit www.mypaymentplan.com/mercer.

Be sure to have your confirmation e-mail – sent to you one business day after you submit your agreement – available before logging in.

www.MyCollegePaymentPlan.com/mercer • For assistance 24/7 call 800-609-8056.

CREDIT COURSE REGISTRATION



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CONTINUING STUDENTS

- Examine your program requirements.
- Consult an academic advisor.

NEW TO MCCC

- Complete admissions application (available at www.mccc.edu/apply or call 609-570-3795).
- Submit college transcripts*

* or verification that course(s) will transfer to your college

VISITING STUDENTS FROM OTHER COLLEGES

- If you are a first-time visiting student at MCCC, complete the online Admissions Application at www.mccc.edu/apply. Returning visiting students proceed to the following step.
- E-mail the Admissions Office at admiss@mccc.edu with your name, date of birth, and the course number that you intend to register for. Admissions will complete your registration and provide you with your class schedule including the tuition amount and due date.

JOIN US FOR SUMMER AND WINTER SESSIONS

Mercer County Community College enrolls many students from other colleges and universities during MCCC's Summer and Winter sessions. While you're home, why not enroll in an affordable MCCC course to make up missed coursework, improve a grade, speed the completion of your degree, pursue an additional interest -- or meet people like yourself from schools far and near!

Most **Summer** classes, six weeks in duration, typically begin in late May and the first week in July. A limited selection of accelerated **Winter Session** classes begin late December (MercerOnline) and early January (on-campus).

We recommend that you confirm with your home college/university that they will accept the credits that you intend to obtain from Mercer County Community College.

After completing your course at MCCC, request an official transcript to be sent back to your college from MCCC.

ACCEPTED FORMS OF PAYMENT

(Payment Plan available – see page 76)

1. Cash



3. Check (include Student ID number)



ONLINE

www.mccc.edu/MyMercer

- View Courses
- Register
- Pay (VISA, MasterCard, Discover, or American Express)



IN-PERSON

WEST WINDSOR CAMPUS

Enrollment Services, Student Center - 2nd floor

When: Monday-Thursday, 8:30 a.m. to 7 p.m.; Friday, 8:30 a.m. to 5 p.m.
(**Summer** Monday-Thursday until 6 p.m., Fridays until 4 p.m.)

Payments can be made at the Bursar's Office from 9 a.m. to 5 p.m. daily (except weekends); Wednesdays until 7 p.m.

JAMES KERNEY CAMPUS

Enrollment Services, KC 218

When: Monday-Thursday, 8:30 a.m. to 7 p.m.; Friday, 8:30 a.m. to 5 p.m.
(**Summer** Monday-Thursday until 6 p.m., Fridays until 4 p.m.)

Payments can be made at the Bursar's Office from 10 a.m. to 6 p.m. on Monday and Thursday

REGISTER EARLY TO AVOID LATE FEES!

SEE PAGE 75 FOR KEY DATES.

PLEASE NOTE: Due to their popularity, some high-demand classes may already be filled. Register early for improved chances of course availability and best class selection.



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SCHOLARSHIPS
available from MCCC Foundation

Scholarships support your education.

Scholarship Amounts



\$5,000
largest

\$1,200
average

They do not
need to be repaid!

Interested?

Start your 2020-21 application now. It's easy and quick.
All current or incoming freshmen may apply.
A wide variety of scholarships are available.

Visit www.mccc.edu/apply4awards



More information available at
www.mccc.edu/m-scholarships



Courses offered conveniently in Trenton!

Join us at our James Kerney Campus for additional credit and noncredit courses offered at Mercer County Community College.

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

The Career Training Institute (CTI) at the Kerney Campus

CTI at the James Kerney Campus in Trenton provides short-term training programs with an industry recognized credential for adults to learn new skills or improve existing skills to be able to enter and advance in the workplace.

CTI offers training for

- Administrative Professional
- Medical Office
- Computerized Accounting

REGISTRATION TAKES PLACE EVERY MONTH. Interested individuals should contact Ms. Peg Gould by phone at 609-570-3133 or email at gouldm@mccc.edu.

NONCREDIT COURSE REGISTRATION

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DIVISION OF LIFELONG LEARNING

REGISTRATION AND ENROLLMENT QUESTIONS

609.570.3311 or email ComEd@mccc.edu

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

THE CENTER FOR CONTINUING STUDIES

Jigna Rao, Director

609.570.3278

raoj@mccc.edu

CAMP COLLEGE AND YOUTH PROGRAMS

Rose Fiorello, Director

609.570.3267

fiorellr@mccc.edu

MERCER INSTITUTE OF MANAGEMENT AND TECHNOLOGY TRAINING

Jennifer Kaklamanis, Account Executive

609.570.3279

kakalamaj@mccc.edu

CONFERENCE CENTER

609.570.3237

ccinfo@mccc.edu

5 ways to register!
(Now Open)



Online

www.mccc.edu/mymercer
Forms available online



Download & Mail
1200 Old Trenton Road
PO BOX 17202
Trenton, NJ 08690



Fax

609.570.3883



Phone

609.570.3311



In Person

Conference Center
1200 Old Trenton Road
West Windsor Campus

Have questions?

Call **609.570.3311**
Email **ComEd@mccc.edu**



PARKING, DIRECTIONS, AND SECURITY

West Windsor: Ample parking is provided and all lots are well lit at night. If your course is assigned a classroom in the Conference Center, you may park in the lot adjacent to the building. If your course is assigned to a classroom in another building on campus, please park in the East or West student lots. Driving directions and a map of campus is available online at www.mccc.edu under "About MCCC"

JKC Trenton: To access parking, all students must obtain a Mercer ID card and register their cars with the JKC Campus Safety Office. Free parking options can be found on Academy Street in Lot #B (next to the Trenton City Library) and Lot #C (next to the YWCA). Additional parking options are available for a nominal fee. More information on the James Kerney Campus is available online at www.mccc.edu under "About MCCC."

Students with mobility issues and needing individual assistance and parking accommodations should contact the Office of Inclusion, Transition and Accessibility by calling 609.570.3525 or Security by calling 609.570.3503 prior to the start of the course.

EMERGENCY TELEPHONE NUMBERS

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

REGISTRATION

Registrations can be confirmed by calling 609.570.3311 or emailing ComEd@mccc.edu.

- Telephone/Mail/Fax: After you register, you will receive your Student Schedule and receipt via email.
- Online: When you complete the online registration process, you will be able to print out a Student Schedule, which serves as your paid receipt and confirmation of your class. Please be sure to check your Spam or Junk folders as some browsers screen the confirmations into these folders.

AGE & REFUND POLICY

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

Our refund policy: If it is 10 or more days before the beginning of a class, you will receive 100% refund. If it is less than 10 days before the class start date, no refunds will be provided. Credit card payments will be refunded to the credit card; cash and check payments will be refunded via a check from MCCC made out to the student, unless employer sponsored.

EARLY REGISTRATION & CLASS CANCELLATIONS

Many courses fill quickly and some do have size limitations. In addition, courses do cancel if enrollment is not sufficient. Your registration may be the one that makes the class carry so please take advantage of early registration.

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

METHOD OF PAYMENT

Tuition and fees must be paid in full upon registration.

- Checks and money orders may be used for payment either in person or by mail.
- Cash is accepted for in-person registration only. Please do not mail cash.

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

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

SUPPLIES/MATERIALS/BOOKS

Course descriptions include required materials and book information. Required texts are available for purchase through the MCCC Bookstore (www.mccc.bkstr.com). Questions regarding Bookstore policy and procedure can be directed to 609.570.3416. Bookstore hours are subject to change, please visit the website to confirm hours.

West Windsor Bookstore Hours

Monday-Thursday: 8:30am-7pm

Friday: 8:30am-5pm

JKC-Trenton Bookstore Hours

Monday: 9am to 4:30pm

Thursday: 9am to 6:30pm

Closed Tuesday, Wednesday, Friday - Sunday

INCLEMENT WEATHER / EMERGENCY CLOSINGS

When classes are cancelled due to inclement weather or other reasons, please check the MCCC website (www.mccc.edu), social media channels, WWFM 89.1, or cable channels 80 (on Cablevision), 26 (on Comcast), or 20 (on Verizon FiOS) for more information.

PROFESSIONAL DEVELOPMENT

The Center for Continuing Studies at Mercer County Community College is a registered provider of professional development with the New Jersey State Department of Education. Our provider number is 4285. In addition, Center for Continuing Studies at Mercer County Community College is registered with the New Jersey State Board of Accountancy for Continuing Professional Education (CPE) credits for licensed Certified Public Accountants and Public Accounts (certification #20 CE 00011900).

As indicated within the appropriate course descriptions, some of MCCC's noncredit professional development courses award CEUs (Continuing Education Units), CPEs (Continuing Professional Education for Certified Public Accountants), CECH's (Continuing Education Contact Hours), and/or PDU's (Professional Development Units) to the student upon successful completion and a passing grade for the course. Successful completion means the student has mastered the material and has attended at least 80% of the scheduled class time. A passing grade is Satisfactory (S).

EMPLOYER SPONSORED REGISTRATIONS

Employers who are interested in sponsoring their employees for Continuing Studies classes should submit the Employer Sponsor Information Form and return it with payment to the Center for Continuing Studies. Forms and payment can also be submitted electronically by visiting the website (www.mccc.edu/ccs) and filling out the Employer Sponsor form, submitting it with a credit card payment. Questions regarding this process can be directed to 609.570.3311 or ComEd@mccc.edu.

SENIOR CITIZEN POLICY

Mercer County residents who are age 65 or over are eligible to apply a 20% discount to some noncredit courses, provided all course prerequisites are met. Seniors need to register in person and present proof of birth date and current address in order to qualify. Contact CCS for more information at ComEd@mccc.edu or 609.570.3311

ADDITIONAL INFORMATION AVAILABLE ONLINE

For a complete list of all the policies and general information for the Center of Continuing Studies, please visit our website at www.mccc.edu/ccs. Additional information available online include How to Find your Room Assignment, Tuition and Fees, Financial Assistance, Grades, MCCC Library, Affirmative Action and Compliance Statement, Cafeteria & Vending Machines, Smoking Policy, Cell Phone Usage, Student ID cards, Certification Completion, and Code of Conduct.

LOOKING FOR A PLACE TO HOST YOUR NEXT BUSINESS MEETING OR CELEBRATION?



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

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

Call today to learn about our Daily Meeting Packages or schedule a tour to view our facility.

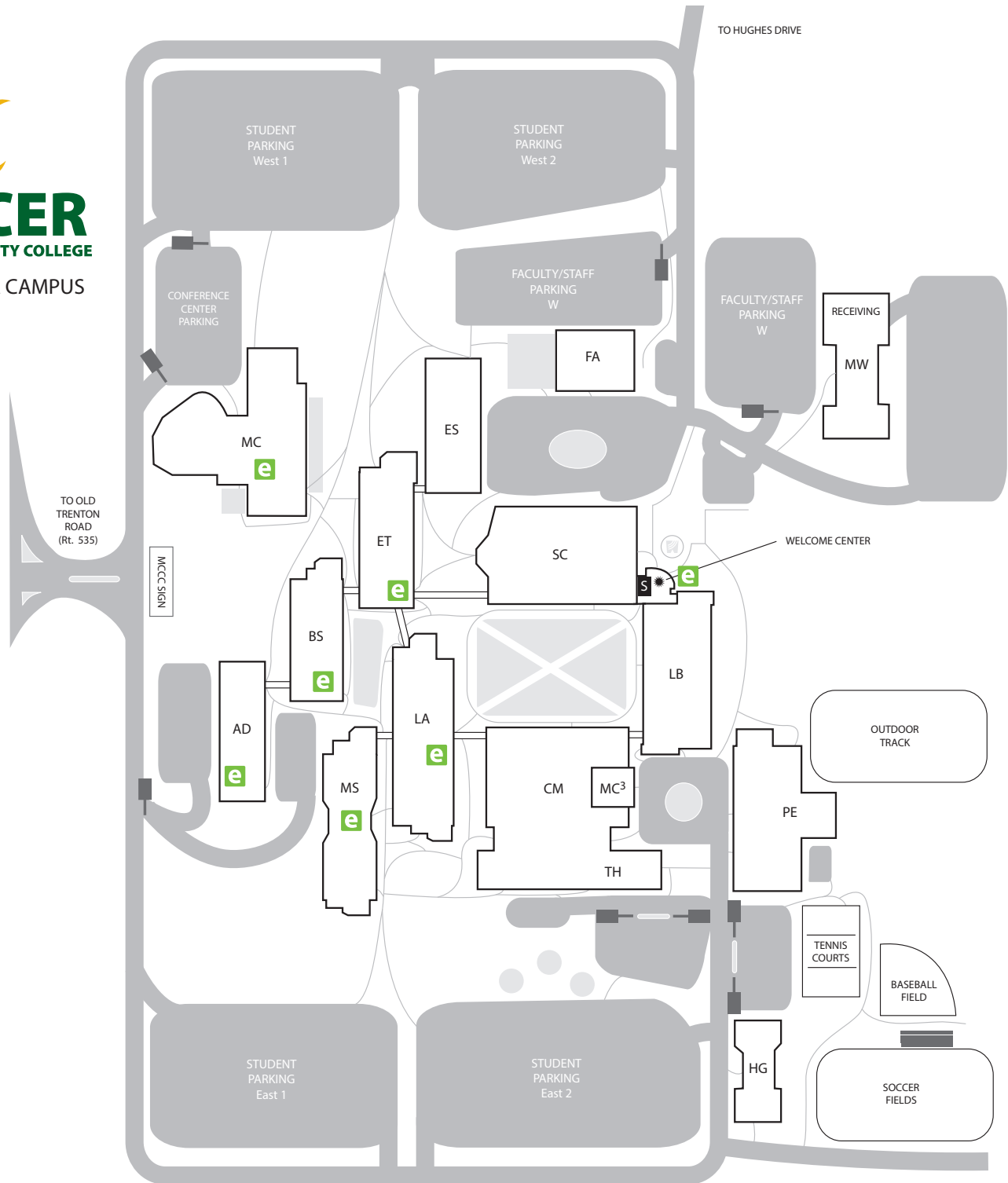
1200 Old Trenton Road | West Windsor, NJ 08550
609.570.3237 | ccinfo@mccc.edu



THE CONFERENCE CENTER
AT MERCER
Corporate Meetings & Events

CAMPUS MAP

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KEY

ELEVATOR

YOU ARE HERE!

SECURED GATE
 BUILDING OR STRUCTURE
 ROAD
 WALKWAY

Welcome Center
AD Richard K. Greenfield Administration Building
BS Business
CM Communications Center
ES Engineering Systems

ET Engineering & Technology
FA Fine Arts
HG Horticulture Greenhouse
LA Liberal Arts
LB Library
MC Conference Center
MC³ Studio Theatre

MS Science & Health Professions
MW Maintenance
PE Physical Education
 Security
SC Student Center
TH Kelsey Theatre



1200 Old Trenton Road
West Windsor, NJ 08550

Nonprofit Organization
U.S. Postage
PAID
Trenton, New Jersey
Permit No. 1579



**YOU MAY BE
ELIGIBLE FOR**

**FREE
TUITION**

AT MCCC

NEW FEATURES FOR 2019-2020

- ✓ Now covers dependent students who are attending college part-time (typically two classes) in a semester.
- ✓ Now covers fees for nursing, culinary, and other career and technical education programs. (More details to come!)

TO QUALIFY, YOU MUST...

- ✓ Have a total household adjusted gross income not exceeding \$65,000.
- ✓ Not have a prior college degree.
- ✓ Complete a FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov, including submission of all required documents.
- ✓ Make satisfactory academic progress.

For More Details/Assistance

Admissions:

(609) 570-3795 or email admiss@mccc.edu

Financial Aid:

finaid@mccc.edu

Success Coaching:

successcoach@mccc.edu



Funded by:

New Jersey
Community College
Opportunity Grant

