Continuing Studies
Noncredit Courses
August - December 2012

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**Information Session!**

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- Review our courses
- Receive expert advice
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**Tuesday, August 28, 2012**

Starts promptly at 6pm

For location: www.mccc.edu/ccs

*One time only, non-transferable, Fall 2012 semester only

For additional information, call 609.570.3311
or email ComEd@mccc.edu
(No pre-registration required)

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When you partner with Mercer Institute we listen to your needs, assess where you are, then design a training program that is right for you. Our highly consultative and flexible approach ensures that we address your specific objectives so you can achieve your goals. Our experts consult with your corporate or community organization to build and deliver a tailored training program.

Listen/Assess

Evaluate

Design/Build

Deliver

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weinbere@mccc.edu  •  609.570.3612

Previously The Center for Training and Development at Mercer County Community College
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Business and Management

American Management Association University Certificate Programs
American Management Association (AMA) courses are nationally recognized for their comprehensiveness and value. Our instructors use AMA textbooks as the foundation and draw on their own expertise and experience to present material in the most timely and relevant manner. These courses are designed to help you become more effective in your present position and better prepared for advancement opportunities. To earn an AMA certificate, you must successfully complete ninety (90) unique hours of instruction, earning 9.0 CEUs. If you choose to earn more than one AMA certificate, your 90 hours of instruction may be chosen first from any AMA certificate program, then from any computer or business and management courses (including Construction Project Management) on pages 6 through 24 (excluding page 16).

American Management Association University Certificate in Human Resources
This certificate program is designed for professionals who are seeking a comprehensive overview of human resources. Whether you are a new HR professional, an HR specialist who has limited general experience or a professional who wants to learn more about the human resources function, you will find this program beneficial to your professional advancement.

Individual courses may be taken on a non-certificate basis.

Core courses:
- Fundamentals of Human Resources
- Fair, Square and Legal: A Manager’s Guide to Safe Hiring, Managing, and Firing Practices
- Compensation and Reward Programs
- Performance Management

Fundamentals of Human Resources
Fundamentals of Human Resources is a comprehensive guide to productive HR management. It will enable you to develop an effective HR plan for your company based on the needs of your organization.
1.5 CEU or 15 CPE hours. Tuition: $295 (includes AMA course materials: $120)
XCP200-105195 Sept 13-Oct 11
5 sessions Th 6:30-9:30pm
Barbara Brown-Wilson, MCCC Instructor

Fair, Square and Legal: A Manager’s Guide to Safe Hiring, Managing, and Firing Practices
Do you know what to do to protect your business, your employees and yourself from legal liability? Can you defend your actions, or those of your employees, if you do end up in court? Staying out of trouble is a matter of being prepared. That’s exactly what you’ll learn in Fair, Square and Legal: clear, unambiguous, step-by-step methods of documentation, compliance, and prevention for every business-related action that can raise legal liability.
1.5 CEU or 15 CPE hours. Tuition: $295 (includes AMA course materials: $120)
XCP201-105196 Oct 18-Nov 15
5 sessions Th 6:30-9:30pm
Barbara Brown-Wilson, MCCC Instructor

Barbara Brown-Wilson has experience in project research, legislative, constituent services, and human resources in the governments of Mercer County, New Jersey, and federal sector. She also has 20 years military service in the NJ Army National Guard as a personnel officer practicing personnel support, federal employee relations and benefits, equal employment opportunity, and diversity initiatives.

Interpreter Training
Certificates in Interpreting (at Brookdale Community College, Lincroft, NJ)
Employment of interpreters is expected to grow 42%, much faster than the average for all occupations, according to the Federal Government’s Occupational Outlook Handbook. Designed to train interpreters for service and employment opportunities, Brookdale Community College offers concentrated training in consecutive and simultaneous interpreting and sight translation. Two programs are offered:
- Certificate in Judicial and Medical Interpreting—English/Spanish or English/Portuguese—88 hours of training

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

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
American Management Association
University Certificate in Management

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

Individual courses may be taken on a non-certificate basis.

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

How to Manage Conflicts in the Organization
Master the strategies, tactics and insights you need to gain control of tough conflict situations. Discover how to spot potential interpersonal conflicts – and defuse them before they flare up. Understand how, when, where and why to apply the five favored conflict-resolution approaches, and develop the insight and intuition you need to make them work.

1.5 CEU or 15 CPE hours. Tuition: $295 (includes AMA course materials: $120)
XML183-105197  Oct 3-Oct 31
5 sessions  W  6:30-9:30pm
Edward Kurocka, MCCC Instructor

Delegating for Business Success
Delegate responsibility more effectively so you’ll have more time to manage. If this is done well, you and your employees will have the opportunity to take on more challenging tasks.

1.5 CEU or 15 CPE hours. Tuition: $295 (includes AMA course materials: $120)
XML182-105198  Nov 6-Dec 4
5 sessions  Tu  6:30-9:30pm
Marc Dorio, MCCC Instructor

Ed Kurocka is Principal of OnSight Advisors LLC, a management consulting firm specializing in human resources and organizational effectiveness. Ed helps companies and non-profits improve their results and achieve their vision by identifying and solving problems with individual, group and organizational performance. His corporate experience includes leadership positions in human resources and performance compensation. Ed holds a BA in English from The College of New Jersey, and an MS in Organizational Dynamics from the University of Pennsylvania.

Programs of Interest:
• 30 Minute Meals: Cook, Eat, Enjoy (pg. 50)
• A Tour de France: Introduction to French Film (pg. 58)
• Advanced Topics in Bookkeeping (pg. 6)
• American Sign Language (ASL) I and II (pg. 62)
• APA’s (American Payroll Association’s) PayTrain Fundamentals (pg. 7)
• Back to School Night for Adults (pg. 2)
• Basic Training Course for Wildlife Rehabilitation (pg. 45)
• Billers and Coders Medical Terminology (pg. 38)
• Business Writing that Works (pg. 10)
• Certificate in Clinical Development and Regulatory Affairs - Revised (pg. 36)
• Designing Websites for Smartphones and Tablets (pg. 24)
• Emergency Medical Technician (EMT) (pg. 42)
• Exploring the Power of Your iPhone and iPad (pg. 17)
• Fire Extinguisher Training (pg. 55)
• Global Shell Fish Feast (pg. 50)
• Grammar for Speakers of English (pg. 10)
• How to Become an Effective Substitute Teacher (pg. 29)
• ICD-9 to 10 Mapping (pg. 40)
• Improve Your CQ - Your Global “Culture Intelligence” Quotient for Business (pg. 10)
• Knife Skills Adventures (pg. 50)
• Listening and Speaking Skills (pg. 63)
• MS Basic Outlook 2010 (pg. 19)
• Phlebotomy Technician Certificate Program (pg. 44)
• Principles of Investing in Real Estate (pg. 9)
• Reading and Vocabulary Skills (pg. 63)
• Staging and Selling a Home in Today’s Market (pg. 9)
• The World of Mobile Apps (pg. 58)
• Time Management (pg. 58)
• Web Developer/Programmer Certificate (Redesigned) (pg. 21)
• Wines of South Africa (pg. 51)
• Writing Children’s Fiction (pg. 63)
American Management Association
University Certificate in Project Management

This Certificate in the Project Management Program is designed to equip you with required skills necessary in setting up project plans, scheduling work and monitoring progress in order to achieve desired project goals and results. If you are planning to take the PMP® Prep Review (see page 8), you will benefit from these courses.

Individual courses may be taken on a non-certificate basis.

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

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

1.5 CEU or 15 CPE hours. Tuition: $295 (includes AMA course materials: $120)
XCP209-105199  Sept 11-Oct 16*
5 sessions  Tu 6:30-9:30pm
*Class will not meet Sept 25
Rob Goldfarb, MCCC Instructor

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

1.5 CEU or 15 CPE hours. Tuition: $295 (includes AMA course materials: $120)
XMl171-105200  oct 30-Nov 27
5 sessions  Tu 6:30-9:30pm
Alma Ortiz, MCCC Instructor

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

4.2 CEU or 42 CPE hours. Tuition: $396 (tuition $323; lab fees $73)
XBa138-105202  Oct 6-Nov 17
7 sessions  Sa 9am-3:30pm*
*1/2 hour for lunch
Julius A. Lodato, Jr., CPA, MST

Advanced Topics in Bookkeeping
Prerequisite: Introduction to Bookkeeping
Advanced Topics in Bookkeeping picks up where Introduction to Bookkeeping leaves off. You will be challenged by topics pertaining to inventory control and valuation, commercial paper, cash control, payroll and fixed asset accountability. Additionally, the course will offer an overview in partnerships, corporations and LLCs as entity types with focus on taxation and NJ fiscal compliance with respect to each. This course requires the same book as used in Introduction to Bookkeeping. Available in college bookstore. (Note: Please bring a lunch — cafeteria closed.)

4.2 CEU or 42 CPE hours. Tuition: $396 (tuition $323; lab fees $73)
XBA139-105405  dec 1-Feb 2*
7 sessions  Sa 9am-3:30pm*
*1/2 hour for lunch
*Class will not meet Dec 22, 29, Jan 19
Julius A. Lodato, Jr., CPA, MST

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
**Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!**

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

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**Business and Management**

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

As a payroll professional, you know how important it is to maintain your company’s compliance by keeping up with changing regulations and procedures. Staying current is not only important to your company’s bottom line but also to your continued professional development.

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

**PayTrain Fundamentals**

PayTrain Fundamentals teaches the fundamental payroll calculations and applications necessary for individuals who are new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.

**Topics covered in PayTrain Fundamentals include:**

- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- Payroll benefits basics

3.6 CEU. Tuition and fees: $745 (includes APA course materials)

**XCP168-105406**  
**Sept 6-Dec 6**  
12 sessions  Th  6-9pm

*Class will not meet Nov 15, 22
Julius A. Lodato Jr., CPA, MST

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**PHR/SPHR Certification Preparation Course**

The Center for Continuing Studies at Mercer and the Society for Human Resource Management (SHRM) offer a 13-week comprehensive review of the major disciplines within Human Resources. Utilizing the SHRM Human Resource Learning System, the course is designed to give human resource professionals new tools for successful performance on the job. The course also helps prepare you for the Human Resource Certification Institute’s (HRCI) national examination for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification. **It is important that you review the SPHR/PHR eligibility requirements on the HRCI website www.hrci.org.**

**Who Should Attend:**
- Human Resource professionals looking for advancement

**What You Will Learn:**
- Module one: Business Management Strategy
- Module two: Workforce Planning and Employment
- Module three: Human Resource Development
- Module four: Compensation and Benefits
- Module five: Employee and Labor Relations
- Module six: Risk Management

**When:**
- **Saturdays, 9am-12pm, September 8-December 8**  
  (No class November 24)  
  (13 sessions)
- Please submit registration form and payment by August 25, 2012

**Course Fee:**

The fee of $1255 includes the study materials and mastery tests. Special discount for members of the Human Resource Management Association of Princeton (local SHRM Chapter) is $1205. 3.9 CEU. For information on becoming a chapter member, see the HRMA chapter website at www.hrma-nj.org.

- XCP 198-105482 – $1255
- XCP 198-105483 – $1205*

*Rate for HRMA of Princeton chapter members only
Charlene Watler, MCCC Instructor
Project Management Professional Certification
PMP® Prep and Review

PMI’s PMP® credential is a very important industry-recognized certification for project managers. You’ll appreciate the professional advantages derived from attaining the Project Management Professional (PMP) status if you are:
- a project manager, team leader, project coordinator
- a team member seeking to learn the PMBOK® framework
- looking to increase your project management knowledge

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

This 38.5-hour course is designed to help you prepare for the PMP® exam—and gain the most understanding of project management with the least amount of study. **Textbook required.**

**Available in college bookstore.** (Note: Please bring a lunch — cafeteria closed.)

3.85 CEU. Tuition and fees: $1,077

XCP354-105481  Oct 13-Dec 1*
7 sessions  Sa  9am-3pm**
*Class will not meet Nov 24
**1/2 hour lunch
Kevin Fitzpatrick, PMP

Online Courses for Project Management

The following online Instructor-Led courses and Career Training Programs are pre-approved for PDUs (Professional Development Units). You will need 35 PDUs to apply for the PMP exam.

**Career Training Programs:**
- Purchasing & Supply Chain Management
- Lean Mastery
- Six Sigma Black Belt
- Six Sigma Green Belt
- Understanding Earned Value Management
- Certified Mediator
- Certified Alternative Dispute Resolution Specialist
- Management for IT Professionals

**Program Features:**
- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are part of the course fee
- Payment plans are available
- All materials are included in the Program fees
- Each course has an instructor assigned to answer student questions and solve student problems

To learn more, or to enroll, go to www.ed2go.com/mccc.edu. Click on link to Career Training Programs.

**Instructor-Led Courses:**
- Purchasing Fundamentals
- Building Teams That Work
- Supply Chain Management Fundamentals
- Introduction to Business Analysis
- Keys to Effective Communication
- Achieving Success With Difficult People
- Creating User Requirements Documents

**Tuition: Most courses start at: $96**
- Expert Instructors
- 6-Weeks of Instruction
- 24-Hour Access
- Start Dates: A new section of each course starts monthly.

To learn more, or to enroll, go to www.ed2go.com/mccc.edu
Principles of Investing in Real Estate
This course is an introduction to the financial analysis of investment real estate. The course is designed for individuals who want to learn how to invest in income producing real estate and for professionals already in the industry who wish to sharpen their analysis skills. Various property types including multifamily and office will be discussed. Financial concepts such as net present value and return on equity will be introduced. How to read leases and how to prepare a 10-year income and expense projection will be covered as well as how bankers make commercial loans. The course will end with a discussion of a specific real estate case study.
Familiarity with a financial calculator such as an HP 12-C would be helpful. Students should bring either a financial or regular calculator to class.
0.8 CEU. Tuition and fees: $124 (tuition $110; materials fees $14)
XBA107-105203  Oct 27
1 session  Sa  9am-12pm
Steven Waniak, Real Estate Consultant

How to Buy Foreclosed Properties
Arm yourself with the resources you’ll need to buy foreclosed properties. You will learn how to: understand the foreclosure process from the notice of default to sheriff sale; evaluate profitability; finance foreclosures with little to no down payment; negotiate with property owners during the pre-foreclosure state; successfully bid on government foreclosures; position yourself as a cash buyer at the bidding; generate large profits from “short sales”; and learn to build a team of real estate professionals to expedite acquisition timeline. Tuition and fees: $72 (tuition $47; materials fee $25)
XBA140-105408  Sept 11-Sept 18
2 sessions  Tu  6-8pm
Margaret Rose, MCCC Instructor

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

- Small Business Start Up and Business Plan Development (See pg. 12 for course description)
- Small Business Growth and Financial Development (See pg. 13 for course description)
- Fundamentals of Human Resources (See pg. 4 for course description)
- Fair, Square and Legal: A Manager’s Guide to Safe Hiring, Managing, and Firing Practices (See pg. 4 for course description)
- How to Manage Conflicts in the Organization (See pg. 5 for course description)
- Delegating for Business Success (See pg. 5 for course description)
- Fundamentals of Finance and Accounting for Non-Financial Managers (See pg. 6 for course description)
- Total Quality Management (See pg. 6 for course description)
- Choices in Legal Formation (See pg. 13 for course description)
- Comprehensive QuickBooks™ (See pg. 13 for course description)
- Introduction to Bookkeeping (See pg. 6 for course description)
- Advanced Topics in Bookkeeping (See pg. 6 for course description)
- Business Writing that Works (See pg. 10 for course description)
- Grammar for Speakers of English (See pg. 10 for course description)
Communications and Marketing
When you need to market your product or service, you need strategic, results-driven skills that enhance the bottom line. Communicating clearly and persuasively is critical to your success. Our wide range of courses in this series is designed to show you how to target an audience, develop strategic techniques and generate a greater return on your investment.

Business Writing that Works
NEW!
In today’s mobile work environment, where everyone from solopreneurs to Fortune 500s does business electronically, communicating in an effective, professional manner is paramount. But while the means of communicating in business have changed, the basics of effective, professional communication have not. Knowing how to write for business, whether in memos, through email, or on social media sites, can spell the difference between success and failure for your company or project. **Textbook is recommended, not required. Available in college bookstore.**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Dates</th>
<th>Credit Hours</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>XWC110-105410</td>
<td>Business Writing that Works</td>
<td>Sept 4-Oct 16*</td>
<td>0.9 CEU</td>
<td>Tu  6:30-9pm</td>
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<tr>
<td>XWC110-105411</td>
<td>Grammar for Speakers of English</td>
<td>Dec 3-Dec 12</td>
<td>1.0 CEU</td>
<td>M,W 6:30-9pm</td>
</tr>
</tbody>
</table>

Grammar for Speakers of English
Even though this course is intended for native speakers of English, ‘Grammar for Speakers of English’ is also valuable for ESL students. Without knowing grammar, you cannot speak English properly. This course will guide you through the structures and rules of English grammar. You will learn present, past, and future tenses.

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<th>Course Code</th>
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<th>Credit Hours</th>
<th>Time</th>
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<tbody>
<tr>
<td>XWC110-105411</td>
<td>Grammar for Speakers of English</td>
<td>Dec 3-Dec 12</td>
<td>1.0 CEU</td>
<td>M,W 6:30-9pm</td>
</tr>
</tbody>
</table>

Market Your Business on Social Networking Sites
NEW!
Do you have a hobby or small business that you would like to promote but don’t have the money necessary for marketing? Many people are unaware of the many free social networking sites that are available on the web. This course will demonstrate how to utilize free sites (Twitter and Facebook) to help promote your business/interests without ever paying a penny. 0.3 CEU. Cost: $66 (tuition and fees: $27; lab fees $39)

<table>
<thead>
<tr>
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<th>Time</th>
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<tbody>
<tr>
<td>XCA100-105205</td>
<td>Market Your Business on Social Networking Sites</td>
<td>Oct 9</td>
<td>0.3 CEU</td>
<td>Tu 6:30-9:30pm</td>
</tr>
</tbody>
</table>

Marketing Your Small Business to Success
See pg. 12 for course description.

<table>
<thead>
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<th>Course Code</th>
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<th>Credit Hours</th>
<th>Time</th>
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<tbody>
<tr>
<td>XM5310-105206</td>
<td>Marketing Your Small Business to Success</td>
<td>Oct 2-Oct 10</td>
<td>0.9 CEU</td>
<td>Tu,W 6-9pm</td>
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Time Management
See pg. 58 for course description.

<table>
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<th>Time</th>
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<tbody>
<tr>
<td>XWL110-105412</td>
<td>Time Management</td>
<td>Nov 12-Nov 26</td>
<td>0.9 CEU</td>
<td>M 6:30-9:30pm</td>
</tr>
</tbody>
</table>

Iona Harding, SPHR, GPHR, is a global human resources and business leader with more than 25 years of experience in finance, information technology, global human resources, strategic planning, and training and development. She is Principal of Harding Resources, LLC, a consulting principal with RES-Partners, LLC, and an adjunct instructor in MBA, EMBA and adult certification programs in the US and Southeast Asia. Iona is on the Board of Directors of the Human Resource Certification Institute. Previously she was a global HR Vice President for Lucent Technologies. She is a frequent speaker on such topics as Measuring HR Effectiveness, Going Global, Organization Culture and Values, and Improving Global IQ.
Registration deadline is two weeks prior to the course start date.
Avoid the $15 late fee... Register Early!

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

Business and Management

Green Future Management Certificate Program
If you are interested, please email Carol Clark at clarkc@mccc.edu.

Use of MCCC Library
If you would like to use the MCCC library, you must take your schedule to Security and get an ID card.

Announcing…

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Phone: 609.570.3311    Fax: 609.570.3883
www.mccc.edu/ccs   ComEd@mccc.edu
Small Business Management
Mercer County Community College is pleased to present these Small Business Management courses designed for small business owners, as well as for those planning to start a business. This series of courses will take you through the steps required to create a winning business plan and guide your business idea into a successful reality.

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

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

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

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

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

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

1.2 CEU or 12 CPE hours. Tuition and fees: $149
XBA100-105207 Sept 10-Sept 19*
4 sessions M,Tu,W* 6-9pm
*Class meets at West Windsor Campus
*Classes meet: Sept 10, 11, 18, 19
Carla Fallone, MBA
CEO, Fallone Business Resources

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

1.2 CEU. Tuition and fees: $149
XMS310-105206 Oct 2-Oct 10
4 sessions Tu,W 6-9pm
Ed Andriessen, MCCC Instructor and Marketing Consultant

Market Your Business on Social Networking Sites
For beginning social networkers/small business owners looking for free exposure
See pg. 10 for course description.
0.3 CEU. Cost $66 (tuition and fees $27; lab fees $39)
XCA100-105205 Oct 9
1 session Tu 6:30-9:30pm
Fabio Iucolino, MCCC Instructor

Carla Fallone is a fourth generation entrepreneur and has been a successful business owner for over 23 years, first in food service and catering, and then since 2002 as a much in-demand business consultant. Through Fallone Business Resources, she teaches small business classes throughout central New Jersey. She assists the network of Small Business Development Centers with new business creation and is an adjunct Business professor at the College of New Jersey. She has counseled start-up companies, Fortune 100 companies, and international businesses.

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Small Business Growth and Financial Development
Prerequisite: Small Business Start Up and Business Plan Development
This 12-hour course will begin with a discussion of developing a financial plan to include recordkeeping for your small business and the importance of current and accurate financial information to make effective business decisions. Learn different methods of designing budgets, analysis of balance sheets, understanding revenue and expenses on income statements, and how to manage cash flow. Learn also how to finance your business by evaluating sources of debt and equity financing and methods of layering financing for your small business. 1.2 CEU or 12 CPE hours. Tuition and fees: $149
XBA101-105209  Oct 16-Oct 24*
4 sessions  Tu,W  6-9pm
*Class meets at West Windsor Campus
Carla Fallone, MBA
CEO, Fallone Business Resources

Choices in Legal Formation
Examine the elements of each legal form for your business. Learn the difference between sole proprietorship, partnership, S and C corporations and the widely used LLC. An industry expert will guide you through some of the initial legal considerations for your business and tell you how to make the most of your professional advisory team (attorneys, accountants and business consultants). 0.6 CEU or 6 CPE hours. Tuition and fees: $80
XBA803-1  TBA
2 sessions  6-9pm
MCCC Instructor

Comprehensive QuickBooks™
Prerequisite: AMA Finance for Non-Financial Managers or basic understanding of accounting and computer keyboarding skills
This course is a combination of Introduction and Intermediate QuickBooks™ featuring: entering and paying bills, using credit cards/other asset and liability accounts, tracking and paying sales tax, payroll, estimating, time tracking and job costing. 1.5 CEU or 15 CPE hours. Cost: $295 (tuition $142; lab fees $153)
XCA148-105208  Nov 12-Nov 20*
5 sessions  M,Tu,Th  6-9pm
*Class meets Nov 12, 13, 15, 19, 20
Carla Fallone, MBA
CEO, Fallone Business Resources

Start a Home-Based Business with Little or No Money
This three-hour program is of great value to anyone interested in learning the steps to start a successful home-based business. Learn the basics of what products or services to sell. Review proven sales and marketing techniques to reach large audiences. How to promote your website, opportunities on eBay, effective use of the internet, and shipping and mailing items from your home will be discussed. 0.3 CEU. Tuition and fees: $39
XBA158-105415  Nov 7
1 session  W  6-9pm
Ed Andriessen, MCCC Instructor and Marketing Consultant

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

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

Entrepreneurial Training Program for the Unemployed (ETPU)
An intensive six-week, 60-hour, daytime training program for those who would like to start their own business. Topics include: developing business and marketing plans, taxes, recordkeeping, legal formation, insurance, financing, counseling and mentoring. Classes begin periodically. See the website ETPUNJ.org for more information. Courses can be applied to the Small Business Management Certificate. Call 609.570.3530 for information. Tuition and fees: $900.

Note: If you are currently collecting unemployment benefits, call your local One-Stop Center regarding financial assistance and eligibility.
Nonprofit Management – Certificate Program and Workshops

We have revised and updated our Nonprofit Certificate Program to reflect the current focus on this very important market sector in the current economic climate. The program is packed with practical techniques necessary for survival in this challenging economy. Workshops are oriented to the needs of staff, program administrators, executive directors, board members, philanthropists, volunteers, and those interested in employment at nonprofits.

Certificate in Nonprofit Management

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

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

Elective courses:
Different electives will be offered each semester.

Grantwriting Essentials

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

1.5 CEU. Tuition and fees: $150
XCP264-105210 Sept 6-Oct 18*
6 sessions Th 6:30-9pm
*Class will not meet Oct 11
Judith Arnold, Nonprofit Consultant, and Claire Walton, Nonprofit Consultant

Advanced Grantwriting

Prerequisite: Satisfactory completion of Grantwriting Essentials or by special permission of the instructors

This in-depth, 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 real grant proposal will be developed. Advance communication with the nonprofit and some research about potential grant proposals/ RFPs is highly recommended. This student should also be well-versed in the nonprofit’s mission and programming, and have some ability to obtain some financial data to develop the project budget. The instructors will be discussing grant details, both as they apply to all grants and to each student’s grant. Homework will be required to pass the course. Enrollment will be limited.

1.2 CEU. Tuition and fees: $120
XML150-105211 Sept 11-Oct 9*
4 sessions Tu 6-9pm
*Class will not meet Sept 25
Marge Smith, Nonprofit Consultant

Fundamentals of Nonprofit Management

This program will examine aspects of non-profit organizations that make them unique and focus on areas critical to their success. Emphasis will be placed on roles and responsibilities of the Board of Directors, the development of an effective Board, the importance of a mission statement and vision, and the effective management of volunteers.

1.2 CEU. Tuition and fees: $120
XCP159-105212 Oct 3-Oct 31*
4 sessions W 6-9pm
*Class will not meet Oct 10
*Class meets at West Windsor Campus
Lisa Thoumin, CPA, The Mercadien Group, Managing Director

Budget Basics

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

1.2 CEU. Tuition and fees: $120
XCP159-105485 Dec 1-Dec 15**
3 sessions Sa 9am-1pm
**Class meets at James Kerney Campus, North Broad and Academy Streets, Trenton, NJ 08608
Les Loyaen, MCCC Instructor

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Overview of Fundraising Techniques
Americans are generous people, but in the current economic environment, your organization may not be getting its share. Learn the basic elements of developing financial resources and how to implement them in your nonprofit. Explore the techniques of fundraising – including special events – and learn how to identify the best potential constituencies to target.

1.5 CEU Tuition and fees: $150
XCP186-105214 Oct 15-Nov 12
5 sessions M 6-9pm
Les Loyalen, MCCC Instructor

10 Tips for Managing Volunteer and Staff Relations
This workshop addresses the critical relationship between volunteers and paid staff which can significantly impact the success or failure of a nonprofit. These dynamics can prove the adage, “united we stand, divided we fall.” The tips provided and some role play will help ensure a cooperative and productive environment.

0.9 CEU. Tuition and fees: $90
XML136-105215 Oct 16-Oct 30*
3 sessions Tu 6-9pm
Marge Smith, Nonprofit Consultant

Starting a New Nonprofit
This course will provide an overview of the “nuts and bolts” involved in creating and launching a nonprofit. Topics covered will include: the legal requirements, fees, filings, and timetables - plus possible alternatives if creating a nonprofit is not a practical choice; development of a mission statement and a strong, effective Board, plus the role/responsibilities of the Board; the budget process and the need for a practical yet proactive business plan; the art of efficient administration/operation, appropriate staffing, and volunteer management; and the importance of marketing/branding, PR, and fundraising. Expert nonprofit specialists will be brought in each week to provide perspective and experience from within the nonprofit arena.

1.0 CEU. Tuition and fees: $100
XML151-105490 Oct 25-Nov 29*
5 sessions Th 6:30-8:30pm
*Class will not meet Nov 22
William Vogt, International Business Consultant and Member of numerous nonprofit Boards, and Judith Arnold, Nonprofit Consultant, Co-Facilitators

Online Courses and Certificates through Learning Resources Network (LERN)
It is easy to participate in your online course! After you register, you will be given information to access your online classroom.

- Expert instructors / 24-hour access from any computer
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- Online discussions with your fellow participants and the instructor

CEUs are available for selected courses.

Note: Any course may be taken individually.

For more information,
please email wintersj@mccc.edu.

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- eMARKETING & SOCIAL MEDIA FOR BUSINESS
- TRAINING & EDUCATION

Visit www.mccc.edu/LERNclasses for course descriptions, dates, and prices

Individual course prices start at *$145 Certificate Program prices start at *$295

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Online Training
Unique Instructor-Facilitated Courses Online

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

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

How to Get Started

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

Start Dates

A new section of each course starts monthly. Our Spring 2012 schedule is as follows: Aug 15-Oct 5, Sept 19-Nov 9, Oct 17-Dec 7, Nov 14-Jan 4, and Dec 12-Feb 1.

Requirements

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

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

Here is a sampling of our variety of personal and professional development online courses!

- Constitutional Law
- Winning Strategy for the Courtroom
- Introduction to Criminal Law
- Grammar Refresher
- Introduction to SQL
- Introduction to Networking
- Learn to Buy and Sell on Ebay
- Resume Writing Workshop
- Genealogy Basics
- Handling Medical Emergencies
- Music Made Easy
- Introduction to PC Security
- Empowering Students with Disabilities

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- Courses start monthly
- Expert instructors
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- 24-hour access
- Online Discussion Areas
- 6 Weeks of Instruction

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

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Computer Literacy

Important Note: These basic courses prepare you for further training in computer applications, such as the Microsoft Office Suite. You should take these courses first if you have minimal computer experience in using the keyboard, the mouse, or have never navigated in a Windows or Mac operating system.

PC Training

Basic Computer and Keyboarding
For the uninhomed or curious, this basic introduction helps those who have a fear of computers become comfortable with basic terminology and concepts. You will examine computer jargon, hardware, software, computer systems, and different kinds of computers and their uses. You will also learn touch-typing at your own pace. You will be able to practice and review your work, and your speed will improve as you type without having to look at the keyboard.

Textbook required. Available in college bookstore.
1.8 CEU. Cost: $229 (tuition: $90; lab fees: $109; materials: $30)
XCA110-105217 Sept 5-Sept 19
3 sessions W 9:30am-4pm*
*1/2 hour for lunch
Fabio Lucolino, MCCC Instructor

Introduction to the Windows 7 Operating System
(This course should be taken before taking any other computer courses that use a Windows operating system.)
Prerequisite: Basic Computer and Keyboarding or equivalent experience
Take a look behind the screen in this introductory course to Windows Operating System 7. Practice with basic skills including mouse techniques (clicking and dragging), resizing windows, file storage and navigation, etc. You will navigate the desktop, use online help and shortcuts, customize 7, and use Windows Explorer. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $200 (tuition and fees: $73; lab fees: $127)
XCA107-105218 Oct 5-Oct 12
2 sessions F 9:30am-4pm*
*1/2 hour for lunch
MCCC Instructor

Mac Training

Intro to the Mac
Whether you’re switching from your PC and Windows for business or pleasure (or both), this course will help demystify the Mac’s hardware and software features. Students will learn how to navigate the Mac OS, explore the built-in “i” applications (i.e., iTunes®, iPhoto®, iMovie®, etc.), and experience Mac’s networking and security features. Textbook required. Available in college bookstore.
0.9 CEU. Tuition and fees: $199 (tuition: $85; lab fees: $114)
XCS100-105219 Sept 29-Oct 13
3 sessions Sa 9:30am-12:30pm
John Paone, MCCC Instructor

Exploring the Power of Your iPhone and iPad
Take full control of your Apple device! This course will cover the basics of Apple’s latest generation operating system (iOS5+) on the iPad, iPhone and iPod touch. Learn the fundamentals of navigating your device using the home button, springboard, notification center, universal search and multitouch gestures (iPad only). Master the built-in applications including Safari, Mail, Messages, Photos, Camera, Calendar, FaceTime and more. We will completely demystify your mobile device! Walk in a beginner, walk out an expert. Students are encouraged to bring iPad, iPhone, or iPod Touch to follow along with hands-on demonstrations.
0.6 CEU. Tuition and fees: $132
XCS411-105504 Nov 7-Nov 14
3 sessions M, W 6:30-8:30pm
Jeff Hulit, MCCC Instructor

Online Career Training Programs

Some available courses of study are:
• AutoCAD 2009
• Search Engine Optimization
• Six Sigma Black Belt
• CompTIA Network+/Server+ Certification Training
• CompTIA Security+ Certification Training
• .NET Training
• Lean Mastery

All materials are included in the Program fees. Each course has an instructor assigned to answer student questions and solve student problems.

Program Features:
• Facilitators and mentors are available to answer questions and help you through your studies
• Career Counselors to help you prepare for the transition from the classroom to the workplace
• Courses are all open-enrollment and self paced
• No additional charges - all materials, workbooks, and software are part of the course fee
• Payment plans are available

To learn more, or to enroll, go to www.ed2go.com/mccc.edu. Click on link to Career Training Programs.
**Microsoft Office™ 2010 Training**

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

All Microsoft Office courses require some computer literacy and experience. If you are a new computer user, take Basic Computer and Keyboarding and Introduction to the Windows 7 Operating System before taking any of the following courses.

**MS Word™ 2010 I**

**Prerequisite: Introduction to the OS or equivalent knowledge**

This course concentrates on the Word 2010 features that enable you to create professional-looking documents. Learn how to enter and edit text and save and browse documents, as well as how to enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents, and insert graphics. **Workbook required. Available in college bookstore.**

1.2 CEU. Cost: $225 (tuition and fees: $73; lab fees: $152)

**XCA805-105221**

*Class will not meet Sept 17*

4 sessions  M,W  6:30-9:30pm

**XCA805-105220**

2 sessions  Tu,Th  9:30am-4pm*

*XCA806-105222*  

2 sessions  Tu,Th  9:30am-4pm*

**MS Word™ 2010 II**

**Prerequisite: Introduction to the OS or equivalent knowledge; MS Word 2007 I or 2010 I**

This course builds on the skills and concepts taught in Word 2010 I. You will work with styles, sections, and columns. You will format tables, print labels and envelopes, and work with graphics. You will also use document templates, manage document revisions, and work with Web features. **Workbook required. Available in college bookstore.**

1.2 CEU. Cost: $225 (tuition and fees: $73; lab fees: $152)

**XCA806-105222**

2 sessions  Tu,Th  9:30am-4pm*

**XCA806-105223**

4 sessions  M,W  6:30-9:30pm

**MS Excel™ 2010 I**

**Prerequisite: Introduction to the OS or equivalent knowledge**

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

1.2 CEU. Cost: $225 (tuition and fees: $73; lab fees: $152)

**XCA807-105224**

2 sessions  Tu,Th  9:30am-4pm*

*1/2 hour for lunch*

Steve Tirado, MCCC Instructor

**XCA807-105225**

4 sessions  M,W  6:30-9:30pm

**MS Excel™ 2010 II**

**Prerequisite: Introduction to the OS or equivalent knowledge; MS Excel 2007 I or 2010 I**

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

1.2 CEU. Cost: $225 (tuition and fees: $73; lab fees: $152)

**XCA808-105226**

2 sessions  Tu,Th  9:30am-4pm*

*1/2 hour for lunch*

Steve Tirado, MCCC Instructor

**XCA808-105227**

4 sessions  M,W  6:30-9:30pm

**Have you completed one of our Certificate Programs? Congratulations!**

To request your certificate, please contact our Operations Coordinator at ComEd@mccc.edu or call our Registration Desk at 609.570.3311. There will be a $5 charge for duplicate certificates, grade letters, and noncredit transcript reports.

Friend Us on Facebook:  
www.facebook.com/ccsmercer

Follow MCCC’s Center for Continuing Studies on Twitter: @ccsmercer

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
MS Access™ 2010 I
Prerequisite: Introduction to the OS or equivalent knowledge
Learn how to design and create databases and then create, populate and analyze the data. Work with tables, fields, and records, sort and filter data, and create queries, forms, and reports. Workbook required. Available in college bookstore.
1.2 CEU. Cost: $225 (tuition and fees: $73; lab fees: $152)
XCA809-105228 Nov 6-Nov 8
2 sessions Tu,Th 9:30am-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor

MS Access™ 2010 II
Prerequisite: Introduction to the OS or equivalent knowledge; MS Access 2007 I or 2010 I
Learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages. Workbook required. Available in college bookstore.
1.2 CEU. Cost: $225 (tuition and fees: $73; lab fees: $152)
XCA810-105229 Nov 13-Nov 15
2 sessions Tu,Th 9:30am-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor

MS PowerPoint™ 2010 Complete
Prerequisite: Introduction to the OS or equivalent knowledge
This course concentrates on all the features that enable you to create dynamic and engaging presentations using PowerPoint 2010. You will create presentations that include text, tables, charts, trimmed audio and video clips, hyperlinks, artistic textures and effects, 3-D motion graphics, screenshots, crop precisioning, SmartArt diagrams. Edit and format slide content including the use of sections, animation, video adaptation and use of the software-based laser pointer app. Two workbooks required, PowerPoint 2010 Basic and Advanced. Available in college bookstore.
1.2 CEU. Cost: $225 (tuition and fees: $73; lab fees: $152)
XCA811-105230 Oct 16-Oct 18
2 sessions Tu,Th 9:30am-4pm*
*1/2 hour for lunch
Fabio Iucolino, MCCC Instructor
XCA811-105231 Dec 3-Dec 12
4 sessions M,W 6:15-9:15pm
Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Powerpoint Specialist Certified Master/Expert

MS Basic Outlook 2010
Prerequisite: Basic keyboarding skills and have some experience with word processing
This course concentrates on the basic features of Outlook 2010 that allow you to create and send email messages, work with attachments, set message options, and create multiple contact lists. Learn how to manage tasks, appointments, events, and meeting requests. Textbook required. Available in college bookstore.
0.6 CEU. Cost $113 (tuition: $37; lab fees: $76)
XCA813-105416 Oct 3-Oct 17
3 sessions W 9:30-11:30am
Darlene Francis, MCCC Instructor

SAVE MONEY!
REGISTER EARLY!
Register 2 weeks before your class begins and avoid the $15 late fee!

Businesses: Train your employees at your location or ours!
Call us to schedule your company’s computer classes.
609.570.3280
or info@mercerinstitute.com
Mercer Institute of Management & Technology Training
(formerly The Center for Training & Development)
Microsoft Word Certification Preparation 2010

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

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

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

2.7 CEU. Tuition and fees: $595 (tuition and fees: $279; lab fees: $316)

Students to pursue exam on own, if desired.

XCA312-105232 Oct 22-Nov 19
9 sessions M,W 6:15-9:15pm

Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Word Certified Master/Expert

Microsoft Excel Certification Preparation 2010

“Returning to MCCC to prepare for the Microsoft Excel Certification 2007 exam was a great investment. The instructor was very knowledgeable, thorough and accessible. Since passing the exam my business has taken off! Thank you Mercer County Community College.”

– Rick Anderson, MCCC AAS 1983
President, Agilis Group, Inc. Microsoft Office Specialist

QuickBooks™

Comprehensive QuickBooks™
Prerequisite: AMA Finance for Non-Financial Managers or basic understanding of accounting and computer keyboarding skills

This course is a combination of Introduction and Intermediate QuickBooks, featuring; entering and paying bills, using credit cards/other asset and liability accounts, tracking and paying sales tax, payroll, estimating, time tracking and job costing.

1.5 CEU or 15 CPE hours. Cost: $295 (tuition $142; lab fees $153)

XCA148-105208 Nov 12-Nov 20*
5 sessions M,Tu,Th 6-9pm
*Class meets Nov 12, 13, 15, 19, 20

Carla Fallone, MBA
CEO, Fallone Business Resources

MS Project™

Complete Microsoft Project 2010
Prerequisite: Introduction to the OS or equivalent experience

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

1.2 CEU. Cost: $235 (tuition $108; lab fees $127)

XCA812-105233 Sept 18-Sept 20
2 sessions Tu,Th 9:30am-4pm*
*1/2 hour for lunch

Steve Tirado, MCCC Instructor

XCA812-105234 Oct 16-Oct 25
4 sessions Tu,Th 6:30-9:30pm

Fabi loiculina, MCCC Instructor

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Computers-Information Technology

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

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

To earn the certificate, you must successfully complete all core courses and three electives (see pgs 22-24 for course details):

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

Electives:
- Foundations of Graphic Design
- Intermediate Flash CS6
- Advanced Flash CS6
- Intermediate / Advanced Photoshop CS6
- Launch Your Website

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

Complete all the core courses and two electives to earn the Certificate in Graphic Design (see pgs 22-24 for course details):

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

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

Web Developer/Programmer Certificate
MCCC's Center for Continuing Studies presents its re-vamped developer/programmer certificate. We have re-vitalized the program, to best prepare you for work in web development now and in the near future. There are two tracks offered: developers may choose the Microsoft track, or if you prefer an open source approach, choose the Open Source Track. One isn’t necessarily “better” than the other, it’s strictly a personal decision you alone can make, according to your needs and preference.

Complete all the core courses in either track to earn the Web Developer/Programmer Certificate. Different core courses will be offered each semester (see pgs 22-24 for course details):

Microsoft Track:
- Essentials of HTML
- JavaScript/DHTML
- ASP.Net Programming
- Microsoft SQL

Open Source Track:
- Essentials of HTML
- JavaScript
- PHP (with MySQL)

Phone: 609.570.3311    Fax: 609.570.3883
www.mccc.edu/ccs   ComEd@mccc.edu
Web Design Concepts
An introduction to the basic programming languages and tools needed to design and develop web content. Learn what you need to know BEFORE you begin building a website. Then use what you have learned to build a basic web-based framework. This class prepares you for the next level of courses you will want to take on your path to becoming a web designer online or in person.
0.9 CEU. Cost: $199 (tuition: $85; lab fees: $114)
XCS394-105236 Sept-4-Sept 11
3 sessions Tu,We 6:30-9:30pm
Larry Petracarro, MCCC Instructor

Foundations of Graphic Design
From typography to page layout to color theory, this course will help you, as novice designer or working pro, to better understand the qualities of creating professional graphic design. Topics include a history of graphic arts and introductory discussions of type, composition/layout, color theory, photographic and illustrated images as they directly impact today’s graphic designer. 0.9 CEU. Cost: $199 (tuition: $85; lab fees: $114)
XCS306-105237 Sept 10-Sept 19*
3 sessions M,W 6:30-9:30pm
*Class will not meet Sept 17
John Paone, MCCC Instructor

Color Theory for Graphic Designers
Students discover the way colors interact with each other and the implications of this interaction for designers and artists. They examine ideas of space and learn about spatial problems that color can solve. The course also covers color harmony, qualities, and combinations.
1.2 CEU. Cost: $266 (tuition: $113; lab fees: $153)
XCS317-105238 Sept 5-Sept 19*
4 sessions M,W 6:30-9:30pm
*Class will not meet Sept 17
Peter Kelsey, MCCC Instructor

Essentials of HTML
Prerequisite: Basic knowledge of Windows; familiarity with creating and saving files, ability to touch type
Course will cover an overview of the essential HTML tags needed for designing web pages. Covered in these classes will be conceptual design, text formatting, creating links, inserting graphics, creating lists and tables, designing forms and an overview of Cascading Style Sheets.
Materials will be provided by the instructor.
1.8 CEU. Cost: $399 (tuition: $169; lab fees: $230)
XCS311-105239 Sept 18-Oct 9*
6 sessions Tu,Th 6:30-9:30pm
*Class will not meet Sept 25
Jeanne Hart, MCCC Instructor
XCS310-105417 Oct 27-Nov 17*
4 sessions Sa 9am-1:30pm
Alvin Daniel, MCCC Instructor

Advanced Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML
This hands-on course delves into advanced CSS techniques used to build web-standard site layouts (without tables). Advanced CSS topics include CSS3 and responsive web design. Students will work on projects that include creating a multi-column layout from hand-coded CSS, and adapting that layout to deliver well-designed, focused content on varying media types from desktops to mobile devices using responsive web design techniques. Students will also learn the latest CSS3 properties to add additional flare to their web pages. Textbook required. Available in college bookstore.
1.8 CEU. Cost: $399 (tuition: $169; lab fees: $230)
XCS403-105241 Nov 27-Dec 18*
6 sessions Tu,Th 6:30-9:30pm
*Class will not meet Nov 29
Rich Finelli, MCCC Instructor

Online Courses
Creating WordPress Websites
Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive websites.

Creating WordPress Websites II
Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.
- Tuition: $96 for each online course
- Expert Instructors / 24-hour access
- 6 weeks of instruction

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

Intro to InDesign CS6
Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, distribution as Portable Document Format (PDF) files, or conversion to Internet-ready XHTML pages. This course will provide a full overview of the program’s capabilities and functionality. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $266 (tuition: $113; lab fees: $153)
XCA102-105242 Sept 24-Oct 8*
4 sessions M,W 6:30-9:30pm
*Class will not meet Sept 26
John Paone, MCCC Instructor

Advanced InDesign CS6
Prerequisite: Intro to InDesign
More than just a page-layout application, Adobe InDesign CS6 is also the leading commercial production software for creating longer, multi-page documents as well as Internet-ready XHTML pages. Lecture, textbook samples and real-world examples will be used to show the software’s complete range of capabilities. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $266 (tuition: $113; lab fees: $153)
XCA137-105243 Oct 10-Oct 22
4 sessions M,W 6:30-9:30pm
John Paone, MCCC Instructor

Has your training at CCS (Center for Continuing Studies) helped your career?
We want to hear your success stories! If you have obtained a new job, a promotion or successfully changed careers as a result of completing one of our programs, please email your story to Carol Clark at clarkc@mccc.edu.

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Intro to Photoshop CS6
Prerequisite: Introduction to Windows, experience with word processing desirable
An introduction to the premier image editing application by Adobe with an emphasis on what you need to know about this incredibly robust program. This course focuses on the tool sets available in the program and gives you a hands-on understanding of how to find your way around Photoshop. Image-size, resolution, selections, layers, dialogs, shortcuts, and basic editing techniques are just some of what will be covered in this course. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $266 (tuition: $113; lab fees: $153) XCA141-105244 Oct 30-Nov 20
4 sessions Tu 6:30-9:30pm Larry Petracarro, MCCC Instructor

“Recently, I took two computer classes and was very fortunate to have had John Paone as my instructor. He was extremely knowledgeable, dedicated and patient. I told him he had ‘the patience of a saint’.”
—Joan Jones

Intermediate/Advanced Photoshop CS6
Prerequisite: Introduction to Photoshop
This course focuses on advanced techniques and application of the tools learned in the Introduction course.

Intro to Flash CS6
Prerequisite: Essentials of HTML, Dreamweaver
Adobe Flash is the leading tool for creating interactive multimedia for the web. This course will explore Flash’s drawing, tweening, and animation capabilities to build interactive content that will make your site come alive. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $266 (tuition: $113; lab fees: $153) XCS358-105245 Sept 8-Sept 22
3 sessions Sa 9am-1pm Alvin Daniel, MCCC Instructor

Advanced Flash CS6
Prerequisite: Intermediate Flash
Learn to harness the power of ActionScript 3.0 to build rich, dynamic websites and applications. This course expands on the core techniques introduced in the intermediate class to include loops, custom functions, text and input fields. Included is an in-depth look at the Flash Event model demonstrating methods for capturing and reacting to user input, enabling students to create interactive Flash projects. Bring to class the same book as used in Intermediate Flash CS6.
0.9 CEU. Cost: $238 (tuition: $85; lab fees: $153) XCS410-105247 Dec 10-Dec 17
3 sessions M,W 6:30-9:30pm Jeff Hulit, MCCC Instructor

Intro to Dreamweaver CS6
Prerequisite: Essentials of HTML, and knowledge of Windows
This hands-on course introduces students to the basic features of the Dreamweaver web authoring software. Students will learn to navigate in the Dreamweaver workspace. Topics include: working with text and images, links, image maps, tables, page layout, and templates. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $266 (tuition: $113; lab fees: $153) XCS354-105248 Oct 24-Nov 7*
4 sessions M,W 6:30-9:30pm *Class will not meet Oct 31
John Paone, Adobe Certified Associate

Advanced Dreamweaver CS6
Prerequisite: Intro to Dreamweaver
This is a continuing exploration of the Dreamweaver web authoring software. You will learn additional functions to enhance productivity. Topics include: Cascading Style Sheets (CSS), online forms, JavaScript behaviors, libraries, layers, popup menus and flash elements. Emphasis will be on hands-on learning. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $266 (tuition: $113; lab fees:$153) XCS358-105249 Nov 12-Nov 26*
4 sessions M,W 6:30-9:30pm *Class will not meet Nov 21
John Paone, Adobe Certified Associate

Intro to Illustrator CS6
Prerequisite: Intro to Flash
You don’t need to be an illustrator to learn and use this industry standard vector graphics application. This course focuses on the tool sets available in the program and gives you a hands-on understanding of how to find your way around the program. Shapes, paths, layers, stacks, switches, object based creation, document setup, the pen tool, and palettes are just some of what will be covered in this course. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $266 (tuition: $113; lab fees: $153) XCA135-105250 Nov 1-Nov 29*
4 sessions M,W 6:30-9:30pm *Class will not meet Nov 22
Don Hankinson, MCCC Instructor

Advanced Illustrator CS6
Prerequisite: Introduction to Illustrator
Take what you have learned in the Introduction class to the next level.
We strive for accuracy in our printed materials and on our website, however, we are not responsible for typographical errors or omissions.
Launch Your Website
Prerequisites: Essentials of HTML, Dreamweaver, and Photoshop. This class is for you if you are in our certificate programs and have never launched a website.
This course is designed for anyone seeking our web certifications. In this intensive course, you will combine elements you’ve learned as part of the program to plan, organize, register, and launch your website to the world wide web.
0.6 CEU. Cost: $199 (tuition: $97; lab fees: $102)
XCA106-105418 Dec 3-Dec 5
2 sessions M,W 6:30-9:30pm
Jeff Hulit, MCCC Instructor

Designing Websites for Smartphones and Tablets
Prerequisites: Students must have attended HTML and Dreamweaver courses (either at MCCC or another institution verified by transcripts) or have submitted sample websites (via URL) to show competency with the software and programming languages.
An advanced course for students with HTML and Adobe Dreamweaver experience, this course will enable participants to convert existing websites and create new websites for mobile devices (i.e., smartphones and tablets) using Adobe CS6 Dreamweaver and industry-standard programming languages. Printed materials will be provided by instructor.
1.2 CEU. Cost: $266 (tuition: $113; lab fees: $153)
XCS412-105505 Dec 1-Dec 15
3 sessions Sa 9am-1pm
John Poone, Adobe Dreamweaver Certified

JavaScript
Learn important techniques that will enable you to design web pages with the user in mind. This hands-on course provides an intensive introduction to the features provided by JavaScript.
XCS308-1 TBA

ASP.NET Programming
In this course, you will learn the fundamental skills to create object-oriented applications using Microsoft Visual Studio.NET Framework.
XCS399-1 TBA

PHP (with MySQL)
XCS413-1 TBA

Oracle OCA and OCP Certifications Prep
Oracle is a leading provider of Relational Database Management Systems (RDBMS) to organizations worldwide. Oracle certification is the most widely sought after and recognized of all available certifications. Being an Oracle Certified Professional can help raise your visibility and increase your access to the industry’s most challenging opportunities and financially rewarding roles. Brace yourself for exceptional professional growth with Oracle certification!

Earn Oracle Certification in these levels:
• Oracle Certified Administrator (OCA)
  1. Oracle Database 11g: Introduction to SQL
  2. Oracle Database 11g: Administration I
• Oracle Certified Professional (OCP)
  1. Oracle Database 11g: Introduction to SQL
  2. Oracle Database 11g: Administration I
  3. Oracle Database 11g: Administration II

Who should attend:
• Database Administrators
• Network/Systems Engineers and Integrators
• Support and Implementation Specialists
• Consultants

Oracle Database 11g: Introduction to SQL
This course introduces Oracle Database 11g technology and the relational database concepts and the powerful SQL programming language. This course provides the learners with the essential SQL skills of querying the database, the meta data and creating database objects. In addition, the course also delves into the advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones.
If you are interested in Oracle Database 11g: Introduction to SQL, please email Read Langan at langanR@mccc.edu.

CCNA (Cisco Certified Network Associate) Training
Prerequisites: Knowledge of the Microsoft Windows Operating System, and networking experience or networking essentials exposure
The Cisco Certified Network Associate Program (CCNA) trains students to install, configure and maintain simple networks using Cisco devices. This program will also train students to install and configure Cisco switches and routers in multi-protocol internetworks using LAN and WAN interfaces. In addition, the program prepares students to take the CCNA Certification test. Obtaining Cisco certification validates an individual’s achievement and increases the holder’s professional credibility by demonstrating high standards of technical expertise.
If you are interested in Cisco Certified Network Associate (CCNA), please email Read Langan at langanR@mccc.edu.

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Uniform Construction Code Program

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

After taking the required courses, contractors also need to pass National Exams. Students needing additional material and training for the national exams or with questions about requirements or textbooks should contact the DCA Licensing Unit at 609-984-7834 or www.nj.gov/dca/codes/licensingunit/index.html or the publications office at 609-984-0040. The DCA has a program of reimbursement for a percentage of the cost of tuition for each course successfully completed, if funding is available.

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

Building Inspector ICS

This course covers the administrative, plan review and inspection requirements for structural, energy, radon, accessibility, mechanical and fire protection systems applicable to Class II structures. Students will need the International Building Code, International Mechanic Code, and International Fuel Gas Code.

7.5 CEU. Tuition and fees: $5712
XTC110-105288 Sept 4-Nov 13*
20 sessions Tu, Th 6-9:30pm
1 session Sa TBA
*Class will not meet Sept 25
Joe Fabrizi, Construction Official

Building Inspector HHS


6.0 CEU. Tuition and fees: $570
XTC112-105289 Nov 12-Jan 9*
14 sessions M, W 5:30-9:30pm
1 session (Field Trip) TBA
*Class will not meet Nov 21, Dec 24, 26, 31
Brian Miller, Fire Protection Subcode Official/Building Inspector

Fire Protection Inspector ICS


12.0 CEU. Tuition and fees: $1200
XTC137-105290 Sept 4-Jan 8*
30 sessions Tu, Th 5:30-9:30pm
*Class will not meet Sept 25, Nov 15, 22, Dec 20, 25, 27, Jan 1
*Meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville
Brian Miller, Fire Protection Subcode Official/Building Inspector

Subcode Official

Prepares inspectors for the administrative license of subcode official. Subcode administration, legal aspects of code enforcement, and related legislation are covered. Topics include procedures and forms for permit applications; stop construction orders; variations; notices of violation; emergency situations; and record keeping. Textbook: New Jersey Uniform Construction Code. Please obtain textbook online at http://www.nj.gov/dca/codes. (Allow four to six weeks for delivery.)

4.8 CEU. Tuition and fees: $480
XTC118-105291 Sept 5-Dec 19*
14 sessions W 6-9:30pm
*Class will not meet Sept 26, Nov 21
Emile Kolick, MCCC Instructor

Electrical Inspector ICS

This course covers the administrative, plan review and inspection requirements for electrical systems and design applicable to Class II and III structures. Textbook: 2011 National Electrical Code, current Uniform Construction Code, and 2011 National Electrical Code Inspector Manual.

6.0 CEU. Tuition and fees: $570
XTC114-105292 Sept 10-Feb 4*
18 sessions M 6:10-9:30pm
*Class will not meet Sept 17, Dec 24, 31, Jan 21
Kenneth Verbos, Construction Official
Uniform Construction Code Technical Assistant Certification
This 45-hour course provides the educational requirement for state certification as a Technical Assistant. The Technical Assistant provides administrative support to the officials and inspectors within a local, county or state construction code enforcement office/agency. This course provides an overview to the administrative procedures in issuing permits, coordinating inspections, serving notices, stop work orders and violations, releasing various forms of Certificates, record keeping and state report generation, as well as other matters relevant to the efficient operation and public interfacing. Textbook: current New Jersey Uniform Construction Code.
4.5 CEU. Tuition and fees: $475 (includes computer lab fee)
XTC123-105293 Sept 20-Feb 21*
18 sessions Th 6:30-9pm
1 session Sa TBA
*Class will not meet Sept 27, Nov 15, 22, Dec 20, 27
Brenda Sirkis, Certified Technical Assistant

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

Certificate in Construction Project Management
To earn the certificate, you must take eight core courses and a minimum of 30 classroom hours of electives.

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

Electives
• AMA Successful Project Management
• AMA Successful Negotiating
• AMA Total Quality Management (pg. 6)
• AMA Fundamentals of Finance and Accounting for Non-Financial Managers (pg. 6)
• SketchUp Your Design
• Construction Cost Estimating II

Construction Specifications and Contracts
It is important to develop and implement proper and clearly understood Contracts, Scopes of Work, and Contract Specifications. It is equally important for all those in the construction process to understand, properly interpret and abide by these documents. Types of Contracts, ‘Ready Made’ Contracts such as AIA, Contract implementation, Contract Specifications, their preparation and interpretation will be covered. Classes will consist of a combination of lectures and open discussion of topics/situations/problems brought in by class members. Bringing in your challenges and problems and discussion participation is strongly encouraged.
1.5 CEU. Tuition and fees: $157
XTC141-105284 Sept 4-Oct 9*
5 sessions Tu 6:30-9:30pm
*Class will meet Sept 4, 6, 11, Oct 2, 9
Robert Kress, MCCC Instructor

Construction Blueprint Reading
Introduces blueprints and specifications used on construction projects. Students learn the skills necessary to reference through construction documents. Classes cover symbols, abbreviations, and scaling of working plans. 2.0 CEU. Tuition and fees: $190
XTC102-105282 Sept 5-Oct 8*
8 sessions M,W 6-8:30pm
*Class will not meet Sept 17, 26
William Winterbottom, MCCC Instructor

Plumbing Inspector ICS
12.0 CEU. Tuition and fees: $1200
XTC116-105294 Oct 6-Mar 16*
20 sessions Sa 9am-3:30pm
*Class will not meet Nov 24, Dec 22, 29, Jan 19
Sibte Kazmi, P.E., Construction Official
Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!

Aspects of managing construction projects will well as the administration, legal and practical you will plan a project, link tasks effectively be reviewed in an open forum, defined by the process from design through occupancy as exercises combined with real-life examples, and work with time constraints.

Software can be helpful. Using textbook this industry-leading project management class interest and new industry standards.

XtC100-105285 Oct 10-Nov 12
10 sessions M,W 6:30-9pm Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Contract Law in the Construction Industry
Discuss and examine public and private bidding procedures, the offer, counteroffer, acceptance, contract terms, negotiation, and finally the written contract and execution. We will examine construction contracts, letters of credit, letters of intent, bonds and disputes, change orders, amendments and common pitfalls. UCC provisions, remedies, breeches and resolutions will also be discussed.
1.0 CEU. Tuition and fees: $105
XTC143-105286 Dec 4-Dec 13
4 sessions Tu, Th 6:30-9pm Thomas Roselli, Esq.
Education for Teachers
The Center for Continuing Studies at Mercer is a registered provider of professional development with the New Jersey Department of Education. All onsite and online courses count toward the “100 hours” requirement. Our provider number is 4285.

Introduction to the Teaching Profession: 24-Hour Pre-service Program
This course is a prerequisite of the NJ Department of Education for all Certificate of Eligibility applications received after October 31, 2009.

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

- An Overview of the Teaching Profession
- Classroom Management
- Assessment Tools
- Lesson Plans
- Learning Strategies

- Job Search Strategies for Teachers
- Diversity in the Classroom
- The Implementation of Technology
- Classroom Observations

This is a noncredit course with 20 hours of classroom work and a 4-hour classroom observation requirement. Upon successful completion of this class, students receive a certificate, as required by the Department of Education, which documents successful program completion. This certificate must be included in the CE application packet to the DOE. Limited enrollment - please register immediately. As classes fill, additional classes will be offered to satisfy demand. Please visit our website at www.mccc.edu/ccs/NPTNJ for additional offering times and dates. Book available for purchase at the Registration Desk in the Conference Center for approximately $59.

2.0 CEU. Tuition and fees: $200

Students must register for both reference numbers:
XCP101-105506 (classroom component) and
XCP108-105507 (internship component - no fee) Sept 20-Oct 22

William Osman, MCCC Instructor

New Pathways to Teaching in New Jersey
Alternate Route to Teaching
Thinking of becoming a teacher? Already have a college degree? Make a difference in the life of a child: TEACH!

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

Admission Requirements:
- Bachelor’s degree with a 2.75 GPA
- Certificate of Eligibility from NJDOE

Information session will be held Thursday, September 13. Session starts promptly at 5:30pm.

The Conference Center at Mercer, 1200 Old Trenton Road, West Windsor, NJ 08550
Call 609.570.3311 or email ComEd@mccc.edu

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

New Pathways to Teaching in NJ is an approved alternate route to teaching by the Department of Education of the State of New Jersey. The structure of the program consists of Stage I and Stage II. Our Stage I class is scheduled to begin in Spring 2013. Stage I consists of 12 sessions and meets two nights a week for 6 weeks. To apply to the program, you must have completed a Bachelors Degree with a 2.75 GPA, passed your Praxis II exam, completed an Introduction to Teaching: 24-Hour Pre-service Program, and have obtained your Certificate of Eligibility (CE) issued by the DOE. Please consult our website at www.mccc.edu/ccs/NPTNJ for up-to-date schedule information and qualifying standards. If you need additional information, you may email Carol Desmond Clark, Director at clarkc@mccc.edu.

Literacy and Math: 45-Hour Methods Courses
For more information visit www.mccc.edu/ccs/NPTNJ

How to Become an Adjunct Professor
Do you have a master’s degree and wish to teach? Many community colleges and 4-year colleges are looking for experts who wish to teach courses in their field. Learn how to find and apply for jobs, manage your classroom, create your syllabus and successfully interact with your students and administrators.

0.3 CEU. Tuition and fees: $45

XCP121-105295 Oct 1
1 session M 6-9pm

XCP121-105446 Nov 5
1 session M 6-9pm

Nunzio Cernero, MCCC Instructor

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
How to Become an Effective Substitute Teacher

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

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

0.8 CEU. Tuition and fees: $136

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<th>Dates</th>
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<tr>
<td>XCP177-105447</td>
<td>Sept 22-Sept 29</td>
<td>2 sessions Sa 9am-1pm</td>
<td>Montessori Corner School, Plainsboro</td>
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<tr>
<td>XCP176-105448</td>
<td>Oct 1-Oct 4</td>
<td>4 sessions M,Tu,W,Th 10am-12pm</td>
<td>Montessori Corner School, Plainsboro</td>
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<tr>
<td>XCP176-105449</td>
<td>Oct 13-Oct 20</td>
<td>2 sessions Sa 9am-1pm</td>
<td>Montessori Corner School, Plainsboro</td>
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William Robbins, MCCC Instructor

Montessori Teacher Certification

The Montessori Teacher Training Institute of Mercer County Community College is offering a unique opportunity to explore the Montessori method of teaching and earn a certificate. Using the complete Montessori curriculum, the goals of the program are to facilitate an interest and excitement for learning how to educate children in their sensitive developmental period and to prepare future educators to meet the many needs of young learners in this new millennium.

Please visit our website www.mccc.edu/ccs/montessori to download complete information about the program, including the Policy and Procedures Manual, FAQ’s, and an application. Email Carol Clark at clarkc@mccc.edu with any questions.

Who should attend:
• Montessori teachers or assistant teachers who do not have certification
• Teachers and educators who wish to learn (and receive certification in) the Montessori method
• Those considering a career in Montessori education with opportunities in every state and throughout the world
• Parents or other individuals who wish to further their understanding of child development and successful teaching methods

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

To earn a certificate, you must complete the following courses and practicum hours. You may begin with Module I, II, III, or IV. For the Practicum, you must finish all four Modules and start the following September or January. There are no classes available in July and August. At the time of publication, this program was pending initial accreditation.

Module I
• Theory and Philosophy of Education
• Child Development
• Program Leadership

Module II
• Practical Life
• Parent Education
• Music and Movement
• Administration

Module III (Spring 2013)
• Sensorial
• Science and Social Studies
• Art
• Math

Module IV (Spring 2013)
• Language
• Observation

Practicum - 540 hours

Montessori Module I
7.5 CEU. Tuition and fees: $825

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<th>Locations</th>
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<tbody>
<tr>
<td>XCP328-105450</td>
<td>Sept 4-Oct 13</td>
<td>16 sessions Tu,Th* 5:30-8:30pm</td>
<td>Montessori Corner School, Plainsboro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sa** 8:30am-4:30pm M*** 5:30-8:30pm</td>
<td>Montessori Corner School, Plainsboro</td>
</tr>
</tbody>
</table>

Class meets at Montessori Corner School, Plainsboro
*Tues/Thurs classes: Sept 4-Oct 4 (No class Sept 25, Oct 9, 11)
**Saturday classes: Sept 8, 15, 22, 29, Oct 6, 13
***Monday class: Sept 24

Montessori Module II
6.75 CEU. Tuition and fees: $748

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Formats</th>
<th>Locations</th>
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<tbody>
<tr>
<td>XCP329-105451</td>
<td>Oct 16-Dec 1*</td>
<td>18 sessions Tu,Th* 5:30-8:30pm</td>
<td>Montessori Corner School, Plainsboro</td>
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<tr>
<td></td>
<td></td>
<td>Sa** 8:30am-4:30pm</td>
<td>Montessori Corner School, Plainsboro</td>
</tr>
</tbody>
</table>

Class meets at Montessori Corner School, Plainsboro
*Tues/Thurs classes: Oct 16-Nov 29 (No class Nov 22)
**Saturday classes: Oct 20, Nov 3, Nov 17, Dec 1 (No class Oct 27, Nov 10, 24)
Child Care Career Development Certificate

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

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

Note: The same textbook is used for all courses: Caring for Preschool Children, ISBN 1879537753, available through the publisher www.teachingstrategies.com, 1.800.637.3652 and the supplemental book The Child Development Associate Assessment System and Competency Standards published by the National Child Development Associate credentialing program (Council for Professional Recognition, ISBN: 0-9759140-5-7, 2006). Both books are also available at the MCCC bookstore.

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

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

All classes meet at Lawrence Day School, 510 Lawrence Square Blvd. South, Lawrenceville, NJ 08648

Health and Safety with Young Children

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

1.2 CEU. Tuition and fees: $114
XCP 140-105296 Sept 4-Oct 16* 6 sessions Tu 7-9pm
*Class will not meet Sept 25
Margaret Kornberg, MCCC Instructor

Physical Development

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

1.2 CEU. Tuition and fees: $114
XCP 143-105297 Sept 6-Oct 11 6 sessions Th 7-9pm
Angela Dixon, MCCC Instructor

Getting Creative with Art, Music and Drama

From painting with watercolors to acting out their favorite stories, children are creative by nature. Learn to enhance and extend this creativity by choosing materials and activities that promote self-expression. Discover how the early childhood environment can encourage artistic exploration, and how providing a rich variety of art materials, music, instruments, and props lead to the development of creative expression. Develop a repertoire of art, music, and drama activities which reflect the interests of the children you teach.

1.2 CEU. Tuition and fees: $114
XCP 157-105298 Oct 18-Dec 6* 6 sessions Th 7-9pm
*Class will not meet Nov 15, 22
Jeffra Nandan, MCCC Instructor

Health and Safety with Young Children

Physical Development

Getting Creative with Art, Music and Drama

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Children’s Language and Literature
Calling Mother Goose! Early childhood is a prime time for acquiring language and literacy skills. Discover how to select quality children’s literature for each age and level of development, and how to nurture reading skills in young children naturally. Help children focus on the sounds and structures of language through songs, chants, rhymes, and finger plays. Learn how to create a print-rich environment with materials that encourage children to read, write, and begin to understand how speech and print are connected.
1.2 CEU. Tuition and fees: $114
XCP155-105299 Oct 23-Nov 27
6 sessions Tu 7-9pm
Maria Rojas-Fraticelli, MCCC Instructor

Professionalism and Your Professional Resource File
Child care professionals must act responsibly and ethically. Begin to build a Professional Resource File - a collection of materials which supports high-quality program procedures and developmentally appropriate practices. You will receive guidance in writing competency goals and collecting necessary documentation to create the resource file which is a required component of the CDA credential.
1.2 CEU. Tuition and fees: $114
XCP153-105300 Dec 4-Dec 20
6 sessions Tu,Th 7-9pm
Amanda Marcinkowski, MCCC Instructor

Child Care and Parenting Online Courses
- Enhancing Language Development in Childhood
- Guiding Kids on the Internet
- Understanding Adolescents
Tuition: $96 for each online course

Child Care and Parenting Online Courses:
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

Teachers’ Convention Programs for Youth
The following youth program requires a special registration process.
Please call to register 609.570.3311 or visit our website at www.mccc.edu/ccs to download a Teachers’ Convention Programs for Youth Registration Form to be mailed in or dropped off.

Lego Star Wars, Ninjago
Motorized Machines & Robotics
(AGES 7-12) (requires special registration process)
Lego enthusiasts, fun building your favorite adventure from Star Wars, Ninjago, Lego City, and more. Lego projects will vary depending on availability from the Lego Headquarters, but will probably include many age-appropriate NEW models which will vary by age level. Students will also build a wide assortment of motorized Lego Education machines and create their own projects that illustrate science concepts. This is a stimulating enrichment program and not geared as a teacher-driven education class. Students will use the Robotix system to design, invent, and construct robotic creations from their own imagination.
Tuition: $160
XCC514-104819 Nov 8-Nov 9
2 sessions Th,F 9am-4pm
Super Science Programs for Kids

Aviation and Aerospace Academy
(AGES 12-15)
(requires special registration process)
Mercer Flight Academy is offering an exciting, immersive, hands-on experience into the world of aviation and spaceflight. Students will be transported to Trenton Mercer Airport and will be exposed to aviation and aerospace professionals ranging from flight instructors to airline pilots, airport administrators and aircraft rescue and firefighting personnel. Our two-day adventure will be divided into aviation on day one and spaceflight on day two. Students will be exposed to and will actively participate in numerous activities, including but not limited to:
- Introduction to Flight Training
- Ground school
- Full-cockpit flight simulator sessions
- Fundamentals of flight science (aerodynamic experiments)
- Aircraft flight controls and systems (propeller planes, helicopters, and jets)
- Aircraft preflight procedures (propeller planes, helicopters, and jets)
- Understanding and forecasting weather
- Basic aerial navigation
- Build and fly simple to complex model aircraft (based on age and skill level)
- Build and fly model rockets
- Learn about aviation and space flight history
- Tour an operating air traffic control tower
- Tour airport passenger terminal
- Tour aircraft rescue and firefighting facility
Tuition & fees: $185
XCC201-105391 Nov 8-Nov 9
2 sessions Th,F 9am-4pm

Phone: 609.570.3311 Fax: 609.570.3883
www.mccc.edu/ccs ComEd@mccc.edu
Test Preps

Graduate Management Admittance Test (GMAT) Review
If you are applying to business school, you will need to do well on the GMAT. Prepare to do your best by taking this review course. Special emphasis will be placed on the critical reasoning and analytical writing portions; content is focused equally on the verbal and quantitative ability sections and test-taking strategies.
1.5 CEU. Tuition and fees: $380 (includes workbook, $200 tuition, $180 fees) An additional $15 book shipping charge will be applied if registration is received after October 18.
XAS104-105302 Nov 1-Dec 13*
6 sessions Th 7:10-9:40pm
*Class will not meet Nov 22
Area Enterprises Educational Consultant

Graduate Record Examination (GRE) Review
This class incorporates instruction in the new format of the GRE test, effective August 1, 2011. A strong score on the GRE is required for graduate programs in many fields. You will practice with typical questions equally divided between the verbal and quantitative ability assessments, including analytical writing. Boost your confidence with test-taking strategies.
1.5 CEU. Tuition and fees: $380 (includes workbook, $200 tuition, $180 fees) An additional $15 book shipping charge will be applied if registration is received after October 23.
XAS102-105303 Nov 6-Dec 11
6 sessions Tu 7:10-9:40pm
Area Enterprises Educational Consultant

Law School Admission Test (LSAT) Review
As you prepare to enter law school, you’ll plan on taking the LSAT. This LSAT Review will offer you a review of test-taking strategies, time management skills, score interpretation, and effective practice/preparation strategies. Areas covered are: logical and analytical reasoning, reading comprehension, writing practice, proof-reading and revision techniques, and much more.
If you are interested in Law School Admission Test (LSAT) Review, please email Read Langan at langanr@mccc.edu.

Law School Admission Test (LSAT) Review
As you prepare to enter law school, you’ll plan on taking the LSAT. This LSAT Review will offer you a review of test-taking strategies, time management skills, score interpretation, and effective practice/preparation strategies. Areas covered are: logical and analytical reasoning, reading comprehension, writing practice, proof-reading and revision techniques, and much more.
If you are interested in Law School Admission Test (LSAT) Review, please email Read Langan at langanr@mccc.edu.

Accuplacer Review
This class is open to high school juniors and seniors ages 16 and up. The Accuplacer tests were developed to provide you and your college with useful information about your math and language skills. This Accuplacer Review will assure you do your very best on the tests so you’ll record an accurate measurement of your academic skills. There will be a review of test-taking strategies, time management skills, score interpretation, and effective practice/preparation strategies. Included are a math review with arithmetic, elementary algebra, geometry, and college-level math, and a language review with reading comprehension and sentence structure skills, and much more.
1.5 CEU. Tuition and fees: $380 (includes workbook, $200 tuition, $180 fees) An additional $15 book shipping charge will be applied if registration is received after September 29.
XAS105-105301 Oct 13-Nov 17
6 sessions Sa 9-11:30am
Area Enterprises Educational Consultant

Test Prep Online Courses
• SAT/ACT Preparation - Part 1
• SAT/ACT Preparation - Part 2
• Tuition: $96 for any online course
• Expert Instructors/24-Hour Access/6 Weeks of Instruction
• Start Dates: Starts monthly
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

FREE INFORMATION SESSIONS
Visit www.mccc.edu/ccs for location

• Back to School Night for Adults
  Tuesday, August 28, at 6pm (see page 2 for complete details)

• Clinical Development and Regulatory Affairs
  Wednesday, September 5, promptly at 5:30pm (see pages 36 and 37)

• New Pathways to Teaching in NJ (Alternate Route to Teaching)
  Thursday, September 13, promptly at 5:30pm (see page 28)

• Certified Nurse Aide (CNA)
  Information session dates will be posted on our website at www.mccc.edu/ccs/healthcareers (see page 43)

• Veterinary Assistant
  Thursday, August 23, promptly at 5:30pm (see page 46)
Interior Design Certificate Program

The Certificate Program in Interior Design is an overview of the basic elements of interior decoration through lectures and problem solving projects. Learn how to make the best decorating decisions for your home, friends and/or clients. Professional designers will show you how to create residential interiors that are both functional and beautiful, with knowledge and confidence. We will cover color, design elements and design principles, history, fabric and interior materials, window treatments, lighting, basic drawing and drafting, reading blueprints, and business practices. For the individual contemplating entry into the profession of interior design, the certificate program will be an introduction to the field.

To earn the Certificate, you must complete the four Core Courses and 45 classroom hours 
(4.5 CEU) of Electives.

**Core Courses:**
- Basic Interior Design
- Basic Drafting and Design Studio I
- Color Theory
- Principles of Design

**Elective Courses:** (Different electives will be offered each semester)
- History of Furniture
- Color and Lighting in Today's Interiors
- Interior Finishes and Environmental Impact
- Furniture and Wall Arrangements
- Interior Design Business Practice
- Basic Drafting and Design Studio II
- Kitchen Design
- Window Treatment
- Sketchup Your Design

**Basic Interior Design**
An overview of the interior design process with the emphasis on design concepts, furniture layouts, color schemes, design elements, history of furniture and interiors, window treatments, and accessories as they apply to residential interiors. Students will learn to create functional and beautiful interiors through lectures, class discussions and a design project. **Textbook required. Available in college bookstore.** 1.75 CEU. $195 (tuition $183; fees $12) (A list of materials required* will be given on the first day of class. *Additional estimated material cost to be paid by student: $140) XCP290-105304  Sept 12-Oct 31* 7 sessions  W 6:30-9pm  *Class will not meet Sept 26 Joyce Kelleher, Designer

**Basic Drafting and Design Studio I**
An introduction to the fundamentals of drafting; surveying an existing room, creating a scaled drafted floor plan and elevations, and interior drafting conventions. You will apply the basic design principles to a project to create a furniture plan, elevations, and design for a residential space. 2.25 CEU. $235 (tuition $223; fees $12) (A list of course materials will be available at the first class. *Additional estimated material cost to be paid by student: $120) XCP291-105305  Sept 11-Nov 13* 9 sessions  Tu 6:30-9pm  *Class will not meet Sept 25 Joseph Gallagher, Architect

Joyce Kelleher has over 30 years of experience creating distinctive interiors for homes, small businesses and large corporations. After graduation from Pratt Institute, she worked in NYC. The last 15 years she has been in Princeton, first as Director of Interiors at a national architectural firm and presently as a designer to architects and residential clients.
**Interior Design/Fashion Design**

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

1.8 CEU. Tuition and fees: $360 (tuition $165; lab fees $195)

XCP301-105283  **Sept 13-Oct 18**
6 sessions  Th  6-9pm
Laurence C. Johnson, Jr., RA, LEED AP

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

0.75 CEU. $91 (tuition $79; fees $12)  *Additional estimated material cost to be paid by student: $30*

XCP293-105306  **Sept 24-Oct 15**
3 sessions  M  6:30-9pm
*Class will not meet Oct 8*
Claire Gabert, Designer

**Window Treatment**
Learn how to design and sell window treatments in this hands-on course. You will learn the features and benefits of hard and soft treatments and the wide assortment of custom window treatment options. We will discuss embellishments, decorative hardware, and the appropriate fabrics for your use. Learn how to measure, calculate yardage, the importance of proper installation, and more.

1.0 CEU. $105 (tuition $93; fees $12)  *Additional estimated material cost to be paid by student: $30*

XCP302-105307  **Oct 22-Nov 12**
4 sessions  M  6:30-9pm
Laurie Musumeci, Designer

**Interior Design Business Practice**
This course will introduce types of business practice styles for residential interiors. Review typical business procedures from starting a business to completing a project.

0.75 CEU. $91 (tuition $79; fees $12)

XCP298-105308  **Nov 7-Nov 28**
3 sessions  W  6:30-9pm
*Class will not meet Nov 21*
Joyce Kelleher, Designer

**Fashion Design**

**Fashion Illustration**
In this class, students interested in fashion design will learn how to draw a fashion figure and how to dress the figure with original designs with attention to garment details, fabric rendering and trims. Develop the skills needed to draw, color and render a variety of fabrics and how to lay out a group of fashions for a beginning portfolio. **Textbook required. Available in college bookstore.**

1.8 CEU. Tuition and fees: $226 (Students will need their sketchbook, pencil, eraser, and tracing paper the first night of class. Materials can be obtained at any art supply store and should cost less than $80.)

XCP179-105310  **Oct 30-Dec 4**
6 sessions  Tu  6:30-9:30pm
Paula Molino, M.Ed., MCCC Instructor

**Back to School Night for Adults**
**Information Session!**
(See pg. 2 for more details)

**Tuesday, August 28, 2012**
Starts promptly at 6pm
For location: www.mccc.edu/ccs

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

Join our email list!
Would you like to receive a brief monthly email about courses, new programs and special events at The Center for Continuing Studies?
Please email ComEd@mccc.edu to be included on our email list.

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Certificate in Gerontology

Are you responsible for the care of an elderly person? Are you a practitioner in the area of eldercare? Mercer has a program to meet your educational needs for either your personal or professional life. Today, the need for increased knowledge and understanding of America’s older adults is a necessity. Our Gerontology Certificate program is specially designed to address the specific caregiver issues you face by offering two tracks of study – one for personal caregivers and the other for practitioners. You select the concentration of study that best fits your needs.


Who should attend:

- Nurses
- Licensed clinical social workers
- Psychologists/counselors
- Nursing home administrators
- Clergy
- Personal caregivers

Core courses (required for both Tracks):

- Introduction to Gerontology
- Cognitive and Functional Changes
- Holistic Approach to Aging

Required courses for Personal Caregiver Track:

- Aging and Personal Caregiving

Required courses for Practitioner Track:

- Case Management and Counseling: Key Tools in Navigating the Healthcare System
- Pharmacologic Issues in the Elderly - Practitioner Track
- Senior Housing Options for Older Adults - Practitioner Track
- Aging, Society, and Public Policy

Note: Courses can be taken on an individual basis.

If you are interested in the Personal Caregiver Track, please email Carol Clark at clarkc@mccc.edu.

Introduction to Gerontology

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

1.5 CEU. Tuition and fees: $180 (tuition: $120; fees: $60)

XCP106-105311 Sept 11-Oct 16*
5 sessions Tu 6:30-9:30pm
*Class will not meet Sept 25
Robin Mockenhaupt, Ph.D., M.B.A., Chief of Staff, Robert Wood Johnson Foundation

Holistic Approach to Aging

The connection between healthy living and positive aging is well recognized. This course will expand your knowledge regarding lifestyle choices that promote healthy behaviors regarding physical activity, nutrition, and maintaining a healthy mind and spirit. This course is approved for CHES (entry-level) Category 1 continuing education contact hours (CECH) by the National Commission for Health Education Credentialing, Inc. (NCHEC). (Note: Please bring a lunch — cafeteria closed.)

1.5 CEU. Tuition and fees: $180 (tuition: $120; fees: $60)

XCP104-105312 Oct 27-Nov 10
3 sessions Sa 9am-2:30pm*
*Includes 1/2 hour break
Eileen E. Doremus, Executive Director, Mercer County Office on Aging

Cognitive and Functional Changes

When Robert Browning wrote, “Come grow old with me the best is yet to be,” what did he mean? As we age, we deal with functional changes, changes in cognitive function and changes associated with the emotions associated with aging and caregiving. This session will describe the normal versus abnormal functional and cognitive changes associated with aging. Further discussion will occur about the changes that occur due to loss, changing roles and caregiving. Sessions will include classroom and off-site opportunities to help better understand the effects of the changes. First class will be on the West Windsor Campus of Mercer County Community College. Places thereafter will be to be announced at the first class session. This course is approved for CHES (entry-level) Category 1 continuing education contact hours (CECH) by the National Commission for Health Education Credentialing, Inc. (NCHEC). (Note: Please bring a lunch — cafeteria closed.)

1.0 CEU. Tuition and fees: $120 (tuition: $80; fees: $40)

XCP112-105313 Nov 17-Dec 1*
2 sessions Sa 9am-2:30pm*
*Includes 1/2 hour break
Robin Mockenhaupt, Ph.D., M.B.A., Chief of Staff, Robert Wood Johnson Foundation
Certificate in Clinical Development and Regulatory Affairs

In response to the continuing need for trained professionals in the biopharmaceutical, medical device and pharmaceutical industries, the Center for Continuing Studies at Mercer offers a certificate program in Clinical Development and Regulatory Affairs. All courses in the certificate program are taught by instructors who are highly experienced in their field, as well as guest speakers who bring special expertise to the program. To earn a certificate in Clinical Development and Regulatory Affairs, participants must successfully complete three (3) of the following six (6) courses. Participants may choose their track of study by completing one Regulatory Affairs course (Regulatory Affairs: Biologics, Pharmaceuticals and Vaccines (OR) Regulatory Affairs: Medical Devices), Foundations of Clinical Development and one of the remaining three courses (Clinical Quality Assurance, Clinical Data Management or Clinical Coordination and Monitoring.) Successful completion of three (3) courses as outlined above is required to qualify for a certificate. Participants may take individual courses to gain industry knowledge but they must have a related background and they will not earn the certificate unless they complete the program as outlined above.

For more information, email Carol Clark at clarkc@mccc.edu.

Upon completion of the certificate program, participants will be able to:
- Define the roles and responsibilities of sponsor, monitor, and investigators as they relate to the conduct of global clinical trials.
- Recognize clinical trial documentation differences for biologics, medical devices and pharmaceuticals.
- Describe the differences between regulatory submission requirements of new biologics, medical devices and pharmaceuticals.
- Prepare a Data Management Plan, case report forms and an SAE reconciliation plan.
- Discuss the impact of FDA regulations and guidance documents, EU directives, EMEA regulations and ICH GCP on clinical development.
- Prepare a clinical protocol, an informed consent, monitoring visit reports and a corrective and preventative action plan.

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

To Earn a Certificate:
Required Courses
- Foundations of Clinical Development
- Regulatory Affairs: Biologics, Pharmaceuticals and Vaccines (OR) Regulatory Affairs: Medical Devices

Elective Courses (Choose one)
- Clinical Coordination and Monitoring
- Clinical Data Management
- Clinical Quality Assurance

Earn Graduate Credits
MCCC has a new articulation agreement with Drexel University College of Medicine.
Participants who successfully complete the Certificate in Clinical Development and Regulatory Affairs earn 9 graduate credits when they apply and gain acceptance to Drexel University’s Master Degree in Clinical Research Organization and Management. In addition, participants who successfully complete our Clinical Coordination and Monitoring course and apply to Drexel University will be awarded an additional 3 graduate credits toward the same Masters degree.

To gain a realistic understanding of this program, career opportunities and the transfer agreement with Drexel University College of Medicine, participants are strongly encouraged to attend a free information session:
Wednesday, September 5, promptly at 5:30pm • Call 609.570.3311 for further details

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Registration deadline is two weeks prior to the course start date.

Avoid the $15 late fee... Register Early!

Do you know what it takes to get a new medicine or new medical device to market? Upon completion of this course, participants will be able to describe the new medicine and new medical device development process, the principles of good clinical practices and the elements of informed consent. Participants will also have gained an understanding of past and current economic, scientific and business trends in the research and development of new biologics, medical devices and pharmaceuticals. *Textbook included.*

3.6 CEU. Tuition and fees: $1,052 (tuition $972; material fees $80)

36 hours of online instruction

**XAH144-105502** *(3 hours in-class Orientation)*

5:30-8:30pm Monday Sept 17*

**XAH527-105503** *(33 hours online instruction)*

**Sept 18-Nov 12**

*Mandatory Orientation held at West Windsor Campus

Patricia E. Koziol, President, PEK Associates, Inc.

**Clinical Quality Assurance**

This course is designed to provide participants with a thorough understanding of current Good Clinical Practices (GCPs) requirements and Clinical Quality Assurance (CQA) in detecting study misconduct and fraud in global clinical trials. Additionally, participants will learn how to develop an audit plan and conduct site and vendor audits. Included in the course work will be the development of Corrective and Preventative Action Plans. *(Note: Please bring a lunch — cafeteria closed on Saturday.)*

3.6 CEU. Tuition and fees: $987 (tuition $972; material fees $15)

**XAH196-105452**

9 sessions

**Th** 6-9pm

**Sa** 9am-3:15pm*

*Includes 1 hour break

Mrs. Latifa Benmassaoud, MS

**Clinical Data Management**

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

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

3.6 CEU. Tuition and fees: $987 (tuition $972; material fees $15)

**XAH147-105314**

9 sessions

**Tu** 6-9pm

**Sa** 9am-3:15pm*

*Includes 1 hour break

Denise Tsilionis, MCCC Instructor

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**Regulatory Affairs: Biologics, Pharmaceuticals and Vaccines**

Upon completion of this course, participants will be able to describe the differences between an Investigational New Drug Application (IND), a Biologic License Application (BLA), and a New Drug Application (NDA). Attendees will also gain an understanding of FDA and ICH regulations and guidelines, the FDA Bioresearch Monitoring program, the Prescription Drug User Fee Act (PDUFA) and the impact of regulations in new medicine development. *(Note: Please bring a lunch — cafeteria closed on Saturday.)*

3.6 CEU. Tuition and fees: $987 (tuition $972; material fees $15)

**XAH1145-105508**

Nov 17-Dec 19

8 sessions

**W** 5:30-8:30pm

**Sa** 9am-4pm**

*Wed classes: Nov 28, Dec 5, 12, 19

*Sat. classes: Nov 17, Dec 1, 8, 15 (includes 1 hour break)

Patricia E. Koziol, President, PEK Associates, Inc.

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**Regulatory Affairs: Medical Devices**

This course is designed for professionals who are new to the medical device industry. Participants will gain an understanding of the regulatory requirements for Class I, II and III medical devices. Upon completion of the course, participants will also understand the basic regulatory requirements that manufacturers of medical devices distributed in the U.S. must comply with: Establishment registration, Medical Device Listing, Premarket Notification 510(k), Premarket Approval (PMA), Investigational Device Exemption (IDE), Quality System (QS), Labeling and Medical Device Reporting (MDR).

3.6 CEU.

**XAH1195-1**

Spring 2013

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**Clinical Coordination and Monitoring**

This course is designed to provide professionals with an overview of coordinating and monitoring clinical trials activities, understanding the study protocol, collection and review of regulatory documents, the IRB role in clinical research, elements of informed consent, handling of subject (patient) data, data cleaning/queries, and compliance with good clinical practices. You will also learn the importance of pre-study, initiation, interim monitoring and close-out visits.

3.6 CEU.

**XAH1194-1**

Spring 2013

“I wanted to let you know that I was selected to participate in an Investigator Meeting for one of our newly awarded studies and will be presenting an overview of my company. I am thrilled to have been selected, and wanted to share the news with you since I can honestly say that I feel so much better off having taken the foundations course. The course has given me knowledge about the industry that has helped in my daily tasks, and instilled the confidence to speak in front of other industry professionals. Thank you for all of your support throughout the class.”

– Melissa C.
Certificate in Medical Billing/Coding Specialist

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

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

### Core Courses
- Medical Terminology: A Short Course
- Billers and Coders Medical Terminology
- Advanced Medical Terminology
- Basic Anatomy
- CPT-4 Medical Coding I
- CPT-4 Medical Coding II
- SpringCharts Electronic Health Records
- ICD-9 Coding
- ICD-9 to 10 Mapping
- Medical Billing
- Medisoft
- Medical Insurance, Law and Ethics

### Medical Terminology: A Short Course

This is a basic introductory “jump-start” course that covers everyday terminology used in all medical areas: physicians’ offices, hospitals, clinics, insurance and pharmaceutical firms. Includes word analysis, word structure, pronunciation of terms, and case studies. A medical or scientific background is not necessary. Self-evaluation quizzes will be used. **Textbooks required at first class session (Medical Terminology the Basics by Corinne Linton and Medical Terminology: A Short Course by Davi Ellen Chabner).** Available in college bookstore.

- 1.8 CEU. Tuition: $198
  - XAH114-105315 6 sessions M,W 6-9pm
  - *Class will not meet Sept 17, 26
  - Fern Harhay, M.S., M.T. (ASCP)

### Advanced Medical Terminology

**Prerequisite: Medical Terminology: A Short Course Note:** Must take Basic Anatomy either prior to or concurrently with Advanced Medical Terminology

This advanced course uses a body system approach to medical terminology. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be presented. Medical terms built from word parts and other sources are included. Ongoing self-evaluation quizzes will be used. **Textbook required at first class session (Exploring Medical Language by Myrna LaFleur Brooks).** Available in college bookstore.

- 3.0 CEU. Tuition: $295
  - XAH115-105316 10 sessions Sa 9am-12pm
  - *Class will not meet Oct 6, Nov 24
  - Virginia Donnelly, MSN, APN-C

### Billers and Coders Medical Terminology

**NEW!**

A simple body systems approach is used to learn medical language and its applications for the medical biller. Word parts are used to build, analyze, define and spell essential medical terms. Basic structural anatomy is taught along with directional, disease and disorder, surgical and diagnostic terms. Standard medical abbreviations and pronunciation are also included. **This course requires the same book as used in ICD-9 to 10 Mapping. Available in college bookstore.**

- 0.6 CEU. Tuition: $145
  - XAH110-105317 2 sessions F 6-9pm
  - Carla Johnson, MCCC Instructor

### Medisoft

**Prerequisite: Medical Terminology: A Short Course and computer literacy**

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

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

- 1.8 CEU. Tuition: $274 (tuition $189; lab fee $85)
  - XAH218-105327 6 sessions Tu 6-9pm
  - Elizabeth A. Calamia, CPC

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Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Medical Billing
Prerequisite: Medical Terminology: A Short Course, or equivalent experience
This is an overview of medical billing procedures for the claim cycles of many types of insurance coverage. Included topics: daily transaction entries, completing medical submissions, billed claim follow-up, the appeal process, itemized statements, and management reporting. **Textbook required. Available in college bookstore.**

1.8 CEU. Tuition: $198
**XAH121-105318** Sept 11-Oct 23*
6 sessions Tu 6-9pm
*Class will not meet Sept 25
Elizabeth A. Calamia, CPC

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CPT-4 Introduction to Medical Coding Level I
Prerequisite: Medical Terminology: A Short Course
CPT-4 coding is required to bill for medical services and procedures in medical practices, emergency rooms, ambulatory surgery centers and many other facilities. Coding has a language of its own. This course will give the student an introduction to the language and how to use the CPT-4 book to assign the appropriate codes. **Textbook required. Available in college bookstore.**

2.4 CEU. Tuition: $264
**XAH117-105320** Sept 8-Oct 17
2 sessions W* 6-9pm
6 sessions Sa** 12:30-3:30pm
*Wednesday classes: Oct 10, 17
**Saturday classes: Sept 8, 15, 22, 29, Oct 6, 13
Felicia Bethune, CBCS

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CPT-4 Medical Coding Level II
Prerequisite: CPT-4 Medical Coding Level I, Medical Terminology: A Short Course, and Basic Anatomy
We will review principles and guidelines from CPT-4 Medical Coding Level I and go into greater depth and detail to offer a more comprehensive understanding of CPT strategy and proficiency, focusing on medical and surgical coding, E&M coding and modifiers. Examples of HCPCS will be given and reviewed in class. Those students who are active in the field may be asked to research and provide actual coding issues. The instructor and students together will research and resolve the various coding and compliance issues. **This course requires the same book as used in CPT-4 Introduction to Medical Coding Level I. Available in college bookstore.**

2.4 CEU. Tuition: $264
**XAH119-105321** Oct 20-Nov 17
3 sessions W* 6-9pm
5 sessions Sa** 12:30-3:30pm
*Wednesday classes: Oct 24, 31, Nov 7
**Saturday classes: Oct 20, 27, Nov 3, 10, 17
Jessica Pursell Schutte, CPC

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SpringCharts Electronic Health Records
Prerequisite: Medical Terminology: A Short Course or industry experience
Students are encouraged to bring their own flash drive to class to save their work. This hands-on class prepares you to perform duties using the SpringCharts EHR software. It is used by physicians in a variety of medical specialties, both nationally and internationally, and records appointments, patient tracking, reports, coding tools, chart evaluation, template management and certified billing links. **Textbook required. Available in college bookstore.**

2.4 CEU. Tuition: $325 (tuition $240; lab fee $85)
**XAH204-105323** Sept 28-Nov 16
8 sessions F 6-9pm
Carla Johnson, MCCC Instructor

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Basic Anatomy
No Prerequisite
This is an introductory course covering basic anatomy by developing an understanding of functions and structures of parts of the body. **Textbook required (Introduction to Human Anatomy and Physiology by Eldra Pearl Solomon). Available in college bookstore.**

2.1 CEU. Tuition: $231
**XAH207-105319** Sept 13-Oct 25*
6 sessions Th 6-9:30pm
*Class will not meet Oct 18
Fern Harhay, M.S., M.T. (ASCP)

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ICD-9 CM Introduction to Medical Coding
Prerequisite: Medical Terminology: A Short Course
Please note: Students wishing to earn their certificate and/or sit for the CPC exam should take ICD-9.
ICD-9-CM is a standardized coding system which correlates disease and diagnosis. ICD-9-CM coding is required to bill for medical services and procedures in hospitals, medical practices, emergency rooms, ambulatory surgery centers and many other healthcare facilities. It is essential to assign the appropriate diagnosis from a legal perspective and from a reimbursement prospective. This medical coding course will provide instruction for the beginner coder to learn and understand the concept of coding a diagnostic statement according to the rules and guidelines in the ICD-9-CM coding manual. **Textbook required. Available in college bookstore.**

3.3 CEU. Tuition: $338
**XAH111-105324** Oct 8-Dec 17
11 sessions M 6-9pm
Kim Barca, RHIA

For the Medical Billing/Coding Program, it is suggested that you have received a high school diploma, GED, or equivalency.
ICD-9 to 10 Mapping
Prerequisite: ICD-9 CM Introduction to Medical Coding
This course creates a roadmap through the entire ICD-9-CM, ICD-10-CM, and ICD-10-PCS coding systems. It not only presents students with the basics of how to select codes and follow coding guidelines, but also provides a more in-depth look at medical terms for conditions and procedures that are classified throughout the coding systems. By becoming more familiar with all of the medical terms, conditions and procedures that are classified within each section, the coding student not only enhances their knowledge of medical terminology and pathophysiology, but also develops a greater level of understanding of how each section is classified. This is a balanced approach to medical coding from both AAPC and AHIMA certifications. This course requires the same book as used in Billers and Coders Medical Terminology. Available in college bookstore.
1.75 CEU. Tuition: $184
XAH107-105325 Nov 14-Dec 19*
5 sessions W 6-9:30pm
*Class will not meet Nov 21
Carla Johnson, MCCC Instructor

Medical Insurance, Law and Ethics
Prerequisite: Medical Terminology: A Short Course and computer literacy
Learn to understand complex medical insurance concepts, legal requirements, and the consequences associated with improper claims filing. Students will be able to identify and understand the basic medical insurance programs and their features; handle patient authorization for the release of medical records; understand disclosure and confidentiality issues associated with maintaining, sending and transmitting patient records; identify fraud and abuse issues, and handle insurance claim forms to prevent questionable or illegal filing. Textbook required. Available in college bookstore.
1.5 CEU Tuition: $165
XAH188-105326 Nov 1-Dec 13*
5 sessions Th 6-9pm
*Class will not meet Nov 15, 22
Kim Barca, RHIA

NEW!

Medical Billing and Coding National Certification Test Prep
Prerequisite: At least five courses in our program or industry experience
Prepare for two National Certification tests: the American Academy of Professional Coders (AAPC) which will award a Certified Professional Coder (CPC) certification and the American Health Information Management Association (AHIMA) which will award a CCA (Certified Coding Associate) certification. Credentials from these organizations will enhance your career potential. Learn to review the material and tips to enhance your test taking ability.
0.3 CEU. Tuition and fees: $40
XAH104-105328 Dec 18
1 session Tu 6-9pm
Jonathan Marbach, CPhT, CPC, CCS-P

Medical Billing: Fraud and Audits
This course is open to students at any level in our Medical Billing and Coding Program and Industry Professionals.
Medical Billing professionals need to protect themselves and their employers by being informed of state and federal laws pertaining to record retention, fraud, documentation standards and more. Learn to bill in accordance with current legislation, proper documentation, how to respond to an audit inquiry and self-auditing tips to help prevent fraud and protect yourself and your employer. Karen Weintraub is an Accredited Healthcare Fraud Investigator.
0.9 CEU. Tuition and fees: $135
XAH193-105329 Sept 7-Sept 21
3 sessions F 6-9pm
Karen Weintraub, CPC-P, AHFI

Health Career Clinic
Recommended Course!
If you are looking for a job in healthcare, or are a seasoned professional wishing to expand your horizons – this seminar is for you. Learn to identify career preferences and patterns using key medical terms and technologies. Recognize the skills and experience that you already possess and identify, develop and market new skills. You will explore career options utilizing internet resources, learn to network effectively and forecast the importance of new trends in Health Information Technology including: Billing and Coding, Electronic Health Records, Trans Telephonic (over the telephone) opportunities, Administrative and Clinical Allied Health Care, Pharmacy and EKG Technicians and more.
0.9 CEU. Tuition: $99 (tuition $89; fees $10)
XAH201-105335 Sept 15-Oct 6*
3 sessions Sa 9am-12pm
*Class will not meet Sept 29
Carla Johnson, MCCC Instructor

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Pharmacy Technician Certification Program
This program is dedicated to the student interested in becoming a Certified Pharmacy Technician, ultimately acquiring the skills to be able to sit for the National Exam. The student is offered seven classes in the field of pharmacy practice to help them master the skills of both retail and hospital settings. **Textbook available in college bookstore and are used for all courses in this program.**

To earn the Certificate, you must complete the following core courses:

**Core Courses:**
- Pharmacy Law and Ethics
- Pharmacy Billing and Insurance Practices
- Terminology for Pharmacy Technicians
- Pharmacy Technician Dosages and Calculations
- Therapeutic Response to Medication I
- Therapeutic Response to Medication II
- Retail and Hospital Practices

**Terminology for Pharmacy Technicians**
This course will provide an introduction to pharmaceutical terminology including: common prescription drugs, therapeutic indications, drug classifications, medical abbreviations, and symbols. The students will also learn about and decipher the various parts of a prescription and hospital medical chart.

1.8 CEU. Tuition and fees: $180

XAH153-105336  Sept 5-Oct 17*
6 sessions  W  6-9pm

*Class will not meet Sept 26

Neil Mohamed, MCCC Instructor

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**Retail and Hospital Practices**

**Prerequisite: Terminology for Pharmacy Technicians; Dosages and Calculations**

Learn the difference between retail and hospital pharmacy technician responsibilities. The retail perspective includes: prescription intake, renewals and transfers, inventory control, labeling and packaging medications, compounding of creams and ointments and common retail prescription drugs. The hospital segment covers the creation of suspensions, elixirs and IV medications. An overview of pharmacy equipment will be included. Please bring the textbook used in Terminology for Pharmacy Technicians to class.

1.8 CEU. Tuition and fees: $180

XAH157-105337  Sept 8-Oct 13
6 sessions  Sa  9am-12pm

Michelle Miller, MS, CPhT

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**Pharmacy Technician Dosages and Calculations**

Introduction to this course includes simple mathematical operations, systems of measurement, basic conversions, and calculating drug dosages. As the course progresses, more intricate calculations will be required, including IV flow rates, infusion times, and pediatric dosing. The student should be proficient using the basic functions of a calculator before registering for this course.

2.4 CEU. Tuition and fees: $240

XAH154-105338  Oct 20-Dec 15*
8 sessions  Sa  9am-12pm

*Class will not meet Nov 24

Jonathan Marbach, CPhT, CPC, CCS-P

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**Therapeutic Response to Medication Parts I and II**

These two courses are directed to helping the students understand how various medical disorders affect the human body. Numerous common diseases will be introduced according to their respective body systems by their description, causative agents, signs and symptoms, diagnostic procedures, treatment, and prognosis. Each of the two courses will focus on separate body systems, including: respiratory system, cardiovascular system, endocrine system, etc.

**Part I: (Returning in Spring 2013)**

**Prerequisite: Terminology for Pharmacy Technicians; Therapeutic Response to Medication Part I**

Please bring the text used in Terminology for Pharmacy Technicians to class.

2.4 CEU. Tuition and fees: $240

XAH1156-105339  Oct 24-Dec 19*
8 sessions  W  6-9pm

*Class will not meet Nov 21

Michelle Miller, MS, CPhT

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**Part II: Therapeutic Response to Medication Parts I and II**

**Therapeutic Response to Medication Parts I and II**

2.4 CEU. Tuition and fees: $240

XAH1156-105339  Oct 24-Dec 19*
8 sessions  W  6-9pm

*Class will not meet Nov 21

Michelle Miller, MS, CPhT

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**Pharmacy Technician Certification Board Exam Preparation**

**Prerequisite: Five courses in our Pharmacy Technician Program or industry experience**

Pharmacy technicians and students will soon be expected to pass the National Pharmacy Technician Certification Board Exam. This credential will enhance a student’s resume and add value to a current pharmacy technician’s credentials. This 9-hour review course will prepare you to take the exam. **Textbook is optional: The Pharmacy Technician Workbook Certification Review, Fourth Edition.**

0.9 CEU. Tuition and fees: $90

XAH105-105340  Nov 29-Dec 13
3 sessions  Th  6-9pm

Jonathan Marbach, CPhT, CPC, CCS-P

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In New Jersey, pharmacy technicians must be at least 18 years old and be proficient in English. They must have a high school diploma or its equivalent.
Privacy and Data Protection for Healthcare and Pharma

This course will provide an overview of privacy concepts and definitions, global privacy landscape, compliance and risks, data protection principles, and enforcement. You will learn about the legal system, key components of U.S. and International privacy laws, and Privacy by Design—general approaches to assessing risk and building a compliance structure, notification activities and incident management. You will also learn basic principles on how to protect the data that you process and how to comply with privacy law requirements.

Topics:
- The principles of privacy and global privacy landscape
- Understand key components of U.S. privacy laws and their impact on business
- Understand the basic principles of data protection aka “Security”
- Understand principles of breach notification and incident management and enforcement

0.6 CEU. Tuition and fees: $238

XAH257-105341 Dec 1-Dec 8
2 sessions Sa 9am-12pm
Gail Obrycki, CIPP (Certified Information Privacy Professional)

Certificate in Complementary and Alternative Medicine

An Online Certificate Course

In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness, and the public’s growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and alternative medicine (CAM). Rapidly gaining in popularity, CAM is used by more than 40% of the U.S. population. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, resulting in the development of new jobs and the creation of new services. To gain a broad understanding of these therapies and to stay current with emerging trends, health professionals who work with diverse populations will need continuing professional education. The ability to understand the many types of therapies available is essential to providing safe, effective care in any setting.

Tuition: $209 (28 contact hours)
Expert instructors / 24-hour access / 6 weeks of instruction

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

Certificate in Holistic and Integrative Health

An Online Certificate Course

Increasingly, today’s consumers are seeking health care providers who focus on wellness and natural healing. As a result, the exciting and rewarding field of integrative health is growing rapidly. In this 12-lesson Certificate in Holistic and Integrative Health program, designed for both health care professionals and consumers, you’ll learn the fundamentals of this person-centered and person-empowered approach to health care. You’ll cover topics including holistic stress management, health and the human spirit, energy healing, elements of meditation, healing environments, Chinese medicine, Ayurvedic medicine, humor and health, music therapy and sound healing, nutrition, therapeutic massage and bodywork, and healing effects of physical activity.

Tuition: $349 (50 contact hours)
Expert instructors / 24-hour access / 6 weeks of instruction

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

Emergency Medical Technician (EMT)

Prerequisite: All students must obtain a Health Care Provider Level CPR card prior to the start of the class - See pg. 56 for CPR for Health Care Providers class

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

22.0 CEU. Tuition: $1,200

XFW714-105491 Sept 4-Dec 20*
47 sessions Tu,Th 9am-1pm
W 9am-3pm
*Class will not meet Nov 22
*Meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648
Ian Mallik, EMS Coordinator, Mercer County Fire Academy - mallik@mccc.edu

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Certified Nurse Aide (CNA)

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

Prerequisites: High school diploma or GED; a clear understanding of written and spoken English; medical examination and inoculations. All students must carry personal health insurance. Costs of the uniform, student liability insurance, and state examination fees are additional (approximately $300).

Information Session: All applicants are strongly encouraged to attend a free information session at The Conference Center. Information session dates will be posted on our website at www.mccc.edu/ccs/healthcareers. Registration required, please email ComEd@mccc.edu or call 609.570.3311 to reserve a seat.

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

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

Medical scrubs and textbook included.
9.0 CEU. Tuition and fees: $1380 (tuition $775; lab fees $380; materials $125; non-refundable registration fee $100)

Students must register with both numbers.

<table>
<thead>
<tr>
<th>XAH251-105342 and XAH255-105343</th>
<th>Sept 22-Dec 15*</th>
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<tbody>
<tr>
<td>12 sessions</td>
<td>Sa 7:30am-3:30pm* (1/2 hour for break)</td>
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<td>*Class will not meet Nov 24</td>
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<tr>
<td>*Clinical sessions begin at 7:30am and are held at Hamilton Continuing Care, 1059 Old Trenton Road, Hamilton, NJ 08690</td>
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<td>*Some clinical sessions may be held on Sunday mornings</td>
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<tr>
<td>Estella Brown, RN</td>
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Certified Homemaker-Home Health Aide for CNA’s (CHHHA)

Prerequisite: Students MUST be currently certified by the NJ Department of Health and Senior Services as a Certified Nurse Aide. Proof must be provided at time of enrollment.

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

1.0 CEU. Cost: $148 (tuition: $128; materials fee: $20)

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<tr>
<th>XAH256-105344</th>
<th>Oct 13-Oct 20</th>
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<tr>
<td>2 sessions</td>
<td>Sa 9am-2:30pm*</td>
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<tr>
<td>*1/2 hour for lunch</td>
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<tr>
<td>Marilyn Wargo, BSN</td>
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EKG Technician Certification Program

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT Electrocardiograph (EKG) Technician exam. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. There will be an additional $85 fee for the national exam payable to the ASPT at the time of testing. High school diploma or GED required. Textbooks included. A great way to begin a new career!

5.25 CEU. Cost: $1049 (tuition: $263; fees: $786)

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<tr>
<th>XAH110-105345</th>
<th>Oct 8-Nov 28*</th>
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<tr>
<td>15 sessions</td>
<td>M,W 6-9:30pm</td>
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<tr>
<td>*Class will not meet Nov 21</td>
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<tr>
<td>Virginia Donnelly, MSN, APN-C</td>
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</table>
Phlebotomy Technician Certificate Program

This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician (CPT). You begin with this 90-hour lecture course which teaches the health care delivery system, collection of materials and equipment, venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. At successful completion of this didactic course, you will be recommended to start our externship program at a local healthcare facility. Upon successful completion of this entire certificate program, both didactic and externship, you will be certified to take the National Certification Exam given by NHA for Certified Phlebotomy Technician. Upon successful completion of the didactic, you will be cleared to register for the externship, which will start in January, 2013. The Certification Test cost is the student’s responsibility. Textbook required. Available in college bookstore.

9.0 CEU. Tuition and fees: $1380 (tuition: $775; lab fees: $380; materials $125; non-refundable registration fee $100)

XAH109-105453 Oct 8-Dec 10

Preparation Course for Dental Radiologic Technologists

In New Jersey, it is mandatory to acquire a Dental Radiologic Technician license to take x-rays in a dental office. Advance your dental career with this course which prepares you to take the state examination. In this 73-hour course, students will experience 25.5 hours of lecture, 17.5 hours of laboratory practice and a minimum of 30 hours in an approved clinical site. Please go to www.mccc.edu/healthcareers for an application which is required prior to registration.

Course requirements:

- It is recommended that students with no prior knowledge or experience in dentistry enroll in Basic Dental Office Skills before entering this course.
- General knowledge of dentistry, teeth, and infection control protocols as stipulated by OSHA
- Attendance is mandatory – students are responsible for all work and assignments
- Employment in a clinical dental setting is recommended
- Students must show evidence of good moral character
- A high school diploma or equivalency is required and must be submitted at time of application
- Students who are homeschooled or possess online diplomas also need a GED diploma
- Foreign diplomas must be translated and evaluated for US equivalency prior to registration

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


7.3 CEU. Tuition and fees: $889 (tuition: $640; lab fees: $249)

XAH116-105454 Oct 10-Jan 23*

Basic Dental Office Skills

Would you like to apply for an entry level position in a dental office? We offer an introduction to dental terminology, anatomy and procedures. This course is recommended for students without previous dental office experience who may also wish to apply for our Dental Radiologic Technician course.

0.8 CEU. Tuition and fees: $160 (tuition: $75; lab fees: $85)

XAH112-105346 Sept 5-Sept 19*

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
**New Jersey State Certified Animal Control Officer**

Mercer County Community College is now offering the Animal Control Officer (ACO) course approved by the New Jersey Department of Health and Senior Services. Over the course of seven (7) Saturdays, you will have the opportunity to be taught by, interact with, and build relationships with eight (8) of the foremost experts in the State of New Jersey regarding animal control.

*Anyone interested in animal welfare personally or as a profession may and should attend.* This includes kennel managers, shelter workers, rescue group personnel, volunteers, and those seeking an exciting career in animal control. In addition, this course would be valuable to those interested in our Veterinary Assistant Certificate Program. The dress code for this class is business casual. There is no requirement for prior experience or training to attend this course. Completion of the course requires attendance at all classes.

Successful completion of this course meets the requirements of the N.J.A.C. 8:23A-2.2 statute for appointment as an ACO by a New Jersey Municipality. Additionally, this is the only Certified ACO course whose graduates receive certification by the American Red Cross for Pet First Aid and Incident Command Systems 100 and National Incident Management 700 by the National Wildlife Fire Coordinating Group. (Note: Please bring a lunch — cafeteria closed.)

In addition to the classroom component participants must arrange for and complete a 20-hour field training component in order to receive certification.

**Prerequisite:** There is no requirement for prior experience or training to attend this course.

Tuition: $789 (tuition $158; fees $631)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Sessions</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>XCP340-105348</td>
<td>Sept 22-Nov 3*</td>
<td>7</td>
<td>Sa</td>
<td>9am-5pm*</td>
</tr>
</tbody>
</table>

*1 hour for lunch*  
John C. Saccenti, Career Development Institute

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**Animal Cruelty Investigator**

Mercer County Community College is offering the Animal Cruelty Investigators course approved by the New Jersey Department of Health and Senior Services and the New Jersey Police Training Commission. Over the course of seven (7) Saturdays, you will have the opportunity to be taught by, interact with, and build relationships with six (6) of the foremost experts in the State of New Jersey regarding animal cruelty.

*Anyone wishing to understand the issue of animal cruelty, the animal cruelty laws and their enforcement may and should attend this course.* This includes animal control officers, kennel managers, shelter workers, rescue group personnel and volunteers. In addition, this course would be valuable to those interested in our Veterinary Assistant Certificate Program. The dress code for this class is business casual. Completion of the course requires attendance at all classes.

Successful completion of this course is required for appointment as an Animal Cruelty Investigator by a New Jersey Municipality and meets the requirements of N.J.A.C. 8:23A-2.6. While enrollment is limited we hope to accommodate all applicants. (Note: Please bring a lunch — cafeteria closed.)

Tuition: $699 (tuition $140; fees $559)

<table>
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<tr>
<th>Course Code</th>
<th>Dates</th>
<th>Sessions</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>XCP123-105349</td>
<td>Nov 10-Jan 12*</td>
<td>7</td>
<td>Sa</td>
<td>9am-5pm**</td>
</tr>
</tbody>
</table>

*Class will not meet Nov 24, Dec 22, 29

**1 hour for lunch**  
John C. Saccenti, Career Development Institute

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**Basic Training Course for Wildlife Rehabilitation**

*New!*

The Center for Continuing Studies at Mercer County Community College is now offering the Basic Training Course for Wildlife Rehabilitation. Wildlife rehabilitation is the process of rescuing, raising, and providing care for orphaned and injured native wild animals with a goal of releasing these animals back to their natural habitats. This course is designed for individuals interested in becoming licensed wildlife rehabilitators, current rehabilitators, shelter workers, animal control officers, and any person wishing to obtain knowledge about native New Jersey wildlife. Over the course of 5 weekdays, students will have the opportunity to be taught by, interact with, and build relationships with nine (9) of the foremost experts in wildlife rehabilitation. This course offers information and professional training including history, licensing requirements and regulations, mammal, bird and reptile species identification and anatomy, proper handling, care and nutrition, medical procedures, and much more. Approved by the New Jersey Division of Fish & Wildlife (NJDEP), successful completion of the course will count for 40 hours toward the 200 hour New Jersey apprenticeship licensing requirement. Completion of the course requires attendance at all classes. (Note: Please bring a lunch — cafeteria closed.)

Tuition: $499 (tuition $100; fees $399)

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<th>Course Code</th>
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<th>Sessions</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>XCP102-105347</td>
<td>Oct 20-Nov 17</td>
<td>5</td>
<td>Sa</td>
<td>9am-5pm*</td>
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</table>

*1 hour for lunch*  
John C. Saccenti, Career Development Institute

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**Health Professions**

Phone: 609.570.3311    Fax: 609.570.3883

www.mccc.edu/ccs   ComEd@mccc.edu
Veterinary Assistant Certificate Program

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

In response to a need for veterinary assistant programs, MCCC offers a curriculum that is designed in the spirit of the National Association of Veterinary Technicians in America (NAVTA) guidelines* for veterinary assistant training.

Upon completion of the program, you will have an understanding of the roles of all members of the veterinary medical team. Curriculum will include office and hospital procedures, communication and client relations, pharmacy and pharmacology, exam room procedures, surgical preparation and assisting, animal nursing, laboratory procedures and diagnostic imaging. The classroom learning will be followed by an optional externship in a pre-approved veterinary setting, which will provide you with valuable skills and confidence for real-world experience.

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

Individual courses may be taken (Modules 1-3) on a non-certificate basis.

*NAVTA approval pending. Once approved, students will have the knowledge and abilities to take NAVTA's national certification examination.

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

Instructors: Andrea Pace, AS, BA, MBE, JD, CVT, Wendi J. Martin, CVT, Leslie Sheppard Bird, CVT, LATg, Tina DeVictricia, BS, CVT

MODULE 1: Introduction to the Veterinary Profession
This session will provide you with an overview of the profession of veterinary medicine and the role of each member of the veterinary team. You will learn practice management skills including office and hospital procedures and client relations. Other topics include: common canine, feline and equine breeds; medical terminology; pharmacy and pharmacology skills.

3.0 CEU. Tuition and fees: $465
XCP430-105350 Sept 11-Oct 16*
10 sessions Tu,Th 6-9pm
*Class will not meet Sept 25

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

6.0 CEU. Tuition and fees: $930
XCP431-105509 Oct 23-Jan 22*
20 sessions Tu,Th 6-9pm
*Class will not meet Nov 20, 22, Dec 18, 20, 25, 27, Jan 1

MODULE 3: Laboratory Skills and Imaging
(Spring 2013)
Prerequisite: Modules 1 and 2
This session will give an introduction to the diagnostic tools used in veterinary practice and you will be taught skills appropriate to assist the veterinary team. Some common veterinary laboratory diagnostics will be covered as well as lab record keeping. This course will also provide you with a chance to review and prepare for the clinical externship.

3.0 CEU.

MODULE 4: Clinical Externship
(Spring/Summer 2013)
Prerequisite: Modules 1, 2 and 3
All students will be required to complete the clinical externship at a pre-approved veterinary setting to earn the Veterinary Assistant Certificate. Students will be required to purchase a uniform for this module and must have proof of personal health insurance. This 75-hour externship will be arranged for each student with the veterinary site.

7.5 CEU.

Attend the Information Session
Thursday, August 23, promptly at 5:30pm
Visit www.mccc.edu/ccs for location

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Food Service Programs

ServSafe® Certification
Food Safety Manager Exam Prep and Exam

Our ServSafe® training course provides professional food protection managers with the tools needed to identify and prevent foodborne illnesses. It is now mandatory in NJ for at least one person in Risk Type 3 food establishments to have this credential. Our 8-hour training course provides you with the training and the exam. Please obtain and review the textbook before beginning class and bring 2 forms of ID (one photo) to class to take the exam. Textbook required: ServSafe® 5th Edition with answer sheet. Available in college bookstore. The exam will be given at the end of the second class. Tuition and fees: $99 (tuition $94; fees $5)

**XCU607-105115** Oct 2-Oct 9*
2 sessions Tu 5:30-9:30pm
*Additional sections may be added. Please check our website at www.mccc.edu/ccs.
Douglas E. Fee, CHE, MCCC Instructor

ServSafe® Re-Certification

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

Tuition and fees: $59 (tuition $54; fees $5)

**XCU608-105116** Oct 9*
1 session Tu 5:30-9:30pm
*Additional sections may be added. Please check our website at www.mccc.edu/ccs.
Douglas E. Fee, CHE, MCCC Instructor

SERVSAFE® CURSO EN ESPAÑOL!
Servsafe® Curso de entrenamiento, examen y Certificación para la seguridad de los alimentos

Nuestro curso de Certificación de Servsafe® provee a los managers y profesionales de los restaurantes las herramientas necesarias para identificar y prevenir una enfermedad causada por alimentos. En el 2010, sera mandatorio en New Jersey que por lo menos una persona encargada de un restaurante Riesgo tipo 3 obtenga esta certificación. Nuestro curso de 16 horas le proveerá con este entrenamiento y examen. Por favor obtenga y estudie el libro antes de empezar clases y presente 2 formas de identificación (una con foto) para tomar el examen. El libro requerido se titula Servsafe® 5ta edición con hoja de respuesta y está disponible en la librería del college. El examen será administrado al final de la 4ta clase.

Costos y cargos: $150 (costos $140; cargos $10)

Si está interesado(a) en inscribirse para este curso, por favor envíe un correo electrónico a: ComEd@mccc.edu, o llame al 609.570.3311.

Business Owners: FREE Training For Your Employees

NJBLA (New Jersey Business & Industry Association)
NJLWD (NJ Department of Labor and Workforce Development)

- Computer Training (Word, Excel, Outlook)
- Basic Communication and Math Courses
- Customer Service Training
- English as a Second Language

For information: contact Dr. Michael Glass, Director, 609.570.3530 or glassm@mccc.edu or visit www.MercerInstitute.com

MERCER INSTITUTE of Management & Technology Training

Phone: 609.570.3311 Fax: 609.570.3883
www.mccc.edu/ccs ComEd@mccc.edu
Courses at James Kerney Campus

Please note: Free parking available at the lot on Broad and Perry Streets.

Writing Children’s Fiction NEW!
Learn the essential elements of creating engaging children's stories including: story language, developing memorable characters, and story structure. Students will have the opportunity to write an original short story or begin a chapter book. Marketing approaches will also be discussed.
Tuition and fees: $120
XWC128-105351 Sept 15*
1 session Sa 9:30-4pm*
*1/2 hour for lunch
*Class meets at James Kerney Campus, North Broad and Academy Streets, Trenton, NJ 08608
Barry Putt, award-winning playwright and screenwriter

Write Your Story
Memoir Writing Class
Write your memoir, discover your individual voice. You've got a tale that wants telling. How will you tell it? Join us as we explore the terrain of the creative memoir with in-class discussions and exercises as well as additional tools to help shape it.
Tuition and fees: $96
XWC165-105114 Oct 27-Nov 17*
4 sessions Sa 10am-12pm*
*Nov 17 class - 9am-1pm
*Class meets at James Kerney Campus, North Broad and Academy Streets, Trenton, NJ 08608
Melvin A. Benarde, Ph.D.

Small Business Start Up and Business Plan Development
(Part of Small Business Management Certificate Program – see pg. 12 for entire program)
This 12-hour course will begin by considering entrepreneurship as a career choice and then exploring the keys to small business success. Learn how to take an idea to reality, how to evaluate the feasibility by designing a competitive business model, how to build a solid strategic plan and the importance of differentiation. Learn how to register at the Federal and New Jersey State level for a business license and how to navigate all the portal business websites for the State of New Jersey. This course will bring these elements together and instruct you through the steps to creating a winning business plan, including designing a business resume and biography.
1.2 CEU or 12 CPE hours. Tuition and fees: $149
XBA100-105414 Sept 24-Oct 4*
4 sessions M,Th 5:30-8:30pm
*Class meets at James Kerney Campus, North Broad and Academy Streets, Trenton, NJ 08608
Anna Mae Giannetti, MCCC Instructor

Small Business Growth and Financial Development
(Part of Small Business Management Certificate Program – see pg. 13 for entire program)
Prerequisite: Small Business Start Up and Business Plan Development
This 12-hour course will begin with a discussion of developing a financial plan to include recordkeeping for your small business and the importance of current and accurate financial information to make effective business decisions. Learn different methods of designing budgets, analysis of balance sheets, understanding revenue and expenses on income statements, and how to manage cash flow. Learn also how to finance your business by evaluating sources of debt and equity financing and methods of layering financing for your small business.
1.2 CEU or 12 CPE hours. Tuition and fees: $149
XBA101-105413 Oct 30-Nov 8*
4 sessions Tu,Th 6-9pm
*Class meets at James Kerney Campus, North Broad and Academy Streets, Trenton, NJ 08608
Anna Mae Giannetti, MCCC Instructor

Budget Basics
(Part of Nonprofit Management Certificate Program – see pg. 14 for entire program)
This course will simplify the mysticism about a nonprofit’s overall organization budget and will provide the vital concepts and components necessary to develop budgets for special programs and fundraisers. Staff, volunteers, and Board members will benefit from knowing how to read and understand the budget framework to support and promote the mission effectively. No accounting expertise required.
1.2 CEU. Tuition and fees: $120
XCP159-105485 Dec 1-Dec 15*
3 sessions Sa 9am-1pm
*Class meets at James Kerney Campus, North Broad and Academy Streets, Trenton, NJ 08608
Les Loyalen, MCCC Instructor

Courses at James Kerney Campus

Please note: Free parking available at the lot on Broad and Perry Streets.
What a Crock!
We will learn to make some great dishes and utilize the slow cooker to its full potential by making hearty, convenient, cost-saving meals that deliver on flavor. We will make Chicken Marsalla, Fire Roasted Goulash, pork BBQ and the ultimate pot roast.
Tuition and fees: $68 (tuition $25; fees $43)
XCU740-105117  Sept 28
1 session  F  6:30-9:30pm
Chef Jeremy Stahl

Soups On!
Make great soup just like grandma did! We will focus on a wide range of basic and specialty soups, including hearty soups like bisques, chowder, cream soups and clear soups.
Tuition and fees: $68 (tuition $25; fees $43)
XCU601-105119  Oct 6
1 session  Sa  2-5pm
Chef Jeremy Stahl

Knife Skills
Don’t think you can cut it? Learn from an expert how to handle a knife like a pro. Learn the techniques to improve your dexterity and confidence in the kitchen. This class also shows you how to make some impressive garnishes with your new skills.
Tuition and fees: $79 (tuition $20; fees $59-includes a high quality 8” chef’s knife that’s yours to keep)
XCU676-105120  Oct 13
1 session  Sa  2-5pm
XCU676-105121  Dec 1
1 session  Sa  2-5pm
Chef Jeremy Stahl

Fish
Learn from an expert how to approach and prepare many different types of fish. This is a how-to class that covers selecting the best to serving the best: fresh and saltwater fish from salmon and trout to red snapper. After this class, expect your future preparations of fish dishes to go along swimmingly.
Tuition and fees: $68 (tuition $25; fees $43)
XCU620-105122  Oct 27
1 session  Sa  2-5pm
Chef Jeremy Stahl

Cake Masters Decorating
This two-part class begins with making cakes from scratch and learning some decorating techniques that you can practice between classes by working with butter cream and fondant. For our second class, we will assemble and decorate our cakes, and you will see results that will impress you both in terms of flavor and style.
Tuition and fees: $119 (tuition $43; fees $76)
XCU708-105486  Oct 12-Oct 19
2 sessions  F  6-9pm
Chef Miaya Lonesome

Holiday Cookies
Just in time for the holidays! We will work with two cookie doughs and turn those doughs into a variety of cookies! Varieties will include rolled, cut and drop style cookies. We will even use the cookie dough as a base for a layered bar. Get ready for the holidays while saving time and having fun!
Tuition and fees: $68 (tuition $25; fees $43)
XCU625-105124  Nov 30
1 session  F  6-9pm
Chef Miaya Lonesome

BAKING 101 Series
Cakes from Scratch
Learn from an expert how to bake, ice and decorate three different cakes that are easy to make and great tasting.
Tuition and fees: $68 (tuition $25; fees $43)
XCU638-105125  Sept 30
1 session  Su  1-4pm
Chef Rita Bohlumbohm

Bread Basics
You can’t beat the pleasure of making bread. With one great recipe, create several options from sandwich loaf to sticky buns. This course explores a range of basic and specialty breads.
Tuition and fees: $68 (tuition $25; fees $43)
XCU636-105126  Oct 28
1 session  Su  1-4pm
Chef Rita Bohlumbohm
30 Minute Meals: Cook, Eat, Enjoy!

Our chef will teach you how to create a simple meal such as potato casserole, pasta dishes, rice bowls, quick appetizers and grilled meats with flavorful sauces that are easy to make and taste delicious.

Tuition and fees: $68 (tuition $25; fees $43)

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<tr>
<th>Course Code</th>
<th>Session Date</th>
<th>Session Times</th>
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<tbody>
<tr>
<td>XCU609-105127</td>
<td>Oct 21</td>
<td>1 session Su 1-4pm Chef Benson Yu</td>
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</table>

“Playing with Pasta”

Nothing beats homemade pasta. Come knead your own dough and roll away learning how to make cut pastas that people will rave about, fabulous fettuccine and darned good gnocchi. We will make deliciously appropriate sauces to top our pasta.

Tuition and fees: $68 (tuition $25; fees $43)

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<th>Course Code</th>
<th>Session Date</th>
<th>Session Times</th>
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<tbody>
<tr>
<td>XCU741-105128</td>
<td>Nov 2</td>
<td>1 session F 6:30-9:30pm Chef Jeremy Stahl</td>
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</table>

Thanksgiving 101: The Ultimate Turkey and Trimmings Class

Learn how to prepare the perfect Thanksgiving turkey with expert advice and demonstration from Chef Jeremy Stahl. After this class, your holiday turkey will rule the roost when you make it at home with all the accompaniments that go along with this dinner.

Tuition and fees: $68 (tuition $25; fees $43)

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<tr>
<th>Course Code</th>
<th>Session Date</th>
<th>Session Times</th>
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<tbody>
<tr>
<td>XCU605-105129</td>
<td>Nov 10</td>
<td>1 session Sa 2-5pm Chef Jeremy Stahl</td>
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</table>

International Smoke House and Pickling

This class will have you making green teas, smoked duck breast, and Norwegian Lox Salmon. Also, the seafood that we will be smoking includes scallops and shrimp. We will also smoke pork loin and pickle mushrooms, cucumbers and vegetables. What you learn here you can recreate in your own kitchen without special equipment.

Tuition and fees: $68 (tuition $25; fees $43)

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<th>Session Date</th>
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<tbody>
<tr>
<td>XCU784-105130</td>
<td>Nov 18</td>
<td>1 session Su 1-4pm Chef Benson Yu</td>
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Global Shell Fish Feast

This class teaches you how to construct delicious meals including Grilled Margarita Shrimp with Spicy Mango Salsa, Miso Glazed salad, Pan Fried Soft Shell Crab with Dill Cucumber, Lobster Fondue, Lobster Bite with Lemon Grass Shot, and many more flavorful delicious dishes.

Tuition and fees: $68 (tuition $25; fees $43)

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<th>Course Code</th>
<th>Session Date</th>
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<tr>
<td>XCU617-105131</td>
<td>Sept 23</td>
<td>1 session Su 1-4pm Chef Benson Yu</td>
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Sushi 101 Colorful and Fun Sushi

Enjoy making colorful and fun sushi for parties, snacks, lunch, or dinner using many variations of seafood and garnishes. Variations include: California roll, Tuna Nori Maki, Salmon Nori Maki, Avocado Nori Maki, Inside-out roll, Avocado Tuna roll, Cucumber roll, Salmon sushi, Tuna sushi, and Smoked Sea Eel sushi, and more.

Tuition and fees: $68 (tuition $25; fees $43)

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<th>Course Code</th>
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<tr>
<td>XCU705-105132</td>
<td>Sept 9</td>
<td>1 session Su 1-4pm Chef Benson Yu</td>
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Thailand

Traditional Thai favorites you will prepare in this class include: Stir fried Thai noodles, Curry Chicken with Coconut Rice, Thai Ground Beef Salad, and Rice Soup with Red Snapper. Learn about the cuisine and culture of Thailand as you help to create these culinary delights.

Tuition and fees: $68 (tuition $25; fees $43)

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<th>Course Code</th>
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<tr>
<td>XCU725-105133</td>
<td>Oct 7</td>
<td>1 session Su 1-4pm Chef Benson Yu</td>
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Knife Skills Adventures

This class teaches you how to carve creative and amazing decorations using fruits and vegetables. These beautiful decorations can be used to WOW your guests for any special event or party. This class also teaches students to create a four course meal using different types of fruits and vegetables. Each student will get a professional pairing knife.

Tuition and fees: $79 (tuition $20; fees $59)

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<th>Course Code</th>
<th>Session Date</th>
<th>Session Times</th>
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<tr>
<td>XCU640-105134</td>
<td>Nov 4</td>
<td>1 session Su 1-4pm Chef Benson Yu</td>
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Food For Thought

Need a great gift for someone who's difficult to buy for? Contact us for gift certificate information. It is easy … unique … thoughtful and delicious! (see pg. 71 for more details)
Wine Regions of the World
(Participants must be 21 years of age and be prepared to show ID.)

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

Wines of South Africa
South African wines are becoming more internationally known for their quality and value. White, rosé, and red wines are made from common varieties with one exception, Pinotage, a pinot noir and cinsault blend. We will discuss all the other major varieties produced, what they taste like, the better producers, appellations and food/wine pairings. We will conclude the class with a tasting and discussion of each wine.
Tuition and fees: $42 (includes $22 materials fee and licensing)
XPE108-105135 Sept 19
1 session W 6:30-8:30pm Bruce Smith, wine enthusiast and educator

Celebrity Wines - Part II
We did this class last year and found a great demand to discuss more famous entertainment and sports celebrities who have founded their own wineries. There are at least 200 notables in this category. Let’s try a few more to see if they are making good wine or just capitalizing on their name. All classes will review the grape varieties grown, styles and characteristics, food wine pairings. Class will conclude with a tasting of each region’s wines.
Tuition and fees: $42 (includes $22 materials fee and licensing)
XPE101-105487 Oct 3
1 session W 6:30-8:30pm Bruce Smith, wine enthusiast and educator

International Carmenere Wines
Carmenere is an old Bordeaux red variety now a star in Chile but also found in other wine regions. This grape can be blended and is similar to Merlot. We will discuss the history, styles and characteristics of this grape. We will taste and discuss this variety from Chile as well as other wine regions.
Tuition and fees: $42 (includes $22 materials fee and licensing)
XPE110-105138 Oct 17
1 session W 6:30-8:30pm Bruce Smith, wine enthusiast and educator

Wines from Brunello Di Montalcino
Brunello is one of Italy’s most celebrated red, strong, full-bodied, high-flavored, tannic and long-lived wines. This wine is made from Sangiovese Grosso clones. These wines are highly sought and tend to be expensive. We will discuss the history, the region, style, characteristics and recommended producers. Class will end with a tasting of these wines. Due to the higher wine costs, there will be a slight increase in the tuition of this class.
Tuition and fees: $57 (includes $37 materials fee and licensing)
XPE115-105139 Oct 24
1 session W 6:30-8:30pm Bruce Smith, wine enthusiast and educator

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

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

NEW!

NEW!

NEW!

NEW!
**Fitness Careers**

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

**Personal Training Certification**

SPECIAL NOTE: The certification is eligible for Workforce Investment Act funding and Veteran's Educational Benefits in many states. Interested applicants should check with your local Workforce Investment Board or Veteran’s Administration offices for additional information. Come join this fun field at a national average of $25 an hour. Get all the information you need to become a CERTIFIED PERSONAL TRAINER. This challenging course is taught over a five-week period for better retention and skill competency. The National Exam is held on the sixth week. Fifteen hours of “hands-on” practical training prepares you to actually work with clients one on one. Lectures include: anatomy, exercise physiology, nutrition, health screening. Proof of CPR/AED and a 30-hour internship will prepare you to work successfully in the fitness field. (See page 56 for Heartsaver CPR/AED class to fulfill this requirement.) *(Call 1.888.330.9487 to order the required textbook for the course. Textbook not included in course fee.)*

**(Note: Please bring a lunch — cafeteria closed.)**

(3 credits toward Lower Division Bachelor degree, 6.0 CEU’s through IACET, BOC and AOTA) Tuition and fees: $649 ($150 tuition; $499 fees)

**XAH200-105140**  
6 sessions  
Su  
Oct 9-Oct 14  
10am-5pm**

**XAH200-105141**  
6 sessions  
Su  
Oct 28-Dec 9*  
10am-5pm**

*Class will not meet Nov 25  
**1 hour for lunch  
World Instructor Training Schools

**Advanced Skills for Fitness Professionals**

Take all three courses in one fitness career weekend to get all your continuing education credits to renew your certification with W.I.T.S.

**Flexibility for Performance**  
*(for Fitness Professionals)*

Learn to implement the objectives of stretching for your general clients and athletes. Devise stretching regimens for upper and lower body regions. Learn both static and PNF stretches for each major muscle group. 3 CECs. Tuition and fees: $90 (tuition $30; fees $60)

**XAH220-105142**  
1 session  
F  
Oct 19  
6:30-9:30pm  
World Instructor Training Schools

**Successful Program Planning for Fitness Professionals**

The most successful fitness clubs and professionals know that programming can attract new clients and members. Active programming creates community and connections among members, increases motivation and retention, and enhances the exercise experience. Find out how to create, promote and implement successful fitness programs, the steps to programming success and keys to retention. Also discussed are internal and external promotions, niche marketing, and traits of successful programming leaders. **Required text:** Successful Programs for Fitness and Health Clubs, 2007, by Sandy Coffman. This class is approved for .5 CEUs. *(Note: Please bring a lunch — cafeteria closed.)* Tuition and fees: $139 (tuition $39; fees $100)

**XAH108-105143**  
1 session  
Sa  
Oct 20  
9am-4pm  
World Instructor Training Schools

**Nutritional Concepts of TODAY!**

Maximize your success as a personal trainer by helping clients with their nutritional needs, with guidelines for you and your clients to follow. Learn how to look and feel better. Game plans on how to age slowly through optimum diet and exercise are provided. This workshop will cover the options and approaches to making your life a fun journey! *(Note: Please bring a lunch — cafeteria closed.)* 6 CECs. Tuition and fees: $139 (tuition $39; fees $100)

**XAH213-105144**  
1 session  
Su  
Oct 21  
9am-4pm  
World Instructor Training Schools

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Fitness and Recreation

Hatha Yoga
This class will focus on breathwork, various poses, meditation and deep relaxation. Yoga increases stamina, strength and awareness of our bodies. All levels are welcome. Bring an exercise mat, towel and drinking water.
Tuition and fees: $115
XLR323-105145 Sept 11-Nov 20*
10 sessions Tu 6:30-8pm
*Class will not meet Sept 25
Angela Quinn, RYT, Yoga Alliance

Zumba Toning
This program combines lightweight resistance training with the international rhythms of the basic Zumba® program to produce a workout designed to tighten and tone all the target zones (arms, abs, legs and glutes). By shaking maraca-like Toning Sticks to the beat of high-energy music, participants are immersed in a calorie-torching, body-sculpting, head-to-toe fitness party.
Tuition and fees: $65
XFW302-105146 Sept 24-Oct 29
6 sessions M 7-8pm
XFW302-105147 Nov 12-Dec 17
6 sessions M 7-8pm
Lori Gordon, licensed Zumba Toning Instructor

T’ai Chi Ch’uan
T’ai Chi Ch’uan is the ancient Chinese secret to health, rejuvenation and longevity. A martial art and moving meditation, T’ai Chi is based on Taoist philosophy, emphasizing calm awareness and inner tranquility.
Tuition and fees: $54
XFW325-105148 Oct 3-Nov 7
6 sessions W 7-8pm
Guy DeRosa, MCCC Instructor

Introduction to Golf
Beginners will learn to develop a basic swing, become familiar with all clubs, rules of the game and golf etiquette. Students will receive one session of on-course training during the class. Each class is taught with a 5:1 student-to-instructor ratio. Classes meet at Miry Run Country Club, 106 Sharon Road, Robbinsville, NJ 08691. Cost includes golf range and balls during classes only.
Tuition and fees: $165 ($60 tuition; $105 fees)
XLR300-105149 Sept 4-Oct 2*
8 sessions Tu,F 11am-12pm
XLR300-105150 Sept 6-Sept 29
8 sessions Th 5:30-6:30pm
Sa 11am-12pm
XLR300-105151 Oct 9-Nov 2
8 sessions Tu,F 11am-12pm
XLR300-105152 Oct 4-Oct 27
8 sessions Th 5:30-6:30pm
Sa 11am-12pm
XLR300-105153 Nov 6-Dec 4*
8 sessions Tu,F 11am-12pm
XLR300-105154 Nov 1-Dec 1*
8 sessions Th 5:30-6:30pm
Sa 11am-12pm
*Class will not meet Sept 25, Nov 22, 23, 24
Joe Caggiano, Master Teaching Professional

Intermediate Golf
Designed for the individual who has limited golf experience but has played some golf. Improve swing technique through small group instruction, State-of-the-Art Computer Coach 2000 (an individualized swing analysis system) and other golf training aids. Reinforce new skills with a personalized video analysis that identifies specific problem areas and faulty swing habits. Students will receive one session of on-course training during the class. Each class is taught with a 5:1 student-to-instructor ratio. Classes meet at Miry Run Country Club, 106 Sharon Road, Robbinsville, NJ 08691. Cost includes golf range and balls during classes only.
Tuition and fees: $165 ($60 tuition; $105 fees)
XLR332-105155 Sept 6-Oct 4
5 sessions Th 6:30-7:30pm
XLR332-105156 Oct 11-Nov 8
5 sessions Th 6:30-7:30pm
Joe Caggiano, Master Teaching Professional

SAVE MONEY! REGISTER EARLY!
Register 2 weeks before your class begins and avoid the $15 late fee!
Parent/Child Golf Program
Parents with children (ages five and older) will have an interactive golf experience. Beginners will develop a basic swing with emphasis on ball control. Similar to the introductory course for adults, but at a slower pace, participants will learn to familiarize themselves with the clubs, rules of the game, as well as necessary etiquette. Students will receive one session of on-course training during the class. Each class is taught with a 5:1 student-to-instructor ratio. Classes meet at Miry Run Country Club, 106 Sharon Road, Robbinsville, NJ 08691.

Tuition and fees: $160 ($50 tuition; $110 fees) (add $70 for additional child)
XLR335-105157 Sept 9-Sept 30
4 sessions Su 10-11am
XLR335-105158 Oct 7-Oct 28
4 sessions Su 10-11am
XLR335-105159 Oct 28-Nov 18
4 sessions Su 10-11am
Joe Caggiano, Master Teaching Professional

Introduction to Indoor Rock Climbing
This course will cover the basics of belay, using the safety ropes to protect your climbing partner; proper climbing technique, lead climbing, rappelling and “bouldering.” Students will also learn about gear used in indoor climbing and mountaineering. Classes will be held at Rockville Climbing Center, 200 Whitehead Rd., Hamilton, NJ 08619.

Tuition and fees: $60 (includes $15 tuition and $45 fees)
XFW712-105160 Oct 3-Oct 17
3 sessions W 7-9pm
XFW712-105161 Oct 4-Oct 18
3 sessions Th 7-9pm

Parent and Child
Rock Climbing Adventure
See pg. 64 for course description.

Tuition and fees: $60 per parent/child combination (includes $15 tuition and $45 fees) (additional child $30)
XYP743-105162 Oct 7-Oct 21
3 sessions Su 6-8pm

Dancing
No previous experience is necessary for these courses. Beginner basic dance steps, including fox-trot, waltz, and swing (jitterbug), as well as styling will be taught. No sneakers allowed. Wear lightweight, smooth leather bottomed casual shoes. High heels encouraged! Beginner Latin will include tango, salsa and cha-cha. Intermediate Ballroom will cover more advanced dance steps. Couples only. Tuition and fees: $60 per couple

Beginner Ballroom Dancing
XLR302-105163 Oct 12-Oct 26
3 sessions F 6:30-7:25pm

Intermediate Ballroom Dancing
XLR304-105164 Oct 12-Oct 26
3 sessions F 8:30-9:25pm

Beginner Latin Dancing
XLR303-105165 Oct 12-Oct 26
3 sessions F 7:30-8:25pm
Candace Woodward-Clough, B.F.A. in Theatre Dance + Choreography

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

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

Tuition and fees: $60 (tuition $20; fees $40)
XLR719-105166 Sept 8
1 session Sa 12:2-3pm
XLR719-105167 Sept 23
1 session Su 12:2-3pm
XLR719-105168 Oct 7
1 session Su 12:2-3pm
XLR719-105169 Oct 20
1 session Sa 12:2-3pm
Bryan Mitchell, Greenwave Paddling

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
First Aid

American Safety and Health Institute (ASHI) – First Aid (Ages 16+)
Learn how to recognize and provide care for various injuries, burns, wounds and sudden illnesses. Tuition and fees: $55 ($12 tuition and $43 fees)

XFW353-105170 Oct 3
1 session W 6:30-10pm
All participants will receive an ASHI card valid for 2 years.
LifeForce, USA, Inc.

Defensive Driving

National Safety Council Defensive Driving Course DDC-6 (Ages 17+)
DDC-6 is a comprehensive driver improvement program designed to give drivers practical knowledge and techniques to avoid collisions and to choose safe, responsible, and lawful driving behavior. This interactive course is recognized by the New Jersey Motor Vehicle Commission for a two point reduction and insurance premium discount. It’s a great class for new drivers, or any driver who wants to play it safe.

Must possess a valid driver’s license. For information about point reductions and discounts, call LifeForce, USA, Inc. at 732.919.6070. (Note: Please bring a lunch—cafeteria closed.)
Tuition and fees: $90 ($20 tuition and $70 fees)

XPE305-105171 Oct 20
1 session Sa 9am-3:30pm*
*1/2 hour for lunch
LifeForce, USA, Inc.

Fire Extinguisher Training

Through lecture and hands-on training, you will learn all about fire extinguishers and their proper use. Under the direction of New Jersey certified Fire Instructors, you will learn the basics of fire, types of fire extinguishers and how to properly extinguish a small fire. During the course, each student will operate a fire extinguisher and put out a small fire.
0.25 CEU. Tuition: $40
XFW713-105484 Oct 2*
1 session Tu 7-9:30pm
*Meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648
Dave Gayley, Instructor

Emergency Medical Technician (EMT)

Prerequisite: All students must obtain a Health Care Provider Level CPR card prior to the start of the class - See pg. 56 for CPR for Health Care Providers class

During the 220-hour Emergency Medical Technician (EMT) course, you will learn about human anatomy and physiology, pathophysiology, patient assessment techniques, management of common medical complaints, management of the trauma patient, administration of limited medications, and concerns for special patient populations. Course material will be presented through lectures, simulation labs, and clinical rotations where students will interact with patients. Successful course completion requires obtaining the minimal level of competency as outlined in the National EMS Educational Standards. After successfully completing this course, students will be eligible to sit for either the NJ EMT Certification exam or the National Registry EMT Certification exam to obtain certification. Attendance at all sessions is mandatory. Textbook required. Available in college bookstore. 22.0 CEU. Tuition: $1,200
XFW714-105491 Sept 4-Dec 20*
47 sessions Tu, Th 9am-1pm
W 9am-3pm
*Class will not meet Nov 22
*Meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648
Ian Malik, EMS Coordinator, Mercer County Fire Academy - maliki@mccc.edu

Boating Safety

Boaters Licensing Preparation Safe Boating and Personal Watercraft Course (Ages 13+)
This licensing course prepares students and satisfies the State of New Jersey requirement to lawfully operate a boat or personal watercraft. All necessary filings are completed for each participant after successful passing of the licensing test that is administered at the conclusion of the class. This course is accredited by the N.J. State Police. All materials included.
Cost: $88 (tution: $38; certification & fees: $50)

XLR308-105172 Oct 2-Oct 4
2 sessions Tu, Th 6-10pm
Kermit Koch, U.S.C.G., License 891675 Instructor

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

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

Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillation (AED) for Health Care Providers and Professional Rescuers (For New and Renewal) (Ages 16+)
This course will provide training for adult, child, and infant CPR. Learn one and two rescuers CPR, rescue breathing and skills for conscious and unconscious choking victims. Participants will also learn how to use barrier devices and AED. (Note: Please bring a lunch - cafeteria closed on Saturday).

Tuition and fees: $80 ($20 tuition and $60 fees)
XFW348-105173 Oct 4
1 session Th 6:30-10:30pm
XFW348-105174 Nov 8
1 session Th 6:30-9:30pm

All participants will receive an American Heart Association card valid for 2 years. LifeForce, USA, Inc.

Heartsaver Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillation (AED) (Ages 16+)
The Heartsaver CPR/AED course consists of the following skills: CPR for adult, child and infant victims; first aid for conscious and unconscious choking victims; use of AED; and the use of barrier devices. This course is intended for lay-rescuers, workplace programs, fitness professionals, teachers and coaches, and babysitters, etc. This course fulfills the CPR/AED requirement of Personal Training Certification (pg.xx).

Tuition and fees: $80 ($20 tuition and $60 fees)
XFW347-105175 Sept 18
1 session Tu 6:30-9:30pm
XFW347-105176 Nov 8
1 session Th 6:30-9:30pm

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

Adult Beginners Swim
This course is open to adult non-swimmers. Participants learn the crawl, back crawl, elementary back stroke, and rhythmic breathing. Elementary diving and treading water will be introduced.

Cost: $110 (tuition: $45; pool fees: $65)
XFW319-105179 Sept 11-Nov 20*
10 sessions Tu 7-8pm
XFW318-105178 Sept 15-Nov 17
10 sessions Sa 12-1pm
*Class will not meet Sept 25
Lori Gordon, W.S.I. Coordinator

Adult Advanced Beginners Swim
This swim course is geared to adults who can swim 5-10 yards on their front and back and who want to continue their progress in swimming. Review and improve on swim strokes (mainly freestyle, elementary backstroke and backcrawl) with practice and drills. Treading water, rhythmic breathing, entering deep water and elementary diving will be included.

Cost: $110 (tuition: $45; pool fees: $65)
XFW319-105179 Nov 26-Feb 13*
10 sessions Tu 8:05-9:05pm
*Class will not meet Sept 25
Lori Gordon, W.S.I. Coordinator

Aquatic Actions
Exercise in waist to chest deep water to music and enhance the major physical fitness components of muscular strength, muscular endurance, flexibility and cardiovascular endurance. Participants must have comfort level in shallow to deep water. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

XFW333-105256 Nov 26-Feb 15*
1 session M, W, F 6:30-7:20pm
XFW333-105257 Nov 26-Feb 15*
2 session M, W, F 6:30-7:20pm
XFW333-105258 Nov 26-Feb 15*
1 session M, W, F 6:30-7:20pm
XFW333-105259 Nov 26-Feb 15*
2 session M, W 7:30-8:20pm
XFW333-105260 Nov 26-Feb 15*
1 session M or W 7:30-8:20pm

*Class will not meet Sept 17, 26, Dec 17-31, Jan 21
Cathie Conti-Sleczki, AEA certified
Pre-School Swim Program  
(Ages 3-6)
Teaches pre-schoolers the swimming skills that could save their lives, and then focuses on improving those skills to make competent swimmers. Each class meets for 45 minutes per week. Enrollment is limited. Pre-schoolers in this program learn to swim with their faces submerged. Parents are advised to observe the program prior to enrolling to make sure it is appropriate for their children. No refunds after the course begins. Tuition and fees: $115 (tuition $50; pool fees $65)

Fall Session:
Tu 9:15am; 10am; 1pm; 1:45pm  
W 1pm; 1:45pm  
Th 9:15am; 10am; 1pm; 1:45pm  
*Class will not meet Sept 25, 26, 27
Sept 4-Nov 13*  
Sept 5-Nov 14*  
Sept 6-Nov 15*

Winter Session:
Tu 9:15am; 10am; 1pm; 1:45pm  
W 1pm; 1:45pm  
Th 9:15am; 10am; 1pm; 1:45pm  
*Class will not meet Dec 25, 26, 27, Jan 1, 2, 3
Nov 27-Feb 12*  
Nov 28-Feb 13*  
Nov 29-Feb 14*

Call 609.570.3311 for information on open enrollment date.

Aqua Power
This is a rigorous water workout to good music, including weight training. No stress on weight bearing joints. Muscular skeletal strengthening improves posture, balance and endurance. There is no swimming during these classes. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

Easy Does It
Begin your fitness lifestyle with a moderate water workout to good music which targets endurance, muscular strength, range of motion and balance. There is no swimming during these classes. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.

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

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

Back to School Night for Adults
Information Session!
(See pg. 2 for more details)

Tuesday, August 28, 2012
Starts promptly at 6pm
For location: www.mccc.edu/ccs

Phone: 609.570.3311  Fax: 609.570.3883
www.mccc.edu/ccs  ComEd@mccc.edu
Personal Interest

Understanding the College Admissions Process
This course is open to both students and parents, however, parents MUST be accompanied by a student. Students must meet the grade requirement.

This course helps students in 11th and 12th grade, as well as transfer students, learn about the college admissions process for any college or university. The college admissions process can be overwhelming, and preparing yourself is the best way to stay ahead. Each school has different requirements, but this course will help you focus on what schools you are interested in and how to create an appealing application for each. Topics that will be covered include: finding colleges you are interested in, filling out the application, creating a resume, writing an essay and how to handle the interview process.

Tuition and fees: $48
XPE231-105354 (student) Sept 8-Sept 15
XPE232-105355 (parent) 2 sessions Sa 9am-12pm
Brielle Parady, MCC Instructor

Time Management
Make time work for you, and assuage your anxieties about getting things done! This course will help you use techniques such as time mapping to address pitfalls that throw you into procrastination mode, and to recognize external factors that can sabotage your objectives. You will learn to choose a planner that’s right for you, and to properly account for tasks and deadlines.

Textbook required. Available in college bookstore.
Tuition and fees: $198
XPE112-105457  Sept 24-Oct 11
6 sessions M, Th 6:30-9:30pm
Robert Seelogy, MCC Instructor

A Tour de France: Introduction to French Film
This course will examine French movies in order to provide a historical overview of the development of French cinema and also to explore what makes "le cinéma français" different from American movies. We will watch one movie per class and discuss its key moments in order to understand the key techniques and themes of each film and French cinema in general. While conversations are in English, it will also offer a great opportunity to brush up on (or dust-off) your French. Textbook is recommended, not required. Available in college bookstore.

Tuition and fees: $210
XPE712-105458  Oct 6-Oct 27
4 sessions Sa 10am-1pm
Keith Poniewaz, MCC Instructor

The World of Mobile Apps
This is a beginners’ course for the uninitiated. You will be exposed to iPhone and Android applications (known as “apps”), and QRcodes - what they are - how they look - what they do. You’ll also take a peek into the world of marketing with mobile applications - how retailers attempt to entice you to their establishments via your mobile “smart” phone. (NOTE: This is not a programming course; you will not be developing apps.)

Tuition and fees: $59
XPE300-105515  Sept 27
1 session Th 6-8pm
John Gontowicz, MCC Instructor

Connecting Mind Space and Home Space
A three-week course designed to help develop the skills needed to organize your mind space and home space by realizing your highest potential through regaining your inner peace and wisdom. Having an organized mind and home helps maintain sanity, creates stability and provides clarity in thoughts and actions.

Tuition and fees: $59
XPE111-105456  Nov 29-Dec 13
3 sessions Th 7-9pm
Sangita Patel, Kalakar Interiors, LLC

The World of Mobile Apps
This is a beginners’ course for the uninitiated. You will be exposed to iPhone and Android applications (known as “apps”), and QRcodes - what they are - how they look - what they do. You’ll also take a peek into the world of marketing with mobile applications - how retailers attempt to entice you to their establishments via your mobile “smart” phone. (NOTE: This is not a programming course; you will not be developing apps.)

Tuition and fees: $59
XPE300-105515  Sept 27
1 session Th 6-8pm
John Gontowicz, MCC Instructor

Connecting Mind Space and Home Space
A three-week course designed to help develop the skills needed to organize your mind space and home space by realizing your highest potential through regaining your inner peace and wisdom. Having an organized mind and home helps maintain sanity, creates stability and provides clarity in thoughts and actions.

Tuition and fees: $59
XPE111-105456  Nov 29-Dec 13
3 sessions Th 7-9pm
Sangita Patel, Kalakar Interiors, LLC

Introduction to Astronomy
Learn Out of this World!
Course will be held at the NJSM Planetarium, 205 West State Street, Trenton, NJ 08608. Free secured weekend parking is available behind the State Museum, adjacent to the Planetarium dome.

Sangita Patel of Kalakar Interiors (kalakarinteriors. com) is a facilitator in the art of self-awareness, a professional organizer, and an interior designer/ decorator. She is affiliated with NAPO (The National Association of Professional Organization), The Institute of Challenging Disorganization, and The Heart-math Institute. She uses her experiences in self and home improvement to combine these two seemingly unlikely topics into fluid learning and an acceptance of one’s emotional and physical space.

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Personal Interest

Searching the Mercer County Search Room
This course is presented by Mercer County Clerk to assist Mercer County residents in researching deeds, liens, and other property information either current or historical, back to the year 1838 – utilizing the office’s newly installed, user-friendly search system. One need not be a historian or a real estate professional to attend. This course will be held at the “Search Room” in the County Clerk’s Office, in the Old Courthouse building, 209 S. Broad Street, Trenton, NJ. Ample free parking is available near the Old Courthouse on the day of class.

Tuition and fees: $15
XPE186-105352  Dec 1
1 session  Sa 9am-12pm
Paula Sollami-Covello, Mercer County Clerk

Creative Visualization: A Tool for Positive Change
Creative visualization is the art of using imagery, intentions, and constructive thought to manifest positive change in your life. As such, it is a great tool for self-improvement. This class will go through the steps you need to use visualization successfully, and we will practice various techniques in this session. What you believe, you can achieve!

Tuition and fees: $25
XPE159-105459  Oct 10
1 session  W 6:30-9pm
Ruth A. Golush, Ph.D., experienced healer and wellness consultant

Growing Plants for Fun and Profit
An Online Course
This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

Tuition: $96 for each online course
• Expert Instructors
• 24-Hour Access
• 6 Weeks of Instruction
A new section starts monthly.
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

Reading Better: Understanding How Fiction Works
Learn the techniques that authors employ to get your interest, keep your interest and craft an interesting story. Learn why you love some books but despise others. This reading course is beneficial to writers as well as readers.

Tuition and fees: $59
XPE163-105353  Dec 4-Dec 18
3 sessions  Tu 7-9pm
Roman Griffen, MCCC Instructor

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

Tuition and fees: $25
XPE206-105460  Nov 14
1 session  W 6:30-9pm
Ruth A. Golush, Ph.D., experienced healer and wellness consultant

Introduction to Digital Scrapbooking
An Online Course
Learn to use digital editing techniques to show off your photos, images, and memorabilia! Using Photoshop Elements, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. No previous experience using Elements is required!

Tuition: $96 for each online course
• Expert Instructors
• 24-Hour Access
• 6 Weeks of Instruction
A new section starts monthly.
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

Phone: 609.570.3311   Fax: 609.570.3883
www.mccc.edu/ccs   ComEd@mccc.edu
Play the Guitar Like a Pro
In just half a day you will learn enough to play the guitar like a pro without years of weekly lessons. The traditional approach teaches note reading, while professional guitarists use chords. Here you will learn all the chords you need to play any song. Thousands of students nationwide have learned to play the guitar using this method and are now playing their favorite songs. It’s easy, fun and will have complete beginners playing the guitar within an hour. All skill levels welcome. An acoustic guitar is required.
Tuition and fees: $185 (includes workbook/CD: $35)
XAR144-105356 Sept 15-Oct 20
6 sessions Sa 10am-12:30pm
Chris Peary

Intermediate Play the Guitar Like a Pro
Play the Guitar Like a Pro is recommended or equivalent knowledge of guitar.
This course is designed for the continued studies of the participants of Play Guitar like a Pro. Emphasis will be more on understanding song structure, moveable chords and melodies. This course will concentrate on the personal development of technique on the guitar. An acoustic guitar is required.
Tuition and fees: $185 (includes workbook: $35)
XAR130-105357 Nov 3-Dec 15*
6 sessions Sa 10am-12:30pm
*Class will not meet Nov 24
Chris Peary

Introduction to Voiceovers
Have you ever wanted to be the voice everyone hears on commercials and documentaries? You too can become a Professional Voiceover Artist! In this fun and interactive class, you will learn some of the details of the industry. Your instructor will coach you while recording your voice. Be warned — many who have taken this class have gone on to become real, bona-fide professional Voice Actors! This class is taught by a professional voice actor from the voice acting training company, Voices for All.
Tuition and fees: $42 (tuition $22; fees $20)
XPE802-105358 Oct 19
1 session F 6-8pm
Voices For All

Learn Pro Tools 1.0!
Prerequisite: Some experience with digital audio editing. For more information, please contact Robert Terrano at terranor@mccc.edu, 609.570.3828 for eligibility.
Multitrack recording techniques using state-of-the-art digital audio workstations and ProTools 10. Topics include mastering techniques, digital signal processing, auto-tune, session management, and techniques for real-time and processed audio plug-ins including reverb, delay, sampling, automation, MIDI sequencing, and virtual instruments. Students produce multilayered recordings using live talent in a studio environment.
2 lecture/2 studio hours.
Cost: $504 (tuition $414; fees $90)
XPE720-105511 Aug 27-Dec 5*
M,W 1-2:50pm
*Class will not meet Sept 3
XPE720-105512 Aug 28-Dec 6**
Tu,Th 8-9:50am
**Class will not meet Nov 22

The Freelance Music Profession - Opportunities and Insights
Are you an aspiring performer, composer, arranger, producer and/or studio musician? Marty Nelson (a founding member of the original “Manhattan Transfer”) will introduce you to various opportunities available if you are pursuing a career as a freelance professional musician.
Tuition and fees: $35
XAR102-105461 Sept 22
1 session Sa 10am-12:30pm
Marty Nelson, Composer, Singer, Producer

Instant Chord Piano for Busy People
Learn the secrets of professional piano players without years of weekly lessons. The traditional approach teaches “note reading,” while professional piano players use chords and chord variations. In just 6 sessions, you’ll learn all the chords that you will need to play any song, any style, any key! It’s easy, fun, and it will have complete beginners playing the piano with both hands in a matter of weeks. Thousands of students nationwide have learned to play the piano using this remarkable method, and are now enjoying their new found ability to play popular songs the way the pros do. If you know your way around a keyboard a little, then you know enough to take this workshop.
Tuition and fees: $185 (includes Workbook, CD and lab fee: $55)
XAR142-105359 Oct 13-Nov 17
6 sessions Sa 10am-12:30pm
Guy G. Faux

Drawing Fundamentals
The ability to draw can serve as a basis for creating any work of art. This class is a drawing class emphasizing the basic fundamentals of drawing in such areas as composition, perspective, basic shapes, texture, value and contrast. These principals will be covered and emphasized through class exercises incorporating the use of still, live and figurative setups and pictorial images when necessary. Freedom to draw what you want is important so there will be discussion and time to do that. Materials needed and their use will be discussed at the first class, so materials at the first class are optional. (Estimated materials cost to be paid by student: $20)
Tuition and fees: $120
XAR126-105360 Sept 8-Oct 13
6 sessions Sa 10am-12pm
Jose Anico, MCCC Instructor

You are welcome to explore a variety of art and painting classes at MCCC. Please visit www.mccc.edu/courses/ART for class schedules and call 609.570.3795 to register.

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Beginner Jewelry Making
Perfect for those with little to no beading experience, this class will teach you what you need to know to get started with making strung jewelry! Your instructor will explain to you the different types of stringing materials, demonstrate the use of crimping pliers, and more! In this lesson, you will combine beads, spacers and crystals to make your own beautiful, hand-made bracelet! Kits will be provided that contain sufficient beads to prepare either a 7", 7.5" or 8" bracelet. All materials provided. Class limited to 8 students.
Tuition and fees: $35 (tuition $20; materials fee $15)
XAR117-105361 Oct 13
1 session Sa 10am-12:30pm
Pat Koziol, MCCC Instructor

Intermediate Jewelry Making
Our intermediate jewelry making class is for you if you are ready to take your creativity and skill to the next level. In this class, you will work with multiple strands of wires in combining beads, spacers and crystals in creating a bracelet for the holidays for yourself or as a gift for someone special. Kits will be provided that contain sufficient beads to prepare either a 7", 7.5" or 8" bracelet. All materials provided. Class limited to 8 students.
Tuition and fees: $35 (tuition $20; materials fee $15)
XAR105-105362 Nov 3
1 session Sa 10am-12:30pm
Pat Koziol, MCCC Instructor

Start Your Own
Arts and Crafts Business
An Online Course
Learn how to start your own arts and crafts business from a professional artist. Price your work effectively, find the best craft shows, and market your product to a worldwide Internet customer base.
Tuition: $96
• Expert Instructors
• 24-Hour Access
• 6 Weeks of Instruction
A new section of each course starts monthly.
To learn more, or to enroll, go to www.ed2go.com/mccc.edu

Introduction to the Art of Digital and 35mm Photography
Learn about your camera equipment while experimenting in creative photographic environments, including field labs. Get the most from your camera before developing and downloading. Covers: adjusting aperture and shutter settings, composition lenses (zoom, wide-angle, telephoto and macro), use of flash and filters, special effects, film and pixel quality. Attention: This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.
Tuition and fees: $158
XAR106-105363 Sept 10-Oct 29*
7 sessions M 6-8:30pm
XAR106-105364 Sept 12-Oct 31*
7 sessions W 6-8:30pm
*Class will not meet Sept 17, 26
Margaret Rose, GRI, ABR

Intermediate Art of Digital and 35mm Photography
Prerequisite: Introductory course or knowledge of camera basics a must!
Designed to enhance creative composition skills - students will experiment with multiple exposures, abstract photography, night photography and create a complete photo essay. Attention: This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.
Tuition and fees: $85
XAR108-105365 Nov 7-Dec 12*
5 sessions W 7-9pm
*Class will not meet Nov 21
Margaret Rose, GRI, ABR

Personal Finance
Fundamentals of Finance
Gain a firm understanding of the financial fundamentals that drive economic decisions. The topics of discussion will include: understanding financial markets, banking, credit, saving and investing and insurance. This discussion-rich course will cover real world experiences and participant input, leading to lively interaction.
Tuition and fees: $49
XBA106-105462 Oct 2-Oct 16
3 sessions Tu 7-9pm
Robert S. Dudek, MCCC Instructor

How to Buy Foreclosed Properties
See pg. 9 for course description.
Tuition and fees: $72 (tuition $47; materials fee $25)
XBA107-105203 Oct 27
1 session Sa 9am-12pm
Steven Waniak, Real Estate Consultant

Staging and Selling a Home in Today’s Market
See pg. 9 for course description.
Tuition and fees: $79
XBA140-105408 Sept 11-Sept 18
2 sessions Tu 6-8pm
Margaret Rose, MCCC Instructor

SAVE MONEY! REGISTER EARLY!
Register 2 weeks before your class begins and avoid the $15 late fee!

MCCC's noncredit courses are designed for adults 18 years or older (unless otherwise noted). Please see the section on Programs for Youth for special courses designed for younger students.
World Languages

French Conversation I
Bonjour! You too can learn conversational French and be able to get around on a daily basis in French-speaking countries. Vocabulary and some basic grammar for traveling, shopping, dining, etc. will be included in this practical course. *Textbook required. Available in college bookstore.* Tuition and fees: $175
XFL106-105366
10 sessions Tu, Th 7-9pm *Class will not meet Sept 25
Carla Helou, MCCC Instructor

French Conversation II
This class is a continuation of the class French Conversation I. You will learn advanced vocabulary for travel, business and social interactions in a class centered on conversation and culture. *Bring same book used in French Conversation I.* Tuition and fees: $175
XFL107-105367
10 sessions Tu, Th 7-9pm
Keith Poniewaz, MCCC Instructor

Beginning Mandarin
Mandarin Chinese can be fun to learn. This course will help you break through the mystery of Chinese language. Come and master essentials for travel, business and dining in ten painless lessons. *No textbook required.* Tuition and fees: $175
XFL101-105368
10 sessions M, W 6:30-8:30pm *Class will not meet Sept 17, 26
Grace Yu, MCCC Instructor

Mandarin Chinese II
This class is a continuation of the class Mandarin Chinese I. You will learn the essentials of Mandarin Chinese for travel, business and social interactions. *No textbook required.* Tuition and fees: $175
XFL103-105369
10 sessions M, W 6:30-8:30pm *Class will not meet Nov 21
Grace Yu, MCCC Instructor

Spanish Conversation I
Learn how to converse in Spanish in simple idiomatic phrases for business or personal use. This class is ideal for people who are new to the language or just know some basic vocabulary and phrases. Learn from a native about the culture and customs of South America. *Textbook required. Available in college bookstore. (Spanish I covers chapters 1-9.)* Tuition and fees: $175
XFL112-105380
10 sessions M, W 6-8pm
Romel Flores, MCCC Instructor

Spanish Conversation II
Learn to converse with confidence in Spanish using correct grammar and sentence structure with vocabulary building exercises. Learn in depth about South American culture. *Textbook required. Available in college bookstore.* (Spanish II covers chapters 10-19.) Tuition and fees: $175
XFL114-105381
10 sessions Tu, Th 6-8pm
Romel Flores, MCCC Instructor

Italian Conversation I
Learn the basics of vocabulary for conversing in Italian for travel and social interactions. *Textbook required at first class. Available in college bookstore.* Tuition and fees: $175
XFL108-105370
10 sessions M, W 7-9pm
Josy Giaquinto, MCCC Instructor

American Sign Language (ASL) I
Through this course you will enter into the silent world of the deaf using American Sign Language (ASL), a manual communication system. Sign language expresses the same words as oral language, using movements of the hands along with facial and body gestures. You will also learn the theoretical and technical rules to be followed in communication with the deaf, and how to differentiate between an informal and formal conversation. You will learn manual spelling of words using ASL and sign language words, as well as factors that make the difference between a sign and other hand gestures. Tuition and fees: $198
XFL125-105371
8 sessions M, Tu, W 6-8:30pm
Sonia Orense, MCCC Instructor

American Sign Language (ASL) II
Prerequisite: American Sign Language (ASL) I
This course is designed to bring you, as an ASL student, to the next level of instruction in American Sign Language. Your instructor will introduce you further into the silent world of the deaf person, and help you think as an interpreter. You will begin to develop skills necessary to be a good interpreter for deaf people. Tuition and fees: $198
XFL127-105372
8 sessions M, Tu, W 6-8:30pm
Sonia Orense, MCCC Instructor

Online Courses

Spanish for Medical Professionals
Tuition: $96 for each online course
• Expert Instructors
• 24-Hour Access
• 6 Weeks of Instruction

Spanish for Law Enforcement
Tuition: $96 for each online course
• 6 Weeks of Instruction

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

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Courses for Students Learning the English Language

Pronouncing American English
Is English your second language? Does your accent reduce your ability to communicate effectively on the job, in school, or in social situations? Improve your knowledge of American English as it is spoken, with instruction in the sounds, intonation and stress patterns, with individual and group presentations. Prerequisite: ability to read a newspaper in English. Bring to every class: a small mirror, the two required manuals and tape set which are available in the college bookstore.
2.0 CEU. Tuition and fees: $195
XES600-105488 Sept 6-Nov 8
10 sessions Th 7:30-9:30pm
JoAnn Ficca, M. Ed., CCC-SLP, Speech-Language Specialist

Listening and Speaking Skills
Improve your conversation skills in a friendly, helpful atmosphere. We will listen to everyday conversation, learn common idioms and useful expressions
2.0 CEU. Tuition and fees: $195
XES609-105510 Sept 5-Oct 15*
10 sessions M,W 6-8pm
*Class will not meet Sept 17, 26
Effie Pourshahidi, MCCC Instructor

Reading and Vocabulary Skills
Would you like to improve your reading ability and learn a lot of vocabulary? In this class, you will develop your vocabulary skills, read interesting stories and discuss them, and engage in a variety of communicative activities.
2.0 CEU. Tuition and fees: $195
XES610-105464 Oct 22-Nov 26*
10 sessions M,W 6-8pm
*Class will not meet Nov 21
Effie Pourshahidi, MCCC Instructor

ESL Applications
Take your writing, listening, speaking, and American cultural study to the next level. This class will help prepare you for further college coursework, and build on your conversation skills to apply in a group setting, with a professional emphasis. Explore presentation and debate skills to prepare you for further education, and for careers using the English language.
1.6 CEU. Tuition and fees: $160
XES607-105373 Nov 13-Dec 11*
8 sessions Tu,Th 6-8pm
 Priya Singh, MCCC Instructor

Writing

Business Writing that Works
See pg. 10 for course description.
1.5 CEU or 15 CPE hours. Tuition and fees: $220
XWC107-105410 Sept 4-Oct 16*
6 sessions Tu 6:30-9pm
*Class will not meet Sept 25
Scott Morgan, Speaker, Author, Editor, Ghostwriter, Consultant

Grammar for Speakers of English
Even though this course is intended for native speakers of English, ‘Grammar for Speakers of English’ is also valuable for ESL students.
Without knowing grammar, you cannot speak English properly. This class will guide you through the structures and rules of English grammar. You will learn present, past, and future tenses.
1.0 CEU or 10 CPE hours. Tuition and fees: $99
XWC110-105411 Dec 3-Dec 12
4 sessions M,W 6:30-9pm
Effie Pourshahidi, MCCC Instructor

Grammar for Speakers of English

Learning Better: Understanding How Fiction Works
Learn the techniques that authors employ to get your interest, keep your interest and craft an interesting story. Learn why you love some books but despise others. This reading course is beneficial to writers as well as readers.
Tuition and fees: $59
XPE163-105353 Dec 4-Dec 18
3 sessions Tu 7-9pm
Roman Griffen, MCCC Instructor

Languages/Writing

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

NEW!
Youth Programs

Understanding the College
Admissions Process
This course is open to both students and parents, however, parents MUST be accompanied by a student. Students must meet the grade requirement.
This course helps students in 11th and 12th grade, as well as transfer students, learn about the college admissions process for any college or university. The college admissions process can be overwhelming, and preparing yourself is the best way to stay ahead. Each school has different requirements, but this course will help you focus on what schools you are interested in and how to create an appealing application for each. Topics that will be covered include: finding colleges you are interested in, filling out the application, creating a resume, writing an essay and how to handle the interview process.
Tuition and fees: $48
XPE231-105354 (student) Sept 8-Sept 15
XPE232-105355 (parent) 2 sessions 9am-12pm
Brielle Parady, MCCC Instructor

Parent/Child Golf Program
Parents with children (ages five and older) will have an interactive golf experience. Beginners will develop a basic swing with emphasis on ball control. Similar to the introductory course for adults, but at a slower pace, participants will learn to familiarize themselves with the clubs, rules of the game, as well as necessary etiquette. Students will receive one session of on-course training during the class. Each class is taught with a 5:1 student-to-instructor ratio. Classes meet at Miry Run Country Club, 106 Sharon Road, Robbinsville, NJ 08691.
Tuition and fees: $160 ($50 tuition; $110 fees) (add $70 for additional child)
XL335-105157 Sept 9-Sept 30 4 sessions Su 10-11am
XL335-105158 Oct 7-Oct 28 4 sessions Su 10-11am
XL335-105159 Oct 28-Nov 18 4 sessions Su 10-11am
Joe Caggiano, Master Teaching Professional

Parent and Child
Rock Climbing Adventure
This course is designed for parents with children (ages 7-13) and will focus on an immersive, hands-on experience into the world of aviation and spaceflight. Students will use the Robotix system to design, invent, and construct robotic creations from their own imagination. Students will use the Robotix system to design, invent, and construct robotic creations from their own imagination.
Tuition: $360
XCC514-104819 Nov 8-Nov 9 2 sessions Th,F 9am-4pm
Super Science Programs for Kids

Lego Star Wars, Ninjago
Motorized Machines & Robotics
(AGES 7-12) (requires special registration process)
Lego enthusiasts, have fun building your favorite adventure from Star Wars, Ninjago, Lego City, and more. Lego projects will vary depending on availability from the Lego Headquarters, but will probably include many age-appropriate NEW models which will vary by age level. Students will also build a wide assortment of motorized Lego Education machines and create their own projects that illustrate science concepts. This is a stimulating enrichment program and not geared as a teacher-driven education class. Students will use the Robotix system to design, invent, and construct robotic creations from their own imagination.
Tuition: $160
XCC514-104819 Nov 8-Nov 9 2 sessions Th,F 9am-4pm

Aviation and Aerospace Academy
(AGES 12-15) (requires special registration process)
Mercer Flight Academy is offering an exciting, immersive, hands-on experience into the world of aviation and spaceflight. Students will be transported to Trenton Mercer Airport and will be exposed to aviation and aerospace professionals ranging from flight instructors to airline pilots, airport administrators and aircraft rescue and firefighting personnel. Our two-day adventure will be divided into aviation on day one and spaceflight on day two. Students will be exposed to and will actively participate in numerous activities. (For more information on this course, please see pg. 31.) Tuition & fees: $185
XCC201-105391 Nov 8-Nov 9 2 sessions Th,F 9am-4pm

Teachers’ Convention Programs for Youth
The following youth program requires a special registration process.
Please call to register 609.570.3311 or visit our website at www.mccc.edu/ccs to download a Teachers’ Convention Programs for Youth Registration Form to be mailed in or dropped off.

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
5 Ways To Register

1) Online
Online registration is available up to two weeks prior to the course start date.
• Log on to www.mccc.edu/ccs
• Click on Noncredit Registration. Click on Enrollment.
• Have your class reference number available before you begin the process. For example, 105488 is the class reference number for our course Pronouncing American English (see pg. 63 of the catalog).
• Payment must be made at time of registration, or the registration will be dropped. We honor VISA, MasterCard, American Express, or Discover. (Note: Employer sponsored students - see pg. 70)

2) Mail
Use the registration form on pg. 69 and use a check, VISA, MasterCard, American Express, or Discover.

3) Fax
• Our fax number is 609.570.3883
• Use the registration form found on pg. 69 and use your VISA, MasterCard, American Express, or Discover. Fax 24 hours a day, 7 days a week.

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

5) In Person
• West Windsor Campus, ODCP office
The Conference Center at Mercer
• Monday-Thursday 9am-7pm, Friday 9am-5pm
**Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!**

**General Information**

### Directions to the West Windsor Campus

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

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

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

**From South via NJ Turnpike**
Turnpike Exit 7A (Interstate 195), west on I-195 to Exit 5B (first exit off I-195). Continue north on NJ 130 to first light (526). Turn left onto 526 to first light. Bear left at light, then take immediate right (still 526) 526 to end, 535 (Old Trenton Rd.). Turn left onto 535, two miles to campus entrance on right, after Mercer County Park.

### Addresses for Off-Campus Classes

- **Bernie’s Bicycle Shop**
  111 Route 33
  Mercerville, NJ 08619

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

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

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

- **James Kerney Campus**
  North Broad and Academy Sts.
  Trenton, NJ 08608

- **Lawrence Day School**
  510 Lawrence Square Blvd. South
  Lawrenceville, NJ 08648

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

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

- **Miry Run Country Club**
  106 Sharon Road
  Robbinsville, NJ 08691

- **Montessori Corner School**
  666 Plainsboro Road #2100
  Plainsboro, NJ 08536
Registration Confirmations
After your registration is received, your registration is confirmed unless you are notified otherwise.

- Phone: Once you register by phone, you can assume your written registration is confirmed.
- Mail, fax and website: Please contact the noncredit registration office at 609.570.3311 to make sure your registration is received if you do not receive your confirmation prior to the start of the course.

Security
In lieu of a MCCC ID card, Continuing Studies students must carry a copy of their schedule while on campus.

Classroom Location/Room Number
The confirmation usually indicates the classroom building and room number. If you do not receive room information, call 609.570.3311 for location one day prior to the start date. Unless otherwise noted, noncredit courses are scheduled at the West Windsor Campus. Locations are indicated in the course descriptions for courses that meet at any other site.

Parking/Driving Directions
Ample parking is provided in the two student lots indicated on the map that will be sent to you along with your confirmation if your registration is received early. The lots are well lit at night. Visit www.mccc.edu under “About MCCC,” then click on “Driving Directions.”

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

Bookstore Hours
Monday-Thursday: 8:30am-7pm
Friday: 8:30am-5pm

Summer Hours:
Monday: 9am-6:30pm
Tuesday-Thursday: 9am-5pm
Friday: 9am-2pm

Closings
When classes are cancelled because of inclement weather or for other reasons, announcements will be made on www.mccc.edu, WWFM 89.1, Channel 26 (Cablevision & Comcast) and Channel 20 (Verizon FIOS). Closing information is available by calling 609.586.4800.

Cancellations
The college reserves the right to cancel a course when registration is less than the minimum required. Tuition and fees are refunded in full when the course is cancelled by the college. Notice of cancellation will be given in writing when possible or by phone.

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

Grades
Grades (Satisfactory or Unsatisfactory) are awarded for professional development and noncredit certificate courses. If you have completed your certificate program please email ComEd@mccc.edu to request your Certificate. Grades will be posted on our website at www.mccc.edu at the end of each term (May, August and December). Once you are in our website, click on Online Registration and then on Grades. The system will require your student ID number and PIN. At this time, please select a new password. Click on Grades and then enter the entire term. Grade letters are not mailed to each student, but can be requested via email to ComEd@mccc.edu

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

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

Department of Military and Veteran Affairs
Several of our programs/courses have been approved by the Department of Military and Veteran Affairs for veteran training. Please contact Paul Scheid at 609.570.3240 for more information.
Affirmative Action and Compliance Statement
Mercer County Community College is committed to equal opportunity and affirmative action.

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

Smoking
Smoking is permitted at Mercer County Community College only in designated areas.

Tuition and Fees
There is a non-refundable $10 registration fee per semester, per person. Tuition and fees for noncredit courses are listed with the course description. You can save the registration fee by signing up at our website two weeks prior to the course start date. Please use our noncredit catalog in PDF format at www.mccc.edu/ccs to view current course offerings. Lab fees charged are for use of computers and other equipment during classroom instruction. Tuition for noncredit courses is the same for Mercer County and non-Mercer County residents and must be paid at time of registration. Late fee of $15 will apply if you register after registration deadline, which is two weeks prior to course start date.

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

Method of Payment
Tuition and fees must be paid in full upon registration.

- Checks and money orders may be used for payment either in person or by mail.
- Cash is accepted for in-person registration only. Please do not mail cash.

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

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

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

MCCC’s noncredit courses are designed for adults 18 years or older (unless otherwise noted). Please see the section on Programs for Youth for special courses designed for younger students.

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

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

Withdrawal/Refund Policy
If you withdraw from a class seven (7) business days or more before the start of class, you will receive a full refund, less registration fee. You will receive your refund via check, mailed to you 2-4 weeks after refunds are processed. If you withdraw fewer than seven (7) business days before the start of class, you will not receive a refund.

What’s My ID?
To register for a Continuing Studies course, all students must have a MCCC Student ID number. The number is same for any Credit OR Noncredit course. There should be only one number per student. If you are not sure if you already have an ID number or if you have forgotten your PIN and want to register online, please contact ComEd@MCCC.edu. We will be happy to email you the information. Please supply your full name (including any previous names, such as a maiden surname), address and date of birth.

Senior Citizen Policy
Mercer County residents who are age 65 or over may register free of tuition charges on a space-available basis for noncredit courses, provided all course prerequisites are met. Students must pay for books, materials, supplies, lab fees and vendor fees. Seniors need to present proof of birth date and current address in order to qualify. Please call 609.570.3311 after 3pm on the day before the course is to begin to check availability and to register.

Employer Sponsored Registrations
Employers who are interested in sponsoring their employees for continuing education classes should submit the Employer Sponsor Information Form (on page 70) and return with payment to the Office of Continuing Studies. Questions regarding this process can be directed to 609.570.3311 or ComEd@mccc.edu.

Please Note:
Participants are expected to abide by the guidelines regarding student conduct as outlined in the “Student Calendar/Handbook Rights and Responsibilities,” which can be found at www.mccc.edu. We reserve the right to deny admittance to any student who violates these guidelines.

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!

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

Payment: All fees are due upon registration. If other arrangements are needed, please contact 609.570.3311. Late fee of $15 will apply if you register after registration deadline, which is two weeks prior to course start date.

Refund Policy: You may request a refund ONLY if you withdraw from a course at least seven (7) business days before the start of class. Regardless of your payment method, refunds will be issued by check and will be mailed to you 2-4 weeks after refunds are processed.

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

Check number___________ payable to Mercer County Community College.

Do not send cash.

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

Phone Registration 609.570.3311   Fax: 609.570.3883
www.mccc.edu/ccs   ComEd@mccc.edu
Mercer County Community College
Center for Continuing Studies
Employer Sponsor Information Form

Registration Support: 609.570.3311 Fax 609.570.3883

Name of company/organization

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

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

Manager's Signature ____________________________ Title ____________________________
Manager's Name (Print) ____________________________________________________________
Phone # ____________________________ Fax # ____________________________
email Address ____________________________________________________________
Mailing Address ____________________________________________________________
City ____________________________ State ________ Zip ____________________________
Billing Department Contact: ______________________________________________________
Phone # ____________________________ Fax # ____________________________
email Address ____________________________________________________________
Mailing Address ____________________________________________________________
City ____________________________ State ________ Zip ____________________________

Contracted Student:

Course/Reference #: ____________________________ ____________________________ ____________________________ ____________________________ ____________________________

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

_____________________________________
Student Signature

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

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

Registration deadline is two weeks prior to the course start date. Avoid the $15 late fee... Register Early!
Continuing Studies
Gift Certificates Available!
Give the Gift of Education

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

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

Are you unemployed and interested in starting your own business?

Entrepreneurial Training Program (ETPU)
The ETPU program is a cooperative program given by Mercer County Community College and the NJ Department of Labor. It is an intensive six-week, 60-hour training program for anyone who wants to start his or her own business.

Course topics include:
• Developing a Business Plan
• Developing a Marketing Plan
• Taxes for the Small Business Owner
• Recordkeeping for the Small Business Owner
• Legal Formation

Cost of the program: $900. If you are currently on unemployment, funding may be available.

For more information call Michael Glass at 609.570.3530.

If employed and you are thinking of starting a small business, see the Small Business Certificate Program on page 12-13.
Enhance Your Performance

Advanced Topics in Bookkeeping
AMA Certificates in Project Management, Human Resources, and Management
ASP.NET Programming
Billers and Coders Medical Terminology
Business Writing that Works
Grammar for Speakers of English
Improve Your CQ - Your Global “Culture Intelligence” Quotient for Business
Project Management Professional (PMP®) Certification Prep

Explore a New Career

Basic Training Course for Wildlife Rehabilitation
Child Care Career Development Certificate
Clinical Development and Regulatory Affairs Certificate (Revised)
EKG Technician
Emergency Medical Technician (EMT)
Graphic Design / Web Design / Web Developer/Programmer
How to Become an Effective Substitute Teacher
Medical Billing and Coding (Revised)
Montessori Teacher Certification
New Pathways to Teaching in New Jersey (NPTNJ) – Alternate Route to Teaching
Phlebotomy Technician Certificate Program
Small Business Management Certificate Program

Enrich Your Life

A Tour de France: Introduction to French Film
Exploring the Power of Your iPhone and iPad
Global Shell Fish Feast
The World of Mobile Apps
30 Minute Meals: Cook, Eat, Enjoy
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