Continuing Studies
Noncredit Courses
January - May 2015

GROWTH • DEVELOPMENT • SUCCESS

Explore a New Career • Enhance Your Performance • Enrich Your Life
2015 Study Abroad! Faculty-led Study Tours

Join Mercer County Community College faculty on these Study Tour programs that will take you outside the traditional classroom and allow you to experience the culture, society, history, art, science, architecture, and business of another country. Students can earn academic credits or community members can attend by registering on a noncredit basis. Come join us as we explore exotic parts of the world while learning.

Additional information regarding each trip below can be accessed by visiting www.mccc.edu/studyabroad.

Come to an information session at the Conference Center on Wednesday, December 3rd at 5:30pm. To reserve your seat a deposit of $500 is required by December 12, 2014.

Registration Information:

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<th>Country</th>
<th>Price</th>
<th>Dates</th>
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<tr>
<td>Belize</td>
<td>$2,450*</td>
<td>May 16-23, 2015</td>
<td>A Bridge to Belize: Ecology, Archaeology, and Sustainability</td>
<td>Laura Blinderman, Ron Smith</td>
<td>$500</td>
<td>December 12, 2014</td>
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<td>$1,950</td>
<td>February 20, 2015</td>
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<td>China</td>
<td>$3,600*</td>
<td>May 18-26, 2015</td>
<td>Asian Culture and Business</td>
<td>Laura Sosa, Bettina Caluori</td>
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<td>$2,400</td>
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*Tuition is additional if registering for academic credit.

How to Apply

The courses are open to both students and community members 18 years and older. Applications are accepted on a first-come first-served basis. Detailed itineraries, program costs, and application materials are available by attending the information session listed above, or by contacting Andrea Lynch, Study Abroad Coordinator: 609.570.3660 or studyabroad@mccc.edu.

FREE INFORMATION SESSIONS

Go to www.mccc.edu/ccs for the latest on our Information Sessions

• Back to School Night for Adults
  Wednesday, January 7, at 6:30pm (see page 14 for complete details)

• Certified Nurse Aide (CNA)
  Tuesday, December 16, promptly at 5pm, West Windsor Campus (see page 42); and on Tuesday, December 2, promptly at 3pm, Trenton Campus (see page 42)

• Clinical Development and Regulatory Affairs
  Wednesday, January 14, promptly at 6:30pm (see page 34)

• Computed Tomography (CT Scan)
  Monday, January 12, promptly at 6:30pm (see page 36)

• IT Cyber Security Certificate
  Required Information Session on Tuesday, February 17, promptly at 5:30pm, at The Conference Center (see page 25)

• New Pathways to Teaching in NJ (Alternate Route to Teaching)
  Monday, December 15, promptly at 6:30pm (see page 28)

• Phlebotomy Technician
  Wednesday, January 28, promptly at 6:30pm (see page 41)
**REGISTER ONLINE FOR CONTINUING STUDIES COURSES. HERE IS HOW TO GET STARTED!**

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

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

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**PROGRAM DIRECTORY**

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

Starting a Nonprofit

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

1.25 CEU. Cost: $128 (tuition $109, administrative fee $19)
NCBUS-CS038-01  Feb 12-Mar 12*
5 sessions  Th 6:30-9pm
Stephanie Crosby, MCCC Instructor

Developing an Effective Board

The success of a nonprofit requires its board to fully understand the importance of effective governance and how to achieve it. Explore board roles and responsibilities, how to build teamwork, deal with conflict, address challenges, keep motivation and participation high, and how to identify and recruit good board members. This workshop is designed for all board members and potential board members, regardless of previous experience.

0.6 CEU. Cost: $60 (tuition $51, administrative fee $9)
NCBUS-CS028-01  Mar 3-Mar 10
2 sessions  Tu 6-9pm
Marge Smith, Nonprofit Consultant

Four Generations in the Workplace – Communication to Bridge the Gap

For the first time, four distinct generations find themselves working together in the same workplace, often in the same team. In some circumstances even a fifth generation is making an appearance. In this session, students will learn the key differences in attitudes, behavior and experiences between the generations and how to better communicate and motivate them. Perhaps more importantly, they will also learn the similarities that can build the foundation for positive work relationships between the generations.

0.3 CEU. Cost: $60 (tuition $51, administrative fee $9)
Trenton Campus:
NCBUS-CS039-01  Feb 28*
1 session  Sa 9am-12pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Sue Kirkland, Life Consulting LLC

Marketing and Public Relations for Nonprofits

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

1.2 CEU. Cost: $125 (tuition $105, administrative fee $20)
West Windsor Campus:
NCBUS-CS015-01  Mar 9-Mar 30*
4 sessions  M 6-9pm
*Class meets at West Windsor Campus
Ed Andriessen, MCCC Instructor and Nonprofit Consultant

Trenton Campus:
NCBUS-CS015-02  Mar 14-Apr 11*
4 sessions  Sa 9am-12pm
*Class will not meet Apr 4
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Ed Andriessen, MCCC Instructor and Nonprofit Consultant

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.

You must register 10 days before the start of your class to avoid the ‘15 late fee!
Conversation not Confrontation - Communicating through Conflict

Conflict is inevitable when there is more than one person in a situation. Learning to manage your communications when in a conflict situation early, before things spiral out of control, can help you be more effective in work as well as personal life situations. In this workshop you will learn approaches to recognizing your responses to conflict and how you can communicate more effectively to resolve conflict situations. You'll have time to practice with some tools to help guide your approach when in such a situation.

0.3 CEU. Cost: $60 (tuition $51, administrative fee $9)

Trenton Campus: NCBUS-CS033-01 Mar 7*
1 session Sa 9am-12pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608

Sue Kirkland, Life Consulting LLC

Intermediate/Advanced
Grantwriting

Required: Satisfactory completion of Grantwriting Essentials or by special permission

This detailed, hands-on workshop is intended for the student who is serious about writing "real" grants for a nonprofit. Students must come to class with a favorite nonprofit and an idea about an aspect of the nonprofit's programming for which a grant proposal will be started and/or developed. Advance communication with the nonprofit and some research about potential grant proposals/RFPs is highly recommended. This student should also be well-versed in the nonprofit's mission and vision, and the effective administration of the Board of Directors, the development of areas critical to their success. Emphasis will be placed on roles and responsibilities of the Board members to identify organizations that make them unique and focus on areas critical to their success. Emphasis will be placed on roles and responsibilities of the Board members to identify organizations that make them unique and focus on areas critical to their success. Emphasis will be placed on roles and responsibilities of the Board members to identify organizations that make them unique and focus on areas critical to their success. Emphasis will be placed on roles and responsibilities of the Board members to identify organizations that make them unique and focus on areas critical to their success. Emphasis will be placed on roles and responsibilities of the Board members to identify organizations that make them unique and focus on areas critical to their success.

1.2 CEU. Cost: $125 (tuition $105, administrative fee $20)

Trenton Campus: NCBUS-CS014-01 Apr 28-May 19
4 sessions W 6-9pm

Marge Smith, Nonprofit Consultant

Overview of Fundraising Techniques

Americans are generous people, but in the current economic environment, your organization may not be getting its share. Learn the basic elements of developing financial resources and how to implement them in your nonprofit. Explore the techniques of fundraising – including special events – and learn how to identify the best potential constituencies to target.

1.5 CEU. Cost: $155 (tuition $128, administrative fee $27)

NCBUS-CS019-01 Apr 6-May 4
5 sessions M 6-9pm
Les Loyalen, MCCC Instructor

Volunteer Management: Recruitment, Retention, and Recognition

Recruiting and effectively managing volunteers can make a major difference in both the capacity of the organization and the life of the volunteer. This course will focus on a variety of ways to recruit the right volunteers, give specific tools to retain them and generate multiple recognition ideas.

0.9 CEU. Cost: $95 (tuition $76, administrative fee $19)

NCBUS-CS021-01 Apr 7-Apr 21
3 sessions Tu 6-9pm

Marge Smith, Nonprofit Consultant

“I’m enjoying the classes I’ve had within the Nonprofit Management Program and have found that in addition to expanding my knowledge, I’ve met some wonderful people (both teachers and other students). Also, it is inspiring to learn about organizations some of the people are involved in or want to start. Mercer County Community College is a great resource for the community!”

— Mary

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. Cost: $125 (tuition $105, administrative fee $20)

NCBUS-CS016-01 Apr 22-May 13
4 sessions W 6-9pm

Dennis Kilfeather, MBA, ABA, ATP, RTRP

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. Cost: $125 (tuition $105, administrative fee $20)

NCBUS-CS014-01 Apr 28-May 19
4 sessions Tu 6-9pm

Marge Smith, Nonprofit Consultant

“Register 10 days before your class begins and avoid the $15 late fee!”

SAVE MONEY! REGISTER EARLY!

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

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

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

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

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

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

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 resumé and biography.

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

Trenton Campus:
NCBUS-CS010-02 Jan 24-Feb 7*
3 sessions Sa 9am-1pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, MCCC Instructor

West Windsor Campus:
NCBUS-CS010-01 Jan 27-Feb 5*
4 sessions Tu,Th 6-9pm
*Class meets at West Windsor Campus
Ed Andriessen, MCCC Instructor

Marketing Your Small Business to Success

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

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

NCMKT-CS001-01 Feb 17-Feb 26
4 sessions Tu,Th 6-9pm
Ed Andriessen, MCCC Instructor and Marketing Consultant

Choices in Legal Formation

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

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

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

Benjamin T. Branche, Esq. is an Associate with the law firm of Szaferman, Lakind, Blumstein, and Blader, P.C. of Lawrenceville. He concentrates his practice on tax, trusts, estates, real estate and business law. He assists both nonprofit and for-profit business clients. He earned his Juris Doctorate from the Catholic University of America Columbus School of Law in 2004. He was named a New Jersey “Rising Star” in 2010, 2011, and 2012.
Comprehensive QuickBooks™
Recommended: AMA Finance for Non-Financial Managers or basic understanding of accounting and computer keyboarding skills
This course is a combination of Introduction and Intermediate QuickBooks™ featuring: entering and paying bills, using credit cards/other asset and liability accounts, tracking and paying sales tax, payroll, estimating, time tracking and job costing, and setting up a company in QuickBooks™. Students should bring a flash drive to every class.
1.5 CEU or 15 CPE hours. Cost: $308 (tuition $121, administrative fee $26, lab fee $161)
NCACC-CS003-01  Mar 23-Mar 31*
5 sessions  M,Tu,Th  6-9pm
*Class meets Mar 23, 24, 26, 30, 31
Michelle Solomon, MCCC Instructor

I just wanted to let you know that last night's class was great. Ed Andriessen presented us with a lot of information, ideas, and plans to be effective. He provided us with tools and tactics for marketing our non-profits for success and included two very helpful hand-outs. I plan on sharing the hand-outs with my co-workers.

Mary

Start a Home-Based Business with Little or No Money
This three-hour program is of great value to anyone interested in learning the steps to start a successful home-based business. Learn the basics of what products or services to sell. Review proven sales and marketing techniques to reach large audiences. How to promote your website, opportunities on ebay, effective use of the internet, and shipping and mailing items from your home will be discussed.
0.3 CEU. Cost: $44 (tuition $33, administrative fee $11)
NCBUS-CS013-01  Apr 8
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.

Small Business Growth and Financial Development
Prerequisite: Small Business Start Up and Business Plan Development
This 12-hour course will begin with a discussion of developing a financial plan to include recordkeeping for your small business and the importance of current and accurate financial information to make effective business decisions. Learn different methods of designing budgets, analysis of balance sheets, understanding revenue and expenses on income statements, and how to manage cash flow. Learn also how to finance your business by evaluating sources of debt and equity financing and methods of layering financing for your small business.
1.2 CEU or 12 CPE hours. Cost: $154 (tuition $127, administrative fee $27)
West Windsor Campus: NCBUS-CS012-01  Apr 14-Apr 23*
4 sessions  Tu,Th  6-9pm
*Class meets at West Windsor Campus
Ed Andriessen, MCCC Instructor
Trenton Campus:
NCBUS-CS012-02  Apr 18-May 2*
3 sessions  Sa  9am-1pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, MCCC Instructor

Market Your Business on Social Networking Sites
For beginning social networkers/small business owners looking for free exposure
Do you have a hobby or small business that you would like to promote but don't have the money necessary for marketing? Many people are unaware of the many free social networking sites that are available on the web. This course will demonstrate how to utilize free sites (Twitter and Facebook) to help promote your business/interests without ever paying a penny.
0.3 CEU. Cost: $54 (tuition $25, administrative fee $5, lab fees $24)
NCMKT-CS002-01  Apr 28
1 session  Tu  6:30-9:30pm
Ed Andriessen, MCCC Instructor

Your company may qualify for NJ State funded training grants. Call for more information. 609.570.3280

NEED HELP FINDING A JOB?
Presented by the U.S. Department of Labor
For entry level positions: www.mynextmove.org
For experienced workers: www.myskillsmyfuture.org
For veterans: www.Vet.jobs
For job postings and/or job listings through the NJ Department of Labor:
www.jobs4jersey.com

NEW ENTRANCE FOR NONCREDIT CLASSES
There is a new campus entrance at the Center for Continuing Studies. Please see our website for a map and directions: www.mccc.edu/ccs

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American Management Association Certificate Programs

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

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

If you choose to earn more than one AMA certificate (see pages 11 and 13 for other AMA certificates), 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 4 through 24 (excluding pages 14 and 15).

American Management Association 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 if you choose not to pursue a certificate.
Core courses:
• Setting, Managing, and Achieving Goals
• Delegating for Business Success
• Leadership Skills for Managers
• How to Manage Conflicts in the Organization

Delegating for Business Success
Delegate responsibility more effectively so you’ll have more time to manage. If this is done well, you and your employees will have the opportunity to take on more challenging tasks. Includes AMA course materials.
1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS026-01 Jan 21-Feb 18
5 sessions W 6:30-9:30pm
Marc Dorio, MCCC Instructor

Leadership Skills for Managers
Managing in today’s dynamic, diverse work-place demands a new type of leadership. The new leaders must be visionaries, change agents, coaches and empowerers. This course enables you to gain the skills necessary to fulfill this challenging, changing, and rewarding leadership role.
1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS003-01 Mar 9-Apr 13*
5 sessions M 6:30-9:30pm
Iona Harding, M.Ed., SPHR
*Class will not meet Apr 6

Lean Six Sigma Green Belt Certification Prep
Target audience: Individuals from various organizations and various functions - technicians, operations, quality, logistics, finance, production, engineering, etc.
In this course you will master the skills needed to work through the Define, Measure, Analyze, Improve and Control methodology (DMAIC) as well as gain a solid knowledge of Design of Experiments (DOE), Statistical Process Control (SPC), and how to identify and eliminate process waste. Textbook required. Available in college bookstore.
3.9 CEU. Cost: $1,170 (tuition $1,005, administrative fee $165)
NCBUS-CS044-01 Mar 25-June 17
13 sessions W 6-9pm
Louis Violante, LSSBB, LSSMBB

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.

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.

You must register 10 days before the start of your class to avoid the $15 late fee!
APA’s (American Payroll Association’s) PayTrain College and University Program

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

Following are the upcoming exam dates:
CPP/FPC Fall 2015 Exam Dates: (Tentative) Sept/Oct 2015

PayTrain Mastery

Prerequisite: PayTrain Fundamentals or equivalent knowledge

PayTrain Mastery is a comprehensive course providing payroll managers and supervisors with a solid understanding of advanced topics. Enrollees receive live classroom instruction, textbooks, and access to interactive online resources to reinforce topics learned.

Topics include:
- Employee vs. Independent Contractors
- Payroll Tax Reporting
- Fair Labor Standards
- Federal Taxation and Other Legislation
- Tax Reporting
- Payroll Accounting
- Professional Administration

3.6 CEU. Cost: $794
(tuition $386, administrative fee $73, book fee $335)

Colleen Flores, CPP

PayTrain Fundamentals (Returning Fall 2015)

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. 6 for course description)
- Small Business Growth and Financial Development (See pg. 7 for course description)
- Delegating for Business Success (See pg. 8 for course description)
- Leadership Skills for Managers (See pg. 8 for course description)
- Fundamentals of Human Resources (See pg. 11 for course description)
- Compensation and Reward Programs (See pg. 11 for course description)
- Successful Project Management (See pg. 13 for course description)
- Successful Negotiating (See pg. 13 for course description)
- Choices in Legal Formation (See pg. 6 for course description)
- Comprehensive QuickBooks™ (See pg. 7 for course description)
- Introduction to Bookkeeping (See pg. 10 for course description)
- Advanced Topics in Bookkeeping (Returning Summer 2015)
- Advanced Grammar for English Language Learners (ELL) (See pg. 46 for course description)

Public Relations Writing Workshop

During this workshop, you will learn to find your writing style, work on press releases, mission statements, business profiles, blog posts and writing for social media.

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

NCCOM-CS012-01 Mar 16-Mar 30
3 sessions M 7-9pm

Cynthia Yoder, MCCC Instructor
Bookkeeping
Introduction to Bookkeeping
This basic, hands-on, workshop-style manual bookkeeping course covers the complete accounting cycle from business transactions through entry into the books and records, posting to accounts, preparation of worksheets and adjusting journal entries, preparation of financial statements and closing. It will prepare you for any accounting or bookkeeping system: manual, one-write or software driven. You will learn: the sales journal, purchase journal, cash receipts and cash disbursements journal, accounts receivable, inventory and the use of Excel spreadsheets. Textbook required. Available in college bookstore. (Note: Please bring a lunch - cafeteria closed on Saturday.)
4.2 CEU or 42 CPE hours. Cost: $403 (tuition $273, administrative fee $53, lab fees $77)
NCACC-CS002-01 Feb 7-Mar 21
7 sessions Sa 9am-3:30pm*
*1/2 hour for lunch
Rob Goldfarb, MCCC Instructor

SHRM Body of Competency and Knowledge (SHRM BoCK) Certification Preparation Course
The new certifications: SHRM CP (Certified Professional) and SHRM SCP (Senior Certified Professional)
The Center for Continuing Studies at Mercer and the Society for Human Resource Management (SHRM) offer a comprehensive review of the major disciplines within Human Resources. Utilizing the SHRM Body of Competency and Knowledge, the course is designed to give human resource professionals new tools for successful performance on the job. The course also helps prepare you for the national examinations. It is important that you review the SHRM CP and SHRM SCP eligibility requirements on the SHRM website: www.certification.shrm.org.
Who Should Attend:
• Human Resource professionals looking for advancement
The focus of the SHRM BoCK is:
• People
• Organization
• Workplace
• Strategy
When:
• TBD – If you are interested in this course, please call 609.570.3672.
Course Fee:
The fee of $1,285 includes the study materials and mastery tests. Special discount for members of the Human Resource Management Association of Princeton (local SHRM Chapter) is $1,235.
3.9 CEU. For information on becoming a chapter member, see the HRMA chapter website at www.hrma-nj.org.
NCBUS-CS007-01 – Cost: $1285 (tuition $680, administrative fee $125, book fee $480)
NCBUS-CS007-02 – Cost: $1235* (tuition $638, administrative fee $117, book fee $480)
*Rate for HRMA of Princeton chapter members only
Zaphria Dockery-Marsh, PHR

Entrepreneurship: Start-Up and Business Owner Management Online Career Training Program
This program provides an excellent foundation for not just the start-up business owner, but also for business owners and managers who want to gain a further understanding of some of the fundamental principles associated with owning and operating a start-up or established business. You’ll grow in your understanding of financial and accounting terms, gain confidence and improve your communication skills, and explore the basics of running a business in accordance with legal requirements. It’s never been easier to get your own business up and running! This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.
• Open Enrollment (Start anytime)
• In-depth study, all learning materials provided
• Personal instructor assistance
• Certificate of Completion awarded with passing score
360 hours. Cost: $2,095
To learn more, or to enroll, go to www.ed2go.com/mccc.edu. Scroll down to Career Training Programs. Click on View Catalog / Business and Professional /Entrepreneurship: Start-Up and Business Owner Management

You must register 10 days before the start of your class to avoid the $15 late fee!
American Management Association Certificate in Human Resources

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

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

Core courses:
- 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.

Includes AMA course materials.

1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS023-01
Jan 22-Feb 19
5 sessions Th 6:30-9:30pm
Zaphria Dockery-Marsh, MCCC Instructor

Compensation and Reward Programs

Because it’s vital to a company’s ultimate success, compensation professionals must equip themselves with the most up-to-date tools and techniques. The course will give you a solid, fundamental understanding of the field of compensation and serve as a primary resource as you implement new programs or improve existing ones. Includes AMA course materials.

1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS002-01
Mar 5-Apr 9*
5 sessions Th 6:30-9:30pm
*Class will not meet Apr 2
RoseMarie LaMar, MCCC Instructor

Certificate in Customer Service (Online Course)

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization’s success. You will also take away some extraordinary customer service techniques you won’t find anywhere else.

32 hours, 3.2 CEUs
Two one-month courses
$245 total for both courses and certificate

For more information regarding dates, go to www.mccc.edu/LERNclasses
To register, please email wintersj@mccc.edu

Interpreter Training
(at Brookdale Community College, Lincroft, NJ)

Certificates in Interpreting

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 http://continuinged.brookdalecc.edu/careerdevelopment/interpreting/
Real Estate

Basics of Real Estate
Are you thinking about a career in real estate? Do you work in an industry that requires you to understand real estate matters? Or are you thinking of buying and selling real estate and would like to have a clearer understanding of the process? This course is designed to give you an introductory real estate knowledge and overview while addressing some key topics within the industry.

Topics covered in this course include: how real estate market analyses are done, how property rights are defined, what are land use controls, what types of legal agreements pertain to real estate and the various types of mortgages. Both residential and commercial real estate will be addressed. 0.8 CEU. Cost: $129 (tuition $94, administrative fee $21, materials fee $14)

NCREA-CS001-01  Jan 28-Feb 18
4 sessions W 7:15-9:15pm
Lydia Robinson, licensed NJ real estate broker and investor

The How-To’s of Real Estate Investment
This course will provide you with the essential knowledge to analyze and purchase investment properties. If you are a first time investor interested in learning how to buy real estate to generate income, this course will provide the tools you need to help you make your first purchase. If you are a professional within the real estate industry and would like to sharpen your investment analysis skills, this class will provide an up-to-date overview with many practical insights. Various property types will be discussed including multi-family and retail. Several financial concepts will be introduced including return on equity and internal rate of return. You will learn how to prepare an income and expense projection, analyze what is the right price to pay, and understand how bankers produce loans for investment property. The class includes some hands-on exercises so bring a calculator to class.

0.8 CEU. Cost: $129 (tuition $94, administrative fee $21, materials fee $14)

NCREA-CS003-01  Feb 25-Mar 18
4 sessions W 7:15-9:15pm
Lydia Robinson, licensed NJ real estate broker and investor

How to Buy Foreclosed Properties
Arm yourself with the resources you’ll need to buy foreclosed properties. You will learn how to: understand the foreclosure process from the notice of default to sheriff sale; evaluate profitability; finance foreclosures with little to no down payment; negotiate with property owners during the pre-foreclosure state; successfully bid on government foreclosures; position yourself as a cash buyer at the bidding; generate large profits from “short sales”; and learn to build a team of real estate professionals to expedite acquisition timeline. 0.3 CEU. Cost: $77 (tuition $40, administrative fee $12, materials fee $25)

NCREA-CS002-01  Apr 18
1 session Sa 9am-12pm
Steven Waniak, Real Estate Consultant

Searching the Mercer County Search Room
See pg. 51 for course description. Cost: $15 (tuition $13, administrative fee $2)

NCREA-CS004-01  Mar 28
1 session Sa 9am-12pm
Paula Sollami-Covello, Mercer County Clerk

Real Time, Real Life, Real Estate Investment
What better way to learn about real estate investment than by jumping right in and analyzing and exploring real life case studies? Each session of this course will look at a live example of an investment opportunity, taking into account the similarities as well as differences of each case. Analysis of each case will revolve around class discussion; this will contribute to a hands-on, practical method of learning. The following topics will be addressed: market conditions; what “comps” tell us; the role location plays in investment properties; price determination; return on investment; financing; and how to prepare financial projections. A previous course on The How-To’s of Real Estate Investment and/or some real estate experience is recommended. 0.8 CEU. Cost: $129 (tuition $94, administrative fee $21, materials fee $14)

NCREA-CS005-01  Apr 15-May 6
4 sessions W 7:15-9:15pm
Lydia Robinson, licensed NJ real estate broker and investor

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

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The Power of Excellence

1200 Old Trenton Road, West Windsor, New Jersey 609.570.3466 www.mccc.edu/cc

You must register 10 days before the start of your class to avoid the $15 late fee!
Project Management Professional Certification

PMP® Prep and Review

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

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

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

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

**Available in college bookstore.**
3.5 CEU. Cost: $1,082 (tuition $915, administrative fee $167)
NCBUS-CS008-01  Feb 3-Mar 19
14 sessions Tu, Th 6:30-9pm
MCCC Instructor

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

American Management Association
Certificate in Project Management

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

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

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

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

Successful Project Management

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

1.8 CEU or 18 CPE hours. Cost: $298 (tuition $152, administrative fee $26, book fee $120)
NCBUS-CS005-01  Jan 13-Feb 17
6 sessions Tu 6:30-9:30pm
James O’Donnell, MCCC Instructor

Successful Negotiating

Successful Negotiating will teach you the art of win/win negotiation. You’ll get a firm grasp of the negotiating tricks and techniques the pros use. Learn everything from pre-negotiation planning to the use of seemingly unimportant details like seating arrangements and meeting site selection to influence the results of negotiations.

1.5 CEU or 15 CPE hours. Cost: $278 (tuition $135, administrative fee $23, book fee $120)
NCBUS-CS006-01  Feb 25-Mar 25
5 sessions W 6:30-9:30pm
Edward Kurocka, MCCC Instructor

Join us on
Facebook: www.facebook.com/ccsmercer
Twitter: @ccsmercer
LinkedIn: MCCC Center for Continuing Studies Group
You must register 10 days before the start of your class to avoid the $15 late fee!

Online Career Training Programs

Some available courses of study are:
- AutoCAD 2011
- 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.

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

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

Online Courses and Certificates through Learning Resources Network

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

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

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

For a full listing of all online courses, dates, and prices, please check out the website listed below.

1 Go to the website www.mccc.edu/LERNclasses
2 Find your course or certificate
3 Register Today! Email wintersj@mccc.edu

BACK TO SCHOOL NIGHT FOR ADULTS Information Session!

- Focus on a new career
- Visualize moving forward
- Meet our staff
- Review our courses
- Receive expert advice

Wednesday, January 7, 2015
Starts promptly at 6:30pm
For location: www.mccc.edu/ccs
(Snow Date: Tuesday, January 13)

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

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

How to Get Started

1. Visit our Online Instruction Center: www.ed2go.com/mccc.edu
2. 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 2015 schedule is as follows: Dec 10-Jan 30, Jan 21-Mar 13, Feb 18-Apr 10, Mar 18-May 8, Apr 15-June 5, and May 20-July 10.

Requirements

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

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

Here is a sampling of our online courses!

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

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

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

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.

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

Learn at Your Convenience!

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

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

The Center for Continuing Studies (CCS) at Mercer offers a broad range of instruction in: computer literacy, business and office computing, web and graphic design and development, and information technology. You’ve been demanding newer, faster systems, and we’ve been listening! Our computer labs have been upgraded to enhance your Information Technology training experience. You’ve come to the right place if you’re looking to:

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

Introduction to the Windows 7 Operating System

(This course or Introduction to the Windows 8 Operating System should be taken before taking other computer courses that use a Windows operating system.)

Required: Basic proficiency in Keyboarding or some 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: $216 (tuition $65, administrative fee $17, lab fees $134)

NCOST-CS003-01 Jan 26-Feb 4

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

John Gontowicz, MCCC Instructor

Quickstart: Microsoft Office™ 2013 with Windows 8

Required: Introduction to the OS or equivalent knowledge

This comprehensive course is ideal if you are an inexperienced computer user who needs to quickly learn the basic Microsoft Office 2013 skills with Windows 8 for everyday life or the workplace. Although introductory in nature, this course is enough to get you started quickly using the basic, most important elementary features of Word, Excel and PowerPoint to produce documents, spreadsheets and interesting presentations. Topics include integration of the Office applications, learning shortcuts, and how to utilize the new features of Office 2013. **Materials provided by instructor.**

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

NCMOS-CS012-01 Feb 6-Feb 13

2 sessions F 9:30am-4:30pm *

*1 hour for lunch

John Gontowicz, 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 on the iPad, iPhone and iPod touch. Learn the fundamentals of navigating your device using the home button, springboard, notification center, universal search and multitouch gestures (iPad only). Master the built-in applications including Safari, Mail, Messages, Photos, Camera, Calendar, FaceTime and more. We will completely demystify your mobile device! Walk in a beginner, walk out an expert. **Students are encouraged to bring iPad, iPhone, or iPod Touch with the most current operating system to follow along with hands-on demonstrations.**

0.6 CEU. Cost: $137 (tuition $112, administrative fee $25)

NCOST-CS004-01 Feb 16-Feb 23

3 sessions M,W 6:30-8:30pm

John Gontowicz, MCCC Instructor

Introduction to the Windows 8 Operating System

(This course or Introduction to the Windows 7 Operating System should be taken before taking other computer courses that use a Windows operating system.)

Required: Basic proficiency in Keyboarding or some experience

Take a look behind the screen in this introductory course to Windows Operating System 8. 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 8, and use Windows Explorer. **Textbook required. Available in college bookstore.**

1.2 CEU. Cost: $216 (tuition $65, administrative fee $17, lab fees $134)

NCOST-CS006-01 Feb 20-Feb 27

2 sessions F 9:30am-4:30pm *

*1 hour for lunch

John Gontowicz, MCCC Instructor

NEW!

You must register 10 days before the start of your class to avoid the $15 late fee!
Microsoft Office™ 2010 Training

If you want to be more competitive in today’s job market, these courses will provide the knowledge to work with today’s office applications. Mercer County Community College offers daytime and evening courses with hands-on instruction for 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 Introduction to the Windows 7 Operating System before taking any of the following courses.

SPRING SPECIAL
REFRESH YOUR SKILLS!
REMARKET YOURSELF!

Don't miss this special opportunity to update your computer skills. If you are looking to re-enter the employment market or to move up in your current position, this course will provide added value to your skill toolkit and help you shine. Be sure to reserve your spot today.

New Pricing!
SAVE $60!

MS Excel™ 2010 I
Recommended: Basic computer knowledge
You will learn spreadsheet terminology and basic spreadsheet formatting, how to enter and edit data, move and copy data, use simple functions, and create and modify charts. Workbook required. Available in college bookstore.
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS CS003-01 Feb 3-Feb 5
2 sessions Tu,Th 9:30-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor
NCMOS CS003-02 Feb 10-Feb 19
4 sessions Tu,Th 6:30-9:30pm
Mark Durma, MCCC Instructor

MS Excel™ 2010 II
Prerequisite: MS Excel 2007 I or 2010 I
Recommended: Basic computer knowledge
This course builds on the skills and concepts taught in Excel 2010 I. You will learn how to use multiple worksheets and workbooks efficiently, and more advanced formatting options. Learn how to work with lists and tables, apply advanced charting techniques, and worksheet auditing and protection. Workbook required. Available in college bookstore.
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS CS004-01 Feb 10-Feb 12
2 sessions Tu,Th 9:30-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor
NCMOS-CS004-02 Feb 24-Mar 5
4 sessions Tu,Th 6:30-9:30pm
Mark Durma, MCCC Instructor

MS Word™ 2010 I
Recommended: Basic Computer Knowledge
This course concentrates on the Word 2010 features that enable you to create professional-looking documents. Learn how to enter and edit text 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.
NCMOS-CS001-01 Jan 13-Jan 15
2 sessions Tu,Th 9:30-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor
NCMOS-CS001-02 Jan 13-Jan 22
4 sessions Tu,Th 6:30-9:30pm
Mark Durma, MCCC Instructor

MS Word™ 2010 II
Prerequisite: MS Word 2007 I or 2010 I
Recommended: Basic computer knowledge
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 documents revisions, and work with Web features. Workbook required. Available in college bookstore.
1.2 CEU.
NCMOS-CS002-01 Jan 26-Jan 28
2 sessions M,W 9:30am-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor
NCMOS-CS002-02 Jan 27-Feb 5
4 sessions Tu,Th 6:30-9:30pm
Mark Durma, MCCC Instructor

MS Access™ 2010 I
Recommended: Basic computer knowledge
Learn how to design and create databases and then create, populate and analyze the data. Work with tables, fields, and records, sort and filter data, and create queries, forms, and reports. Workbook required. Available in college bookstore.
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS005-01 Jan 15-Jan 27
4 sessions Tu,Th 6:30-9:30pm
Pattie Zamore, MCCC Instructor
NCMOS-CS005-02 Jan 27-Feb 5
2 sessions Tu,Th 9:30am-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor

New Pricing! SAVE $60!

Now $182
(tuition $53, admin fee $9, lab fees $120)

SPRING SPECIAL
REFRESH YOUR SKILLS!
REMARKET YOURSELF!

Don't miss this special opportunity to update your computer skills. If you are looking to re-enter the employment market or to move up in your current position, this course will provide added value to your skill toolkit and help you shine. Be sure to reserve your spot today.

New Pricing!
SAVE $60!

MS Word™ 2010 I
Recommended: Basic Computer Knowledge
This course concentrates on the Word 2010 features that enable you to create professional-looking documents. Learn how to enter and edit text 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.
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NCMOS-CS001-01 Jan 13-Jan 15
2 sessions Tu,Th 9:30-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor
NCMOS-CS001-02 Jan 13-Jan 22
4 sessions Tu,Th 6:30-9:30pm
Mark Durma, MCCC Instructor

MS Word™ 2010 II
Prerequisite: MS Word 2007 I or 2010 I
Recommended: Basic computer knowledge
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 documents revisions, and work with Web features. Workbook required. Available in college bookstore.
1.2 CEU.
NCMOS-CS002-01 Jan 26-Jan 28
2 sessions M,W 9:30am-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor
NCMOS-CS002-02 Jan 27-Feb 5
4 sessions Tu,Th 6:30-9:30pm
Mark Durma, MCCC Instructor

MS Access™ 2010 I
Recommended: Basic computer knowledge
Learn how to design and create databases and then create, populate and analyze the data. Work with tables, fields, and records, sort and filter data, and create queries, forms, and reports. Workbook required. Available in college bookstore.
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
NCMOS-CS005-01 Jan 15-Jan 27
4 sessions Tu,Th 6:30-9:30pm
Pattie Zamore, MCCC Instructor
NCMOS-CS005-02 Jan 27-Feb 5
2 sessions Tu,Th 9:30am-4pm*
*1/2 hour for lunch
Steve Tirado, MCCC Instructor

New Pricing! SAVE $60!

Now $182
(tuition $53, admin fee $9, lab fees $120)

WE LISTENED!
Our computer labs have been upgraded to enhance your Information Technology training experience.
QuickBooks™
**Comprehensive QuickBooks™**
*Recommended: AMA Finance for Non-Financial Managers or basic understanding of accounting and computer keyboarding skills*
This course is a combination of Introduction and Intermediate QuickBooks™ featuring: entering and paying bills, using credit cards/other asset and liability accounts, tracking and paying sales tax, payroll, estimating, time tracking and job costing, and setting up a company in QuickBooks™. *Students should bring a flash drive to every class.*
1.5 CEU or 15 CPE hours. Cost: $308 (tuition $121, administrative fee $26, lab fee $161)
**NCACC-CS003-01**  
Mar 23-Mar 31*  
5 sessions  
M,Tu,Th 6-9pm  
*Class meets Mar 23, 24, 26, 30, 31  
Michelle Solomon, MCCC Instructor

**Prezi for Beginners**
This course has been designed to introduce you to Prezi, a free-of-charge online presentation tool. You will learn the major differences between Prezi and Powerpoint, be instructed on how to sign up for a free Prezi account, explore the features and potential uses of Prezi, and create multiple presentations.
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)
**NCMOS-CS015-01**  
Jan 26-Feb 16  
4 sessions  
M 9:30am-12:30pm  
Jessi Franko, MCCC Instructor

**MS Basic Outlook 2010**
*Required: 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.*
0.9 CEU. Cost: $215 (tuition $77, administrative fee $18, lab fees $120)
**NCMOS-CS008-01**  
Mar 2-Mar 16  
3 sessions  
M 6:15-9:15pm  
Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Outlook 2010 Specialist Certified Master, Microsoft Certified Professional

**MS Project™**
**Complete Microsoft Project 2010**
*Required: 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: $253 (tuition $97, administrative fee $22; lab fees $134)
**NCMOS-CS009-01**  
Mar 10-Mar 12  
2 sessions  
Tu,Th 9:30am-4pm*  
*1/2 hour for lunch  
Steve Tirado, MCCC Instructor  
**NCMOS-CS009-02**  
Mar 10-Mar 19  
4 sessions  
Tu,Th 6:30-9:30pm  
Pattie Zamore, MCCC Instructor

**Programs of Interest:**
- Acupressure for Stress Release Parts 1 and 2 (pg. 51)
- Astronomy, Introduction to (pg. 52)
- Conversation not Confrontation - Communicating through Conflict (pg. 5)
- Dental Assisting Program (pg. 36)
- Emergency Medical Technician (EMT) (pg. 59)
- Unboxing your Digital Camera (pg. 50)
- Introduction to Automation Using Programmable Logic Controllers (PLC) (pg. 25)
- Introduction to Wearable Technology and Google Glass (pg. 51)
- IT Risk Management/Cyber Security Certificate (pg. 25)
- Lifeguard Training (pg. 63)
- Practice Fusion and Practice Suite (Electronic Health Records) (pg. 39)
- Prezi for Beginners (pg. 18)
- Tools and Tips for Today’s Job-Seekers and Career-Changers (pg. 49)
- Women and Money: Taking Charge of Your Financial Future! (pg. 48)
- Writing for English Language Learners (ELL) (pg. 46)
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 20-22 for course details):

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

Electives:
- Foundations of Graphic Design
- JavaScript/DHTML
- PHP (with MySQL)
- 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 20-22 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 20-22 for course details):

Microsoft Track:
- Essentials of HTML
- JavaScript/DHTML
- Intro to Object-Oriented-Programming with C# .NET
- Intro to ASP.NET 4
- Advanced ASP.NET
- Microsoft SQL

Open Source Track:
- Essentials of HTML
- JavaScript/DHTML
- PHP (with MySQL)
Intro to Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML
This hands-on course provides you with the fundamentals of using Cascading Style Sheets (CSS) to control the presentation and layout of web sites. The emphasis is on using web-standards to build site layouts with CSS, not tables. Fundamental concepts like the box model and block vs. inline elements will be discussed thoroughly. Also, an introduction to new properties in CSS3 like rounded corners, text shadow, and transitions will be covered.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS003-01 Mar 3-Mar 12
4 sessions Tu, Th 6:30-9:30pm
Rich Finelli, MCCC Instructor

Advanced Cascading Style Sheets (CSS)
Prerequisite: Essentials of HTML, Intro to Cascading Style Sheets (CSS)
This hands-on course delves into advanced CSS techniques used to build web-standard sites. The main focus is on Responsive Web Design. You will work on a project that includes creating a realistic website from a Photoshop mockup. You will create the HTML and CSS from scratch as well as adapt a multi-column layout to deliver well-designed, focused content on varying media types from desktops to mobile devices using Responsive Web Design techniques.
NCWEB-CS003-01 Mar 3-Mar 12
4 sessions Tu, Th 6:30-9:30pm
Rich Finelli, MCCC Instructor

Advanced InDesign CS6
The emphasis is on using web-standards to build site layouts with CSS, not tables. Fundamental concepts like the box model and block vs. inline elements will be discussed thoroughly. Also, an introduction to new properties in CSS3 like rounded corners, text shadow, and transitions will be covered.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS003-01 Mar 3-Mar 12
4 sessions Tu, Th 6:30-9:30pm
Rich Finelli, MCCC Instructor

Intro to InDesign CS6
Adobe InDesign is the industry standard for creating professional-quality, full-color documents, ready for printing, distribution as Portable Document Format (PDF) files, or conversion to Internet-ready XHTML pages. This course will provide you with a full overview of the program's capabilities and functionality. Textbook required. Available in college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS003-01 Mar 3-Mar 12
4 sessions M 6:30-9:30pm
John Paone, Adobe Certified Associate

Advanced InDesign CS6
Prerequisite: Intro to InDesign
More than just a page-layout application, Adobe InDesign CS6 is also the leading commercial production software for creating longer, multi-page documents as well as Internet-ready XHTML pages. Lecture, textbook samples and real-world examples will be used to show the software's complete range of capabilities.
NCWEB-CS003-01 Mar 3-Mar 12
4 sessions Tu, Th 6:30-9:30pm
Rich Finelli, MCCC Instructor

Essentials of HTML*
Required: Basic knowledge of Windows; familiarity with creating and saving files, ability to touch type
In this class you will learn to read and write proper HTML 4 code to create accessible web pages. Covered will be conceptual design, text formatting, creating links, tables and lists, and inserting graphics and images. Cascading Style Sheets and creating forms will also be introduced. Materials will be provided by the instructor. 1.8 CEU. Cost: $404 (tuition $131, administrative fee $31, lab fees $242)
NCWEB-CS002-01 Feb 5-Feb 26*
6 sessions Tu, Th 6:30-9:30pm
*Class will not meet Feb 10
Jeff Hulit, MCCC Instructor

*Interested in a daytime class? Please email lanagm@mccc.edu

You must register 10 days before the start of your class to avoid the $15 late fee!
Intro to Photoshop CS6
Required: Introduction to Windows, experience with word processing desirable
You will receive an introduction to the premier image editing application by Adobe with an emphasis on what you NEED to know about this incredibly robust program. This course focuses on the tool sets available in the program and gives you a hands-on understanding of how to find your way around Photoshop. Image-size, resolution, selections, layers, dialogs, shortcuts, and basic editing techniques are just some of what will be covered in this course.

Textbook, available in college bookstore, is required; not required.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS005-01 Apr 21-Apr 30
4 sessions Tu,Th 6:30-9:30pm
Jessi Franko, MCCC Instructor

Intermediate/Advanced Photoshop CS6
Prerequisite: Introduction to Photoshop
This course focuses on advanced techniques and application of the tools learned in the Introduction course. Photo-retouching, color correction, advanced layers, masking, channels, and an in-depth look at palettes are just some of the topics covered in this course. Learn to fix photos in post-production. Learn to maximize efficiency and output. Learn how to get the most out of this incredibly powerful application.

Textbook, available in college bookstore, is recommended; not required.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS006-01 May 4-May 13
4 sessions M,W 6:30-9:30pm
Jessi Franko, MCCC Instructor

Intro to Flash CS6
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: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS007-01 Jan 20-Jan 29
4 sessions Tu,Th 6:30-9:30pm
Alvin Daniel, MCCC Instructor

Intro to Dreamweaver CS6
Prerequisite: Essentials of HTML
Required: Knowledge of Windows
This hands-on course introduces students to the basic features of the Dreamweaver web authoring software. You 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: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS010-01 Mar 9-Mar 30
4 sessions M 6:30-9:30pm
John Paone, Adobe Certified Associate

Advanced Dreamweaver CS6
Prerequisite: Intro to Dreamweaver
This course incorporates material from the former "Designing Websites for Smartphones and Tablets." 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 designing for portable devices (i.e., smart phones and iPads). Emphasis will be on hands-on learning.

Textbook required. Available in college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCWEB-CS011-01 Apr 6-Apr 27
4 sessions M 6:30-9:30pm
John Paone, Adobe Certified Associate

Intro to Illustrator CS6
You don't need to be an illustrator to learn and use this industry standard vector graphics application. This course focuses on the tool sets available in the program and gives you a hands-on understanding of how to find your way around the program. Shapes, paths, layers, stacks, swatches, object based creation, document setup, the pen tool, and palettes are just some of what will be covered in this course.

Textbook required. Available in the college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS005-01 Mar 17-Mar 26
4 sessions Tu,Th 6:30-9:30pm
Samantha Garofalo, MCCC Instructor

Advanced Illustrator CS6
Prerequisite: Introduction to Illustrator
Take what you have learned in the Introduction class to the next level. This course takes an in-depth look at palettes, effects, new dimensional tool sets, page layout options, and integration with other applications. Advanced Illustrator takes the tools and turns them into techniques.

Textbook required. Available in college bookstore.
1.2 CEU. Cost: $271 (tuition $87, administrative fee $23, lab fees $161)
NCGDS-CS006-01 Apr 7-Apr 16
4 sessions Tu,Th 6:30-9:30pm
Samantha Garofalo, MCCC Instructor

NEW PRICING!

If you are interested in a classroom course in “Building Websites with WordPress,” please email Read Langan, Assistant Director, at langanr@mccc.edu.

WE LISTENED!
Our computer labs have been upgraded to enhance your Information Technology training experience.
Intro to Object-Oriented-Programming with C# .NET

**Required: Thorough understanding of Windows and MS Office**

In this course, you will learn the fundamental skills to create Object-Oriented-Programs utilizing Microsoft Visual Studio 2012 with C# programming language. You will learn how to use C# and OOP skills as a tool to solve problems on the computer. You will master the .NET framework, OOP with C# by applying the lessons in weekly programming assignments. Also, you will learn the basics of feature-rich Windows-based applications. **Textbook required. Available in college bookstore.**

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

4.0 CEU. Cost: $1,006 (tuition $315, administrative fee $56, lab fees $626)

NCWEB-CS015-01 Jan 31-Mar 14

7 sessions Sa 9am-4pm*

*1 hour for lunch

Ercan Polat, 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.

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

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

SAS 9 Base Training

If you are interested in training in the SAS 9 Base program, please contact the Assistant Director, Read Langan, at langanr@mccc.edu. If there is enough interest, you will be contacted with instructions to apply for admission to the course in late Spring, 2015, when applications will begin.

Microsoft SQL

**Required: Introduction to the Windows 7 OS course or equivalent experience**

This course is designed to provide the basic understanding of Relational Database and an introduction to the SQL (Structured Query Language), a special-purpose programming language created to communicate and manage data in relational database management systems. This course will specifically cover the Microsoft SQL server as the relational database management system.

Back to School Night for Adults

**Information Session!**

(See pg. 14 for more details)

**Wednesday, January 7, 2015**

Starts promptly at 6:30pm

For location: www.mccc.edu/ccs

JavaScript/DHTML

**Prerequisite: Essentials of HTML**

**Required: Basic understanding of Windows and MS Office**

Learn important techniques that will enable you to design web pages with the user in mind. This hands-on course provides an intensive introduction to the features provided by JavaScript and Dynamic HTML. **Textbook is recommended, not required. Available in college bookstore.**

3.5 CEU. Cost: $758 (tuition $282, administrative fee $60, lab fees $416)

NCWEB-CS013-01 Mar 19-June 4*

10 sessions Th 6-9:30pm

*Class will not meet Apr 2, May 21

Rob Fausey, MCCC Instructor

PHP (with MySQL)

**Prerequisite: Essentials of HTML**

PHP and MySQL are today’s most popular tools used to develop web applications. In this course you will learn how to create interactive web pages in PHP and how to store and retrieve data stored in a MySQL database. In this intensive hands-on course you will learn the techniques to develop dynamic web applications using open-source software. **Textbooks are recommended, not required. Available in college bookstore.**

3.5 CEU. Cost: $759 (tuition $280, administrative fee $62, lab fees $417)

NCWEB-CS016-01 Jan 12-Mar 23*

10 sessions M 6-9:30pm

*Class will not meet Jan 19

Rob Fausey, MCCC Instructor

You must register 10 days before the start of your class to avoid the 15 late fee!
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 courseware which covers Introduction, Intermediate and Advanced required levels to pass the exam. Independent “real world” exercises and additional reinforcement outside of class are expected for exam preparation.

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

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

2.7 CEU. Cost: $630 (tuition $249, administrative fee $49, lab fees $332)
(Fee includes books and exercise disk)

Students to pursue exam on own, if desired.

NCMOS-CS010-01 Apr 20-May 18
9 sessions M,W 6:15-9:15pm
Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Word 2010 Certified Master/Expert, Microsoft Certified Professional

Microsoft Excel Certification Preparation 2010

The majority of office environments use Microsoft Excel and hire individuals who have shown validated proficiency in it. This course is designed to provide the practical knowledge and skills to prepare for the MCAS certification in Excel. You will be using Microsoft-approved independent courseware that 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.

Learn to:

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

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

NCMOS-CS011-01 Jan 14-Mar 11
9 sessions W 6:15-9:15pm
Chris Eggert – Microsoft Certified Trainer, Microsoft Master Instructor, Microsoft Excel 2010 Certified Master/Expert, Microsoft Certified Professional

Assume your class is running unless you are notified otherwise.

When in doubt, call 609.570.3311 for your class location.
Oracle Certification Prep
Prepare for certification as Oracle Certified Administrator (OCA). Courses offered:
1. Oracle Database 11g: Introduction to SQL
2. Oracle Database 11g: Administration I

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. **Textbook will be distributed in class. (Note: Please bring a lunch - cafeteria closed.)**
3.9 CEU. Cost: $1,014 (tuition $423; administrative fee $64; lab fee $302; book and materials $225)
NCWEB-CS017-01 Feb 21-Mar 28
6 sessions Sa 9am-4pm*
*R/2 hour for lunch
Richard Vanderbilt, MCCC Instructor

CCNA (Cisco Certified Network Associate) Training
Required: Knowledge of the Microsoft Windows Operating System, and networking experience or networking essentials exposure
The Cisco Certified Network Associate Program (CCNA) trains students to install, configure and maintain simple networks using Cisco devices. This program will also train students to install and configure Cisco switches and routers in multi-protocol internetworks using LAN and WAN interfaces. In addition, the program prepares students to take the CCNA Certification test. Obtaining Cisco certification validates an individual’s achievement and increases the holder’s professional credibility by demonstrating high standards of technical expertise. **Textbook is recommended, not required. Available in college bookstore. (Note: Please bring a lunch — cafeteria closed.)**
4.2 CEU. Cost: $1,050 (tuition $356, administrative fee $68, lab fees $626)
NCNET-CS001-01 Mar 21-May 16*
7 sessions Sa 9am-4pm**
*Class will not meet Apr 4, 18
**Includes 1 hour lunch
Ramesh N. Chilukuri, CISSP, CCSP, CCNA, RSA/CA, TEJMICRO TECHNOLOGIES, INC.

Mobile Apps Development
Intro to iPhone App Development
Learn to design and write simple iPhone apps. You will create and implement a straightforward calculator app on the Apple platform which can be taken home and expanded when the course is completed. Light homework required on a weekly basis. This is a hands-on development class entirely scheduled in the lab.
3.9 CEU. Cost: $684 (tuition $276, administrative fee $46, lab fees $362)
NCWEB-CS018-01 Feb 12-May 14*
13 sessions Th 6:30-9:30pm
*Class will not meet Apr 2
Christine Hung, MCCC Instructor

Meet our Director of Mercer Institute of Management and Technology Training
Leah Pontani, MBA, will help you design and deliver custom training and development programs that will address your specific strategic challenges.
Need funding for training? She can also assist you by writing NJ Department of Labor & Workforce Development training grants. Call today to schedule an appointment.
Lpontani@mercerinstitute.com • 609.570.3656 • www.mercerinstitute.com

You must register 10 days before the start of your class to avoid the $15 late fee!
IT Cyber Security Certificate

It's increasingly prevalent in the news today: organizations are experiencing intrusions and security breaches. Today's cyber criminals and hackers are sophisticated, and can compromise a business's most sensitive information, and that of their clients.

Organizations are increasingly seeing the need to hire information technology professionals with knowledge in the field of Cyber Security. The Certificate in IT Cyber Security has been developed for you – the working IT professional who wants to progress in your career, and seeks knowledge to acquire a CompTIA Security+ certification, a vendor-neutral credential, that can give you an advantage on your résumé. Security+ certification is also approved by the U.S. Department of Defense to meet Directive 8570.1, so it can assist if you are seeking government employment. Class 1 in this program provides the networking/IT foundations for a thorough understanding of the cybersecurity environment and Class 2 prepares you for the CompTIA Security+ Certification exam. If you wish to continue and receive the MCCC certificate, Classes 3 and 4 will also prepare you for an additional industry certification - CompTIA Advanced Security Practitioner (CASP).

All four courses must be taken to earn the MCCC certificate. Students may pursue the CompTIA Security+ certification examination on their own, see the website for details:
http://certification.comptia.org/getCertified/certifications/security.aspx

The first 2 courses cover the necessary topics to prepare you for the Security+ certification examination:
Course 2: Fundamentals of Cyber Security and Mitigation Methods, CompTIA Security+ Certification Preparation (Part 2)

The next 2 courses cover the necessary topics to prepare you for the CASP certification examination:
Course 3: CompTIA Advanced Security Practitioner (CASP) Certification Preparation (Part 1)
Course 4: CompTIA Advanced Security Practitioner (CASP) Certification Preparation (Part 2)

Foundations of IT Security: Technologies and Risks
Prerequisite: There is a required Information Session and Qualifications Review.
This course will provide the basics you will need to thoroughly understand the modern business computing environment. We will explore the issues related to networking, TCP/IP, cloud, server technologies, and their inherent security risks, and prepare you for the Security+ examination.

Textbook is required; available in college bookstore.
4.5 CEU. Cost: $1,085 (tuition $918, administrative fee $167)
NCNET-CS002-01 Feb 23-June 8*
15 sessions M 6:30-9:30pm
*Class will not meet May 25
Daniel Minoli, MCCC Instructor

Required Information Session will be held Tuesday, February 17, 2015, promptly at 5:30 pm, at The Conference Center (NCNET-CS005-01)

Introduction to Automation Using Programmable Logic Controllers (PLC)

Required: This training course introduces students with little or no background to programmable logic controllers (PLC). Basic knowledge of AC/DC circuits, digital electronics and industrial controls are required. Must be comfortable using a Microsoft Windows operating system. Course is designed for electricians, industrial maintenance mechanics/automation technicians and energy management system operators in training.

To be competitive in the global economy, manufacturing and service companies are examining ways to improve existing processes to become more efficient and reduce costs. PLC controlled equipment enables an organization to precisely fine-tune their operations by fully automating manufacturing processes that are currently performed manually. Automated “Lights Out” facilities require less lighting and heating to operate than do traditional human controlled equipment thereby reducing energy costs and material waste. PLC controllers are used in energy management and monitoring systems (SCADA) to reduce electrical consumption and to network stand-alone industrial controls. Students will be introduced to basic system concepts of operation, industry terminology, dominate manufacturer brands and general product practical applications and uses. Students in this innovative training program will have the opportunity to use PLC workstations that will simulate real world tasks. Includes book and materials.
7.8 CEU. Cost: $1,500 (tuition $622, administrative fee $136, lab fees $517, book and materials fees $225)
Richard Vanderbilt, MCCC Instructor

This 78-hour course runs 6.5 hours on 12 Saturdays from 8:30am-4pm (1 hour lunch)
Current class ends February 14. If you are interested in this course, please email Read Langan at langanr@mccc.edu
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 (pg. 13)
- AMA Successful Negotiating (pg. 13)
- AMA Total Quality Management
- AMA Fundamentals of Finance and Accounting for Non-Financial Managers
- SketchUp Your Design
- Construction Cost Estimating II

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

NCABT-CS002-01 Jan 13-Feb 5
8 sessions Tu,Th 6:30-9:30pm
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

Construction Cost Estimating I
Prerequisite: Construction Blueprint Reading, Materials, Methods & Systems of Construction and computer literacy
This course is designed for beginning estimators with an emphasis on developing a solid estimating foundation. Completion of the course will give estimators the knowledge to complete accurate quantity takeoffs of the material and labor costs, provide a strong knowledge of construction math, a sound estimating procedure and include a wide range of practice problems. Textbook required. Available in college bookstore.

NCABT-CS003-01 Feb 16-Mar 18
10 sessions M,W 6:30-9:30pm
*Cost for students without blueprints

NCABT-CS003-02 Feb 16-Mar 18
10 sessions M,W 6:30-9:30pm
**Cost for students with blueprints
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

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

NCABT-CS004-01 Mar 31-May 5*
10 sessions Tu,Th 6:30-9pm
*Class will not meet Apr 2
Joseph Scillieri, PE, President, J.J. Scillieri & Associates, Inc.

SketchUp Your Design
Required: Familiarity with Microsoft Office
See pg. 32 for course description. 1.8 CEU. Cost: $375 (tuition $140, administrative fee $50, lab fees $205)

NCOST-CS005-01 Apr 1-May 6
6 sessions W 6-9pm
Laurence C. Johnson, Jr., RA, LEED AP

You must register 10 days before the start of your class to avoid the $15 late fee!
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. All UCC courses will use the current New Jersey Uniform Construction Code textbook. Students are responsible for purchasing the required books.

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

Building Inspector ICS
7.5 CEU. Cost: $784 (tuition $667, administrative fee $117)
NCUCC-CS005-01 Feb 3-Apr 14*
20 sessions Tu, Th 6-9:30pm
1 session Sa TBA
*Class will not meet Apr 2
MCCC Instructor

Building Inspector HHS
6.0 CEU. Cost: $632 (tuition $538, administrative fee $94)
NCUCC-CS007-01 Mar 10-Apr 28*
14 sessions Tu, Th 5:30-9:30pm
1 session (Field Trip) TBA
*Class will not meet Apr 2
JamesStrange,Construction Official

Construction Official
Prerequisite: Subcode Official class or license
Acquaints inspectors and subcode officials with the role of the construction official. Includes instruction in such areas as: office organization, purpose and fundamentals of code enforcement, procedures for processing cases, search warrants and administrative hearings, records maintenance, warrants relocation, housing maintenance, and legal rights of landlords and tenants. Textbook: current Uniform Construction Code
4.5 CEU. Cost: $472 (tuition $402, administrative fee $70)
NCUCC-CS006-01 Feb 10-May 5*
13 sessions Tu 6-9:30pm**
*May 5 class - 6-9pm
Kenneth Verbos, Construction Official

Fire Protection Inspector ICS
Plumbing Inspector HHS
If you are interested in these courses, please email Carol Clark at clarkc@mccc.edu.

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

Mercer Institute of Management & Technology Training

Act Now to Upgrade Your Employees’ Skills with FREE Training

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

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

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

For more information or to arrange for your private classes contact:
John Radvany, Business Development
jradvany@mercerinstitute.com 609.570.3279
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. Visit www.mccc.edu/ccs for additional offering times and dates. Book is included and will be given out at first class.

2.0 CEU. Cost: $270 (tuition $170, administrative fee $30, materials fee $70)

NCEDU-CS001-01
8 sessions M, Th 6-8:30pm
*Class will not meet Jan 19
Kelly Eppley, MCCC Instructor

NCEDU-CS001-02
8 sessions M, Th 6-8:30pm
*MCCC Instructor

*Class will not meet Apr 2
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! For more information, consult www.mccc.edu/ccs**

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

Admission Requirements:

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

**Information session will be held Monday, December 15, 2014. Session starts promptly at 6:30pm.**

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

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

If you need additional information, you may email Carol Desmond Clark, Director at clarkc@mccc.edu.

To apply to the program, you must have completed a Bachelor’s 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.

Literacy and Math: 45-Hour Methods Courses

For more information visit www.mccc.edu/ccs

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. Cost: $59 (tuition $46, administrative fee $13)

NCEDU-CS003-01
1 session M 6-9pm
Feb 16

NCEDU-CS003-02
1 session M 6-9pm
Apr 6

Nunzio Cernero, MCCC Instructor

You must register 10 days before the start of your class to avoid the $15 late fee!
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 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 or Montessori Country Day School, 72 Grovers Mill Road, Plainsboro, NJ 08536.

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

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

Module I (Fall 2015)
- Philosophy/Theory
- Practical Life

Module II (Fall 2015)
- Child Development
- Sensorial
- Art, Music, Movement

Module III
- Math
- Language

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

Practicum - 540 hours

Montessori Practicum
Prerequisite: Successful completion of Modules 1-4
54.0 CEU. Tuition and fees: $997
NCEDU-CS009 Sept 2015-June 2016

Montessori Module III
7.5 CEU. Cost: $898 (tuition $764, administrative fees $134)
NCEDU-CS007-01 Jan 13-Mar 3
15 sessions Tu,Th* 5:30-8:30pm
4 sessions Sa** 8:30am-4:30pm
Class meets at Montessori Corner School, Plainsboro
*Tues/Thurs classes: Jan 13-Mar 3 - 5:30-8:30pm
**Saturday classes: Jan 17, 31, Feb 14, 28 - 8:30am-4:30pm (1/2 hr lunch)

Montessori Module IV
8.85 CEU. Cost: $1,062 (tuition $903, administrative fees $159)
NCEDU-CS008-01 Mar 5-May 12
18 sessions Tu,Th* 5:30-8:30pm
3 sessions Sa** 8:30am-4:30pm
2 sessions Sa*** 9am-3:30pm
Class meets at Montessori Corner School, Plainsboro
*Tues/Thurs classes: Mar 5-Apr 2, Apr 14-May 12 - 5:30-8:30pm (No class Apr 7, 9)
**Saturday classes: Mar 14, 28, Apr 18 - 8:30am-4:30pm (1/2 hr lunch)
***Saturday classes: Apr 25, May 2 - 9am-3:30pm (1/2 hr lunch)

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

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

0.8 CEU. Cost: $103 (tuition $84, administrative fee $19)
NCEDU-CS004-01 Apr 11-Apr 18
2 sessions Sa 9am-1pm
William Robbins, MCCC Instructor

William Robbins, MCCC Instructor
**Classroom Management**

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

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

NCEDU-CS026-01  Feb 21
1 session  Sa  9am-1pm

William J. Robbins, MCCC Instructor
Dr. Mary T. Stansky

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**Guiding Children’s Behavior**

Learn positive techniques for minimizing problem behavior and encouraging self-discipline among young children. Tap your knowledge of child development to guide behavior, and learn some guidelines for setting rules and limits. Teach children how to express strong feelings in acceptable ways, and how to use problem solving skills to minimize frustration. Develop strategies for responding to challenging behavior.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS012-01  Jan 13-Feb 17
6 sessions  Tu  7-9pm

Jeffra Nandan, MCCC Instructor

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**Classroom Design and Program Management**

A well-designed classroom and program maximizes student learning. Learn how to select and arrange classroom materials, as well as how to plan and implement effective schedules and routines. Get an overview of lesson planning and different kinds of curricula. Discover how to assess the individual needs of children, as well as how to individualize instruction to meet these needs. Gather tools for evaluating and making adjustments to the program.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS013-01  Jan 15-Feb 19
6 sessions  Th  7-9pm

Margaret Kornberg, MCCC Instructor

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**Cognitive Development**

Learn to create an environment that invites children to develop and answer their own questions through exploration and investigation. Discover how to interact with children in ways to stimulate thinking and problem solving, and assist in the development of early math and science skills.

1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS014-01  Feb 24-Mar 31
6 sessions  Tu  7-9pm

Angela Dixon, MCCC Instructor

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**Child Care Career Development Certificate**

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

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

**Upon completing the program and passing the CDA credentialing exam, you may apply to Mercer County Community College to enter the Early Childhood credit program and be articulated for up to six credits. For more information, contact Theresa Capra at caprat@mccc.edu.**

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

To earn Mercer’s certificate, you must complete the following ten (10) required courses:
- Health and Safety with Young Children
- Physical Development
- Cognitive Development
- Classroom Design and Program Management
- Children’s Language and Literature
- Getting Creative with Art, Music and Drama
- Helping Children Learn About Themselves and Others
- Guiding Children’s Behavior
- Working with Families
- Professionalism and Your Professional Resource File

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You must register 10 days before the start of your class to avoid the $15 late fee!
Working with Families
A young child’s first teachers are his or her family members. Families are partners in education. Learn how to build the positive relationships with families that maximize a child’s success. Discover a variety of ways to invite formal and informal family participation in your program, as well as how to plan and participate in conferences. Also learn ways to recognize when families are under stress, and how to provide support to families in stressful times.
1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCCEDU-CS015-01 Feb 26-Apr 9*
6 sessions Th 7-9pm
*Class will not meet Apr 2
Jeffra Nandan, MCCC Instructor

Helping Children Learn about Themselves and Others
Create an environment where children can build on their self-esteem by being treated as valued individuals and meeting challenges within their range of development. Learn how to differentiate activities, such as completing puzzles, playing with play dough, and reading books so that each child can meet with success.
1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)
NCCEDU-CS016-01 Apr 1-May 6
6 sessions W 7-9pm
Margaret Kornberg, MCCC Instructor

Students with ASD
(Autism Spectrum Disorder) (Online Course)
Today, every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological disorder on the autism spectrum. In this course, you take away strategies for working effectively with students with Asperger’s Syndrome. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.
16 hours 1.6 CEUs/ILUs. $145, with an optional additional $40 paid later for graduate credit.
NCCEDU-CS020-01 Mar 2-Mar 27
For more information, go to www.mccc.edu/LERNclasses
To register, please email wintersj@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. Cost: $385 (tuition $153, administrative fee $32, fees $200) (includes workbook)
NCCOL-CS001-01 Mar 5-Apr 16*
6 sessions Th 7-9:30pm
*Class will not meet Apr 2
Area Enterprises Educational Consultant

Graduate Record Examination (GRE) Review
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. Cost: $355 (tuition $153, administrative fee $32, fees $170) (includes workbook)
NCCOL-CS002-01 Mar 11-Apr 15
6 sessions W 7-9:30pm
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.
Accuplacer Review
This class is open to high school juniors and seniors ages 16 and up. Included are a math review and a language review.
If you are interested in these courses, please email Read Langan at langanr@mccc.edu.

Test Prep Online Courses
• SAT/ACT Preparation - Part 1
• SAT/ACT Preparation - Part 2
• Cost: $104 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

We strive for accuracy in our printed materials and on our website, however, we are not responsible for typographical errors or omissions.
You must register 10 days before the start of your class to avoid the $15 late fee!

Interior Design Certificate Program

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

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

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

Basic Interior Design
An overview of the interior design process with the emphasis on design concepts, furniture layouts, color schemes, design elements, history of furniture and interiors, window treatments, and accessories as they apply to residential interiors. Students will learn to create functional and beautiful interiors through lectures, class discussions and a design project. Textbook required. Available in the college bookstore. (On the first day of class, students will be provided with a list of materials to purchase and bring to class. Approximate cost: $50).

1.75 CEU. Cost: $200 (tuition $156, administrative fee $32, fees $12)
NCITD-CS001-01 Jan 13-Feb 24
7 sessions Tu 6:30-9pm
Joyce Kelleher, Designer

Basic Drafting and Design Studio
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. $240 (tuition $188, administrative fee $40, fees $12) (A list of course materials will be available at the first class. *Additional estimated material cost to be paid by student: $140)
NCITD-CS007-01 Jan 21-Mar 18
9 sessions W 6:30-9pm
Suzanne Zukowski, Designer

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. Cost: $99 (tuition $69, administrative fee $18, fees $12) (An additional estimated material cost to be paid by student: $30)
NCITD-CS006-01 Feb 9-Feb 23
3 sessions M 6:30-9pm
Claire Gabert, Designer

History of Furniture
We will cover the dominant periods in design through history and the evolution of furniture and accessories in America. You will learn architecture, furniture, furnishings, and ornamentation for each period. 0.75 CEU. Cost: $108 (tuition $73, administrative fee $18, fees $17)
NCITD-CS009-01 Mar 10-Mar 24
3 sessions Tu 6:30-9pm
Joyce Kelleher, Designer

SketchUp Your Design
Required: 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. Cost: $375 (tuition $140, administrative fee $30, lab fees $205)
NCOST-CS005-01 Apr 1-May 6
6 sessions W 6-9pm
Laurence C. Johnson, Jr., RA, LEED AP

Interior Finishes & Environmental Impact
This course will familiarize you with finish materials and their application in interior residential projects-materials such as textiles, wood, wall and flooring surfaces. You will develop a basic understanding of environmental issues and how they impact residential interiors. 0.75 CEU. Cost: $99 (tuition $69, administrative fee $18, fees $12)
NCITD-CS008-01 Apr 13-Apr 27
3 sessions M 6:30-9pm
Brielle Bentley, Designer

You must register 10 days before the start of your class to avoid the $15 late fee!
Gerontology - The Study of Aging

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

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

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

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

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

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

Capstone Project: $100 (NCGER-CS008)
A Certificate in Gerontology is awarded after completion of required coursework and a capstone project that provides an opportunity for you to explore an issue or idea more fully.

The Study of Aging
(Introduction to Gerontology)

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

1.5 CEU. Cost: $185 (tuition $144, administrative fee $41)
NCGER-CS001-01 Jan 12-Feb 16*
5 sessions M 6:30-9:30pm
*Class will not meet Jan 19
Robin Mockenhaupt, Ph.D., M.B.A., Chief of Staff, Robert Wood Johnson Foundation

Pharmacologic Issues in the Aging Population

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

0.5 CEU. Cost: $65 (tuition $51, administrative fee $14)
NCGER-CS004-01 Feb 23-Mar 2
2 sessions M 6:30-9:30pm
Joan Aprigliano, MSN, RN, CNL, CRRN, Assistant Professor Nursing, MCCC Nursing Program

Senior Housing Options for Older Adults

Should a loved one continue to live at home? What are the options in the greater Mercer County area for senior living? Come hear representatives from different housing options share their insights on housing choices. An opportunity to discuss the information follows the presentations. Please bring a lunch-cafeteria closed.

0.5 CEU. Cost: $65 (tuition $51, administrative fee $14)
NCGER-CS005-01 Mar 21
1 session Sa 9am-2:30pm*
*Includes 1/2 hour break
Eileen E. Doremus, Executive Director, Mercer County Office on Aging

Aging, Society, and Public Policy

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

1.5 CEU. Cost: $185 (tuition $153, administrative fee $32)
NCGER-CS006-01 Apr 11-Apr 25
3 sessions Sa 9am-2:30pm*
*Includes 1/2 hour break
Warren McClain, M.A.
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, you are required to choose a track of study by completing three (3) of the following six courses. **All participants start with the prerequisite course, Foundations of Clinical Development.** Upon completion of this course, you choose your track of study by completing a Regulatory Affairs course (Regulatory Affairs: Biologics, Pharmaceuticals and Vaccines (OR) Regulatory Affairs: Medical Devices). To complete the certificate, you must then complete one of the remaining three courses (Clinical Quality Assurance, Clinical Data Management or Clinical Coordination and Monitoring.) You must successfully complete a minimum of three (3) courses as outlined above to qualify for a certificate.

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.
- Discuss the impact of FDA regulations and guidance documents, EU directives, EMEA regulations and ICH GCP on clinical development.
- Describe the elements of a clinical protocol, an informed consent, monitoring visit reports and a corrective and preventative action plan.

**Who should attend:**
Those with a 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.

To gain a realistic understanding of this program, career opportunities and the transfer agreement with Drexel University College of Medicine, participants are strongly encouraged to attend our **Information Session on: Wednesday, January 14, promptly at 6:30pm.**

Call 609.570.3311 for further details

Class schedules are available at www.mccc.edu/ccs

You must register 10 days before the start of your class to avoid the ‘15 late fee!
Clinical Quality Assurance
Prerequisite: Foundations of Clinical Development
This course is designed to provide participants with a thorough understanding of current Good Clinical Practices (GCPs) 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. 3.6 CEU.

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

— Melissa C.
You must register 10 days before the start of your class to avoid the $15 late fee!

Health Professions

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

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

Prerequisites (Students must be approved prior to registration through submission and approval of required forms. Forms provided online www.mccc.edu/ccs):
- Current NJ diagnostic radiologic technologist license
- Registered Radiologic Technologist (ARRT). Must be shown to clinical coordinator prior to the first clinical assignment. In order to sit for the certification exam, you must be registered for one year.
- Copy of malpractice insurance face sheet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series
- Copy of clear criminal background check

Successful completion of this course does not guarantee meeting the ARRT Certification Exam clinical experience requirements nor passage of the examination.

Clinical assignments are individually scheduled at area hospitals and are dependent on the facility and the student's availability.

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

NCHCP-CS038-01 (online and clinical instruction)
3-hr in-class Orientation*: 6-9pm, Thurs, Feb 12
13 Modules online  Feb 14-May 16
14.8 CEU. Cost: $1,803 (tuition $1,168, administrative fee $210, lab fees $380, student fee $45)

NCHCP-CS039-01 (online instruction only)
3-hr in-class Orientation*: 6-9pm, Thurs, Feb 12
13 Modules online  Feb 14-May 16
5.2 CEU. Cost: $1,083 (tuition $878, administrative fee $160, student fee $45)

*Mandatory Orientation held at West Windsor Campus
Lynne S. Argast, M.S. Ed., R.T. (R)(M)(CT)
Mary Tartaglione, M.S. Ed., R.T. (R)

Dental Assisting Program
The 60-hour Dental Assisting Program prepares you for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize you with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operatory; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal Dental Hygienist program.

Textbooks included. When registering for this program, ask for details regarding pending dental office observation opportunity. Textbooks included.

6.0 CEU. Cost: $1,199 (tuition $815, administrative fee $144, fees $240)

NCHCP-CS041-01  Feb 2-Mar 30
17 sessions M,W 6-9:30pm*
*Classes on Mar 11, 16, 18, 23, 25, 30 will meet 6-9:35pm
Condensed Curriculum Institute

Note: After the completion of this course, students will have the opportunity to observe some of the clinical and administrative aspects at a local dental practice. Date to be determined.

According to the Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, January 2014, employment of dental assistants is projected to grow 25 percent from 2012 to 2022, much faster than the average for all occupations. The demand for preventive dental services is increasing, and so will the need for competent dental assistants.
Certificate in Medical Billing/Coding Specialist

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

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

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

Medical Terminology: A Short Course
This is a basic introductory "jump-start" course that covers everyday terminology used in all medical areas: physicians’ offices, hospitals, clinics, insurance and pharmaceutical firms. Includes word analysis, word structure, pronunciation of terms, and case studies. A medical or scientific background is not necessary. Self-evaluation quizzes will be used. Textbooks required at first class session. Available in college bookstore. Please bring book to first class.
1.8 CEU. Cost: $221 (tuition $184, administrative fee $37)
NCHCP-CS001-01  Jan 12-Feb 2*
6 sessions  M, W 6-9pm
*Class will not meet Jan 19
Fern Harhay, M.S., M.T. (ASCP)

Advanced Medical Terminology
Prerequisite: Medical Terminology: A Short Course, and must take Basic Anatomy either prior to or concurrently with this course.
This advanced course uses a body system approach to medical terminology. Terms relating to diseases, disorders, diagnostic and surgical procedures of the organ systems of the body will be presented. Medical terms built from word parts and other sources are included. Ongoing self-evaluation quizzes will be used. Textbook required at first class session. Available in college bookstore. Please bring book to first class.
3.0 CEU. Cost: $335 (tuition $281, administrative fee $54)
NCHCP-CS002-01  Feb 9-Apr 13
10 sessions  M 6-9pm
Fern Harhay, M.S., M.T. (ASCP)

Medisoft
Prerequisite: Medical Terminology: A Short Course
This 18-hour "hands-on" class helps to prepare you to perform duties using the Medisoft Advanced Medical Billing Software System. Areas of Medisoft that will be covered include: inputting patient information, processing patient transactions, producing various reports, and learning how to print statement and insurance forms, as well as processing claims. Textbook required. Available in college bookstore. Please bring book to first class.
1.8 CEU. Cost: $290 (tuition $169, administrative fee $121, lab fees $87)
NCHCP-CS005-01  Feb 3-Mar 10
6 sessions  Tu 6-9:30pm
Elizabeth A. Calamia, CPC

Billers and Coders Medical Terminology
Prerequisite: Must take Medical Terminology: A Short Course either prior to or concurrently with this course; and must take Basic Anatomy either prior to or concurrently with this course
This course covers the changes between ICD9-ICD10. It offers an introduction to basic coding in ICD10. The student is given information on the various National Certification tests offered. The AAPC professional society, Local Chapter membership and networking possibilities through membership in these agencies will be discussed. A brief review of Medical Terminology used in all 12 body systems will also be provided. Textbook required. Available in college bookstore. Please bring book to first class.
0.6 CEU. Cost: $150 (tuition $124, administrative fee $26)
NCHCP-CS045-01  Jan 23-Jan 30
2 sessions  F 6-9:30pm
Fern Harhay, M.S., M.T. (ASCP)

Basic Anatomy
Prerequisite: Medical Terminology: A Short Course or be concurrently enrolled in Medical Terminology: A Short Course
This is an introductory course covering basic anatomy by developing an understanding of functions and structures of parts of the body. Textbook required. Available in college bookstore. Please bring book to first class.
2.1 CEU. Cost: $236 (tuition $195, administrative fee $41)
NCHCP-CS004-01  Jan 15-Feb 19
6 sessions  Th 6-9:30pm
Fern Harhay, M.S., M.T. (ASCP)

Medisoft
Prerequisite: Medical Terminology: A Short Course
It is recommended that students be computer literate. Note: Students may enroll for this course while completing the prerequisite.
This 18-hour "hands-on" class helps to prepare you to perform duties using the Medisoft Advanced Medical Billing Software System. Areas of Medisoft that will be covered include: inputting patient information, processing patient transactions, producing various reports, and learning how to print statement and insurance forms, as well as processing claims. Textbook required. Available in college bookstore. Please bring book to first class.
1.8 CEU. Cost: $290 (tuition $169, administrative fee $121, lab fees $87)
NCHCP-CS015-01  Mar 17-Apr 21
6 sessions  Tu 6-9pm
Elizabeth A. Calamia, CPC

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
You must register 10 days before the start of your class to avoid the $15 late fee!

**Health Professions**

**CPT-4 Introduction to Medical Coding Level I**
Prerequisite: Medical Terminology: A Short Course

CPT-4 coding is required to bill for medical services and procedures in medical practices, emergency rooms, ambulatory surgery centers and many other facilities. Coding has a language of its own. This course will give the student an introduction to the language and how to use the CPT-4 book to assign the appropriate codes. **Textbook required. Available in college bookstore. Please bring book to first class.**

2.4 CEU. Cost: $269 (tuition $225, administrative fee $44) NCHCP-CS008-01  Feb 4-Feb 28 4 sessions  W* 6-9pm 4 sessions Sa** 12:30-3:30pm  *Wednesday classes: Feb 4, 11, 18, 25  **Saturday classes: Feb 7, 14, 21, 28

Kim Barca, RHIA

*Class will not meet Apr 3

**CPT-4 Medical Coding Level II**
Prerequisite: CPT-4 Medical Coding Level I, Medical Terminology: A Short Course, and Basic Anatomy

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

2.4 CEU. Cost: $269 (tuition $225, administrative fee $44) NCHCP-CS007-01  Mar 4-Mar 28 4 sessions  W* 6-9pm 4 sessions  Sa** 12:30-3:30pm  *Wednesday classes: Mar 4, 11, 18, 25  **Saturday classes: Mar 7, 14, 21, 28

Jessica Pursell Schutte, CPC

**ICD-10-CM Introduction to Medical Diagnosis Coding**
Prerequisite: Medical Terminology: A Short Course

It is recommended that students be computer literate. **Please note: Students wishing to earn their certificate and/or sit for the CPC, CPC-H (AAPC) or CCA (AHIMA) exam on or after October 2014 should take ICD-10-CM.**

The Department of Health and Human Services is calling for the adoption of a new edition of the International Classification of Diseases (ICD) standards known as the 10th edition using Clinical Modification (CM) for reporting patient diagnosis. ICD-10-CM is a standardized coding system which correlates disease and diagnosis and is required to bill for medical services in hospitals, medical practices, emergency rooms, ambulatory surgery centers and many other healthcare facilities. It is essential to assign the appropriate diagnosis from a legal perspective and from a reimbursement prospective. This medical coding course will provide instruction for the beginner coder to learn and understand the concept of coding a diagnostic statement according to the rules and guidelines in the ICD-10-CM coding manual.

3.6 CEU. Cost: $468 (tuition $396, administrative fee $72)

**ICD-10-PCS Introduction to Medical Procedural Coding (Hospital Focus)**
Prerequisite: ICD-10-CM

Prerequisite: Medical Terminology: A Short Course; ICD-10-CM

It is recommended that students be computer literate. **Please note: Students wishing to earn their certificate and/or sit for the CCA (AHIMA) exam on or after October 2014 should take ICD-10-PCS.**

The Department of Health and Human Services is calling for the adoption of a new edition of the International Classification of Diseases (ICD) standards known as the 10th edition using a revised Procedure Coding System (PCS) for reporting patient procedures in hospital settings. ICD-10-PCS is a standardized coding system which correlates procedure and treatment and is required to bill for medical services in hospitals and other inpatient healthcare facilities. It is essential to assign the appropriate procedures 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 procedural or operative statement according to the rules and guidelines in the ICD-10-PCS coding manual. **Textbook required. Available in college bookstore. Please bring book to first class.**

3.3 CEU. Cost: $343 (tuition $365, administrative fee $69) NCHCP-CS011-01  Feb 20-May 8* 11 sessions  F 6-9pm  *Class will not meet Apr 3

Kim Barca, RHIA

**Medical Insurance, Law and Ethics**
Prerequisite: Medical Terminology: A Short Course. It is recommended that students be computer literate.

Learn to understand complex medical insurance concepts, legal requirements, and the consequences associated with improper claims filing. Students will be able to identify and understand the basic medical insurance programs and their features; handle patient authorization for the release of medical records; understand disclosure and confidentiality issues associated with maintaining, sending and transmitting patient records; identify fraud and abuse issues, and handle insurance claim forms to prevent question or illegal filing. **Textbook required. Available in college bookstore. Please bring book to first class.**

1.5 CEU. Cost: $170 (tuition $141, administrative fee $29) NCHCP-CS012-01  Apr 20-May 18 5 sessions  M 6-9pm

Kim Barca, RHIA

**For the latest information on upcoming classes, special events and programs please visit www.mccc.edu/ccs**
SpringCharts Electronic Health Records
Prerequisite: Medical Terminology: A Short Course
It is recommended that students be computer literate.
Students are encouraged to bring their own flash drive to class to save their work.
This hands-on class prepares you to perform duties using the SpringCharts EHR software. 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. Please bring book to first class.
2.4 CEU. Cost: $364 (tuition $222, administrative fee $54, lab fees $98)
NCHCP-CS014-01  Mar 28-May 30*
8 sessions  Sa 9am-12pm
*Class will not meet Apr 4, May 23
Carla Johnson, MCCC Instructor

Additional Recommended Courses:

Practice Fusion and Practice Suite (Electronic Health Records)

Recommended Course!
This course works with full working demos of Practice Fusion and Practice Suite which are the latest internet based EHR/EMR used in Physicians Practices and Specialty Medical Offices. Students will learn about the benefits of Electronic Health Records, meaningful use and hands-on know-how in entering patient data for setting up a patient file to electronically entering billing information and charges to be posted for payments. Students will be able to schedule patient appointments, read and extract patient intake forms and locate billing charges for mock clients. This course gives students an idea of the differences between front and back office in the medical setting with hands-on practical skills.

1.8 CEU. Cost: $271 (tuition $170, administrative fee $29, lab fees $72)
NCHCP-CS042-01  Feb 14-Mar 21
6 sessions  Sa 9am-12pm
Carla Johnson, MCCC Instructor

ICD-9 to 10 Mapping

Recommended: ICD-9 CM Introduction to Medical Coding or equivalent knowledge
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. Please bring book to first class.

1.75 CEU. Cost: $197 (tuition $163, administrative fee $34)
NCHCP-CS009-01  Apr 1-Apr 29
5 sessions  W 6-9:30pm
Carla Johnson, MCCC Instructor

Medical Billing and Coding National Certification Test Prep

Recommended: At least five courses in our program
Recommended: Industry experience
Prepare for two National Certification tests: the American Academy of Professional Coders (AAPC) which will award a Certified Professional Coder (CPC) certification and the American Health Information Management Association (AHIMA) which will award a CCA (Certified Coding Associate) certification. Credentials from these organizations will enhance your career potential. Learn to review the material and tips to enhance your test taking ability.

0.3 CEU. Cost: $45 (tuition $34, administrative fee $11)
NCHCP-CS016-01  Apr 28
1 session  Tu 6-9pm
Kim Barca, RHIA

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.
Health Professions

Pharmacy Technician Certification Program
This program will help you to master the skills of both retail and hospital settings. Upon completion, students will acquire the skills to take the National Exam.

You must register 10 days before the start of your class to avoid the $15 late fee!

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.

Ophthalmic Assistant
The 50-hour Ophthalmic Assistant Program prepares students for entry level positions in Ophthalmology, one of the fastest growing healthcare segments. Through classroom lecture and labs, this program includes: anatomy and physiology of the eye; general principles of pharmacology; prescriptions written for the eye; visual acuity; and tonometry (basic) and glaucoma. Also includes a review of ocular dressing procedures; maintenance of equipment and instruments and other areas.

Note: Although this program does not include a clinical rotation or national or state certification as part of its overall objectives, this program meets the requirements of the American Academy of Ophthalmology (AAO), and the AAO’s Ophthalmic Medical Assisting Exam - which students may take after meeting certain work experience requirements. Textbooks included.

5.0 CEU. Cost: $1,068 (tuition $235, administrative fee $47, fees $786)

NCHCP-C5036-01 Mar 10-Apr 30*
15 sessions Tu, Th 6-9:20pm
*Class will not meet Apr 2

Condensed Curriculum Institute

Introduction to Natural Health and Healing

Would you like to learn more about natural health but don't know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover the true health and wellness of the mind, body, and spirit. You'll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health.

We'll also explore naturopathy, which seeks ways for the body to heal itself. You'll find out about proper breathing techniques that enhance health, and you'll learn the value of hydrotherapy, diet, biorythms, and fasting. We'll also examine using the power of the mind for healing the body—discussing brain function tests, visualization, and relaxation therapies. You'll see the great power of belief. Then we'll delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. After our talk, you'll be able to develop menus that improve health.

We'll also look at herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, therapeutic touch, natural remedies for common emergencies, and much more. By the end of this course, you'll have begun taking charge of your own health and healing!

Cost: $104

• Expert Instructors / 24-hour access
• 6 weeks of instruction

A new section of this course starts monthly.

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

Explore a Career as an Administrative Medical Assistant

Learn what it takes to have a successful career as an administrative medical assistant in the exciting and high-demand world of healthcare. In this course, you'll master the basics of scheduling patients' appointments, surgeries, and hospital admissions. In addition, you'll discover how to create, maintain, and file medical charts. You'll also find out how to verify patients' insurance, create encounter forms (charge tickets), post charges, obtain pre-authorizations from insurers, and schedule return visits.

After that, we'll go behind the scenes as you learn how to apply diagnostic and procedure codes to patients' accounts and bill their insurance companies. Next, we'll explore additional accounts receivable tasks including posting payments and adjustments, billing secondary insurance, and following up on unpaid insurance claims. You'll also learn what a day sheet is, why it's important, and how to keep track of all your patient accounts on a daily, monthly, and yearly basis. Finally, we'll delve into the basics of keeping a medical office running smoothly—from ordering supplies to scheduling staff meetings and making travel arrangements.

Cost: $104

• Expert Instructors / 24-hour access
• 6 weeks of instruction

A new section of this course starts monthly.

To learn more, or to enroll, go to www.ed2go.com/mccc.edu
Certified Home Health Aide for CNA’s (CHHA)
Prerequisite: Students MUST be currently certified by the NJ Department of Health and Senior Services as a Certified Nurse Aide. Proof must be provided at first class.
This 10-hour program is designed for the CNA who wants to become a Certified Home Health Aide (CHHA). Upon successful completion of this program, you will be eligible to apply for certification as a CHHA. There will be an additional licensing fee payable to the NJ Board of Nursing (amount of fee to be announced). (Note: Please bring a lunch—cafeteria closed).

West Windsor Campus:
1.0 CEU. Cost: $153 (tuition $109, administrative fee $24, materials fee $20)
NCHCP-CS032-01 Jan 31-Feb 7
2 sessions Sa 9am-2:30pm*
*1/2 hour for lunch
Marilyn Wargo, BSN

Trenton Campus:
1.0 CEU. Cost: $153 (tuition $109, administrative fee $24, materials fee $20)
NCHCP-CS032-02 Mar 7-Mar 14
2 sessions Sa 9am-2:30pm*
*1/2 hour for lunch
Marilyn Wargo, BSN

Phlebotomy Technician Certificate Program
Phlebotomy I (Lecture/Classroom)
This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician (CPT). This certificate program begins with this course which teaches the health care delivery system, collection of materials and equipment, venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. At successful completion of Phlebotomy I, students will be recommended to start our Phlebotomy II Externship Program at a local healthcare facility. Students who complete the entire certificate program (Phlebotomy I & II) will be fully prepared to take the National Certification Exam given by NHA for Certified Phlebotomy Technician. The Certification test cost is the student’s responsibility. Textbook required. Available in college bookstore. Information session will be held Wednesday, January 28, promptly at 6:30pm at The Conference Center.
9.0 CEU. Cost: $1,396 (tuition $675, administrative fee $116, lab fees $380, materials $125, non-refundable registration fee $100) (Note: Please bring a lunch - cafeteria closed on Saturday.)
NCHCP-CS029-01 Mar 23-May 18
17 sessions M,W* 5:30-9pm*
5 sessions Sa** 9am-4pm**
*Mon/Wed classes: Mar 23-May 18- 5:30-9pm* (*May 18 class - 6-7:30pm)
**Saturday classes: Mar 28, Apr 11, 18, May 2, 9 - 9am-4pm (includes 1/2 hour lunch)
Margaret Richey, AMT, MS, Lab Coordinator

Phlebotomy II Externship (60 hours)
Successful completion and recommendation are required to register for Phlebotomy II. After completion of Phlebotomy I, you may register for your externship. Students will complete Phlebotomy II with 60 hours of duties, such as collecting samples. This externship is at a local hospital under close supervision. Schedules will vary and will be assigned by the externship coordinator. Students may be scheduled in the morning and/or afternoon. Students must adhere to their schedule and complete the hours, and samples will be documented for certification.
6.0 CEU. Cost: $725 (tuition $710, administrative fee $15)
NCHCP-CS030 June 2015
Please visit www.mccc.edu/ccs for a student handbook and the instructions to start to prepare for this intensive program. Questions? Carol Clark at clarkc@mccc.edu

EKG Technician Certification Test Preparation
This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT Electrocardiograph (EKG) Technician exam. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. There is an additional $85 fee for the national exam payable to ASPT at the time of testing. The certification is given by ASPT following the successful passing of the national exam. High school diploma or GED required. Textbooks included. A great way to begin a new career!
5.0 CEU. Cost: $1,068 (tuition $235, administrative fee $47, fees $786)
NCHCP-CS028-01 Jan 26-Mar 16
15 sessions M,W 6-9:20pm
Condensed Curriculum Institute
You must register 10 days before the start of your class to avoid the $15 late fee!

Health Professions
Certified Nurse Aide (CNA)

Required: Students must already be a CNA, CHHA or a PCA with an active, and in good standing, license for the state of New Jersey. Upon registration the student will need to provide their CNA, CHHA or PCA license number, the expiration date and the last 4 numbers of their social security.

Expand your employment opportunities and increase your earnings potential through Medication Aide Certification. The Certified Medication Aide program is a state regulated training and certification program that prepares Certified Nurse Aides to administer medications in an Assisted Living setting. Students receive instruction and training in the preparation and administration of medications; observe, report, and document resident’s status; review principles of safety; and demonstrate knowledge of measurement systems, body systems, and common diseases. This course is approved by the NJ Department of Nursing governing medication aides.

3.0 CEU. Cost: $495 (tuition $413, administrative fee $72, materials fees $10)

NCHCP-CS044-01 Mar 4-May 6
10 sessions W 10am-1:15pm*
*1/4 hr break
Marilyn Wargo, RN
Lucrecia M. Campisi, PharmD

NEW!

Certified Medication Aide (CMA)

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

Required: A clear understanding of written and spoken English; and inoculations. Costs of the uniform, student liability insurance, and state examination fees are additional (approximately $300).

Information Session: All applicants are strongly encouraged to attend the free Information Sessions on Tuesday, December 16, 2014, 5pm, West Windsor Campus; and on Tuesday, December 2, 2014, 3pm, Trenton Campus. Additional Information Session dates will be posted on our website at www.mccc.edu/ccs.

For additional information, visit our website at www.mccc.edu/ccs. 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. Licensed CNAs are eligible to take an additional 10-hour course to become a Certified Home Health Aide (CHHA). For information, please contact ComEd@mccc.edu.

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

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

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

NCHCP-CS031-01 Feb 21-May 30*
Saturday* Times will vary*
*Most Saturdays start at 7:30am - For complete schedule information, visit our website at www.mccc.edu/ccs.
Please email ComEd@mccc.edu for an application packet.
*Classes meet at West Windsor Campus
*Clinical sessions begin at 7:30am and are held at Hamilton Continuing Care, 1059 Old Trenton Road, Hamilton, NJ 08690
*Some clinical sessions may be held on Sunday mornings
Estella Brown, RN

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

NCHCP-CS031-02 Jan 24-May 23*
19 sessions Tu, Sa Times will vary*
*Various Saturdays start at 8am and Tuesdays start at 4pm - For complete schedule information, visit our website at www.mccc.edu/ccs.
Please email ComEd@mccc.edu for an application packet.
*Classes meet at Trenton Campus, North Broad and Academy streets, Trenton, NJ 08608
Clinical sessions begin at 8am - visit www.mccc.edu/ccs for location.
Sylvia Anderson, RN, BSN, LNC

Note: Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information.
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 Emergency Care and Safety Institute 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. 4.9 CEU. Cost: $794 (tuition $135, administrative fee $28, fees $631)
NCASC-CS001-01 Jan 24-Mar 7 7 sessions Sa 9am-5pm* *1 hour for lunch John C. Saccenti, Career Development Institute

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.)

In addition to the classroom component participants must arrange for and complete a 20-hour field training component in order to receive certification. 4.9 CEU. Cost: $704 (tuition $119, administrative fee $26, fees $559)
NCASC-CS002-01 Apr 11-May 30* 7 sessions Sa 9am-5pm** **1 hour for lunch John C. Saccenti, Career Development Institute

Start a Pet Sitting Business

An Online Course

Discover how to translate your love of animals into a fun and profitable career. You’ll master the essentials of running a cat and dog sitting business. You will begin with pet care, including nutrition, exercise, first aid, and identification of common diseases. You’ll learn the basics of first aid and find out how to administer pills, liquid medications, and injections to an uncooperative cat or dog. Next, you’ll discover how to handle home visits and impress your potential clients. You’ll also explore sticky situations that can arise, such as lost pets, pets that die unexpectedly, and pets that need immediate veterinary care. In addition, you’ll delve into finances and explore start-up costs, accounting, fee-setting, business plans, and low-cost marketing. You’ll find out how to obtain required insurance, hire employees as your business expands, and entice financial institutions to loan you money. To complete the picture, you’ll identify many opportunities for expanding your pet sitting services.

Cost: $104
• Expert instructors
• 24-hour access
• 6-weeks of instruction

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

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

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

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

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

Required textbook for the program available in the college bookstore.

Coordinator: Kim Chrabolowski, AAS, CVT/RVT,
Instructors: Leslie Sheppard Bird, CVT, LATg, Tina DeVictoria, BS, CVT,
Sherif Gerges, CVT, Alexander Muñoz, CVT

Module 1: Introduction to the Veterinary Profession (Fall 2015)
Module 2: Nursing Skills (Fall 2015)
Module 3: Laboratory Skills and Imaging (Spring 2016)
Module 4: Clinical Externship (Spring/Summer 2016)

Module 3: Laboratory Skills and Imaging
Prerequisite: Modules 1 and 2
This session will give an introduction to the diagnostic tools used in veterinary practice and you will be taught skills appropriate to assist the veterinary team. Some common veterinary laboratory diagnostics will be covered as well as lab record keeping. This course will also provide you with a chance to review and prepare for the clinical externship.
3.0 CEU. Cost: $494 (tuition $416, administrative fee $78)
NCASC-CS006-01 Jan 27-Feb 26
10 sessions Tu, Th 6-9pm

Module 4: Clinical Externship
Prerequisite: Modules 1, 2 and 3
All students will be required to complete the clinical externship at a pre-approved veterinary setting to earn the Veterinary Assistant Certificate. Students will be required to purchase a uniform for this module and must have proof of personal health insurance. This 75-hour externship will be arranged for each student with the veterinary site.
7.5 CEU. Cost: $674 (tuition $569, administrative fee $105)
NCASC-CS007 Spring/Summer 2015

“I can only say good things about my experiences regarding the Veterinary Assistant program at Mercer CCC. The program went beyond my expectations - from the class lectures, to all of our instructors’ combined knowledge of the subject matter, to the experience I gained during my externship at Princeton Animal Hospital - all were conducted in a professional manner. I’m happy with how things turned out, and glad that I chose Mercer.”
– Elaine Ligotino

You must register 10 days before the start of your class to avoid the $15 late fee!
Courses at Trenton Campus

Certified Nurse Aide (CNA)
See pg. 42 for course description.
9.0 CEU. Cost: $1,328 (tuition $676, administrative fee $127, lab fees $380, materials $45, non-refundable registration fee $100)

For schedule information, visit our website at www.mccc.edu/ccs. Please email ComEd@mccc.edu for an application packet.

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

Certified Home Health Aide for CNA’s (CHHA)
See pg. 41 for course description.
1.0 CEU. Cost: $153 (tuition $109, administrative fee $24, materials fee $20)

NCHCP-CS032-02  Mar 7-Mar 14*
2 sessions Sa 9am-2:30pm*
*1/2 hour for lunch
*Classes meet at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Marilyn Wargo, BSN

Marketing and Public Relations for Nonprofits
Marketing and public relations can make or break a nonprofit today. This course focuses on marketing and communication issues and techniques for promoting events and programs and raising a nonprofit’s profile in the public, private, and corporate arenas. Sessions will include tools, resources, procedures and practical information along with hands-on group and individual exercises. One session will be dedicated to the significance and use of such social media as Facebook, Twitter, and LinkedIn. 1.2 CEU. Cost: $125 (tuition $105, administrative fee $20)

NCBUS-CS015-02  Mar 14-Apr 11*
4 sessions Sa 9am-12pm
*Class will not meet Apr 4
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Ed Andriessen, MCCC Instructor and Nonprofit Consultant

Write Your Story*
Memoir Writing Class
See pg. 49 for course description.
1.0 CEU. Cost: $101 (tuition $82, administrative fee $19)

NCCOM-CS002-01  Mar 7-Mar 28*
4 sessions Sa 10am-12:30pm

Writing Children’s Fiction*
See pg. 49 for course description.
0.6 CEU. Cost: $56 (tuition $57, administrative fee $9)

NCCOM-CS009-01  Apr 18*
1 session Sa 9:30-4pm*
*1/2 hour for lunch
*Classes meet at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Barry Puit, award-winning playwright and screenwriter

Conversation not Confrontation - Communicating through Conflict
Conflict is inevitable when there is more than one person in a situation. Learning to manage your communications when in a conflict situation early, before things spiral out of control, can help you be more effective in work as well as personal life situations. In this workshop you will learn approaches to recognizing your responses to conflict and how you can communicate more effectively to resolve conflict situations. You’ll have time to practice with some tools to help guide your approach when in such a situation.
0.3 CEU. Cost: $60 (tuition $51, administrative fee $9)
NCBUS-CS033-01  Mar 7*
1 session Sa 9am-12pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Sue Kirkland, Life Consulting LLC

Four Generations in the Workplace – Communication to Bridge the Gap
For the first time, four distinct generations find themselves working together in the same workplace, often in the same team. In some circumstances even a fifth generation is making an appearance. In this session, students will learn the key differences in attitudes, behavior and experiences between the generations and how to better communicate and motivate them. Perhaps more importantly, they will also learn the similarities that can build the foundation for positive work relationships between the generations.
0.3 CEU. Cost: $60 (tuition $51, administrative fee $9)
NCBUS-CS039-01  Feb 28*
1 session Sa 9am-12pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Sue Kirkland, Life Consulting LLC

Small Business Start Up and Business Plan Development
(See pg. 6 for course description)
1.2 CEU or 12 CPE hours. Cost: $154 (tuition $127, administrative fee $27)
NCBUS-CS010-02  Jan 24-Feb 7*
3 sessions Sa 9am-1pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, MCCC Instructor

Small Business Growth and Financial Development
(See pg. 7 for course description)
1.2 CEU or 12 CPE hours. Cost: $154 (tuition $127, administrative fee $27)
NCBUS-CS012-02  Apr 18-May 2*
3 sessions Sa 9am-1pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, MCCC Instructor

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

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

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

NCCELL-CS006-01 Jan 14-Mar 18
10 sessions W 7:30-9:30pm
JoAnn Ficca, M.Ed., CCC-SLP, Speech Language Specialist, 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.

2.0 CEU. Cost: $203 (tuition $169, administrative fee $34)

NCASL-CS001-01 Mar 9-Mar 24
8 sessions M,Tu,W 6-8:30pm
Sonia Orense, MCCC Instructor

World Languages

Spanish Conversation I

Learn how to converse in Spanish in simple idiomatic phrases for business or personal use. This class is ideal for people who are new to the language or just know some basic vocabulary and phrases. Learn from a native about the culture and customs of South America. Textbook required. Available in college bookstore. (Spanish I covers chapters 1-9.)

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS006-01 Mar 9-Apr 8
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.)

2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS007-01 Apr 16-May 19
10 sessions Tu, Th 6-8pm
Romel Flores, MCCC Instructor

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.

Courses for English Language Learners (ELL)

Fundamentals of English Language

You’ll improve your pronunciation, comprehension and vocabulary skills in a relaxed atmosphere as you explore American culture. In this course, you will become comfortable with the rules of English grammar. You will practice everyday conversation to gain confidence, and learn useful expressions in a friendly, helpful atmosphere. You will also practice reading for understanding, and you will build your vocabulary. Textbook is included in the cost of the class.

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

NCCELL-CS007-01 Jan 24-Mar 28
10 sessions Sa 10am-1pm
Effie Pourshahidi, MCCC Instructor

Advanced Grammar for English Language Learners (ELL)

Advanced Grammar for ELL is also valuable for native speakers of English. Without knowing grammar, you cannot speak English properly. This course will guide you through the structures and rules of English grammar in a friendly, supportive environment. 1.0 CEU or 10 CPE hours. Cost: $104 (tuition $85, administrative fee $19)

NCCELL-CS003-01 Apr 7-Apr 16
4 sessions Tu,Th 6:30-9:30pm
Effie Pourshahidi, MCCC Instructor

Writing for English

Language Learners (ELL)

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

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

NCCELL-CS009-01 Jan 22-Mar 26
10 sessions Th 6-9pm
Effie Pourshahidi, MCCC Instructor

ESL for Parents of School Aged Children

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

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

NCCELL-CS008-01 Jan 27-Mar 31
10 sessions Tu 6-8pm
Priya Singh, MCCC Instructor

You must register 10 days before the start of your class to avoid the $15 late fee!
World Languages (continued)

**Italian Conversation I**
Learn the basics of vocabulary for conversing in Italian for travel and social interactions. **Textbook required at first class. Available in college bookstore.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS008-01 Jan 26-Feb 25
10 sessions M,W 7-9pm
Ryan Gogol, MCCC Instructor

**Italian Conversation II**
This class is a continuation of the class Italian Conversation I. You will learn increased vocabulary, grammar, and verb conjugation in different tenses for conversing in Italian for travel and social interactions. **Bring same book used in Italian Conversation I.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS009-01 Mar 2-Apr 1
10 sessions M,W 7-9pm
Ryan Gogol, MCCC Instructor

**Italian III Conversation and Comprehension**
This course aims to involve you actively as a full participant in reading, understanding and discussing articles and texts on various subjects, in the Italian language. You will enjoy the interaction with your fellow students; you may consider this your immersion in the Italian language. This course will be structured in Italian, maximizing conversation and comprehension.
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS012-01 Apr 6-May 6
10 sessions M,W 6-8pm
L. Giulia Vallucci, MCCC Instructor

**Introduction to Hindi**
Learn to speak Hindi and develop your listening and speaking skills in this communicative class which emphasizes the practical use of the language. This is a great opportunity for adults who are planning to visit India for business, leisure or interacting with people from that part of the world. Also for multilingual families who are trying get closer to the Indian culture and its rich heritage. **Textbook required. Available in college bookstore.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS011-01 Feb 2-Mar 4
10 sessions M,W 6-8pm
Gitanjali Aggarwal, 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.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS001-01 Feb 2-Mar 4
10 sessions M,W 6-8pm
Hua Xu, 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.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS002-01 Mar 30-Apr 29
10 sessions M,W 6-8pm
Hua Xu, MCCC Instructor

**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.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS004-01 Feb 3-Mar 5
10 sessions Tu,Th 7-9pm
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.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS005-01 Mar 12-Apr 16*
10 sessions Tu,Th 7-9pm
*Class will not meet Apr 2
Carla Helou, MCCC Instructor

**Arabic I**
Arabic is the principal language of communication for a significant part of the world today. The objective of this elementary course is to introduce the student to Modern Standard Arabic (MSA), which is the language of the Middle Eastern and North African Countries. This course will focus on basic vocabulary and conversational Arabic. **Textbook required. Available in college bookstore.**
2.0 CEU. Cost: $180 (tuition $149, administrative fee $31)

NCLAN-CS010-01 Apr 16-May 19
10 sessions Tu,Th 7-9pm
Carla Helou, MCCC Instructor

**Online Courses**
**Spanish for Medical Professionals**
Cost: $104 for each online course
• Expert Instructors
• 24-Hour Access
• 6 Weeks of Instruction

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

What You Need to Know About RMDs (Required Minimum Distributions)
The class topic centers on RMDs. RMDs affect people who own a traditional IRA, 401(k) or other qualified retirement plan, because at age 70 1/2 they will have to deal with IRA Required Minimum Distributions (RMDs). Suddenly, a portion of their tax-deferred savings will be taxable again, and the impact on their overall portfolio could be significant if they are not armed with all the right information.

0.4 CEU. Cost: $35 (tuition $25, administrative fee $10)
NCPF-CS004-01  Mar 18-Mar 25
2 sessions  W 6-8pm
*Tina Bernstein, Esq., MCCC Instructor

Women and Money: Taking Charge of Your Financial Future!
This workshop will take a look at some of unique financial challenges women face today. We will discuss six steps women can take now to take charge of their financial future. In the past, women may have taken a less active role in financial decision making, for a variety of reasons. But today, with more women than ever responsible for their financial well-being -- and the financial well-being of their families -- it’s critical that women know how to save, invest, and plan for their future. Women today have never been in a better position to achieve financial security for themselves and their families. This course will empower women to take action towards a more secure financial future.

0.3 CEU. Cost: $27 (tuition $21, administrative fee $6)
NCPF-CS008-01  Mar 17
1 session Tu 6-9pm
Edward B. Kucharski, CFP/Proctor

Take Stock in the Market
This course will allow you to understand the basic structure of the stock market and principles of investing. You will learn the differences between various types of investments, how to create a plan, and what steps to take to be a successful investor.

0.4 CEU. Cost: $35 (tuition $25, administrative fee $10)
NCPF-CS007-01  Feb 23-Mar 16
4 sessions  M 6-7pm
Ty Robinson, Series 7 and 66 Licensed Financial Advisor

How to Buy Foreclosed Properties
Arm yourself with the resources you’ll need to buy foreclosed properties. You will learn how to:

- understand the foreclosure process from the notice of default to sheriff sale;
- evaluate profitability;
- finance foreclosures with little to no down payment;
- negotiate with property owners during the pre-foreclosure state;
- successfully bid on government foreclosures;
- position yourself as a cash buyer at the bidding;
- generate large profits from “short sales”; and
- learn to build a team of real estate professionals to expedite acquisition timeline.

0.3 CEU. Cost: $77 (tuition $40, administrative fee $12, materials fee $25)
NCREA-CS002-01  Apr 18
1 session Sa 9am-12pm
Steven Waniak, Real Estate Consultant

Savvy Social Security Planning
What Baby Boomers Need to Know to Maximize Retirement Income
Will Social Security be there for me? Will Social Security be enough to live on in retirement? This informative workshop covers the basics of Social Security and reveals strategies for maximizing benefits.

0.4 CEU. Cost: $35 (tuition $25, administrative fee $10)
NCPF-CS003-01  Mar 3-Mar 10
2 sessions  Tu 6-8pm
Billie Aponte, Investment Advisor Representative

Estate Planning and Administration in New Jersey
General information about benefits and components of basic estate planning and how to administer an estate of a New Jersey decedent.

0.4 CEU. Cost: $35 (tuition $25, administrative fee $10)
NCPF-CS005-01  Mar 18-Mar 25
2 sessions  W 6-8pm
*Tina Bernstein, Esq., MCCC Instructor

To enroll, go to www.ed2go.com/mccc.edu. Scroll down to Career Training Programs. Click on View Catalog.
Writing
Write Better...Write Away!
Learn the parts of speech and how to use words with proper punctuation to form the perfect sentence. Learn how to improve the flow of your sentences to form a concise paragraph and how to link paragraphs together to form a clear body of writing. You won’t just learn how to avoid the most common mistakes, but also how to spot your mistakes and edit them out. Whether you’re looking to write creatively, or you want to write better personal correspondence, this class will help rid you of the angst that writing can cause and put you on the “write” track.
1.4 CEU. Cost: $153 (tuition $126, administrative fee $27)
NCCOM-CS004-01  Jan 13-Feb 24
7 sessions  Tu 7-9pm
Roman Griffen, MCCC Instructor

Tools and Tips for Today’s Job-Seekers and Career-Changers
Are you searching for a job or considering a career change? If so, this is the seminar for you. This 4-part seminar series will address professional résumé and cover letter writing, job search strategies, ways to strengthen your interviewing skills, and web resources and tools such as LinkedIn and job posting websites. Challenges related to today’s job market as well as ways to overcome these challenges will be addressed. This course is designed to provide tips and tools to job-seekers and career-changers of any age, work experience, and educational level. *Available in college bookstore.
0.8 CEU. Cost: $87 (tuition $74, administrative fee $13)
NCCOM-CS011-01  Jan 22-Feb 12
4 sessions  Th 6-8pm
Lisa Cardello, MA, National Certified Counselor

Write Your Story
Memoir Writing Class
Write your memoir, discover your individual voice. You’ve got a tale that wants telling. How will you tell it? Join us as we explore the terrain of the creative memoir with in-class discussions and exercises as well as additional tools to help shape it.
1.0 CEU. Cost: $101 (tuition $82, administrative fee $19)
NCCOM-CS002-01  Mar 7-Mar 28*
4 sessions  Sa 10am-12:30pm
*Class will not meet Feb 14
*1/2 hour for lunch
NCCOM-CS009-01  Apr 18* 1 session  Sa 9:30am-4pm*
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Barry Putt, award-winning playwright and screenwriter

Developing the Winning Business Letter
This course provides students with the tools to develop clear and concise business letters for the following purposes: letters for business memos both external and internal, corporate and fundraising letters, and cover letters. This course is designed to enhance your writing skills and use creative methods for administrative tasks as well as expand your knowledge in business writing.
0.8 CEU. Cost: $87 (tuition $74, administrative fee $13)
NCCOM-CS010-01  Apr 6-Apr 27
4 sessions  M 6:30-8:30pm
Kimani H. Davis, MCCC Instructor

Public Relations
Writing Workshop
During this workshop, you will learn to find your writing style, work on press releases, mission statements, business blogs, press releases, mission statements, and writing for social media.
0.6 CEU. Cost: $66 (tuition $57, administrative fee $9)
NCCOM-CS012-01  Mar 16-Mar 30
3 sessions  M 7-9pm
Cynthia Yoder, MCCC Instructor

Writing Children’s Fiction
Learn the essential elements of creating engaging children's stories including: story language, developing memorable characters, and story structure. Students will have the opportunity to write an original short story or begin a chapter book. Marketing approaches will also be discussed.
0.6 CEU. Cost: $66 (tuition $57, administrative fee $9)
NCCOM-CS009-01  Apr 18* 1 session  Sa 9:30am-4pm*
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608
Barry Putt, award-winning playwright and screenwriter

Arts and Humanities
Play the Guitar Like a Pro
In just half a day you will learn enough to play the guitar like a pro without years of weekly lessons. The traditional approach teaches note reading, while professional guitarists use chords. Here you will learn all the chords you need to play any song. Thousands of students nationwide have learned to play the guitar using this method and are now playing their favorite songs. It’s easy, fun and will have complete beginners playing the guitar within an hour. All skill levels welcome. An acoustic guitar is required.
Cost: $190 (tuition $127, administrative fee $28, materials fee $35)
NCCOM-CS002-01  Jan 24-Mar 7* 6 sessions  Sa 10am-12:30pm
*Class will not meet Feb 14
Chris Peary

Intermediate
Play the Guitar Like a Pro
Recommended: Play the Guitar Like a Pro or equivalent knowledge of guitar
This course is designed for the continued studies of the participants of Play Guitar like a Pro. Emphasis will be more on understanding song structure, moveable chords and melodies. This course will concentrate on the personal development of technique on the guitar. An acoustic guitar is required.
Cost: $190 (tuition $127, administrative fee $28, materials fee $35)
NCCOM-CS002-01  Mar 21-May 2* 6 sessions  Sa 10am-12:30pm
*Class will not meet Apr 4
Chris Peary
Introduction to Voiceovers
Have you ever wanted to be the voice everyone hears on commercials and documentaries? You too can become a Professional Voiceover Artist! In this fun and interactive class, you will learn some of the details of the industry. Your instructor will coach you while recording your voice. Be warned – many who have taken this class have gone on to become real, bona-fide professional voice actors! This class is taught by a professional voice actor from the voice acting training company, Voices for All.
Cost: $47 (tuition $19, administrative fee $8, fees $20)
NCCOM-CS006-01  Mar 2
1 session  M  6-6pm
Voices For All

Firing Up Your Freelance Music Profession with 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.
Cost: $40 (tuition $30, administrative fee $10)
NCMUS-CS003-01  Feb 7
1 session  Sa  10am-12:30pm
Marty Nelson, Composer, Singer, Producer

Unboxing your Digital Camera
An overview of buying, learning and special features
Learn what to look for when buying your first Digital camera. Or, if you just purchased the camera; learn how some of the features can help you take better pictures. Bring your camera if you own one.
Cost: $74 (tuition $63, administrative fee $11)
NCART-CS010-01  Mar 12-Mar 26
3 sessions  Th  6-8:30pm
Margaret Rose, GRI, ABR

Introduction to the Art of Digital and 35mm Photography
Learn about your camera equipment while experimenting in creative photographic environments, including field labs. Get the most from your camera before developing and downloading. Covers: adjusting aperture and shutter settings, composition lenses (zoom, wide-angle, telephoto and macro), use of flash and filters, special effects, film and pixel quality. Attention: This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.
Cost: $171 (tuition $141, administrative fee $30)
NCART-CS002-01  Mar 11-Apr 22
7 sessions  W  6-8:30pm
NCART-CS002-02  Apr 6-May 18
7 sessions  M  6-8:30pm
Margaret Rose, GRI, ABR

Intermediate Art of Digital and 35mm Photography
Required: Introductory course or knowledge of camera basics a must! Designed to enhance creative composition skills - students will experiment with multiple exposures, abstract photography, night photography and create a complete photo essay. Attention: This course requires an advanced level digital or 35mm camera with adjustable lens and apertures.
Cost: $100 (tuition $81, administrative fee $19)
NCART-CS003-01  Mar 2-Mar 30
5 sessions  M  6-8pm
NCART-CS003-02  Apr 29-May 27
5 sessions  W  6-6pm
Margaret Rose, GRI, ABR

Drawing Fundamentals I
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. In the class, we will be using 18 x 24 inch acid free paper and vine charcoal as a medium, and a board 24 x 28 inches. Please bring this material to the first day of class.
Cost: $125 (tuition $102, administrative fee $23)
NCART-CS006-01  Jan 24-Feb 28
6 sessions  Sa  10am-12pm
José Anico, MCCC Instructor

Drawing Fundamentals II Required: Drawing Fundamentals I or equivalent experience.
This course is a continuation of Drawing Fundamentals I. This introduction to the art of drawing is for those who want to improve their skills and continue what was learned in the first class. We will cover all aspects of drawing including composition, line drawing, light, shade and tonal values. In the class, we will be using 18 x 24 inch acid free paper and vine charcoal as a medium, and a board 24 x 28 inches. Please bring this material to the first day of class.
Cost: $125 (tuition $102, administrative fee $23)
NCART-CS008-01  Mar 14-Apr 25*
6 sessions  Sa  10am-12pm
José Anico, MCCC Instructor

Back to School Night for Adults
Information Session!
(See pg. 14 for more details)
Wednesday, January 7, 2015
Starts promptly at 6:30pm
For location: www.mccc.edu/ccs

MCCC offers a wide range of art credit classes. If you’d like to audit a course, please contact the Registrar’s Office at 609.570.3228.
Women’s Basic Self Defense Level I

Prerequisite: Women’s Basic Self Defense Level I

Take Level I to the next level! This class will have person-to-person interaction and contact that expands on what you learned in Level I. If you are uncomfortable with touching or being touched, please consider whether you want to participate in Level II. Be prepared to participate in physical activity. Wear comfortable clothing. You will not be asked to do anything that makes you uncomfortable.

Cost: $34 (tuition $25, administrative fee $9)

Women’s Basic Self Defense Level II

Prerequisite: Women’s Basic Self Defense Level I

This course is offered as a “stand alone” module for those wanting to learn acupressure and body-mind practices for self-care. Part 2 builds upon material learned in Part 1. Participants learn to use the protocol with others through lecture, demonstration, and hands-on practice.

Stress Release Parts 1 and 2

Part 1 is offered as a “stand alone” module for those wanting to learn acupressure and body-mind practices for self-care. Part 2 builds upon material learned in Part 1. Participants learn to use the protocol with others through lecture, demonstration, and hands-on practice.

Stress Release for Self-Care (Part 1)

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

Materials included. Students should wear comfortable clothing and socks.

Cost: $34 (tuition $29, administrative fee $5)

Stress Release for Others (Part 2)

Prerequisite: Stress Release for Self-Care (Part I)

Participants will learn how to use the Seva acupressure protocol to help family, friends, patients/clients and others. This protocol addresses a wide range of needs from general relaxation to shock and stress. The Seva protocol can be administered in about 20 minutes to fully-clothed individuals. Participants will also practice using the Awareness Journal and will perform Chakra Tai Chi. This course will instruct using the SEVA Stress Release Acupressure protocol. In this class participants will work in paired exchanges. Materials included. Students should wear comfortable clothing and socks.

Cost: $34 (tuition $29, administrative fee $5)

Introduction to Wearable Technology and Google Glass

Wearable technology is exploding in popularity and if you are feeling left out of the next revolution, this course will help you understand where wearable technology came from, what it is, and where it is headed. You will learn about fitness bands, SmartWatches, and Google Glass. We will cover how each of them work, why you would want them, and their potential. This course will be non-technical in nature and so you do not need to be computer or tech savvy in any way.

Cost: $42 (tuition $36, administrative fee $6)

Women’s Basic Self Defense Level I

This class is designed to help students learn to deal with both the psychological and physical body responses when there is a need to defend oneself. The class will be taught by a national certified instructor in martial arts with a master’s background in social work. Her background in crisis counseling as well as multiple martial arts brings a unique combination of experience to the class.

Topics addressed include: the expected emotional and mental responses when attacked and how to react to them, generic physical responses to the initiation of the attack, specific physical responses based on the type of attack, and addressing specific questions related to a participant’s personal fears or experiences. Be prepared to participate in physical activity. Wear comfortable clothing. You will not be asked to do anything that makes you uncomfortable.

Cost: $34 (tuition $25, administrative fee $9)

Stress Release Parts 1 and 2

Part 1 is offered as a “stand alone” module for those wanting to learn acupressure and body-mind practices for self-care. Part 2 builds upon material learned in Part 1. Participants learn to use the protocol with others through lecture, demonstration, and hands-on practice.

Stress Release for Self-Care (Part 1)

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

Materials included. Students should wear comfortable clothing and socks.

Cost: $34 (tuition $29, administrative fee $5)

Stress Release for Others (Part 2)

Prerequisite: Stress Release for Self-Care (Part I)

Participants will learn how to use the Seva acupressure protocol to help family, friends, patients/clients and others. This protocol addresses a wide range of needs from general relaxation to shock and stress. The Seva protocol can be administered in about 20 minutes to fully-clothed individuals. Participants will also practice using the Awareness Journal and will perform Chakra Tai Chi. This course will instruct using the SEVA Stress Release Acupuncture protocol. In this class participants will work in paired exchanges. Materials included. Students should wear comfortable clothing and socks.

Cost: $34 (tuition $29, administrative fee $5)
Mastering Change, Transitions, and the Ability to Make Powerful and Effective Choices
Do you want more ease and less stress? At the end of the day do you want to feel like you are winning in both your professional and personal life? Do you want to be more effective at work and home? Do you want to improve your level of happiness and satisfaction? We didn’t come in with a manual, but there are learnable skills. In this course you will come away with tools, insights, and ways of thinking that will give you access to creating the “more” that you want. You will develop the mastery to “Live by Design/Not by Default.”
Cost: $84 (tuition $67, administrative fee $17)
NCPER-CS006-01  Feb 17-Mar 10
4 sessions  Tu  7-9pm
Natasha Sherman, Life Success Coach/TV Host and Producer, Princeton TV

Introduction to Guided Aromatic Meditation
This class utilizes Buddhist Mindfulness-based meditation with Aromatic Plant Essence. You will be guided towards learning how to be silent in mind and body; making this experience an easy way to be present with yourself. Specially blended aromatic meditation oil will be used via "palm inhalation" using traditional aromatic plants that help with meditation. Each session you will experience a new aromatic blend. Specially selected music will also be part of this aromatic meditation experience.
Cost: $32 (tuition $25, administrative fee $7)
NCPER-CS008-01  Mar 4-Mar 11
2 sessions  W  7-8:30pm
Gemma Bianchi, Aromatherapist-Herbalist, Usui Reiki Master-Teacher

Developing Meditative Skills for Balance and Well Being
Meditative practices have been shown to improve your health, but perhaps you just can’t sit still, or you are intimidated by the idea of meditation. This class will give you simple ideas for getting started. You will learn relaxation techniques and exercises to quiet your mind. In addition, you will learn the basic concepts of mind-body-spirit, and balance. Ruth Golush is an experienced healer and teacher.
Cost: $30 (tuition $21, administrative fee $9)
NCPER-CS002-01  Mar 25
1 session  W  6:30-9pm
Ruth A. Golush, Ph.D., experienced healer and wellness consultant

Holistic Techniques to Improve Your Health
Explore three simple and easy to follow holistic techniques that you can do at home to start your healing journey. Is anxiety, fear and stress holding you back from achieving your goals? Are aches and pain in your body holding you back from your daily activities? Do you have conflicts with those you love but are not sure how to change it? Are you living your life on auto pilot? Are you looking for simple ways to heal? If you answered YES to any of the above questions, then register today. I am here to guide you to live a more joyful life.
Cost: $47 (tuition $35, administrative fee $12)
NCPER-CS009-01  Apr 14-Apr 28
3 sessions  Tu  7-8:30pm
Sangita Patel, facilitator in the art of self-awareness

Introduction to Astronomy
Learn Out of this World!
Do you ever look up into the sky and wonder what is out there? If so, this course is for you. Topics to be covered include: the history and scope of astronomy, the constellations throughout the year and how to locate and identify them, amateur astronomy and the new field of citizen science, the different types of telescopes available to the amateur and how to use them, a tour through the solar system and the wonders of deep space. The session will include two professionally produced planetarium shows and informational handouts and star charts will be available. The New Jersey State Museum (NJSM) Planetarium features state-of-the-art Full Dome Video. This cutting-edge digital technology will immerse you within images covering the entire 360 degree inner dome. 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.
Cost: $40 (tuition $30, administrative fee $10)
NCPER-CS005-01  Mar 21
1 session  Sa  9-11:30am
Eric Eubanks, New Jersey State Museum, Astronomy Lecturer

You must register 10 days before the start of your class to avoid the $15 late fee!
Personal Interest

Beekeeping

Introduction to Beekeeping for the Hobbyist
Beekeeping is a fascinating hobby that allows you to harvest your own honey. Learn the basics necessary to start and care for your bees. We will cover all aspects of entry level beekeeping. No prior experience or knowledge of beekeeping is required. Textbook required. Available in college bookstore.
Cost: $84 (tuition $69, administrative fee $15)
NCASC-CS008-01 Mar 5–May 11
4 sessions Th 6:30–8:30pm
1 session Sa TBA*
*Field class to a local bee yard

Horticulture

Ornamental Horticulture
This course is a basic horticulture course that covers topics such as landscape design, lawn establishment and maintenance, landscape maintenance, interior plants, greenhouse production, vegetable gardening and fruit production. It has a lecture component and a laboratory component, and can be taken for credit if desired.
5.5 CEU. Cost $486 (tuition $375, administrative fee $66, materials fee $45)
NCHOM-CS001-01 Jan 21–May 11*
30 sessions M,W* 6–7:50pm
*Class will not meet Mar 16, Mar 18
*Wednesday classes will meet at MCCC Horticulture Greenhouse Complex
*Note: This class is also offered as a credit class.
Amy Ricco and Marie Wszolek, MCCC Faculty

NEW!

WEDDING BOUQUETS
Wedding Bouquets
As wedding season approaches, come to this hands-on class to learn how to make a hand-tied bouquet. Each participant will make a bouquet to take home with them at the end of the session. Students must be registered by Friday, March 6.
Cost $89 (tuition $33, administrative fee $6, materials fee $50)
NCHOM-CS001-02 Mar 10*
1 session Tu 6–9pm
*Class will meet at MCCC Horticulture Greenhouse Complex.
Alisha Bell, MCCC Instructor

NEW!

TRENDS FOR PARTY FLORALS
Trends for Party Florals
You see beautiful centerpieces in all of the magazines, now come to this class to learn how to make your own for your next party. Current trends will be discussed along with the common materials used. You will even get to take your own creations home with you at the end of the session. Students must be registered by Friday, March 20.
Cost $89 (tuition $33, administrative fee $6, materials fee $50)
NCHOM-CS001-03 Mar 24*
1 session Tu 6–9pm
*Class will meet at MCCC Horticulture Greenhouse Complex.
Alisha Bell, MCCC Instructor
You must register 10 days before the start of your class to avoid the $15 late fee!

Soups On!
Make great soup just like grandma did! We will focus on a wide range of basic and specialty soups, including hearty soups like bisques, chowder, cream soups and clear soups.

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

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

Knife Skills
Don’t think you can cut it? Learn from an expert how to handle a knife like a pro. Learn the techniques to improve your dexterity and confidence in the kitchen. This class also shows you how to make some impressive garnishes with your new skills.

Cost: $89 (tuition $21; administrative fee $9, lab fee $22, materials fee $37 - includes a high quality 8” chef’s knife that’s yours to keep)

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.

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

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

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

NCCUL-CS001-01  Feb 17-Feb 24*
2 sessions  Tu 5:30-9:30pm
NCCUL-CS001-02  Apr 21-Apr 28*
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.

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

NCCUL-CS002-01  Feb 24*
1 session  Tu 5:30-9:30pm
NCCUL-CS002-02  Apr 28*
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

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

Food Safety/Culinary

Please note: All courses include demonstration, hands-on practice and sampling of the dishes you create!
Sushi 101 Colorful and Fun Sushi
Enjoy making colorful and fun sushi for parties, snacks, lunch, or dinner using many variations of seaweed 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.
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)

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

Under the Sea
In this class you will learn an array of cooking techniques and preparation in this journey under the sea. Your menu includes: Pan Seared “Tuxedo” Tuna with a mango relish (black and white sesame encrusted Ahi Tuna), the ultimate crab cakes, Cod Puttanesca (cod fish simmered in fresh tomato sauce, olives, capers, and anchovies,) and Shrimp Ceviche.
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)

Tuscan Steakhouse
In this class students will be transported to some of the most famous steakhouses with an Italian flair. Your menu will include: clams casino with crispy pancetta, Beef Carpaccio (thinnely shaved beef filet topped with baby arugula, shaved parm, and evoo), Grilled Jumbo Shrimp with Bagna cauda (anchovies, garlic, parsley, and olive oil dip), Bistecca Pizzaiola (char-grilled strip steak topped with caramelized onions, peppers and hand crushed tomato).
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)

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

Stir Fry
This class will teach you the authentic art of how to stir fry with a wok and even a sauté pan. We will also sample many types of marinades and sauces, including garlic ginger and your own teriyaki sauce, that can be used for the stir fry. Chef Yu will have you ready to wok and roll by the time you are done with this class!
Cost: $73 (tuition $21, administrative fee $9, lab fee $22, materials fee $21)

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. 70 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.

Pinot Noirs from Lesser Known Venues
Pinot Noir is a difficult grape to grow and usually does best in Burgundy, Oregon, New Zealand and parts of California. Other countries such as Chile, Argentina and Australia are having good success in the right growing conditions. We will discuss these lesser known countries and see if they compare favorably with the more familiar venues, what locations they do best, and characteristics of each wine and food pairings. The class will end with a taste of these wines.

Cost: $50 (tuition $19, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-01 Apr 1
1 session W 6:30-8:30pm
Bruce Smith, wine enthusiast and educator

White Wines from Portugal
When you think of Portugal you think of Port and sturdy red wines. This country also makes some excellent wines from the Albarino, Maria Gomes and others grape varieties. We will discuss their characteristics, styles, similarities with other wines from adjacent countries along with food pairing ideas. At the end of the class, we will taste some of these wines.

Cost: $50 (tuition $19, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-02 Apr 8
1 session W 6:30-8:30pm
Bruce Smith, wine enthusiast and educator

California Cabernets - Horizontal
Cabernet is California’s best known grape and is grown in most of the wine growing areas throughout the state. We will discuss and taste wines from several appellations from the highly rated (96 pts in the WS) 2009 vintage. We will discuss the various growing regions and see how they compare. Is one better than the other? Will they benefit from aging? Characteristics of each wine and wine maker styles may vary slightly. You will have a chance to taste wines and discuss the subtle differences. Due to the higher cost of these wines, there will be a slight increase in the cost of this tasting.

Cost: $62 (tuition $23, administrative fee $10, materials fee and licensing $29)
NCHOS-CS001-03 Apr 15
1 session W 6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Sparkling Wines including Champagne
What better way to celebrate than with your favorite sparkling wine. We will review how this labor intensive wine is made, the various styles, regions from which they are produced and the better producers. The class will conclude with a taste of these wines.

Cost: $50 (tuition $19, administrative fee $9, materials fee and licensing $22)
NCHOS-CS001-04 Apr 22
1 session W 6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Better Chateauneuf du Pape
This area surrounding the ancient French town of Avignon in the Southern Rhone produces the best examples of these Grenache based wines. We will discuss the grapes used in these wines, its characteristics, and better producers. These wines are more expensive so there will be a slight up charge for the class. The class will conclude with a taste of these wines.

Cost: $62 (tuition $23, administrative fee $10, materials fee and licensing $29)
NCHOS-CS001-05 Apr 29
1 session W 6:30-8:30pm
Bruce Smith, wine enthusiast and educator

Bruce Smith has had an interest in wine for over thirty five years. After 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!
NEW!
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.
Cost: $140 (tuition $115, administrative fee $25)
NCREC-CS003-01  Jan 27-Mar 31
10 sessions  Tu 6:30-8pm
Melanie Mamrak, Yoga Instructor, RYT-200
T’ai Chi Ch’uan
T’ai Chi Ch’uan is the ancient Chinese secret to health, rejuvenation and longevity. A martial art and moving meditation, T’ai Chi is based on Taoist philosophy, emphasizing calm awareness and inner tranquility.
Cost: $59 (tuition $46, administrative fee $13)
NCREC-CS005-01  Jan 21-Feb 25
6 sessions  W 7-8pm
Guy DeRosa, MCCC Instructor
Reiki Level I
Learn this technique of hands-on healing that uses Reiki energy to restore physical, mental and emotional balance. Reiki can be used on yourself, on others, and even your pets. Reiki promotes healing, boosts the immune system and restores your body’s natural ability to heal itself. This gentle, non-invasive system of natural healing is frequently used in the healthcare setting as complementary care. Level 1 certification will be issued by instructor upon course completion. All students will practice giving and receiving Reiki.
Dress comfortably and bring a pillow, blanket, lunch and bottled water. Limited enrollment.
(6.0 CEUs through IACET, BOC and AOTA or 60 W.I.T.S. CECs)
Cost: $59 (tuition $46, administrative fee $13)
NCREC-CS005-01  Jan 21-Feb 25
6 sessions  W 7-8pm
Guy DeRosa, MCCC Instructor
Pilates – Mat
Mat work is a great place to begin. All of the fundamental movements and Pilates exercise principles are incorporated in the mat exercises. These exercises are adaptable to any fitness level, and it is nice way to focus on learning the basics correctly. They will help you quickly gain a lot of strength and confidence in the Pilates method. Please wear comfortable clothing, bring a mat and water.
Cost: $70 (tuition $55, administrative fee $15)
NCREC-CS022-01  Jan 22-Feb 26
6 sessions  Th 8:05-9:05pm
NCREC-CS022-02  Mar 12-Apr 23*
6 sessions  Th 8:05-9:05pm
Lori Gordon, Powerhouse Pilates, Mat I and II
Zumba® Toning
This program combines lightweight resistance training with the international rhythms of the basic Zumba® program to produce a workout designed to tighten and tone all the target zones (arms, abs, legs and glutes). By shaking maraca-like Toning Sticks to the beat of high-energy music, participants are immersed in a calorie-torching, body-sculpting, head-to-toe fitness party.
Cost: $70 (tuition $55, administrative fee $15)
NCREC-CS004-01  Jan 22-Feb 26
6 sessions  Th 7-8pm
NCREC-CS004-02  Mar 12-Apr 23*
6 sessions  Th 7-8pm
*Class will not meet Apr 2
Lori Gordon, licensed Zumba Toning Instructor
Fitness Careers
The following course is taught by World Instructor Training Schools. W.I.T.S. is an approved CEU provider for International Association of Continuing Education and Training (IACET), Board of Certification for Athletic Trainers (BOC) and the American Occupational Therapy Association (AOTA.)
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 $34 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 60 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.)
(6.0 CEUs through IACET, BOC and AOTA or 60 W.I.T.S. CECs)
Cost: $654 (tuition $127, administrative fee $28, fees $499)
NCHCP-CS025-01  Feb 15-Mar 22
6 sessions  Su 10am-5pm*
*1 hour for lunch
World Instructor Training Schools
Fitness and Recreation
You must register 10 days before the start of your class to avoid the $15 late fee!

**Women's Basic Self Defense Level I**
See pg. 51 for course descriptions

**Women's Basic Self Defense Level II**

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**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.

Cost: $170 (tuition $51, administrative fee $14, fees $105)

NCREC-CS006-01
8 sessions Tu,F 11am-12pm
NCREC-CS006-02
8 sessions Th 5:30-6:30pm Sa 11am-12pm
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.

Cost: $170 (tuition $51, administrative fee $14, fees $105)

NCREC-CS007-01
5 sessions Th 6:30-7:30pm
Joe Caggiano, Master Teaching Professional

**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.**

Cost: $165 (tuition $42, admin fee $13, fees $110); Additional child - Cost $75 (tuition $59, admin fee $16)

NCREC-CS008-01
4 sessions Su 10-11am
Joe Caggiano, Master Teaching Professional

**Kayak & Canoe Classes**

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

**Please note:** 

Rarely, classes may have to be cancelled due to adverse weather conditions that day, and we will attempt to reschedule.

**Beginning Kayaking**

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

Cost: $65 (tuition $17, administrative fee $8, fees $40)

NCREC-CS011-01
1 session Su 12-2:30pm Apr 12
NCREC-CS011-02
1 session Sa 12-2:30pm Apr 25
Bryan Mitchell, Greenwave Paddling

**Intermediate Kayaking**

Join us for a beautiful couple hours on the lake and enhance your basic paddling skills by learning more advanced strokes and maneuvers. You must have several years of kayaking experience or have taken a previous beginner course with the instructor this year.

Cost: $65 (tuition $17, administrative fee $8, fees $40)

NCREC-CS012-01
1 session Su 12-2:30pm Apr 26
Bryan Mitchell, Greenwave Paddling

**Bicycle Maintenance**

This course will provide you with an in-depth knowledge of maintaining a bicycle. Through hands-on experience, you will learn how to change a flat tire as well as clean, lubricate, and adjust/repair the major bicycle components including the brakes, derailleurs, gears, wheels, tires and other parts. **Classes will be held at Bicycle Rack, Route 33 and Airport Road, Hightstown, NJ 08520.**

Cost: $69 (tuition $55, administrative fee $14)

NCREC-CS017-01
3 sessions W 6-8pm Van Delfino, owner, Bicycle Rack

**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.**

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

**Beginner Ballroom Dancing**

NCREC-CS013-01
3 sessions F 6:30-7:25pm Feb 27-Mar 13

**Intermediate Ballroom Dancing**

NCREC-CS014-01
3 sessions F 8:30-9:25pm Feb 27-Mar 13

**Beginner Latin Dancing**

NCREC-CS015-01
3 sessions F 7:30-8:25pm Feb 27-Mar 13
Candace Woodward-Clough, B.F.A. in Theatre Dance + Choreography
Emergency Medical Training

Emergency Medical Technician (EMT)  
Required: All students must obtain a Health Care Provider Level CPR card prior to the start of the class.  
During the 220-hour Emergency Medical Technician (EMT) course, you will learn about human anatomy and physiology, pathophysiology, patient assessment techniques, management of common medical complaints, management of the trauma patient, administration of limited medications, and concerns for special patient populations. Course material will be presented through lectures, simulation labs, and clinical rotations where students will interact with patients. Successful course completion requires obtaining the minimal level of competency as outlined in the National EMS Educational Standards. After successfully completing this course, students will be eligible to sit for either the NJ EMT Certification exam or the National Registry EMT Certification exam to obtain certification.  
It is recommended that each student have a Stethoscope, B/P Cuff and Penlight for each class (More information given at 1st class).  
Attendance at all sessions is mandatory. Textbook required. Available in college bookstore.  
22.0 CEU. Cost: $1,375 (tuition $1,713, administrative fee $202)  
NCEMT-CS001-01 Jan 20-May 6*  
47 sessions Tu,Th 9am-1pm  
W 9am-3pm  
*Courses meet at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648  
Ian Malik, EMS Coordinator, Mercer County Fire Academy - maliki@mccc.edu

NECI 9-1-1 Basic Dispatcher  
(Basic Telecommunicator)  
(9-1-1 Officer National Certification Course) (3.5 CEU)  
This NECI 9-1-1 Officer basic dispatcher national certification course will provide students with basic skills in public safety communications. Students must successfully pass a written exam and practical exam in order to receive certification. This course is approved by the State of New Jersey Office of Telecommunications Services. Attendance at all sessions is mandatory. Textbook required and is available at the college bookstore.  
3.5 CEU Tuition: $325 (tuition $277, administrative fee $48)  
NCEMT-CS007-01 Apr 13-Apr 17*  
5 sessions M,Tu,W,TH,F 8:30am-4:30pm*  
*Includes 1 hour lunch  
*Meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648

Emergency Medical Dispatcher (2.8 CEU)  
Required: All students must obtain a Health Care Provider Level CPR card prior to the start of the class and must maintain same throughout the course and certification process.  
Prerequisite: 911 Basic Dispatcher Certification or enrollment in NECI 9-1-1 Basic Dispatcher course the week of 10/13/14 (see course description on this page)  
This course is the National Highway Traffic Safety Administration Emergency Medical Dispatch National Standard Curriculum. Students will gain knowledge and skills to be an Emergency Medical Dispatcher. Students must successfully pass a written exam and practical exam in order to receive certification. This course is approved by the State of New Jersey Office of Telecommunications Services.  
Attendance at all sessions is MANDATORY.  
2.8 CEU Tuition: $275 (tuition $234, administrative fee $41)  
NCEMT-CS008-01 Apr 20-Apr 23*  
4 sessions M,Tu,W,TH 8:30am-4:30pm*  
*Includes 1 hour lunch  
*Meets at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648

Integrated EMT Refresher/Transition  
(2.4 NJ EMT CEU’s for all 3 courses)  
The EMT Refresher course is designed to review the skills, knowledge and critical thinking needed to provide optimum pre-hospital patient care. This class includes the expanded scope of practice materials and successful completion of all three modules meets the NREMT requirements of a “Transition” program. Successful completion of all three modules may also be used by reciprocity candidates, individuals with expired EMT certification, or any individual who wishes to regain their current NJ EMT certification. There will be both skills and written evaluations each session. Students are strongly advised to read a new initial or transition text prior to attending. Students may take one or multiple modules; completion of all three modules meets EMT refresher/transition requirements.  
Required for each course: EMT/EMT-B or reciprocity/re-entry candidate

Integrated EMT Refresher/Transition  
- Airway Module  
0.8 NJ EMT CEU. Cost: $80 (tuition $68, administrative fee $12)  
NCEMT-CS003-01 May 4*  
1 session M  
8am-5pm*  

Integrated EMT Refresher/Transition  
- Medical Module  
0.8 NJ EMT CEU. Cost: $80 (tuition $68, administrative fee $12)  
NCEMT-CS004-01 May 11*  
1 session M  
8am-5pm*  

Integrated EMT Refresher/Transition  
- Trauma Module  
0.8 NJ EMT CEU. Cost: $80 (tuition $68, administrative fee $12)  
NCEMT-CS005-01 May 18*  
1 session M  
8am-5pm*  
*Includes 1/2 hour lunch  
*Courses meet at Dempster Fire Training Center, 350 Lawrence Station Rd., Lawrenceville, NJ 08648  
Ian Malik, EMS Coordinator, maliki@mccc.edu
First Aid
American Safety and Health Institute (ASHI) – First Aid
(Ages 16+)
Learn how to recognize and provide care for various injuries, burns, wounds and sudden illnesses.
Cost: $60 (tuition $10, administrative fee $7, fees $43)
NCHSC-CS001-01
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. This course offers personal benefits and is open to anyone. If you hold a driver's license in any state other than NJ, it is your responsibility to notify the Department of Motor Vehicles in the state you are licensed in that you completed the course for point reduction (if applicable). In addition, you will submit the grade letter to your insurance company for the insurance discount (see pg. 66 for instructions on getting a grade letter). For any further questions about this course, please call LifeForce, USA, Inc. at 732.919.6070. (Note: Please bring a lunch—cafeteria closed.)
Cost: $95 (tuition $17, administrative fee $8, fees $70)
NCPER-CS004-01
1 session
Sa 9am-3:30pm*
*1/2 hour for lunch
LifeForce, USA, Inc.

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

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

BLS (Basic Life Support) for Health Care Providers and Professional Rescuers (For New and Renewal)
(Ages 16+)
This course will provide training for adult, child, and infant CPR. Learn one and two rescuers CPR, rescue breathing and skills for conscious and unconscious choking victims. Participants will also learn how to use barrier devices and AED. (Note: Please bring a lunch - cafeteria closed on Saturday).
Cost: $85 (tuition $17, administrative fee $8, fees $60)
NCHSC-CS002-01
1 session
Feb 5
Th 6:30-10:30pm
NCHSC-CS002-02
1 session
Apr 11
Sa 9am-1:30pm*
*1/2 hour for lunch
All participants will receive an American Heart Association card valid for 2 years.
LifeForce, USA, Inc.

Heartsaver Cardio-Pulmonary Resuscitation (CPR)/Automated External Defibrillation (AED)
(Ages 16+)
The Heartsaver CPR/AED course consists of the following skills: CPR for adult, child and infant victims; first aid for conscious and unconscious choking victims; use of AED; and the use of barrier devices. This course is intended for lay-rescuers, workplace programs, fitness professionals, teachers and coaches, and babysitters, etc. This course fulfills the CPR/AED requirement of Personal Training Certification (pg. 57).
Cost: $85 (tuition $17, administrative fee $8, fees $60)
NCHSC-CS003-01
1 session
Jan 22
Th 6:30-9:30pm
NCHSC-CS003-02
1 session
Mar 16
M 6:30-9:30pm
NCHSC-CS003-03
1 session
Apr 21
Tu 6:30-9:30pm
All participants will receive an American Heart Association card valid for 2 years.
LifeForce, USA, Inc.

Boating Safety
Boaters Licensing Preparation
Safe Boating and Personal Watercraft Course
(Ages 13+)
This licensing course prepares students and satisfies the State of New Jersey requirement to lawfully operate a boat or personal watercraft. All necessary filings are completed for each participant after successful passing of the licensing test that is administered at the conclusion of the class. This course is accredited by the N.J. State Police. All materials included.
Cost: $93 (tuition $30, administrative fee $13, certification and fees $50)
NCREC-CS018-01
Mar 10-Mar 12
2 sessions
Tu, Th 6-10pm
NCREC-CS018-02
Apr 7-Apr 9
2 sessions
Tu, Th 6-10pm
Keith Gunsten, NJ Boating Safety Instructor
#2008-05-0002

We strive for accuracy in our printed materials and on our website, however, we are not responsible for typographical errors or omissions.
Aqua-Fit Workout
*Note: The Senior Citizen Policy does not apply to these classes.
Come start your day in the heated pool with an invigorating head to toe workout to music. This class includes aerobics, "ab" work, weight training and much more. Low impact on joints. There is no swimming during these classes. Pool shoes recommended. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.
3 x week=$170 (tuition $60, administrative fee $15, pool fees $95)
2 x week=$115 (tuition $38, administrative fee $12, pool fees $65)
1 x week=$60 (tuition $19, administrative fee $9, pool fees $32)
NCSWM-CS001-01 Feb 23-May 1*
3 x week M,W,F 8-8:50am
NCSWM-CS001-02 Feb 23-May 1*
2 x week M,W or F 8-8:50am
NCSWM-CS001-03 Feb 23-May 1*
1 x week M or W or F 8-8:50am
*Class will not meet Apr 3, 6
Lorrie Hammell, USWFA certified

Aqua-Power Workout
*Note: The Senior Citizen Policy does not apply to these classes.
This is a challenging aerobic workout in the heated pool to music. This class includes weight training and much more. Very low stress on weight bearing joints. Muscular skeletal strengthening improves posture, balance and endurance. There is no swimming during these classes. To register, participants must choose and pay for the number of sessions (three, two or one) they will attend each week.
3 x week=$170 (tuition $60, administrative fee $15, pool fees $95)
2 x week=$115 (tuition $38, administrative fee $12, pool fees $65)
1 x week=$60 (tuition $19, administrative fee $9, pool fees $32)
NCSWM-CS002-01 Feb 23-May 1*
3 x week M,W,F 9-9:50am
NCSWM-CS002-02 Feb 23-May 1*
2 x week M,W or F 9-9:50am
NCSWM-CS002-03 Feb 23-May 1*
1 x week M or W or F 9-9:50am
*Class will not meet Apr 3, 6
Lorrie Hammell, USWFA certified
Fitness and Recreation/Youth Programs

Adult Beginners Swim
*Note: The Senior Citizen Policy does not apply to these classes.
This course is open to adult non-swimmers. Participants learn the crawl, back crawl, elementary back stroke, and rhythmic breathing. Elementary diving and treading water will be introduced.
Cost: $115 (tuition $38, administrative fee $12, pool fees: $65)
NCSWM-CS005-01 Jan 26-Apr 6*
10 sessions M 7:30-8:30pm
NCSWM-CS005-02 Jan 27-Mar 31
10 sessions Tu 7-8pm
NCSWM-CS005-03 Jan 24-Mar 28
10 sessions Sa 12-1pm
*Class will not meet Feb 16
Lori Gordon, W.S.I. Coordinator

Adult Advanced Beginners Swim
*Note: The Senior Citizen Policy does not apply to these classes.
This swim course is geared to adults who can swim 5-10 yards on their front and back and who want to continue their progress in swimming. Review and improve on swim strokes (mainly freestyle, elementary backstroke and backcrawal) with practice and drills. Treading water, rhythmic breathing, entering deep water and elementary diving will be included.
Cost: $115 (tuition $38, administrative fee $12, pool fees: $65)
NCSWM-CS006-01 Jan 27-Mar 31
10 sessions Tu 8:05-9:05pm
NCSWM-CS006-02 Jan 28-Apr 1
10 sessions W 7:30-8:30pm
Lori Gordon, W.S.I. Coordinator

Adult Intermediate Swim
This course is for those that already know swim strokes and want to learn more swimming and diving skills. The class will focus on swimming endurance, swim techniques, and turns. We will do swimming drills to improve your strokes as well as starts. We will teach different dives from the side of the pool, blocks, and board.
Cost: $115 (tuition $38, administrative fee $12, pool fees $65)
NCSWM-CS015-01 Jan 23-Mar 27
10 sessions F 7:30-8:30pm
Lori Gordon, W.S.I. Coordinator

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.
Cost: $125 (tuition $47, administrative fee $13, pool fees $65)
Spring Session:
Tu 9:15am; 10am; 1pm; 1:45pm Mar 3-May 12*
W 1pm; 1:45pm Mar 4-May 13*
Th 9:15am; 10am; 1pm; 1:45pm Mar 5-May 14*
*Class will not meet Mar 31, Apr 1, 2
Call 609.570.3311 for information on open enrollment date.

Saturday Swim Program (Ages 5-12)
Saturday morning swim instruction for children ages 5-12 is offered throughout the year. Enrollment is limited. Registered students must attend an in-water screening session for assignment to the appropriate class level in the American Red Cross Progressive Swimming Sequence. Registration must be completed prior to the screening session. Parents are notified by mail of class assignments (time and class level) before the first swim class. Classes meet for 50 minutes on nine Saturdays between 8am and 12pm. Please ensure your child is available between those hours. The instructor assigns class times based on skill level screening, therefore, we cannot accommodate specific time slot requests.
Cost: $120 (tuition $43, administrative fee $12, pool fees $65)
Spring Session: Mar 7-May 9*
9 sessions Saturday Time to be assigned
*Saturday, Feb 28, 10am-12pm, is mandatory screening for new students
*Class will not meet Apr 4
*Correspondence regarding the Saturday Swim program should be directed to the coordinator, at this email address: lori.mccc@gmail.com.
*Open Enrollment Date: Those enrolled in the current program have priority for registration. If there is space available, Open Enrollment will be held on Tuesday, January 20. Please call 609.570.3311 on that date to register.
*Note: Occasionally the pool must be closed for emergencies or mandatory repairs. We regret that we are not able to reschedule cancelled sessions.
Lori Gordon, W.S.I. Coordinator and Instructor

Parent/Child Golf Program
See pg. 58 for description.
Cost: $165 (tuition $42, administrative fee $13, fees $110;
Additional child - Cost $75 (tuition $59, administrative fee $16)
NCREC-CS008-01 Apr 12-May 3
4 sessions Su 10-11am
Joe Caggiano, Master Teaching Professional

You must register 10 days before the start of your class to avoid the $15 late fee!
Fitness & Recreation / Code of Conduct

Lifeguard Training: An Intensive Course
(Ages 15+)
Required: Candidate must be at least 15 years old, swim 500 yards continuously (crawl, breast stroke, and side stroke), surface dive 9 ft. and bring brick to surface, surface dive 5 ft. and swim underwater 15 yards, tread water with hands out of water for two minutes.

This course includes first aid and CPR for the Professional Rescuer. Participants who successfully complete the pool and classroom sessions will receive American Red Cross Certification in Lifeguard Training. Student must attend all classes. (Please bring a lunch — cafeteria closed.)

Cost: $326 (tuition $185, administrative fee $38, pool fees: $64, books $39)

NCSWM-CS009-01
Mar 14 Sa 2-9pm
Mar 15 Su 10am-5pm
Mar 22 Su 9am-5pm
Mar 28 Sa 2-9pm
Mar 29 Su 10am-5pm
Mat Giachetti, American Red Cross LGT Instructor

Lifeguard Training Update/Renewal
(Ages 15+)
Is your certification about to expire or do you need the Lifeguard Today update? Then join us for this refresher course and renew your certification. Course will include a CPR challenge. Student must attend all classes. (Please bring a lunch — cafeteria closed.)

Cost: $215 (tuition $91, administrative fee $21, pool fees: $64, books $39)

NCSWM-CS010-01 Mar 22-Mar 28*
Mar 22 Su 9am-5pm
Mar 28 Sa 2-9pm
Mat Giachetti, American Red Cross LGT Instructor

*Note: Next session will be offered May 9-May 16.

The Center for Continuing Studies (CCS) Code of Conduct

All student behavior should support and encourage – not hinder or disrupt – the learning process. The following expectations are examples of appropriate student conduct:

- Students must follow all directions from instructors and CCS staff.
- Students should arrive to class and return from break on time.
- Cell phones should be off or on silent mode; no texting or Instant Messaging during classroom time.
- Students who need to leave a class in session should do so quietly. The Instructor should be advised in advance of situations requiring known departures from the room.
- Classroom instruction time is for all participants:
  - All conversations should be relevant to the course content.
  - Students should refrain from distracting behaviors such as walking around or having conversations with other students.
  - Students should be respectful and attentive during discussions or presentations.
- Students are expected to honor the MCCC Student Code of Conduct, (available on line at http://www.mccc.edu/pdf/handbook.pdf on page 68 of the PDF).

Disciplinary Process for Center for Continuing Studies

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

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

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

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

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

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

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

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

- **The Center for Continuing Studies**
  Carol Desmond Clark, Director, 609.570.3856
  clarkc@mccc.edu
  Read Langan, Assistant Director, 609.570.3278
  langanr@mccc.edu
  Debbie Paragano, Coordinator, 609.570.3574
  paragand@mccc.edu

- **Mercer Institute of Management & Technology Training**
  Leah Pontani, Director, 609.570.3656
  lpontani@MercerInstitute.com
  John Radvany, Account Executive, 609.570.3279
  jradvany@MercerInstitute.com
  Lori Crocker, Account Executive, 609.570.3612
  lcrocker@MercerInstitute.com

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

- **Conference Center**
  Alanna Gutchigian, Events Manager, 609.570.3237
  gutchiga@mccc.edu

- **Dean, Organization Development & Community Programs**
  Dr. Lynn Coopersmith, 609.570.3241
  LBC@mccc.edu

5 Ways To Register

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

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

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

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

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

Addresses for Off-Campus Classes

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

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

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

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

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

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

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

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

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

- **Montessori Country Day School**
  72 Grovers Mill Road
  Plainsboro, NJ 08536
General Information

New Traffic Patterns for CONTINUING STUDIES STUDENTS

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

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

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

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

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

From South via NJ Turnpike
Turnpike Exit 7A (Interstate 195), west on I-195 to Exit 5B (first exit off I-195). Continue north on NJ 130 to first light (526). Turn left onto 526 to first light. Bear left at light, then take immediate right (still 526) 526 to end, 535 (Old Trenton Rd.). Turn left onto 535, two miles to campus entrance on right, after Mercer County Park.
You must register 10 days before the start of your class to avoid the $15 late fee!

Security - Emergency Telephone Numbers
- Emergency Police, Fire and Ambulance: dial 911.

Registration Confirmations
All types of registrations can be confirmed by calling 609.570.3311 or emailing comed@mccc.edu.
- Telephone: When you register by telephone, you can assume your registration is confirmed.
- Mail/fax: You will receive your Student Schedule and receipt in the mail.
- Online: When you complete the online registration process, you will be able to print out a Student Schedule which serves as your paid receipt and confirmation of your class.
- Assume your class is running unless you are notified otherwise.

Classroom Location/Room Number
The Student Schedule usually indicates the classroom, building and room number. If room information is not shown, call 609.570.3311 for location one day prior to the start date. Unless otherwise noted, noncredit courses are scheduled at the West Windsor Campus. Locations for other sites are indicated with course descriptions.

Parking/Driving Directions
Ample parking is provided in the open student lots (East or West) indicated on the map found on page 64 or online at www.mccc.edu/ccs. The lots are well lit at night. Visit www.mccc.edu under “About MCCC,” then click on “Driving Directions.”

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

Bookstore Hours
- Monday-Thursday: 8:30am-7pm
- Friday: 8:30am-5pm
- Summer Hours: Monday: 9am-6:30pm
  Tuesday-Thursday: 9am-5pm
  Friday: 9am-2pm
- Bookstore website: www.mccc.bkstr.com

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

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

Professional Development
The Center for Continuing Studies at Mercer County Community College is a registered provider of professional development with the New Jersey State Department of Education. Our provider number is 4283. In addition, Center for Continuing Studies at Mercer County Community College is registered with the New Jersey State Board of Accountancy for Continuing Professional Education (CPE) credits for licensed Certified Public Accountants and Public Accounts (certification #20 CE 00011900).

As indicated within the appropriate course descriptions, some of MCCC’s noncredit professional development courses award CEUs (Continuing Education Units), CPEs (Continuing Professional Education for Certified Public Accountants), CECH’s (Continuing Education Contact Hours), and/or PDUs (Professional Development Units) to the student upon successful completion and a passing grade for the course. Successful completion means the student has mastered the material and has attended at least 80% of the scheduled class time. A passing grade is Satisfactory (S).

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

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

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

Affirmative Action and Compliance Statement
Mercer County Community College is committed to equal opportunity and affirmative action.

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

Cafeteria
Hours of operation during semester:
Monday-Thursday: 7:30am-6:30pm
Friday: 7:30am-2:30pm
Saturday: Cafeteria is closed on Saturday. Students are encouraged to bring their own food.
Summer hours: 7:30am-2:30pm

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Phone: 609.570.3311 • Fax: 609.570.3883
www.mccc.edu/mymercer • ComEd@mccc.edu
Center for Continuing Studies

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

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

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

Charge customers only: Cardholder name Card expiration date

Amount to be charged $ Check number payable to Mercer County Community College.

Do not send cash.

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

Phone Registration 609.570.3311 Fax: 609.570.3883
**Employer Sponsor Information Form**

**Mercer County Community College Center for Continuing Studies**

**Employer Sponsor Information Form**

Registration Support: 609.570.3311  Fax 609.570.3883

Name of company/organization ____________________________

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

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

Manager’s Signature ____________________________ Title ____________________________

Manager’s Name (Print) ____________________________

Phone # ____________________________ Fax # ____________________________

email Address ____________________________

Mailing Address ____________________________

City ____________________________ State __________ Zip __________

Billing Department Contact: ____________________________

Phone # ____________________________ Fax # ____________________________

email Address ____________________________

Mailing Address ____________________________

City ____________________________ State __________ Zip __________

**Contracted Student:** ____________________________ MCCC Student ID ____________________________

Course/Reference #: ____________________________ ____________________________ ____________________________

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

__________________________

Student Signature ____________________________

**Tax Credit and Financial Assistance**

(For Professional Development Courses Only)

- **Lifetime Learning Credit**

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

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)

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

At Mercer Institute we specialize in:

- **Leadership Training** - including Management/Leadership and Supervisory Skills, as well as Executive Coaching
- **Communications Training** - including Written Communication, Spoken Communication, and Marketing and Sales Promotion and Customer Service

We listen carefully, recommend thoughtfully, and deliver reliably.

Call Us for Your Free Consultation
Leah Pontani, Director
Mercer Institute of Management & Technology Training
609.570.3280
Lpontani@mercerinstitute.com
www.MercerInstitute.com
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  Certification Prep Course
Starting a Nonprofit
Tuscan Steakhouse
Wedding Bouquets
Writing for English Language Learners (ELL)

GIFT CERTIFICATES AVAILABLE! (see page 70)

Dated Material

visit: www.mccc.edu/ccs • call: 609.570.3311 • fax: 609.570.3883