Register 10 days before the start of class to save the $15 late fee!

Business and Management

Nonprofit Management Certificate Program and Workshops

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

Certificate in Nonprofit Management

This certificate requires the following four core courses totaling 48 hours, and a minimum of 30 approved elective course hours, totaling 78 hours. Courses can be taken individually on a non-credit 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 11 – Mar 10
5 sessions Th 6:30-9pm Karl Lewis, Instructor

Fundamentals of Nonprofit Management

This course 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.

1.5 CEU. Cost: $155 (tuition $128, administrative fee $27)
NCBUS-CS054-01 May 3 - May 31
5 sessions Tu 6-9pm Marge Smith, Nonprofit Consultant

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 programming, and have some ability to obtain, some financial data to develop the project budget. Federal, state, and foundation grants will be discussed. The instructor will be discussing grant details, both as they apply to all grants and to each student’s grant. The class will be held in a computer lab, and part of the class will be individual writing and research, with instructor guidance. Homework will be required to pass the course. Enrollment will be limited. Textbook required. Available in college bookstore.

1.2 CEU. Cost $171 (tuition $97, administrative fee $19, lab fees $55)
NCBUS-CS018-01 Mar 2 – Apr 6
6 sessions W 6:30 – 8:30pm John Vadnais, Nonprofit Consultant

Volunteer Management: Recruitment, Retention & 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 5 - Apr 19
3 sessions T 6 – 9pm Marge Smith, Nonprofit Consultant

We want to hear about YOUR success!

Did your continuing studies here enable you to land a job, a new career or a promotion? Have we helped you develop a new interest? Is there an instructor who stands out? Email your story to Debbie Paragano at paragano@mccc.edu. You may be featured in an upcoming catalog or on our website!
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: $125 (tuition $128, administrative fee $27) *Confirm dates
NCBUS-CS019-01 Feb 1-Feb 29
5 sessions M 6-9pm
Les Loysen, Instructor

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: $45 (tuition $38, administrative fee $7)
NCBUS-CS057-01 Apr 27
1 session W 6-9pm
Marge Smith, Nonprofit Consultant

Budget Basics
This core course will simplify the mysticism surrounding a nonprofit’s overall organizational 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 20 - May 11
4 sessions W 6-9pm
Dennis Kilfeather, MBA, ABA, ATP, RTRP

Improving your Networking Skills
This workshop will enable you to become more effective networking by providing essential networking skills including planning, meeting people, and building relationships.
0.3 CEU. Cost: $45 (tuition $38, administrative fee $7)
NCBUS-CS057-01 Apr 27
1 session W 6-9pm
Marge Smith, Nonprofit Consultant

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
- Technology Training - including Computer Technology, Computer Information Systems, and the Microsoft Office Suite of applications

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
Register 10 days before the start of class to save the $15 late fee!

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 make your idea a 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 levels for a business license and how to navigate all the portal business websites for the State of New Jersey. This course will help you bring these elements together to create a winning business plan.

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

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

Large Business Management
Mercer County Community College’s Small Business Management courses are designed for small business owners, as well as for those planning to start a business. This series of courses will take you through the steps required to create a winning business plan and guide your business idea into a successful reality.

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

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

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

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

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

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)

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)

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)

Ed Andriessen
is a trainer and a coach in management, communication, and marketing. Ed is the co-director of the Princeton Tri-State Center for NLP (Neuro Linguistic Programming), and the CEO of Business Training Resource. He has been a featured speaker for the National Association of Homebuilders and Lorman Educational Services.

Ed Andriessen, Instructor
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)

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<tr>
<td>JKC (Trenton)</td>
<td>NCBUS-CS012-01</td>
<td>Apr 2 - Apr 16</td>
<td>Sa 9am-1pm</td>
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<tr>
<td>West Windsor Campus</td>
<td>NCBUS-CS012-02</td>
<td>Mar 7 - Mar 17</td>
<td>M,Th 6-9pm</td>
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*Class meets at JKC (Trenton), North Broad and Academy Streets, Trenton, NJ 08608
Kevin Lewis, Instructor

West Windsor Campus:

*Class meets at West Windsor Campus
Ed Andriessen, Instructor

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)

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<tr>
<td>JKC (Trenton)</td>
<td>NCMKT-CS001-02</td>
<td>Apr 5-Apr 14</td>
<td>Tu,Th 6-9pm</td>
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Ed Andriessen, Instructor, Marketing Consultant

Marketing Your Small Business to Success

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

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

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Ed Andriessen, Instructor

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.

Lean Six Sigma Green Belt Certification Exam Prep

Earn one of the most sought after professional skills in today’s job market.

Who should take this course?

- Employers looking to eliminate waste and increase efficiency
- Managers seeking to streamline the business process
- Employees working toward a position in management
- Job seekers who want to obtain project management knowledge to give them the edge in hiring

Professionals trained in the Six Sigma method are highly needed in the fields of business, manufacturing, engineering, technology, hospital administration, as well as many others. Our Lean Six Sigma Green Belt Certification will have you mastering the skills needed to work through the DMAIC methodology (Define, Measure, Analyze, Improve and Control). You will also gain a solid understanding of DOE (Design of Experiments) and SPC (Statistical Process Control.) Textbook is required and available at the college bookstore.

3.9 CEU. Cost $1,170 (tuition $1,005, administrative fee $165)

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<td>NJCCC</td>
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<td>Mar 2-May 25</td>
<td>W 6-9pm</td>
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Louis Violante, LSSBB, LSSMBB
American Management Association Certificate Programs

American Management Association (AMA) courses are nationally recognized for their comprehensiveness and value. Our instructors use AMA textbooks as the foundation and draw on their own expertise and experience to present material in the most timely and relevant manner. These courses are designed to help you become more effective in your present position and better prepared for advancement opportunities. AMA certificate programs are being offered in Management and Project Management.

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

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

**American Management Association Certificate in Management**

This certificate provides is 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
- Leadership Skills for Managers
- Delegating for Business Success
- How to Manage Conflicts in the Organization

**Setting, Managing and Achieving Goals**

This is a hands-on guide to both setting and redefining goals, as well as a nuts and bolts planning resource for achieving those goals. You’ll learn how to: implement five proven goal-setting criteria to increase chances for success, tie in departmental or work-unit goals to the larger organization's mission, develop a credible selling strategy to facilitate a wider buy-in of each goal, create an action plan to carry out the goals, and track goals to make certain you accomplish objectives on time.

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

**NCBUS-CS004-01**

Jan 25 - Feb 22

5 sessions  M 6:30pm - 9:30pm

Edward Kurocka

**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**

Apr 18 - May 16

5 sessions  M 6:30-9:30pm

Edward Kurocka, Instructor

**How to Manage Conflicts in the Organization**

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

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

**NCBUS-CS025-01**

Mar 7 - Apr 4

5 sessions  M 6:30-9:30pm

Edward Kurocka, Instructor

**Delegating for Business Success**

Delegate responsibility more effectively so you’ll have more time to manage. If this is done well, you and your employees will have the opportunity to take on more challenging tasks. Includes AMA course materials.

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

**NCBUS-CS026-01**

Mar 30 - Apr 27

5 sessions  W 6:30-9:30pm
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.

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<tr>
<td>NCBUS-C5008-01</td>
<td>Feb 2-Mar 17</td>
<td>6:30-9pm</td>
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Sandeep Jasra, 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, 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-C5005-01 Jan 26 - Mar 1
6 sessions Tu 6:30-9:30pm
James O’Donnell, Instructor

Total Quality Management

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

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

NCBUS-C5027-01 Mar 22 - Apr 19
5 sessions Tu 6:30pm - 9:30pm
James O’Donnell, Instructor

Fundamentals of Finance and Accounting for Nonprofit Managers

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

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

NCACC-CS004-01 Feb 4 - Mar 3
5 sessions Th 6:30-9:30pm
Rob Goldfarb, Instructor
Register 10 days before the start of class to save the $15 late fee!

**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  Jan 23-Mar 5
7 Sessions  Sa  9am-3:30pm*
*1/2 hour for lunch
Surendra Jakhar, Ph.D., Instructor

**Advanced Bookkeeping**

*Prerequisite: Intro to Bookkeeping or equivalent experience*

Advanced Bookkeeping course revisits topics covered in Intro to Bookkeeping and covers basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: accruals, journal entries, allowances for doubtful debts, adjusting entries, revenue recognition, inventory, fixed assets, depreciation, liabilities, income statement, balance sheet, and cash flow statement - as well as their interpretation. We will cover full-charge bookkeeping, which would help you to prepare for Certification in Bookkeeping.

Advanced Bookkeeping courses can practically build your academic expertise and enhance your practical skills.

(This course requires the same book as used in Introduction to Bookkeeping. 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-CS008-01  Mar 16-Apr 20*
10 sessions  W  6pm-9pm
Sa  9am-3:30pm**
*No class March 26
**1/2 hour for lunch
Surendra Jakhar, Ph.D, Instructor

**Bookkeeping Certification Prep Course**

*Prerequisite: Advanced Bookkeeping or equivalent experience*

The entire course description is strictly based on the AIPB’s CB Syllabus. Certified Bookkeeper’s course revisits the topics covered in Advanced Bookkeeping and covers basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: accruals, journal entries, allowances for doubtful debts, adjusting entries, revenue recognition, inventory, fixed assets, depreciation, liabilities, income statement, balance sheet, and cash flow statement - as well as their interpretation.

4.8 CEU. Cost: $750(tuition $510, administrative fee $115, lab fees $125)

NCACC-CS009-01  Apr 27–June 4
11 Sessions  W  6-9pm
S  9am -3:30pm**
**½ hour for lunch - No class May 28
(Wednesday classes: Apr 27, May 4, 11, 18, 25; June 1; Saturday classes: Apr 30, May 7, 14, 21; June 4)
Surendra Jakhar, Ph.D. Instructor
APA’s (American Payroll Association’s) PayTrain College and University Program

In cooperation with the American Payroll Association, we offer the PayTrain College and University program for payroll professionals. PayTrain Fundamentals is for people new to the payroll industry, those who support the payroll industry, and those who are preparing for the FPC or CPP certification examinations. This course will provide you with the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. These calculations are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain Mastery.

**PayTrain Fundamentals**

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

**Topics covered in PayTrain Fundamentals include:**
- Payroll fundamentals
- Fundamentals of payroll operations
- Paycheck fundamentals
- Payroll benefits basics

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

**NCACC-CS001-01 Jan 12 - Mar 29**

12 sessions  Tu  6pm - 9pm

Colleen Flores, CPP

**PayTrain Mastery (Returning Summer 2016)**

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 apply:
- **Small Business Start Up and Business Plan Development** (See pg. 6 for course description)
- **Choices in Legal Formation** (See pg. 6 for course description)
- **Comprehensive QuickBooks™** (See pg. 16 for course description)
- **Introduction to Bookkeeping** (See pg. 10 for course description)
- **Advanced Bookkeeping** (See pg. 10 for course description)
- **Leadership Skills for Managers** (See pg. 8 for course description)
- **Successful Project Management** (See pg. 9 for course description)
- **SHRM BoCK Certification Prep Course** (See pg. 12 for course description)
- **Advanced Grammar for English Language Learners (ESL)** (See pg. 43 for course description)

How to Get from Here to There

**Sell and market yourself into your next job**

Are you looking for your next job? Are you wondering what it takes to be invited for an interview? Are you looking to make a change but aren’t sure how to make it happen? Get the edge you’ve been looking for while learning How to Get from Here to There with confidence. Understand the selling philosophy behind your resume. Reframe your thinking to set your cover letter and resume apart from the rest. Learn how to market yourself using sales techniques throughout each stage of the job search. Uncover potential rough spots that may be encountered at the interview. Role-play the interview process in a supportive and positive environment to become comfortable and successful at interviewing. Overall, come away from this class with strategies that you can use to get from here to there!

0.6 CEU. Cost: $78 (tuition $68, administrative fee $10)

**NCPER-CS014-01 Apr 7-Apr 21**

3 sessions  Th  6:30-8:30pm

John Inzero, MBA-Marketing Management, MCCC Faculty
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:
NCBUS-CS007-01 Jan 23 - Apr 16* 12 sessions Sa 9:30am - 12:30pm
*No class Mar 26.

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)
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Zaphria Dockery-Marsh, PHR

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