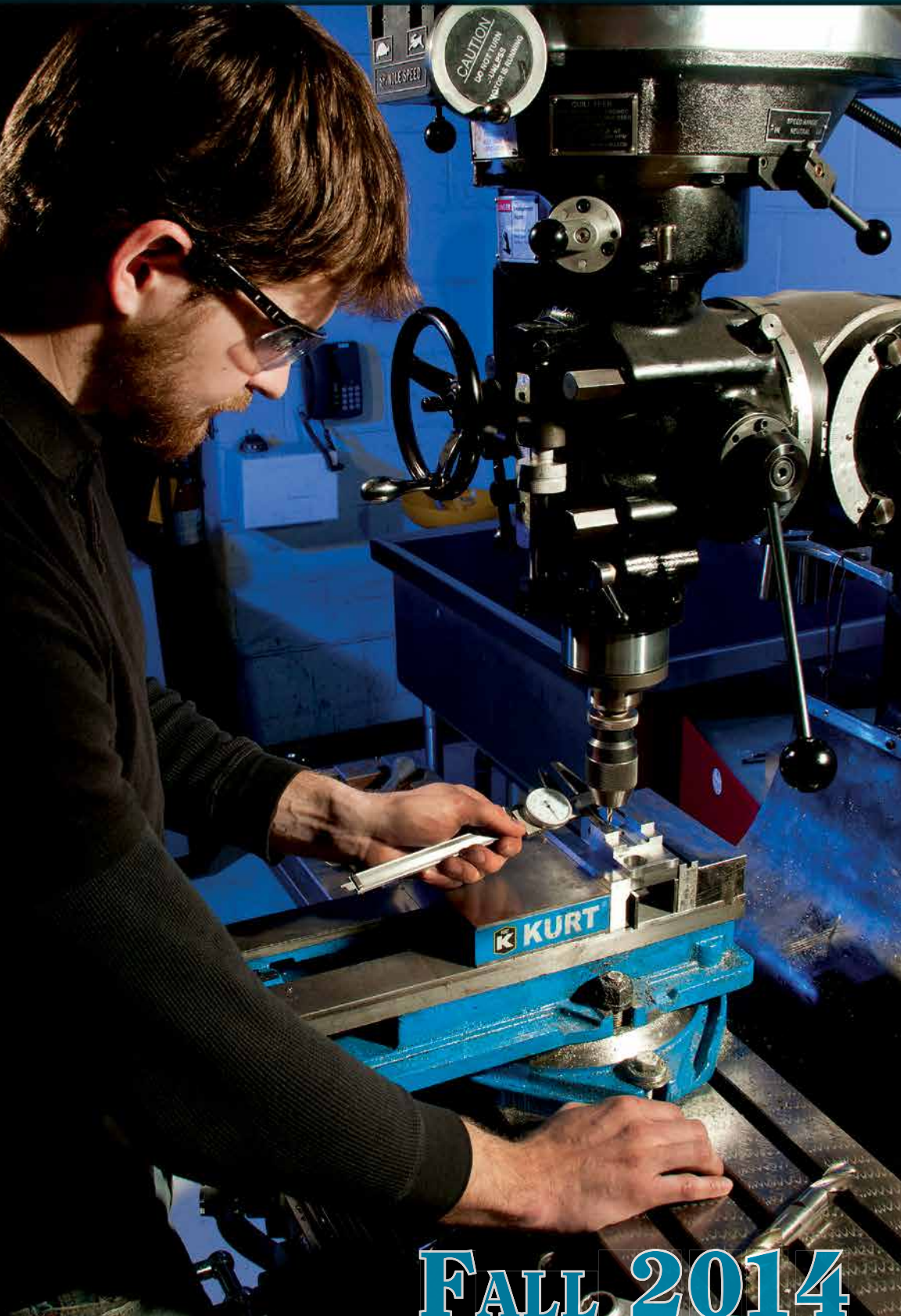


CONTINUING EDUCATION



FALL 2014

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT

Fall 2014

MISSION STATEMENT

The mission of the Morris County Vocational School District is to provide vocational and enrichment programs that inspire and prepare students to succeed in today's world and pursue tomorrow's opportunities.

NEW PROGRAMS FOR FALL 2014

- HVAC/R Apprenticeship Program • Financial Services 101
- Broadband Academy • Culinary Foundations • Basic Cake Decorating • Construction Estimating • Landscape Technology

Table of Contents

<i>Air Conditioning & Heating</i>	21
<i>Automotive Technology</i>	6
<i>Auto Body Repair</i>	7
<i>Bartending</i>	7
<i>Basic Skills Classes</i>	5
<i>Board Of Chosen Freeholders</i>	31
<i>Board Of Education</i>	31
<i>Broadband Academy</i>	8
<i>Calendar</i>	3
<i>Clases de Ingles y education y civica</i>	4
<i>Clinical Medical Assistant</i>	9
<i>Computer Classes</i>	13
<i>Construction</i>	12
<i>Continuing Education Staff</i>	31
<i>Cooking Classes At CCM</i>	13
<i>Cosmetology</i>	13
<i>Culinary</i>	14
<i>Dance</i>	14
<i>Dental Assisting</i>	15
<i>Electrical</i>	16
<i>Financial Information</i>	29
<i>Financial Services 101</i>	18
<i>Fitness</i>	20
<i>GED Testing Center</i>	5
<i>General Student Information</i>	27
<i>Health Occupations</i>	20
<i>Integrated English Language And Civics Education</i>	4
<i>Landscape Technology</i>	23
<i>Manufacturing</i>	23
<i>Nursing</i>	24
<i>Photography</i>	24
<i>OSHA Authorized Courses</i>	11
<i>Plumbing</i>	25
<i>Pre-Entrance Test</i>	6
<i>Welding</i>	26

Cover Credits:

Precision Manufacturing student Tymon Kolodynski operates a Knee Mill Machine. Photograph taken by Rich Russo, photographer & instructor (Got Digital Course and A Photographers' Window to the World Course).

2014-2015 SCHOOL CALENDAR

	M	T	W	R	F	S
S	1	2	3	4	5	6
E	8	9	10	11	12	13
P	15	16	17	18	19	20
T	22	23	24	25	26	27
	29	30	1	2	3	4
O	6	7	8	9	10	11
C	12	14	15	16	17	18
T	20	21	22	23	24	25
	27	28	29	30	31	1
N	3	4	5	6	7	8
O	10	11	12	13	14	15
V	17	18	19	20	21	22
	24	25	26	27	28	29
D	1	2	3	4	5	6
E	8	9	10	11	12	13
C	15	16	17	18	19	20
	22	23	24	25	26	27
	28	29	30	31	1	2
J	5	6	7	8	9	10
A	12	13	14	15	16	17
N	18	20	21	22	23	24
	26	27	28	29	30	31

NO CLASSES ON THESE DATES

- September 23** - Back to School night (High School Event, Evening School Closed)
- September 25 & 26** - Rosh Hashanah
- October 13** - Columbus Day
- October 22** - Open House (High School Event)
- November 6 & 7** - NJEA Teacher Convention
- November 26 - 29** - Thanksgiving
- December 23 - Jan 3** - Christmas/Winter Recess
- January 19** - Martin Luther King Day
- February 16 & 17** - Mid Winter Break
- February 28** - Saturday Break
- April 3 - 11** - Spring Break
- May 25** - Memorial Day

	M	T	W	R	F	S
F	2	3	4	5	6	7
E	9	10	11	12	13	14
B	15	16	18	19	20	21
	23	24	25	26	27	28
M	2	3	4	5	6	7
A	9	10	11	12	13	14
R	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31	1	2	3	4
A	5	6	7	8	9	10
P	13	14	15	16	17	18
R	20	21	22	23	24	25
	27	28	29	30	1	2
M	4	5	6	7	8	9
A	11	12	13	14	15	16
Y	18	19	20	21	22	23
	24	26	27	28	29	30
J	1	2	3	4	5	6
U	8	9	10	11	12	13
N	15	16	17	18	19	20
E	22	23	24	25	26	27
	29	30				

SCHOOL CLOSINGS

Classes may be cancelled due to inclement weather or other, unforeseen emergencies. Announcements are recorded, when feasible, on our telephone system (973-627-4601) and our website (www.mcvts.org) after 6:00 am for daytime & Saturday classes and after 4 pm for evening classes.

REGISTRATION Starts August 1st

Course registration for Fall 2014 is available online, via phone, or in person beginning on Friday, August 1st at 9:00am.
Online: www.mcvts.org;
Continuing Adult Education
Phone: (973) 627-4601
In Person: Building 2

INTEGRATED ENGLISH LANGUAGE AND CIVICS EDUCATION

FREE Program • For information call 973-627-4601 ext. 279

This free program provides educational services to immigrants and other limited English proficient adults to attain the basic skills necessary to function successfully as parents, workers, and citizens. Classroom activities will cover English language skills, survival/life skills, workforce/employability skills, family literacy, and citizenship skills. This program is funded by the Workforce Investment Act of 1998 Title II Adult Education and Literacy via the N.J. Department of Labor and Workforce Development.

**CERTIFICATION OF NON-ENROLLMENT in school for 16 to 21 year olds
MUST be completed before attending class**

LOCATIONS:

- **Morristown High School, 50 Early Street, Morristown, NJ**
- **Morris County Vocational School District, 400 E. Main Street, Denville, NJ**

REGISTER IN PERSON, BRING PHOTO ID

Saturday Class (both locations): September 13 or 20 beginning at 9:00 am

Monday/Tuesday (Morristown): September 15, 16, 22, 23 beginning at 6:00 pm

Monday/Wednesday (Denville): September 15, 17, 22, 24 beginning at 6:00 pm

CLASSES START:

Saturday (both locations) on September 27 (8:30 am to Noon)

Monday (Morristown and Denville) on September 29 (6:00 pm to 9:00 pm)

CLASES DE INGLES Y EDUCACION CIVICA

***Programa gratis* para información, llame al 973-627-4601 X279**

Este programa provee educacion a inmigrantes y otros adultos con limitado conocimiento de ingles a adquirir las habilidades de comunicacion necesarias para el exito como padres, profesionalmente y como ciudadano en general. Las actividades de las clases incluyen ejercicios practicos que le ayudarán a comunicarse efectivamente, en su lugar de empleo y en su vida diaria. Este programa es patrocinado por: Workforce Investment 1998 Titulo II para education adulta y Literatura por medio de N.J. Department of Labor and Workforce Development.

La registracion es en persona y todo lo que necesita es una identificacion: licencia de conducir o pasaporte (americano o de su paiz de origen) (vea las fechas y horarios de registracion especificadas)

Estudiantes de 16 a 21 años quieren registrarse para clases de ingles, tienen que proveer un formulario indicando que no estan inscritos en la escuela secundaria, en el distrito donde reside; este formulario lo puede adquirir en el momento que venga a registrarse, estudiantes tienen que mandarnos el formulario ANTES de empezar las clases.

LUGAR DE ESTUDIO:

- **Morristown High School, 50 Early Street, Morristown, NJ**
- **Morris County Vocational School District, 400 E. Main Street, Denville, NJ**

REGISTRACION:

Para los Sabados (ambos lugares): Septiembre 13 o el 20 a partir de las 9:00 am

Para Lunes & Martes (Morristown): Septiembre 15, 16, 22, 23 a partir de las 6:00 pm

Para Lunes & Miercoles (Denville): Septiembre 15, 17, 22, 24 a partir de las 6:00 pm

LAS CLASES EMPIEZAN:

Las clases del Sabado (ambos lugares) Septiembre 27 (8:30 am hasta mediodia)

Lunes (Morristown & Denville) Septiembre 29 (6:00 pm hasta 9:00 pm)

BASIC SKILLS CLASSES

PREPARE FOR THE HIGH SCHOOL EQUIVALENCY EXAM; IMPROVE READING, WRITING AND MATH SKILLS

This free program is designed to provide adults with sufficient basic education to enable them to take and pass the High School Equivalency (HSE) exam. Classroom activities will include survival/life skills, workforce/employability skills, and family literacy. The program is sponsored by the NJ Dept. of Labor.

WHERE ARE THE HSE/BASIC SKILLS CLASSES HELD?

MORRIS VOCATIONAL SCHOOL DISTRICT in Denville, NJ

WHEN ARE THE HSE/BASIC SKILLS CLASSES HELD?

Monday through Thursday from 6:00 pm - 8:30 pm

HOW DO I REGISTER FOR HSE/BASIC SKILLS CLASSES?

Registration by appointment only with the Recruitment & Retention Specialist. At the time of registration students will be assigned two classes per week. Please call 973-627-4601 x279 for details or more information on daytime classes.

HIGH SCHOOL EQUIVALENCY TEST CENTER

The 2014 HSE Test Center Schedule is available online at www.mcvts.org MCVSD HSE Test Center is offering the TASC high school equivalency test. Please call us at 973 627-4601, ext 296.

FAQs

ARE YOU ELIGIBLE TO TAKE THE HSE-TASC EXAM?

- You must be a resident of New Jersey
- You have not graduated from an accredited high school or received a high school equivalency certificate or diploma
- You are at least 16 years old and officially withdrawn from school

HOW DO YOU REGISTER FOR THE HSE-TASC EXAM?

To reserve a seat for any of our scheduled test dates, you must call us at 973-627-4601 ext 296

HOW CAN YOU PREPARE FOR THE HSE-TASC EXAM?

We offer FREE HSE/Basic Skills classes. See details under BASIC SKILLS CLASSES listed above.

PRE-ENTRANCE TEST

For Apprenticeship Programs, Auto Tech, Dental Assisting, Cosmetology, Health Occupations, HVAC and Precision Manufacturing. This pre-entrance test is a 2 ½ hour, computer-based test which assesses your grade level ability in math and reading comprehension. Test results are immediate. Anyone who does not score appropriately is welcome to register for free, Basic Skills or ESL classes for remediation. You may retake the test in 4 months. The test fee is \$25.

TEST# 0701S14	Tuesday	July 1	9:00am	Bldg.2 Office	\$25
TEST# 0708S14	Tuesday	July 8	1:00pm	Bldg.2 Office	\$25
TEST# 0715S14	Tuesday	July 15	9:00am	Bldg.2 Office	\$25
TEST# 0722S14	Tuesday	July 22	1:00pm	Bldg.2 Office	\$25
TEST# 0729S14	Tuesday	July 29	9:00am	Bldg.2 Office	\$25
TEST# 0804F14	Monday	August 4	1:00pm	Bldg.2 Office	\$25
TEST# 0806F14	Wednesday	August 6	9:00am	Bldg.2 Office	\$25
TEST# 0811F14	Monday	August 11	1:00pm	Bldg.2 Office	\$25
TEST# 0814F14	Thursday	August 14	9:00am	Bldg.2 Office	\$25
TEST# 0818F14	Monday	August 18	1:00pm	Bldg.2 Office	\$25
TEST# 0821F14	Thursday	August 21	1:00pm	Bldg.2 Office	\$25
TEST# 0825F14	Monday	August 25	1:00pm	Bldg.2 Office	\$25
TEST# 0828S14	Thursday	August 28	9:00am	Bldg.2 Office	\$25

APPRENTICESHIP TRAINING

What is Apprenticeship? Apprenticeship training is a combination of on-the-job experience and related classroom instruction in which the student/worker learns the practical and theoretical aspects of a highly skilled occupation. This is a four year commitment that ultimately will lead you to attaining your respective contractor's license. Morris County Vocational School District is partnered with the Plumbing-Heating-Cooling-Contractors Association (PHCC) and the Electrical Independent Contractors (IEC) to offer a professional level educational component required for the New Jersey electrical, HVAC/R or plumbing license.

Who can be an Apprentice? You must be employed in the trade and sponsored by a licensed tradesman. You may enroll in our courses if you are not yet working/sponsored. Our school will provide job leads when available, but it is the student's responsibility to have an employer to sponsor him/her for official apprentice registration with the Department of Labor. You may be eligible for advanced standing if you have relative classroom experience, vocational school training and/or military background. Our County Apprenticeship Coordinator, Joe Miktus, determines placement and facilitates your registration with Department of Labor so that you may enjoy the benefits of a quality training program supported by this government agency.

What is covered in the classroom? Each year your instructors, who are experts in their respective fields, introduce and review topics, as necessary, to ensure you develop sound theory and safety skills. Most classes are theory/code based with occasional shop demonstrations and guest lectures and field trips. Classroom instruction is meant to supplement your job experience. For more information regarding any licensing in New Jersey, visit www.njconsumeraffairs.gov/nonmedical/.

PROGRAM LENGTH: 4 Years; 150 hours per year from SEPTEMBER to APRIL • 6:00 pm to 9:00 pm; two (2) evenings per week. 15% - 40% of the class meetings may require access to the Internet in lieu of one of the two scheduled class days. • Tuition includes textbooks and reference materials.

Please see program descriptions for ELECTRICAL, HVAC/R or PLUMBING apprenticeship programs under their respective headings.

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY PROGRAM

PREREQUISITES: High school diploma or equivalent; appropriate pre-entrance test score. See page 5 for test information.

Start your automotive career with our 7-course program that combines theory and practice, from safety and basic skills to the more intricate and interesting aspects of diagnosing and repairing auto components and systems. Begin the program with Introduction to Auto Technology and Electrical Systems; these two classes form the foundation to learn brakes, heating/AC as well as suspension & steering, engine repair and performance. The goal of the program is to prepare each student for the ASE Automobile & Light Truck Certification "A" test series. Practice ASE tests are included in each course; actual ASE test fees are not included. Loaner texts are provided.

INTRODUCTION TO AUTO TECHNOLOGY (20 Sessions/60 hours)

PREREQUISITE: High school diploma or equivalent; appropriate pre-entrance test score.

*6002F14 • \$659 • Sep 9 - Oct 29 • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm
• Bldg. 4, Room 402 • Ricca*

ELECTRICAL SYSTEMS (30 Sessions/90 hours)

PREREQUISITE: Introduction to Auto Technology.

6003 F14 • \$857 • Nov 4 - Jan 29 • Tuesday/Wednesday/Thursday
• 5:00 pm - 8:00 pm • Bldg. 4, Room 402 • Ricca

BRAKES (39 Sessions/117 hours)

PREREQUISITE: Introduction to Auto Technology & Electrical Systems.

6004S15 • \$1,122 • Feb 10 - May 19 • Tuesday/Wednesday/Thursday
• 5:00 pm - 8:00 pm • Bldg. 4, Room 402 • Ricca

HEATING & AIR CONDITIONING (23 Sessions/69 hours)

PREREQUISITE: Introduction to Auto Technology & Electrical Systems.

6005 F14 • \$786 • Sep 9 - Nov 5 • Tuesday/Wednesday/Thursday
• 5:00 pm - 8:00 pm • Bldg. 4, Room 401 • Netherland

SUSPENSION (26 Sessions/78 hours)

PREREQUISITE: Introduction to Auto Technology & Electrical Systems.

6006 F14 • \$839 • November 11 - January 27 • Tuesday/Wednesday/Thursday
• 5:00 pm - 8:00 pm • Bldg. 4, Room 401 • Netherland

ENGINE REPAIR (10 Sessions/30 hours)

PREREQUISITE: Introduction to Auto Technology & Electrical Systems.

6007S15* • \$569 • Feb 10 - Mar 4 • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm
• Bldg. 4, Room 401 • Netherland *Registration begins on Jan 5

REVIEW FOR CERTIFICATION (21 Sessions/63 hours)

PREREQUISITE: Introduction to Auto Technology, Electrical Systems, Brakes, Heating & A/C, Suspension, and Engine Repair.

6008S15* • \$319 • March 17 - May 7 • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm
• Bldg. 4, Room 401 • Netherland *Registration begins on Jan 5

AUTO BODY REPAIR

THE HOBBY SHOP: BODY BASICS (10 Sessions)

PREREQUISITE: You must be an automobile enthusiast! Bring your own project to class and do your own body repair, welding, painting and refinishing to restore or customize your ride! Although this is a hands-on class, your instructor provides a thorough introduction to shop safety, tools, and materials.

6101 F14 • \$395 (Seniors \$199) • Sep 9 - Nov 11 • Tuesdays • 5:00 pm - 8:00 pm
• Bldg. 4, Room 404 • Rosso

6102 F14 • \$395 (Seniors \$199) • Sep 11 - Dec 4 • Thursdays • 5:00 pm - 8:00 pm
• Bldg. 4, Room 404 • Rosso

BARTENDING

BARTENDING LICENSING COURSE

The Eastcoast School of Bartending has been preparing professionals for licensing in New Jersey since 1996. Their comprehensive, 40 hour course is approved by the NJ Department of Education and includes lifetime job placement assistance and free refresher training. You must be 18 years old to attend/tend bar in NJ, NY, PA and most other states.

\$395 • LOCATION: Eastcoast School of Bartending, 9 Main St., Chester, NJ 07930

DAY Sessions (8 days/40 hours) Monday through Thursday from 11:00 am to 4:00 pm

8109F14 Sep 15 - 25 8110F14 Nov 10 - 20

8111F14 Oct 20 - 30 8112\$14 Dec 8 - 18

EVENING Sessions (8 days/40 hours) Monday through Thursday from 5:45 pm to 10:45 pm

8113F14 Sep 8 - 18 8114F14 Oct 20 - 30

8115F14 Sep 22 - Oct 2 8116F14 Nov 10 - 20

8117F14 Oct 6 - 16 8118F14 Dec 1 - 11

WEEKEND Sessions (8 days/40 hours) Saturday & Sunday from Noon to 5:00 pm

8119F14 Sep 20, 21, 27, 28, Oct 4, 5, 11, 12

8126F14 Oct 18, 19, 25, 26, Nov 1, 2, 8, 9

SPECIAL HOLIDAY SESSION 8119F14 Dec 29, 30, 31, Jan 5, 6, 7, 8, 9

BROADBAND ACADEMY

Morris County Vocational School District has invested in a partnership with C-Tech Training to offer comprehensive, short term programs that build on skills for a career in telecommunications. Our certified C-Tech instructor is thoroughly versed in electronics as well as telecommunications. Course content and labs reinforce information and skills that produces confident and certified technicians. C-Tech certified technicians enjoy the benefits of an industry recognized credential along with unique job searching tools and contacts.

INTRODUCTION TO TELECOMMUNICATIONS (12 Sessions)

PREREQUISITES: High school diploma or equivalent.

Learn the fundamental background knowledge in the theory, mediums of transmission, topologies and functions of systems used in businesses and Smart Homes. Students assemble, test and troubleshoot audio, visual, IR, wired and wireless connectivity systems. Students apply their knowledge by using C-Tech Training's instructional technology that simulates real-world systems using actual equipment. Students earn C-Tech certificates recognized by employers nationwide.

3003F14 • \$529 • Sep 11 – Dec 18 • Thursdays • 6:00 pm – 9:00 pm
• Bldg. 3, Room 305 • Reynolds • Student kit is included in tuition.

NETWORK CABLING: FIBER OPTIC CABLING (10 Sessions)

PREREQUISITES: High school diploma or equivalent; successful completion of Introduction to Telecommunications or similar is recommended.

This 30 hour, theoretical and hands-on, course is designed with input from industry professionals and educators to prepare technicians for a career in the telecommunications field. Learn the basics of cable termination, testing and troubleshooting using sophisticated electronic equipment. Terminate fiber optic cables with ST and SC connectors, two of the industry standards, and perform a mechanical splice. Students earn C-Tech certificates recognized by employers nationwide.

3004S15 • \$665 • Feb 5 - April 30 • Thursdays • 6:00 pm – 9:00 pm • Bldg. 3, Room 305
• Reynolds • Student kit is included in tuition • Registration begins on Jan 5



**INFORMATION
SESSIONS**

**THURSDAY • AUGUST 7
1:00PM OR 6:00PM**

Join us to learn about all the programs we have to offer beginning in the fall. We will share with you how to register and what financial assistance is available. Sessions will take place in the Cafeteria.

CLINICAL MEDICAL ASSISTANT



WHAT IS A CMA? Medical assistants work in doctor's offices, clinics, outpatient care facilities, labs, state health facilities and nursing homes. Although CMA duties vary, our program will prepare you in both administrative duties as well as clinical skills.

PREREQUISITES: Applicants for this program must have a high school or state diploma (bring to first class), minimum age of 18, acceptable pre-entrance test score. (See page 5). Students need a full physical exam with medical clearance, Hepatitis B vaccination, two-step Mantoux and CBC, all at the student's expense and required by the first full week of phlebotomy class. This program is accredited by the National Center for Competency Testing.



COURSES REQUIRED: All coursework must be successfully completed to qualify for certification testing.

National Center for Competency Testing

- CMA Orientation
- Medical Office Practice
- CMA Pharmacology
- Pre-Clinical MA Studies
- CMA Externship
- Phlebotomy Technician
- EKG Technology
- Clinical Skills I & II
- Job Seeking Skills
- AHA CPR/AED Certification

CMA ORIENTATION (1 session)

An introduction and review of the program includes the employment conditions, types of jobs and environments available; CMA credentials; responsibilities and scope of practice for CMAs in NJ.

0828F14 • \$0 • Sep 3 • Wednesday • 6:00 pm • Bldg 2, Room 204 • Schrader/Schweon

PRE-CLINICAL MEDICAL ASSISTANT STUDIES (33 Sessions)

PREREQUISITES: Acceptance into the CMA program.

This is a foundation course covering the body and organs as well as their respective functions. The pathology related to understanding the body functions is necessary to understand the development of diseases and the impact of trauma on these systems. Includes infection control, OSHA precautions, medical terminology.

7120F14 • \$912 • Sep 9 – Dec 2 • Tuesdays, Thursdays: 6:00 pm - 9:00 pm; Saturdays: 9:00 am - 12 Noon • Bldg 2, Room 203 • Wilson • Textbook: Saunders Essentials of Medical Assisting (text & workbook), Klieger, 2nd edition

CLINICAL SKILLS I (11 Sessions)

PREREQUISITES: Successful completion of Pre-Clinical Medical Studies.

This is a theory and lab course designed to learn the theory and the skills in taking vital signs, patient history and triage in a clinical environment in which students role play as clinicians/patients. Students practice skills in live and virtual settings.

7135F14 • \$697 • Dec 9 – Jan 27 • Tuesdays, Thursdays: 6:00 pm - 9:00 pm • Bldg 2, Room 205 • Picatello • Textbook: Clinical Procedures For Medical Assistants, Kathy Bonewit-West, Elsevier, 9th edition

CMA PHARMACOLOGY (17 Sessions)

PREREQUISITES: Acceptance into the CMA program.

Medical assistants may be responsible for administering, explaining medication prescribed by the doctor. This course covers the general types of drugs available, the regulations for administering them, the expected and unwanted effects of drugs as well as the information regarding a prescription. Please note: this course is specifically designed for the CMA student; see PHARMACY TECHNICIAN course for details to prepare for a career in a retail or a clinical pharmacy.

7136 F14 • \$515 • Sep 9 – Nov 13 • Tuesdays & Thursdays • 6:00 pm - 9:00 pm • Bldg 6, Room 605 • Diton • Textbook: included

EKG TECHNOLOGY (26 Sessions)

PREREQUISITE: High school or state diploma (bring to first class), minimum age of 18, acceptable score in an assessment of reading and math skills (see page 5 for pre-entrance test dates and times). No medical requirements.

This cardiac care course is designed for individuals seriously interested in pursuing or enhancing health care skills. Topics include cardiovascular technology and terminology, cardiac anatomy, physiology and electrophysiology, EKG and stress test interpretation as well as arrhythmia recognition. Hands-on labs provide the student with experience with EKG as well as stress test systems to prepare for an entry level position as a technician or as required for Clinical Medical Assisting. Students are allowed only two absences. Upon successful completion, student will be recommended to the national certification exam at an additional charge.

7105F14 • \$659 • Sep 8 – Dec 15 • Mondays & Wednesdays • 6:00 pm - 9:00 pm • Bldg. 2, Room 205 • Niechwadowicz • Textbook: ECG Workout, Huff, 6th edition

PHLEBOTOMY TECHNICIAN (26 Sessions)

PREREQUISITE: High school or state diploma (bring to first class), minimum age of 18, acceptable score in an assessment of reading and math skills (see page 5 for pre-entrance test dates and times). Physical exam, medical clearance in writing, Hepatitis B Vaccinations, Two Step Mantoux and CBC required.

The focus of this course is on basic blood drawing procedures for an entry level position as a technician or as required for Clinical Medical Assisting. Hands-on labs provide the student with opportunity and setting required for skill practice and proficiency in venipuncture, emergency care and basic lab procedures. Students are allowed only 2 absences and are required to have blood drawn

by other students in the lab setting under instructor supervision. Upon successful completion, students will be recommended for national certification testing at an additional charge.

7113F14 • \$725 • Sep 8 – Dec 17 • Mondays & Wednesdays • 6:00 pm - 9:00 pm
• Bldg. 2, Room 204 • Wilhelm

Textbook: Phlebotomy: Worktext and Procedures Manual, Robin Warekois & Richard Robinson; Elsevier, 3rd edition

MEDICAL OFFICE PRACTICE (14 Sessions)

PREREQUISITES: Good working knowledge of document and spreadsheet applications, email, Internet.

The management of the medical office is as vital to patients as clinical evaluation and administration. Topics covered in class are medical law and ethics, maintaining medical records, scheduling, basic billing and coding, insurance submissions, referrals, bookkeeping and more.

7122F14 • \$486 • Jan 5 – Feb 7 • Mondays 6:00 pm – 9:00 pm & Saturdays
• 9:00 am - 12 Noon • Bldg 1, Room 104A • Bischoff • *Textbook: Virtual Medical Office for Saunders Essentials of Medical Assisting, 2nd edition*

JOB SKILLS FOR THE HEALTHCARE PROVIDER (5 Sessions)

PREREQUISITES: Required for CMA; optional for EKG, Phlebotomy or Pharmacy Tech.

This five session course is designed to assist the healthcare student to find employment in the healthcare industry. The focus is on resume and soft skills development, interviewing strategies and utilizing job searching tools online and offline.

7123S15* • \$99 • May 18 – June 5 • Mondays & Wednesdays • 5:30 pm - 8:30 pm
• Bldg 6, Computer Lab • Schweon • *Textbook: none *Registration begins January 5*

AHA CPR/AED CERTIFICATION FOR THE HEALTHCARE PROVIDER (1 session)

PREREQUISITES: None; waived if student holds current certification.

This course is prescribed by the American Heart Association for giving care to those in need of resuscitation and/or defibrillation until medical help is obtained. Students may obtain certification elsewhere, but must provide a copy of the AHA certification. Textbooks included

7130 F14 • \$96 • Monday, Dec 29 • 9:00 am – 2:00 pm • Bldg 2, Room 202 • Sanchez

CLINICAL SKILLS II (11 Sessions)

PREREQUISITES: Successful completion of all CMA courses, except externship.

This a capstone lab course designed to reinforce and practice those clinical skills and procedures learned in Clinical Skills 1, EKG, Phlebotomy and Pharmacology. The intent is for the student to be comfortable in both theory and practice in preparation for the CMA Externship.

7138S15 • \$697 • May 5 – June 11 • Tuesdays & Thursdays • 6:00 pm - 9:00 pm
• Bldg 2, Room 204 • Picatello • *Textbook: none*

CMA EXTERNSHIP

PREREQUISITES: Successful completion of all required CMA courses.

A medical assistant externship is an opportunity for a short, practical experience to use the skills and knowledge acquired in the comfort of the classroom/lab and apply them in a professional environment. The (175) hour course includes (15) hours of instructor/specialist guidance and follow up. Though assistance is provided with procuring externship sites, students are responsible for seeking, selecting an appropriate site.

7139 F14 • \$309 • *Schedule by appointment* • Bldg 2, Room 207 • Schweon

CONSTRUCTION



CARPENTRY (12 Sessions)

Building trade skills are easy when you learn to use the right tools and techniques. Learn to frame walls and rough openings, install windows, doors, beams and shoe plates. If you are serious about getting into the trade, this class and Construction Blueprints & Job Estimating will provide you a solid start at an excellent career.

3101 F14 • \$428 (Seniors: \$215) • Sep 9 – Dec 2 • Tuesdays • 6:00 pm - 9:00 pm
• Bldg. 3, Room 304 • Archambault • Textbook: *Modern Carpentry, Wagner & Smith, 11th edition*

COMPUTER-AIDED DRAFTING (12 Sessions)

PREREQUISITE: Strong computer application skills. This is an introductory course for anyone interested in learning to create, modify and manage two dimensional drawings using the latest version of AutoCAD (2015). This industry standard software is used around the world for engineering, construction and fabrication.

2301 F14 • \$395 (Seniors: \$295) • Sep 10 - Dec 10 • Wednesdays • 6:00 pm - 9:00 pm
• Bldg. 1, Room 102A • Tushinski • Textbook: *AutoCAD 2015 Tutorial - First level: 2D Fundamentals, Shih; 2015* • Software not included

CONSTRUCTION BLUEPRINTS & JOB ESTIMATING (12 Sessions)

The ability to read blueprints, understand architect's scale and symbols are crucial for bringing any construction plan to life. The practical application of mathematical calculations to estimate job materials/costs is covered to develop effective, efficient and profitable pricing techniques.

3110 F14 • \$489 • Sep 11 – Dec 18 • Thursdays • 6:00 pm – 9:00 pm
• Bldg. 3, Room 302 • MCST Instructor • Textbook to be determined

FINE WOODWORKING - BASIC (12 Sessions)

Learn the fundamental woodworking skills such as joinery, setups and various fabrication techniques while constructing a beautiful piece of furniture. Students use different machines, portable power tools as well as hand tools common to the home workshop. Beginners as well as experts are welcome. Materials included.

3105 F14 • \$551 (Seniors: \$451) • Sep 10 – Dec 10 • Wednesdays • 6:00 pm - 8:30 pm
• Bldg. 3, Room 304 • Weems • Textbook: none

OSHA 10 HOUR TRAINING

(CONSTRUCTION INDUSTRY) (3 Sessions)

The OSHA 10 course is designed for the entry level, non-supervisory construction worker on recognizing and preventing hazards on the construction work site. The course covers knowledge and awareness necessary for basic safety. OSHA 10 completion card fee of \$5 is paid to the OSHA-authorized trainer.

3108 F14 • \$149 • 3 Sessions, Jan 13 - Jan 27 • Tuesdays • 6:00 pm - 9:30 pm
• Bldg. 6, Room 607 • Rose • Textbook: none

COMPUTER CLASSES

COMPUTER-AIDED DRAFTING (12 Sessions)

PREREQUISITE: Strong computer application skills. This is an introductory course to computer-aided drafting and design. Learn how to create, modify and manage two dimensional drawings using the latest version of AutoCAD (2015), the industry standard software used around the world for engineering, construction and architectural projects.

2301 F14 • \$395 (Seniors: \$295) • Sep 10 - Dec 10 • Wednesdays • 6:00 pm - 9:00 pm
• Bldg. 1, Room 102A • Tushinski • Textbook: AutoCAD 2015 Tutorial - First level: 2D Fundamentals, Shih; 2015 • Software not included

EXCEL (12 Sessions)

PREREQUISITE: Familiar with basic computer operation and Windows.

Start to learn the power of Excel and build on its features to make files that do the work for you. Create both work sheets and workbooks, labels, values with formulas, functions and more. When you have all the data in place, you will transform it all into charts and graphs for visual presentation. Pivot tables and simple macros are also covered.

2104 F14 • \$385 (Seniors \$189) • Sept 10 - Dec 10 • Wednesdays • 6:30 pm - 9:00 pm
• Bldg. 6, Computer Lab • Gajewski

START YOUR COMPUTER AND GET ONLINE (12 Sessions)

PREREQUISITE: little or no computer skills; access to a PC/Mac at home.

If you are afraid to damage your computer by trying to turn it on, this class is for you. After these Sessions you will be able to join the 21st century and create a document in Word, print it out, send an email attaching a document and more. You'll see what everyone is saying about you (and others) on Facebook and Twitter. The class will include keyboarding exercises that you can practice at home with free software.

2126 F14 • \$275 • Sep 9 - Dec 2 • Tuesdays • 6:30 pm - 9:00 pm • Bldg. 1, 104A
• Lombardi

COSMETOLOGY

COSMETOLOGY (1,000+ Hours- full time)

PREREQUISITES: High school or state diploma; pre-entrance test (See page 5) and a complete application. All course and admission details are on our website - www.mcvtfs.org under the Continuing Adult Education tab. Admission process for Cosmetology program opens in February/March of each year.

This comprehensive 1,000+ hour program completely prepares you for the NJ Board of Cosmetology theory and practical exams for your NJ license. Lecture, demonstration and hands-on application of skills/techniques comprise this exciting and lucrative career-oriented program. Styling, hair care, perms, barbering, coloring, waxing and facials as well as manicures and pedicures are all facets of the course of study. Professional toolkit and access to online exam prep is included in the tuition. Mid course you will be applying your skills when at least once a week the classroom becomes a working salon.

FINANCIAL AID: need-based federal aid available to qualified students.

Sep. 2014 - June 2015 • Mondays - Thursdays: 2:00 pm to 9:00 pm • Fridays: 2:00 pm to 5:30 pm

2014 tuition \$7,783* (Morris, Sussex, Warren County Residents); \$8,783 (out of county); textbooks and some fees are not included • *2015/16 tuition subject to change.

Sep 2015 - June 2016 program: Pre-entrance testing & enrollment will begin March 2015. Check our website and Spring 2015 brochure for details.

CULINARY

BASIC CAKE DECORATING (10 Sessions)

Bake your cake and decorate it too! Students young and not as young start with baking, filling and frosting (with butter cream or fondant) the cake. With that foundation established, students move to basic decorating techniques such as piping. The fun and creativity takes off when students learn techniques to make gum paste flowers. Most ingredients and tools are provided; upon registration students will receive a list of suggested materials to bring to class and use at home.

5301 F14 • \$499 • Sep 11 – Dec 11 • Thursdays • 6:00 pm – 9:00 pm • Bldg. 1, Kitchen • Lauder • Student to supply some materials; list is provided upon registration

CULINARY FOUNDATIONS I (50 Sessions)

PREREQUISITES: High school diploma or equivalent.

A career in the kitchen will never leave you hungry! We are proud to announce this program which uses the national Restaurant Association curriculum for this (2) year, part time program. Year 1 of the Foundations course will cover workplace safety and proper food handling as well as essential equipment and techniques. Learn to make stocks, sauces, soups and develop recipes with fruits, vegetables, potatoes, grains. The business of the food industry is infused throughout the program. Students prepare and take the ServSafe® certification test.

5302 F14 • \$1,925 • Sep 9 – April 30 • Tuesdays & Wednesdays • 5:30 pm – 9:00 pm • Bldg. 3, Room 302 • Textbook & Activity Guide required: Foundations of Restaurant Management & Culinary Arts-Level One, National Restaurant Association, Prentice Hall/Pearson, 2011

CULINARY FOUNDATIONS II will be offered in Fall 2015. The following topics are included: breakfast foods, sandwiches, nutrition, cost control/purchasing, salads/garnishing, meat, poultry, seafood and more. Registration will begin in August, 2015.

COUNTY COLLEGE OF MORRIS COOKING SCHOOL

Have a passion for cooking? County College of Morris offers a wide variety of evening and Saturday workshops in their state-of-the-art teaching kitchen located in the Student Community Center on the Randolph campus. Learn great new recipes, professional cooking techniques, seasonal menus, and the hottest trends in food. Enjoy cooking and dining in class. All courses include a fee for food. Check to see all that CCM Cooking School has to offer by visiting their website www.ccm.edu/businesscommunity. All course information is listed in the CCM virtual catalog. Register early as classes are limited in size.

DANCE

SOCIAL DANCING - PARTY TIME (8 Sessions)

PREREQUISITE: Partner suggested but not required.

It's party/vacation/wedding time and the DJ is playing those songs you love to dance to. You just need some "getting-started" instruction, this class is for you! We teach the basics of 3 popular social dances - ChaCha, Swing and Hustle. We cover timing, hold, and easy, yet cool moves anyone can master. Returning

students enjoy a thorough review as well as new and challenging patterns. Partner suggested but not required.

9302 F14 • \$107 per person • Sep 17 - Nov 12 • Wednesdays • 6:30 pm - 7:25 pm
• Bldg. 1, Fitness Center • Paul & Janet Kutzman

BALLROOM DANCING (8 Sessions)

PREREQUISITE: Your favorite partner is required.

If you've always wanted to do more than "sway" to your favorite ballads of today and yesterday, join us for this class! We'll introduce 3 easy-to-learn dances that can be applied to many beautiful slow-tempo songs: the Rumba, Foxtrot and Tango. We cover basic patterns, rhythm, & partnering, all essential building blocks for a great dance.

9306 F14 • \$107 per person • Sep 17 - Nov 12 • Wednesdays • 7:30 pm - 8:25 pm
• Bldg. 1, Fitness Center • Paul & Janet Kutzman

SWING DANCE (4 Sessions)

PREREQUISITE: A partner is suggested as there is no guarantee of a partner for single enrollments.

This 4-week class focuses on learning and improving your Swing dance repertoire. Start with basic steps, then expand to beginner patterns to form a swing routine sure to impress. In addition, we work on rhythm changes, styling and addressing the music, working towards rounding out your Swing proficiency. No previous dance experience is needed.

9304 F14 • \$59 per person • Nov 19 - Dec 17 • Wednesdays • 6:30 pm - 7:25 pm
• Bldg. 1, Fitness Center • Paul & Janet Kutzman

INTERMEDIATE DANCE (4 Sessions)

This 4-week program expands on two dances previously taught in the basic classes, Rumba and Cha Cha. Perfect for students from previous classes as well as those with some dance experience and familiarity with these dances. A brief review of the basics is followed by instruction in more intermediate steps and technique. A partner is suggested but not required.

9307 F14 • \$59 per person • Nov 19 - Dec 17 • Wednesdays • 7:30 pm - 8:25 pm
• Bldg. 1, Fitness Center • Paul & Janet Kutzman

DENTAL ASSISTING

DENTAL ASSISTING - AN INTRODUCTION (12 Sessions)

PREREQUISITE: High school or state diploma (bring to first class), minimum of 18 years of age, acceptable score in pre-assessment test. (See page 5 for details). Begin your career in dental assisting with this new and unique course developed and offered by Paul M. Banks DDS & Andrew L. Howard DMD of Morristown. You will acquire knowledge and put your skills to clinical practice in an actual dental office. Students will be prepared for an entry level position as an assistant, starting on a path that can lead to advanced skills and more responsibility. You will start with dental terminology, basic dental anatomy, instrumentation, materials, infection control, four handed dentistry along with proper office protocol and much, much more. Please note that training is provided through and classes are held at the office of Paul M. Banks DDS & Andrew L. Howard DMD in Morristown (not on our Denville campus).

7132 F14 • \$695 • Starts Sep 8 - Dec • Mondays • 5:30 pm - 8:30 pm • Banks & Howard, Medical Arts Plaza, 101 Madison Ave., Suite 400, Morristown, NJ 07960
• www.bankshoward.com • Textbook: *Delmar's Handbook of Essential Skills & Procedures for Chairside Dental Assisting*, Phinney & Halstead, 1st edition

INFECTION CONTROL (4 Sessions)

PREREQUISITE: Successful completion of Dental Assisting Introduction

Continue to prepare for an entry level position as a dental assistant with a review of the concepts and procedures covered in the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB). Topics

include OSHA Bloodborne Pathogen Standard, hazardous material awareness, disease transmission prevention, disinfection and sterilization procedures. The ICE exam is one of the components required for Certified Dental Assistant (CDA) credential. This course is not endorsed by DANB.

7133 F14 • \$299 • Starts Jan 5 • Mondays • 5:30 pm - 8:30 pm • Banks & Howard, Medical Arts Plaza, 101 Madison Ave., Suite 400, Morristown, NJ 07960 • www.bankshoward.com • Textbook: *Infection Control & Management of Hazardous Materials for the Dental Team*, Miller & Palenik, 5th edition

DENTAL RADIOGRAPHY (14 Sessions)

PREREQUISITE: High school or state diploma (bring to first class), minimum of 18 years of age, acceptable score in an assessment of reading and math skills (see page 5 for details); successful completion of Dental Assisting-Introduction and infection control or a minimum of 3 months experience as a dental assistant.

This newly developed course prepares students to become competent in the safe use of x-ray equipment and procedures and to prepare to take the national Dental Assistant National Board Radiation and Safety (RHS) exam. The program provides real-world resources for clinical practice and patient management. Course covers historical perspectives, radiation basics, biologic effects and protection, dental X-ray image receptors, processing techniques; dental radiographer fundamentals and more. Upon successful completion of the program (25 hours classroom instruction + 20 hours lab component + 30 hours clinical*) and passing the licensing exam, students will have an x-ray license to perform dental specific procedures. *Although MCVSD staff will assist in setting up the clinical experience, the student is responsible for securing a clinical site. Lecture sessions at MCVSD; Lab sessions at Banks & Howard.

7134S15 • \$869 • Starts Feb 23 • Mondays • 6:00 pm - 10:00 pm • Banks & Howard, Medical Arts Plaza, 101 Madison Ave, Suite 400, Morristown, NJ 07960 • Bldg. 2, Room 202 • www.bankshoward.com • Textbook: *Essentials of Dental Radiography*, Thompson & Johnson, 9th edition

ELECTRICAL



INTRODUCTION TO ELECTRICAL TRADES (20 Sessions)

Your career as a licensed professional electrician can start with this class that will combine lecture/theory along with hands-on practice. The goal of the course is to prepare you for an entry level position working as an assistant to a licensed electrical contractor. With the support of your employer, you can enter the Apprentice program to become licensed yourself. Your instructor will teach you the skills in a shop setting and introduce state electrical code in the classroom.

3313 F14 • \$575 • Sep 29 - Dec 8 • Mondays and Tuesdays • 6:30 pm - 9:00 pm
• Bldg. 3, Room 305 • Lynch

ELECTRICAL APPRENTICESHIP PROGRAM

PROGRAM LENGTH: 4 Years; 150 hours per year from SEPTEMBER to APRIL • 6:00 pm to 9:00 pm; two (2) evenings per week. 15% - 40% of the class meetings will require access to the Internet in lieu of one of the two scheduled class days.

• Tuition includes textbooks and reference materials. College Credit. Upon completion students are eligible for up to 37 college credits as accredited by the American Council on Education (ACE) College Credit Recommendation Service (CREDIT).

ELECTRICAL APPRENTICE YEAR 1

(50 Sessions)

Prerequisite: Pre-entrance test in reading and math; see page 6 for more information. Students should be working in the field or have an interest to pursue electrical trades as a profession. Access to the Internet is necessary as some percentage of class is conducted online. Each year of the Electrical apprentice program builds toward licensing readiness. The topics covered in this first of four years are: basic wiring; Ohm's law, circuitry; conduit fill; bending, knots and rigging; motors; an introduction to blueprint reading; low voltage systems; and most important and present in every year's curriculum--safety and tooling. This foundation also includes instruction in the principles of applied math such as the metric system and conversions. IEC materials and texts included.

3306 F14 • \$1,269 • Sep 8 - Apr 13 • Monday & Wednesday • 6:00 pm - 9:00 pm
• Bldg. 6, Room 603 • Reynolds



New Jersey Chapter

ELECTRICAL APPRENTICE YEAR 2 (50 Sessions)

Prerequisite: Successful completion of Year 1. Access to the Internet is necessary as about 10-15% of class is conducted online. Devices covered are transformers, generators, alternators and motors. Students become increasingly familiar with the National Electrical Code as it applies to support, service, grounding and overcurrent protection as well as special environments such as hazardous sites as well as healthcare, commercial and industrial facilities. IEC materials and texts included.

3307 F14 • \$1,269 • Sep 8 - Apr 13 • Monday & Wednesday • 6:00 pm - 9:00 pm
• Bldg. 6, Room 604 • J.Davis

ELECTRICAL APPRENTICE YEAR 3 (50 Sessions)

Prerequisite: Successful completion of Year 2. Access to the Internet is necessary as about 40% of class is conducted online. Blueprints and reading blueprints becomes more crucial in the 3rd year as the subjects become involved: grounding and bonding; and motor controls. As always, safety is a main topic but is blended with advanced knowledge to problem-solve and troubleshoot with professionalism. IEC materials and texts included.

3308 F14 • \$1,523 • Sep 8 - Mar 30 • Monday & Tuesday • 6:00 pm - 9:00 pm
• Bldg. 6, Room 606 • Conover

ELECTRICAL APPRENTICE YEAR 4 (50 Sessions)

Prerequisite: Successful completion of Year 3. Access to the Internet is necessary as about 10-15% of class is conducted online. In this final year of the program the student learns about solid state electronic control devices, electromechanical and solid state relays. Add to the list programmable controllers, reduced voltage starting, compressor motors as well as power distribution systems, service switchboards and panel boards. Students use their in-depth electrical knowledge base to design wiring systems that can be effectively and efficiently installed. IEC materials and texts included.

3309 F14 • \$1,523 • Sep 8 - Apr 13 • Monday & Wednesday • 6:00 pm - 9:00 pm • Bldg. 6, Room 607 • W.Davis

FINANCIAL SERVICES

FINANCIAL SERVICES 101:

PRINCIPLES OF BANKING (14 Sessions)

MCVSD's Continuing Education department is thrilled to partner with the premier financial training organization, Center for Financial Training. Thanks to the efforts of the NJ Department of Labor and Workforce Development and the Financial Services Talent Network, MCVSD and CFT are working together to address the staffing challenges that face the Financial Services industry. Although bank staffing needs are constant, this is not the only career avenue you may follow with our 101 course. Start off in an entry level position in banking, insurance or other financial scenes; with a good work ethic, great customer service skills and initiative, you will find yourself with opportunities to train and advance in relatively no time.

Principles of Banking explores the fundamental principles and practices of banking and credit in the US. This is an excellent overview of financial services, including information on human resources, marketing and ethics. Topics to be covered include money and interest, negotiable instruments, mortgages, commercial lending, security and ethics and the role of banking in today's economy. Job placement with financial institutions can almost be guaranteed after successful completion of this course and required pre-employment criminal and credit background checks.

4106 F14 • \$849 • Sep 10 - Dec 17 • Wednesdays • 6:00 pm - 9:00 pm • Bldg. 6, Room 606 • J. Cina

FITNESS

PERSONAL TRAINER CERTIFICATION (9 Sessions)

Come join this fun profession and be a part of what Fortune Magazine & ABCNEWS.com states as the 4th hottest job in the U.S. at a national average of \$34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the club groups that seek out WITS graduates. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer.

PREREQUISITES: Attend one orientation:

*Online Webinars: (free of charge) Thursday, Aug. 14 at 12 Noon at <http://bit.ly/POdsmM>
Thursday, Sep. 4 at 4:00 PM at <http://bit.ly/1cu7uou>*

Thursday, Oct 2 at 12:00 Noon at <http://bit.ly/1hKMDgk>

Live Session: (free of charge) Saturday, Sep 27 at 10:00 am • MCST, Building 6 Computer Lab

This challenging course is taught over an 8-week period; the national exam is held on the 9th week. The course is formatted as a 62-hour program that includes 16 hours of lecture, 16 hours of hands on practical training and a 30 hour internship that networks many graduates right into a job. The course prepares you for success with key topics including biomechanics, exercise

physiology, fitness testing, equipment use and health assessment. CPR/AED is needed for certification. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees. (Call to order and start reading immediately 888-330-9487 or www.witseducation.com). W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), Veterans Training and Education, The International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.

9106 F14 • \$745 • Oct 4 - Dec 6 • Saturdays • 8:00 am - 1:00 pm
• Bldg. 6, Computer Lab • Jeff Calabrese, WITS instructor

YOGA INSTRUCTOR CERTIFICATION COURSE (27 Sessions)

PREREQUISITES: Register for a free webinar at: www.anymeeting.com/theRoyalPathways

Become a Yoga Instructor or deepen your practice and expand Yoga in your daily life! This course includes an in-depth study of the Ancient Wisdom of Yoga, as well as instruction, guidance and experience in all aspects of a balanced Yoga class. This includes the Yoga Poses, Gradual Stretching, Breathing Techniques, Elements of a Class, and Teaching Techniques; 11 Systems of the Body are studied in detail including the location, structure, function and nutritional aspects of each system. Learn how to develop a lesson plan and help each and every student professionally and compassionately.

Please note that the programs listed below meet at The School of Royal Yoga, Inc.: 57 Main St #7, Chester Borough, NJ 07930. Students register with Morris County Vocational School District. Course tuition includes

a comprehensive Instructor Manual, Human Body textbook, Sanskrit CD and one Yoga class per week.

Students must supply Yoga mat which can also be purchased from The School of Royal Yoga for \$25.

Note: School of Royal Yoga refund policy applies; no refund after the first class; in the event of an emergency cancellation students may, within 12 months, apply prior payments to a new course. Please contact Sara Carapezzi, Director of The School of Royal Yoga at (908) 879-9648 for any additional information.



9117 F14 • \$2,900 • Sep 9 - May 19 • Tuesdays 6:00 pm - 9:00 pm • MCST Bldg. 4, LMC
• School of Royal Yoga Instructor

T'AI CHI (10 Sessions)

Increase your circulation, boost your immune system, strengthen and tone your body, improve your balance and posture. Best of all, relax and have fun with the gentle movements of T'ai Chi and QiGong. Please wear loose, comfortable clothing and socks.

9113 F14 • \$119 (Seniors: \$63) • Sep 30 - Dec 2 • Tuesdays • 7:00 pm - 8:30 pm
• Bldg. 6, Fitness Center • Gajewski

YOGA (12 Sessions)

Classic Hatha Yoga is a gentle, yet invigorating and strengthening style of Yoga suitable for the beginner or advanced student. The class is a combination of relaxation, breathing techniques, gradual stretching and various Yoga Asanas. The entire class is designed to balance body, mind and spirit and bring great feelings of well-being. Note: School of Royal Yoga refund policy applies; no refund after the first class; in the event of an emergency cancellation students may, within 12 months, apply prior payments to a new course.

9102 F14 • \$149 (Seniors: \$105) • Sep 15 - Dec 8 • Mondays • 5:30 pm - 6:30 pm
• Bldg. 4, LMC • School of Royal Yoga Instructor

HEALTH OCCUPATIONS

EKG TECHNOLOGY (26 Sessions)

PREREQUISITE: High school or state diploma (bring to first class), minimum age of 18, acceptable score in an assessment of reading and math skills (see page 5 for pre-entrance test dates and times). No medical requirements.

This cardiac care course is designed for individuals seriously interested in pursuing or enhancing health care skills. Topics include cardiovascular technology and terminology, cardiac anatomy, physiology and electrophysiology, EKG and stress test interpretation as well as arrhythmia recognition. Hands-on labs provide the student with experience with EKG as well as stress test systems to prepare for an entry level position as a technician or as required for Clinical Medical Assisting. Upon successful completion, student will be recommended to the national certification exam at an additional charge.

7105F14 • \$659 • Sep 8 - Dec 15 • Mondays & Wednesdays • 6:00 pm - 9:00 pm
• Bldg. 2, Room 205 • Niechwadowicz • Textbook: *ECG Workout, Huff, 6th edition*

PHLEBOTOMY TECHNICIAN (26 Sessions)

PREREQUISITE: High school or state diploma (bring to first class), minimum age of 18, acceptable score in an assessment of reading and math skills (see page 5 for pre-entrance test dates and times). Physical exam, medical clearance in writing, Hepatitis B Vaccinations, Two Step Mantoux and CBC required.

The focus of this course is on basic blood drawing procedures for an entry level position as a technician or as required for Clinical Medical Assisting. Hands-on labs provide the student with opportunity and setting required for skill practice and proficiency in venipuncture, emergency care and basic lab procedures. Students are allowed only 2 absences and are required to have blood drawn by other students in the lab setting under instructor supervision. Upon successful completion, students will be recommended for national certification testing at an additional charge.

7113F14 • \$725 • Sep 8 - Dec 17 • Mondays & Wednesdays • 6:00 pm - 9:00 pm
• Bldg. 2, Room 204 • Wilhelm • Textbook: *Phlebotomy: Worktext and Procedures Manual, Robin Warekois & Richard Robinson; Elsevier, 3rd edition*

PHARMACY TECHNICIAN (26 Sessions)

PREREQUISITE: High school or state diploma (bring to first class), minimum 18 years of age, acceptable score in an assessment of reading and math skills (see page 5 for pre-entrance test dates and times). No medical requirements.

Prepare for an entry level position as a technician to work in pharmacies assisting the pharmacists in all aspects of filling and managing prescriptions. Lessons include work responsibilities, pharmacy law, medical abbreviations, pharmacology, including use interactions and side effects of medications. Upon successful completion of coursework, students will also be presented with material to prepare them for the certification exam offered by the Pharmacy Technician Certification Board. Exam is not included.

7108 F14 • \$635 • Sep 8 - Dec 17 • Mondays & Wednesdays • 6:00 pm - 9:00 pm
• Bldg. 6, Room 605 • Gootblatt • Textbook: *included*

JOB SKILLS FOR THE HEALTHCARE PROVIDER (5 Sessions)

PREREQUISITES: Required for CMA; optional for EKG, Phlebotomy or Pharmacy Tech. This five session course is designed to assist the healthcare student to find employment in the healthcare industry. The focus is on resume and soft skills development, interviewing strategies and utilizing job searching tools online and offline.

7123S15 • \$99 • May 18 - June 5 • Mondays & Wednesdays • 5:30 pm - 8:30 pm
• Bldg 6, Computer Lab • Schweon • Textbook: *none*

HEATING, VENTILATING, A/C & REFRIGERATION



HEATING, VENTILATING A/C &

REFRIGERATION - (1000+ Hours - Full Time)

PREREQUISITES: High school diploma or equivalent. Admission requirements include pre-entrance test and application. See page 6 for date and times. Admission process for HVAC program opens in February/March of each year.

In this program, students will learn to install, troubleshoot and repair residential, commercial and industrial HVAC systems. Become confident in the use of modern diagnostic equipment and investigation techniques. This program fully prepares you to understand and handle A/C systems, heat and heat pump systems, electric circuitry, energy management systems and much more. This course is equivalent to year 1 and 2 of the HVAC/R Apprenticeship program beginning Fall 2014. Apprenticeship is required for HVAC/R Licensing in New Jersey.

FINANCIAL AID: need-based federal aid available to qualified students. See our website for more information and application.

September 2014 to June 2015 • Monday through Friday • 8:00 am - 2:00 pm

• Tuition: \$8,006 (Morris, Sussex, Warren County Residents); \$9,006 (out of county); textbooks not included

HEATING, VENTILATING, A/C &

REFRIGERATION (50 Sessions - Part Time)

PREREQUISITES: High school diploma or equivalent.

No prior HVAC/R experience? No problem. During this 8 month, hands-on and theoretical program students are introduced to season-appropriate lessons. In the fall and early winter we cover the skills and theory necessary to repair and install systems relating to oil, gas, steam, hot water and warm air heat. During the late winter, in preparation for the summer, we cover refrigeration and cooling theory as applied to residential and light commercial A/C units. Refrigerant recovery and overall safety procedures are covered. This course includes ESCO job readiness exams as well as Section 608 EPA refrigerant certification instruction and testing.

3514 F14 • \$1,429 • Sep 9 - April 30 • Tuesdays & Thursdays • 6:00 pm - 9:00 pm

• Bldg. 3, Room 302 • Devereux

HVAC/R APPRENTICESHIP PROGRAM

PROGRAM LENGTH: 4 Years; 150 hours per year from SEPTEMBER to APRIL • 6:00 pm to 9:00 pm; two (2) evenings per week. 15% - 40% of the class meetings will require access to the Internet on one of the two days scheduled for class. Tuition includes textbooks and reference materials.

HVAC/R APPRENTICE YEAR 1

PREREQUISITES: Pre-entrance test in reading and math; see page # for more information. Students should be working in the field or have an interest to pursue the heating and cooling trade as a profession. Access to the Internet is necessary as some percentage of class is conducted online. Each year of the HVAC/R apprentice program builds toward licensing readiness. The topics covered in this first of four years are: general industry overview, licensing and certifications, electricity, thermodynamics and air handling. This foundation also includes review of the principles of applied math necessary for applications. PHCC materials and texts included.

*3515 F14 • \$1,795 • Sep 9 - April 16 • Tuesdays & Thursdays • 6:00 pm - 9:00 pm
• Bldg. 6, Room 601 • Textbooks included*

HVAC/R APPRENTICE YEAR 3

PREREQUISITES: Successful completion of Year 2 or a comprehensive HVAC/R program. Third year HVAC/R students continue to build toward more advanced and challenging topics to prepare for licensing exams. Beyond the basics the curriculum covers troubleshooting systems and components. Concepts regarding fluid handling systems, cooling towers and maintaining or correcting indoor air quality are covered. PHCC materials and texts included.

*3517F14 * \$1,999 • Sep 8 - April 13 • Mondays & Wednesdays • 6:00 pm - 9:00 pm
• Bldg. 6, Room 608 • Textbooks included*

BOILER OPERATOR'S LICENSE

PREPARATION COURSE (12 Sessions)

PREREQUISITE: See requirements for licensing in NJAC 12:90, 7.4-13 for admittance to state licensing exam: you must have 320 hours experience working with a NJ registered boiler documented by employer. This experience is not provided in this class.

Black Seal LP is any Hot Water or Steam Boiler under 15 psi. Your instructor covers theoretical instruction on boiler operation, types of boilers and systems, pressure controls, feed water, low water control and test procedures. The preparation you receive in class is thorough. If you attend and earn a grade of "C" or better, but do not pass the state test, you may repeat the course at no charge!

*3511 F14 • \$395 • Sep 9 - Dec 1 • Tuesdays • 6:30 pm - 9:00 pm
• Bldg. 6, Room 607 • Rose*

ESCO REFRIGERATION CERTIFICATION (2 Sessions)

PREREQUISITE: This course is designed for refrigeration, air conditioning and maintenance professionals who wish to prepare for and take the Section 608 EPA Certification test. Students must bring a valid photo ID to class. The ESCO Institute, in cooperation with the Morris Vocational School District, offers this EPA approved certification program which meets the requirements of Section 608 of the Clean Air Act.

3506S15 • \$175 • April 21 & 23 • 6:00 pm - 9:00 pm • Bldg. 3, Room 302 • Devereux • ESCO Preparation Manual and certification test are included in tuition

LANDSCAPE TECHNOLOGY

LANDSCAPE TECHNOLOGY (22 Sessions)

PREREQUISITES: High school diploma or equivalent

There are thousands of landscaping companies, large and small, that design and service residential and commercial properties throughout NJ. In Morris County employers consistently seek trained, creative and industrious employees for a market that is growing like weeds! MCVSD has partnered with Finishing Touch Landscape Construction and its owner, Frank Davis, to offer a comprehensive, technical program to prepare students for a career beginning in the Spring of 2015.

Landscape Technology combines theory and practice from historical foundations to the extensive study of plants (vocabulary, characteristics, ecology and maintenance). Students learn to read a topography map as well as site grading and drainage. Students are immersed into the world of landscape design with real sites, clients and programs, developing expertise and broadening artistic skills with exercises in sketching and planning for suitable and realistic solutions. Instruction includes lecture, dialogue, site visits and occasional guest lecturers. Presentation skills both verbal and visual are honed.

The final tier of the program is an internship (40 hours minimum) in the field working with a professional design firm or completing a practicum in a privately owned landscape company.

4220F14 • \$1,219 • Sep 10 – March 4 • Wednesdays • 6:00 pm - 9:00 pm • Bldg. 4, Room 406 • F. Davis

MANUFACTURING

PRECISION MANUFACTURING I (50 Sessions)

PREREQUISITES: High school diploma or equivalent; min. 18 years or older; acceptable score in assessment of reading, math & mechanical skills. (see page 5 for pre-entrance test dates & times)

New Jersey manufacturing (especially Morris County) serves a variety of industries from aerospace, chemical, pharmaceuticals, electronics, metal/plastic fabrication, food, and more. Career paths in manufacturing lead to advancement with local manufacturers who are constantly looking for dependable employees with the ability and skills to succeed and excel in this field. Our program provides students with the training and certification to gain entry to this lucrative career. Students begin with the basics learning to read blueprints, develop layout and measurement skills with the precision necessary to be proficient on the job. Although a foundation of understanding is based on manual machining processes with lathes, grinders, knee mills and more, the course includes an introduction to CNC operations and program interpretation. National Institute for Metalworking Skills Level 1 Machining Certification exams are included in Precision Manufacturing II. PLEASE NOTE: this class is conducted at Morris Hills High School at 520 W Main Street, Rockaway, NJ.

3001F14 • \$2,034 • Sep 29 - April 27 • Mondays & Thursdays • 6:00 pm - 9:00 pm • Morris Hills High School • Room 407 • Stead • Textbook and NIMS certification fees included

Precision Manufacturing II • Sep 2015 – April 2016 • 6:00 pm - 9:00 pm • Morris Hills High School • Room 407 • Stead • Textbook and NIMS certification fees included
•Registration begins August, 2015

NURSING

PRACTICAL NURSE EDUCATION (11 Months - Full Time)

PREREQUISITES: High school diploma or equivalent; min. 18 years or older; acceptable score in entrance examination of reading, science, math & language skills; 2 professional references; proof of US citizenship or permanent US residency. Candidates meeting admission requirements must submit to full physical exam, TB testing, criminal background check and drug screening.

All course and admission details are on our website - www.mcvts.org under the Continuing Adult Education tab. Admission process for LPN program opens in February/March of each year.

The program is approved by NJ Department of Education and accredited by the Council on Occupational Education and NJ Board of Nursing. Program is approved for training by Veterans Administration. Practical Nurse Education is designed to prepare well qualified men and women to become safe, competent, entry level practical nurses. Graduates are employed in long term care facilities, clinics, medical offices, home care and hospitals. The curriculum is designed to integrate nursing theory with clinical practice. Courses include: Fundamentals of Nursing, Pharmacology, Microbiology, Medical Surgical Nursing, Obstetrics, Pediatrics, Geriatrics and Mental Health Nursing. **FINANCIAL AID:** need-based federal aid available to qualified students. See our website for more information and application.

Sep 2015 - July 2016; Monday-Friday, 8:00 am - 2:00 pm • 2014 tuition \$9,642 (Morris, Sussex, Warren County Residents); \$10,642* (all others); • uniforms, textbooks and fees additional *2015/16 tuition subject to change.*

The 2014-15 class is filled at this time! Pre-entrance testing & enrollment will begin March 2015 for the 2015-16 cohort.

PHOTOGRAPHY

GONE DIGITAL (8 Sessions)

PREREQUISITE: Basic knowledge of camera operations.

This class will get you started with how to use that digital camera you just bought. Learn the basics camera functions, menus and the magic of pixel photography, optics, F-stops, shutter and metering controls both manual and automatic. Visual concept, design, composition and use of light will be discussed to help you create powerful images. Lecture with visuals, equipment demos and critique of your work will be part of this interactive class. Basic Photoshop editing skills and downloading files to computer will be covered in our state-of-the-art computer lab.

8128 F14 • \$295 • Oct 28 - Dec 16 • Tuesdays • 6:30 pm - 9:00 pm • Bldg. 6, Computer Lab • Russo • Textbook: none

A PHOTOGRAPHER'S WINDOW ON THE WORLD (6 Sessions)

PREREQUISITE: Basic knowledge of camera operation. Must have manual operating film SLR or digital SLR for all classes.

From concept to composition, use of light, depth of field, perspective and optics to speak our visual dialog. Now that you know some camera basics lets explore some new and different locations in the Metro area. Learn how to use your camera while exploring diverse and challenging environments to document. In this class, we will drive to several locations such as The Edison Museum, Delaware Water Gap, Jockey Hollow, The Cloister and other historical and natural locations. Discuss, share and critique your shots at the final class held at the school.

8108 F14 • \$275 • Sep 12 - Oct 24 • Fridays • 10:00 am -1:00 pm • 6 Sessions • Russo • Textbook: none

PLUMBING

INTRODUCTION TO PLUMBING TRADES (20 Sessions)

Your career as a licensed professional plumber can start with this class that will combine lecture/theory along with hands-on practice. The goal of the course is to prepare you for an entry level position working as an assistant to a licensed plumbing contractor. With the support of your employer, you can enter the Apprentice program to become licensed yourself. Your instructor will teach you the skills in a shop setting and introduce state plumbing code in the classroom.

3205 F14 • \$575 • Sep 29 - Dec 15 • Mondays & Thursdays • 6:00 pm to 9:00 pm
• Bldg. 3, Room 306 • Textbook: none

PLUMBING APPRENTICESHIP PROGRAM

PROGRAM LENGTH: 4 Years; 150 hours per year from SEPTEMBER to APRIL • 6:00 pm to 9:00 pm; two (2) evenings per week. 15% - 40% of the class meetings will require access to the Internet for online sessions. Tuition includes textbooks and reference materials.

PLUMBING APPRENTICE YEAR 1 (50 Sessions)

Prerequisite: Pre-entrance test in reading and math; see page 5 for more information. Students should be working in the field or have an interest in plumbing as a profession. Access to the Internet is necessary as some percentage of class is conducted online. Each year of the Plumbing apprentice program builds toward licensing readiness. The topics covered in this first of four years are: potable water delivery and conservation; sewage and drainage; venting and exhaust; piping, fixtures as well as blueprint reading. This foundation also includes instruction in the principles of applied math such as the metric system and conversions. PHCC materials and texts included.



3201 F14 • \$1,198 • Sep 9 - April 16 • Tuesday & Wednesday • 6:00 pm - 9:00 pm
• Bldg. 6, Room 602 • Peterson

PLUMBING APPRENTICE YEAR 2 (50 Sessions)

Prerequisite: Successful completion of Year 1. Access to the Internet is necessary as some percentage of class is conducted online. This second year focuses on water distribution systems, drains, waste, vent systems, rough-in sheets, welding basics, rigging and hoisting as well as calculating offsets and formulas. PHCC materials and texts included.

3202 F14 • \$1,172 • Sep 9 - April 16 • Tuesday & Thursday • 6:00 pm - 9:00 pm
• Bldg. 6, Room 608 • Carbone

PLUMBING APPRENTICE YEAR 3 (50 Sessions)

Prerequisite: Successful completion of Year 2 and internet access. Instruction will concentrate on the theory of operation and installation of residential, commercial, industrial and institutional fixtures, fittings, appliances and appurtenances. Gas piping, corrosion control as well as heat transfer, basic electricity and blueprint analysis are also covered. PHCC materials and texts included.

3203 F14 • \$1,022 • Sep 9 - April 16 • Tuesday & Thursday • 6:00 pm - 9:00 pm
• Bldg. 6, Room 603 • Poline

PLUMBING APPRENTICE YEAR 4 (50 Sessions)

Prerequisite: Successful completion of Year 3 and internet access. Subjects covered are service, troubleshooting and repair of systems. Emphasis is placed, as in every other year, on the interpretation and referencing of the plumbing code in preparation for the state licensing exam.

3204 F14 • \$1,029 • Sep 8 - March • 30 Monday & Wednesday • 6:00 pm - 9:00 pm
• Bldg. 6, Room 601 • Miller

WELDING

WELDING TECHNOLOGY 1 (50 Sessions)

PREREQUISITES: High school diploma or equivalent.

The first year of a 2 year foundation course which covers welding science, print interpretation, welding symbols as well as hands-on training in welding and thermal cutting processes. The goal for each student is to obtain a solid foundation in SMAW, GMAW and FCAW processes. Students develop theoretical knowledge and skills in making quality fillet welds in accordance with American Welding Society Welder's guidelines. Course objective includes earning an AWS Entry-Level Welder's Certificate. Strict attendance policy enforced to qualify for AWS testing: no more than (5) absences. Materials included. See safety wear required.

3408 F14 • \$1,427 • Sep 17 - March 26 • Wednesdays & Saturdays • W6:00 pm - 9:00 pm & S9:00 am to Noon • no class Jan 5 or 8 • Dominguez & San Roman • Bldg. 4, Room 408 • Textbook: none

WELDING TECHNOLOGY 2 (50 Sessions)

PREREQUISITE: Successful completion of Welding Technology 1

This second year of Welding Technology is geared toward developing student's ability to prepare, practice and ultimately take the AWS Welder's Certification performance test on groove with backing strips on 3/8" thick carbon. Skills are acquired in GTAW process, print interpretation, inspection and weld discontinuities. Strict attendance policy enforced to qualify for AWS testing: no more than (5) absences. Materials included. See safety wear required.

3409 F14 • \$1,487 • Sep 15 - April 23 • Mondays & Thursdays • 6:00 pm - 9:00 pm • Browne • Bldg. 4, Room 408 • Textbook: none

AWS CERTIFICATION (14 Sessions)

PREREQUISITE: Vocational Certificate, AWS Entry Level Certificate or minimum of (1) year welding experience. See safety wear required.

This course is intended for the career welder who has solid basic skills but needs to prepare, test or retest to specifications for (1) plate/sheet metal AWS certificate. In addition to working toward successful performance testing students will also have the opportunity to be certified in their choice of one of the following: SMAW - GMAW - FCAW: Horizontal and vertical vee grooves with strip on 3/8" carbon steel plate coupons or 1/2" thick A36 steel.

GTAW: Stainless steel and aluminum (1/8" thick)

Schedule includes (12) class Sessions; (1) test practice session; (1) AWS test session in January. See safety wear required.

3410 F14 • \$769 • Sep 30 - Dec 16 • Tuesdays • 6:00 pm - 9:00 pm • Bldg. 4, Room 408 • AWS testing will be scheduled in Jan 2015 • Materials & (1) test fee included

WELDING WORKSHOP (12 Sessions)

Satisfy your interest in the basics of welding in a relaxed workshop atmosphere as you tackle thermal cutting and other techniques. You can work on personal projects such as cutting low carbon steel sculpture and other recreational projects. Students work on instructor approved projects using proper safety as well as operational procedures in gas Metal Arc Welding (MIG), Shielded Metal Arc Welding (Stick), Plasma Arc Cutting and Oxy/fuel Gas. Materials and safety glasses included. See safety wear required.

3411 S14 • \$407 (Seniors: \$205) • Sep 11 - Dec 18 • Thursdays • 6:00 pm - 9:00 pm • Bldg 4, Room 408 • Roberts • Textbook: none

Welding Safety Wear

Safety Glasses • Arc Helmet min shade #10 • Welding Jacket • Gauntlet
Welding Gloves • TIG Welding Gloves • Work Shoes • Cotton Denim or
Flame Retardant Jeans • Cotton Denim or Flame Retardant Shirt

GENERAL STUDENT INFORMATION

Attendance

In order to receive full credit for classes, students must attend at least 85% of the scheduled classes. For 12 week classes, a student must be in attendance for at least 10 weeks; for 26 week classes, at least 22. Please note, in some classes, an instructor may require 100% attendance along with all other requirements before granting successful completion and credit.

Cancelled Class Meetings

In the event of cancelled classes, every attempt will be made to reschedule at a time mutually convenient for the students and instructor which may be after the last regularly scheduled class.

Cancelled Courses

Morris County Vocational School District reserves the right to cancel any program or class due to low enrollment or valid changes in scheduling. See Refund Policy for tuition reimbursement.

Certificates

Certificates may be issued for students who successfully complete the coursework, meet all attendance requirements and receive the recommendation of the instructor. Certificate replacements must be requested in writing. There is a \$10 fee for each replacement.

Certificates - Apprenticeship Programs

The Bureau of Apprenticeship Training and NJ Department of Labor issue certificates to apprentices completing specific apprenticeship requirements.

Conduct

Students are expected to be aware of and abide by all MCVSD policies and all public laws with respectful conduct toward instructors, staff and other students. The school is obliged to take action (dismissal, suspension, informing the authorities) if a student's conduct is illegal, destructive or disruptive.

Effective Communication for Hearing Impaired Students

Morris County Vocational School District will provide communication aids, auxiliary aids and services for effective communication to all secondary and postsecondary prospective and current students with hearing impairment, at no cost to the student being served, in accordance with the student's individual educational plan or section 504 plan.

Enrollment of Minors

Persons under 18 may enroll in Continuing Education programs provided that they have approval in WRITING submitted by the PARENT/GUARDIAN. Many career courses require proof of high school completion.

Inclement Weather

Classes may be canceled due to inclement weather. A recorded message may be accessed at 973-627-4601 prompt #8, or visit www.mcvts.org. Continuing Education classes are always cancelled if the district is closed for day/high school.

Parking

Students must park in designated student lots during weekday sessions before 3:00pm; after 3:00pm student parking is not designated. However, parking in fire lanes or behind shops is prohibited; handicapped parking spaces are located throughout the campus. Please lock your car; MCVSD is not responsible for theft or damage to your vehicle on school property.

Recognition and Accreditation

The Morris County Vocational School District is accredited by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5603 as well as The Council on Occupational Education.

Safety, Accidents & School Insurance

Safety instruction and procedures are an integral part of all laboratory and shop classes; students must comply with all regulations and accept responsibility for his/her own safety. Students are responsible for personal liability and health insurance. The Board does not accept liability for accidents that occur due to human error or negligence. For protection and safety, some courses may require student to purchase safety equipment such as glasses, helmets, and gloves. All accidents must be reported immediately to the Continuing Education office.

Smoking

MCVSD is a smoke-free campus. Under state statute and policies of the Board of Education, smoking is prohibited in school buildings and all school grounds. The NJ Smoke-Free Air Act (P.L. 2005, c.383) will be enforced by school personnel.

Student Right to Know

Institutions are required to provide students with information regarding campus security, alcohol and drug use, drug free schools, crime prevention, and reporting of crimes. Equal Employment Opportunity and Affirmative Action, graduation rates, transfer data and other policies and data may be obtained at the Continuing Education office.

Textbooks

Except where noted in the course description, textbooks are not included in the course tuition. Please see course description for the textbook(s) required for each class.

Title IX, Section 504

The Morris County Vocational School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status, physical disability, learning disability, or sexual orientation. Inquiries regarding compliance with federal discrimination laws may be directed to the Affirmative Action Officers, Scott Moffitt and Athena Borzeka, who is also the 504 Officer and may be reached at 973-627-4601.

Students with documented disabilities or certified learning differences receive reasonable accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) of 1990 and ADA Amended Acts (ADAAA) of 2010. To qualify for accommodations for prospective and/or current students, the student must submit recent, appropriate, professional documentation that shows they have an impairment that limits a major life activity.

Transcripts and Certificate Replacement Requests

Complete the request form located online under the "Continuing Adult Education" tab. Requests must be in writing and with payment of \$10.

Transportation

Morris County Vocational School District's Denville Campus is convenient to reach via public transportation using NJ Transit rail lines (Montclair/Boonton & Morris/Essex) as well as bus lines 872 & 880. Lakeland Bus Lines also travels through Denville center.



FINANCIAL INFORMATION

Tuition

Tuition for classes that begin in the Fall of 2014 are based on rates for 2014-15 school year and are subject to change for 2015-16. Tuition must be paid at the time of registration.

Mail-in registration: Check, Money Order, Visa® and MasterCard®

In-person registration: Cash, Check, Money Order, Visa® and MasterCard®

Telephone registration: Visa® and MasterCard®

Online registration: Visa® and MasterCard®

Out of County Fee

Out of county students (with the exception of Warren and Sussex) will be charged an additional \$10.00 fee per course.

Payment Plans

Students enrolling in a certification, licensure or professional preparation program with a tuition fee of \$3,000.00 or more, may participate in a tuition installment plan. Payments will be made in two equal installments beginning with the first at the time of registration and the second due midway through the program. Students must be in good financial standing to participate. For full-time programs only, an initial \$500.00 deposit (\$100.00 of which is non-refundable) must be paid at the time of acceptance and a \$50.00 late fee will be assessed for any payment more than fifteen days late. Students may be dismissed for lack of payment.

Returned Check Fee

There will be a \$20.00 fee charged for all checks returned for insufficient funds by the bank. Student will not be permitted to attend classes until tuition and return check fee are paid in cash.

Refund Policy

- Students will receive a full refund if MCVSD cancels a course.
- Students will receive a full refund (less a \$10 drop fee per course) if notification is received in writing prior to the first class meeting.
- Students will receive an 80% refund or 100% credit* for future class if notification is received in writing prior to the second class meeting (whether the student attended the first class or not). *Credit cannot be refunded and must be used within a year from credit date after which credit expires.
- No refunds are issued after the second class meeting (whether attended or not).

Send refund requests to adulted@mcvts.org or via mail to : Continuing Ed., MCVSD, 400 East Main Street, Denville, NJ 07834.

Senior Citizen Discount

Senior Citizens (age 62 or older) are eligible to enroll in many MCVSD Continuing Education courses at reduced tuition. However, not all classes are subject to this discount. Please see the course description for each class; if a senior citizen discount applies, it will be specified. This discount is only available in-person or by mail with proof of age. You may register by phone if you have qualified in the past and eligibility has been verified.

Division of Vocational Rehabilitation

The New Jersey Division of Vocational Rehabilitation Services (DVRS) provides services that enable individuals with disabilities to find jobs or keep their existing jobs. Any physical or mental impairment that is a substantial impediment to employment may qualify an individual for vocational rehabilitation services which may include tuition assistance for career training. Under certain circumstances, DVRS student may be required to pay tuition until DVRS funds are received by the school.

One Stop Career Centers

New Jersey's One-Stop Career Centers are staffed with qualified professionals who can assist those who are unemployed or underemployed with obtaining the training you need to meet the demands of our present workforce. Employment counselors

can help explore career choices relating to your interests and abilities and will help you explore occupations that best utilize your skills in the current job market. The One-Stop Career Centers also offer educational training programs in vocational schools as well as on-the-job training with local employers and apprenticeships in many fields.

Veteran's Administration Assistance

Morris County Vocational School District offers programs approved by the New Jersey Department of Education's State Approving Authority for the training of veterans and Title 38 eligible recipients. Veterans can apply online for tuition benefits by visiting the VA's website at www.gibill.va.gov. Assistance may be obtained from School Certifying Official (SCO), Terry Schweon at 973-627-4601 ex. 208 or VA Education Liaison Representative at 973-297-3222 or esther.chambliss@va.gov

Federal Financial Aid

To be eligible for financial aid at Morris County Vocational School District, students must meet the following minimum requirements:

- Demonstrate financial need.
- Have a High School or state Diploma Certificate, or the student must pass an independently administered test.
- Accepted as a student in an eligible program: Cosmetology, HVAC or Practical Nursing.
- Have a valid Social Security Number.
- Make satisfactory academic progress, according to Morris County Vocational School District standards.
- Must not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.
- Register with Selective Service, if required.
- Be a U.S. citizen or eligible non-citizen.

Financial Aid recipients are selected after first completing the Free Application for Federal Student Aid (FAFSA). The most efficient way is to file FAFSA on the internet at www.fafsa.ed.gov. MCST should be identified in Step V by using the school's Title IV code 015846. Regular payments must be made until such time as financial aid funds are received by the school.



MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT



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**MORRIS COUNTY
VOCATIONAL SCHOOL DISTRICT**

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