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)

NCBUS-CS007-02 – Cost: $1235*
(tuition $638, administrative fee $117, book fee $480)
*Rate for HRMA of Princeton chapter members only

Zaphria Dockery-Marsh, PHR

Don’t miss our Open House!
Thursday, January 14, 2016 at 6:30pm
The Conference Center at MCCC
To register for this free event: Call 609.570.3311

Online Courses and Certificates through Learning Resources Network

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

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

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

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

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

Register 10 days before the start of class to save the $15 late fee!
Online Training through Ed2go
Unique Instructor-Facilitated Courses Online

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

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

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

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

Requirements

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

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

Here is a sampling of our online courses!

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

**Accounting Fundamentals**

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

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

Learn at Your Convenience!

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- Expert instructors
- Study anytime, anywhere, and at your own pace
- 24-hour access
- Online Discussion Areas
- 6 Weeks of Instruction

Browse 100s more online courses at: [www.ed2go.com/mccc.edu](http://www.ed2go.com/mccc.edu)
Or call 609.570.3311 to learn more.
Microsoft Office™ 2010 Training

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

All Microsoft Office courses require some computer literacy and experience.

**MS Excel™ 2010 I**

**Recommended: Basic computer knowledge**
You will learn spreadsheet terminology and basic spreadsheet formatting, how to enter and edit data, move and copy data, use simple functions, and create and modify charts. **Workbook required. Available in college bookstore.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

**NCMOS-CS003-01**
Jan 19-Jan 21
2 sessions
Tu, Th
9:30-4pm*

*1/2 hour for lunch
Steve Tirado, Instructor

**NCMOS-CS003-02**
Mar 1-Mar 22
4 sessions
Tu
6:30-9:30pm
Mark Durma, Instructor

**MS Excel™ 2010 II**

**Prerequisite: MS Excel 2010 I**
**Recommended: Basic computer knowledge**
This course builds on the skills and concepts taught in Excel 2010 I. You will learn how to use multiple worksheets and workbooks efficiently, and more advanced formatting options. Learn how to work with lists and tables, apply advanced charting techniques, and worksheet auditing and protection. **Workbook required. Available in college bookstore.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

**NCMOS-CS004-01**
Jan 26-Jan 28
2 sessions
Tu, Th
9:30-4pm*

*1/2 hour for lunch
Steve Tirado, Instructor

**NCMOS-CS004-02**
Mar 29-Apr 19*
4 sessions
Tu
6:30-9:30pm
Mark Durma, Instructor

**MS Excel™ 2010 III**

**Prerequisite: MS Excel 2010 I and MS Excel 2010 II**
Beyond the basics, this course focuses on advanced Excel features that will allow you to analyze your data more thoroughly. Topics such as pivot tables, macros and VLOOKUP are explained and demonstrated with examples, and then students are given the opportunity to apply these techniques to their own files. **Textbook required. Available in college bookstore.**
Students MUST have the textbook.
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

**NCMOS-CS016-01**
Apr 26-May 17
4 sessions
Tu
6:30-9:30pm
Mark Durma, Instructor

**MS Access™ 2010 I**

**Recommended: Basic computer knowledge**
Learn how to design and create databases and then create, populate and analyze the data. Work with tables, fields, and records, sort and filter data, and create queries, forms, and reports. **Workbook required. Available in college bookstore.**
1.2 CEU. Cost: $242 (tuition $65, administrative fee $17, lab fees $160)

**NCMOS-CS005-01**
Jan 12-Jan 14
2 sessions
Tu, Th
9:30am-4pm*

*1/2 hour for lunch
Steve Tirado, Instructor

**NCMOS-CS005-02**
Jan 21-Feb 11
4 sessions
Th
6:30-9:30pm
Pattie Zamore, Instructor

Google Online Training

**Google Analytics**
If you are not reviewing your website statistics, then you are missing several key opportunities to profit from your website traffic. This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world standard Google Analytics, a free online tool.
Apr 4 - Apr 29 16 hours, 1.6 CEUs/ILUs. $195

**Google+**
Google+ has surpassed Twitter to become the second largest social network next to Facebook. Discover the best ways to use Google+ to raise your online profile, and connect with current and potential new contacts.
Apr 4 - Apr 29, 16 hours, 1.6 CEUs/ILUs. $195

**Instagram for Business**
With over 100 million users, Instagram is a marketing gold mine. Discover ways to have your audience generate excellent content for you. Build your community while doing it. Learn how to make hashtags work for you, how to make and keep your followers happy and how a small input can cause exponential growth. We’ll also explore Do’s and Don’t-s of Instagram to get you on the fast track to success. Make the most of Instagram and lead your business to unending exposure. An Android or iOS device is needed to take full advantage of the exercises in this class.
Apr 4 - Apr 29, 16 hours, 1.6CEUs/ILUs. $195

For more information, go to www.mccc.edu/LERNclasses. To register, please email ComEd@mccc.edu
Cognitive Development
Learn to create an environment that invites children to develop and answer their own questions through exploration and investigation. Discover how to interact with children in ways to stimulate thinking and problem solving, and assist in the development of early math and science skills. 1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS014-01  Mar 1 - Apr 5
6 sessions  Tu  7-9pm
Angela Dixon, Instructor

Classroom Design and Program Management
A well-designed classroom and program maximizes student learning. Learn how to select and arrange classroom materials, as well as how to plan and implement effective schedules and routines. Get an overview of lesson planning and different kinds of curricula. Discover how to assess the individual needs of children, as well as how to individualize instruction to meet these needs. Gather tools for evaluating and making adjustments to the program. 1.2 CEU Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS013-01  Jan 19 - Feb 23
6 sessions  Tu  7-9pm
Margaret Kornberg, Instructor

Children’s Language and Literature
Calling Mother Goose! Early childhood is a prime time for acquiring language and literacy skills. Discover how to select quality children’s literature for each age and level of development, and how to nurture reading skills in young children naturally. Help children focus on the sounds and structures of language through songs, chants, rhymes and finger plays. Learn how to create a print-rich environment with materials that encourage children to read, write and begin to understand how speech and print are connected. Cognitive Development Learn to create an environment that invites children to develop and answer their own questions through exploration and investigation. Discover how to interact with children in ways to stimulate thinking and problem solving, and assist in the development of early math and science skills. 1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS019-01  Jan 14 - Feb 18
6 sessions  Th  7-9pm
Margaret Kornberg, Instructor

Getting Creative with Art, Music and Drama
From painting with watercolors to acting out nature. Learn to enhance and extend this creative expression. Develop a repertoire of art, music and drama activities that promote self-expression. Discover how the early childhood environment can encourage artistic exploration, and how providing a rich variety of art materials, music, instruments, and props leads to the development of creative expression. 1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS020-01  Mar 3 - Apr 14*
6 sessions  Th  7-9pm
* Class will not meet Mar 24
Angela Dixon, Instructor

Classroom Design and Program Management
A well-designed classroom and program maximizes student learning. Learn how to select and arrange classroom materials, as well as how to plan and implement effective schedules and routines. Get an overview of lesson planning and different kinds of curricula. Discover how to assess the individual needs of children, as well as how to individualize instruction to meet these needs. Gather tools for evaluating and making adjustments to the program. 1.2 CEU Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS013-01  Jan 19 - Feb 23
6 sessions  Tu  7-9pm
Margaret Kornberg, Instructor

Health and Safety with Young Children
Having a safe and healthy environment is essential when caring for young children in any setting. Learn to maintain indoor and outdoor environments that promote wellness and reduce injuries and how to respond when children do become sick or injured. Discover ways to help children develop good hygiene and nutrition habits and receive training on how to recognize and report child abuse and neglect. 1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS017-01  Apr 12 - May 17
6 sessions  T  7-9pm
Angela Dixon, Instructor

Working with Families
A young child’s first teachers are his or her family members. Families are partners in education. Learn how to build the positive relationships with families that maximize a child’s success. Discover a variety of ways to invite formal and informal family participation in your program, as well as how to plan and participate in conferences. Also learn ways to recognize when families are under stress, and how to provide support to families in stressful times. 1.2 CEU. Cost: $119 (tuition $97, administrative fee $22)

NCEDU-CS015-01  Apr 6 - May 11
6 sessions  W  7-9pm
Jeffra Nandan, Instructor

Students with ASD
(Autism Spectrum Disorder) (Online Course)
Today, every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder)—a neurological disorder on the autism spectrum. In this course, you take away strategies for working effectively with students with Asperger’s Syndrome. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

16 hours 1.6 CEUs/ILUs. $145, with an optional additional $40 paid later for graduate credit.

NCEDU-CS021-01  Mar 7 - Apr 1
For more information, go to www.mccc.edu/ LERNclasses
To register, please email calebrek@mccc.edu

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Margaret Kornberg, Instructor

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6 sessions  Th  7-9pm
* Class will not meet Mar 24
Angela Dixon, Instructor

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16 hours 1.6 CEUs/ILUs. $145, with an optional additional $40 paid later for graduate credit.

NCEDU-CS021-01  Mar 7 - Apr 1
For more information, go to www.mccc.edu/ LERNclasses
To register, please email calebrek@mccc.edu

Child Care and Parenting
Online Courses
• Enhancing Language Development in Childhood
• Guiding Kids on the Internet
• Understanding Adolescents
Cost: $104 for each online course
To learn more, or to enroll, go to www.ed2go.com/mccc.edu
• Expert Instructors • 24-Hour Access • 6 Weeks of Instruction • Courses start monthly

LERN®
Clinical Quality Assurance
Prerequisite: Foundations of Clinical Development
This course is designed to provide participants with a thorough understanding of current Good Clinical Practices (GCPs) and Clinical Quality Assurance (CQA) requirements in detecting study misconduct and fraud in global clinical trials. Additionally, participants will learn how to develop an audit plan and conduct site and vendor audits. Included in the course work will be the development of Corrective and Preventative Action Plans. Materials provided. 3.6 CEU. Cost: $1,003 (tuition $969; administrative fee $19; materials fee $15)
NCPHA-CS006-01
12 sessions Tu, Th
Michael Falkow, Instructor

Foundations of Clinical Development (Online Course)
Required course. Students must have access to a computer, Microsoft Office compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.
Foundations of Clinical Development introduces students to the process of bringing a new pharmaceutical or medical device to market. Principles of good clinical practices and the elements of informed consent as well as regulations and compliance will be discussed. Upon completion of this course, participants will be able to describe the stages of development for biologics, medical devices and pharmaceuticals as well as the roles and responsibilities of sponsors, investigators, and clinical research professionals. Textbook is required and available in the college bookstore. Students must obtain the textbook prior to the start of class. 3.6 CEU. Cost: $1,048 (tuition $853, administrative fee $150, student fee $45)
Online Orientation and 36 hours of online instruction
NCPHA-CS001-01
Feb 20 - Apr 16
Michael Falkow, Instructor

Fundamentals of Clinical Research Monitoring and Study Coordination (Online Course)
(Clinical Coordination and Monitoring)
Prerequisite: Foundations of Clinical Development
Students must have access to a computer, Microsoft Office compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.
The Clinical Coordination and Monitoring course was developed to educate Clinical Research Associates (CRA) and Clinical Research Coordinators (CRC) as well as members of the clinical research project team who interact with them. In this course, students are introduced to clinical trial activities as they directly relate to the CRA and CRC job functions while becoming educated in the various facets of clinical trial monitoring including the CRA/CRC roles and responsibilities, general study design, investigative site selection/feasibility, regulatory document collection, types of monitoring visits, privacy, risk management and fraud in clinical research today. The importance of pre-study, initiation, interim monitoring and close-out visits, including a review of the FDA Guidance on Risk-Based Monitoring, will also be discussed. 3.6 CEU. Cost: $1,048 (tuition $853; administrative fee $150, student fee $45)
Online Orientation and 36 hours of online instruction
NCPHA-CS005-01
Mar 20 - May 14
Jill Johnston, Instructor

Regulatory Affairs
Regulations and Compliance (Online Course)
Prerequisite: Foundations of Clinical Development
Students must have access to a computer, Microsoft Office compatible software, a web browser (either Mozilla Firefox or Google Chrome) and reliable access to the Internet.
Regulatory Affairs: Regulations and Compliance introduces students to the impact of regulation on clinical development of new biologics, pharmaceuticals and vaccines. Upon completion of this course, participants will be able to describe the differences between an Investigational New Drug Application (IND), a Biologic License Application (BLA), a New Drug Application (NDA), an Abbreviated New Drug Application (ANDA), and a PreMarket Application (PMA). Students will also gain an understanding of FDA and ICH guidelines and regulations as well as the FDA Bioresearch Monitoring program. 3.6 CEU

Clinical Data Management
Prerequisite: Foundations of Clinical Development
Clinical Data Management provides participants with a general overview of the steps involved in managing clinical data in global clinical trials. Traditional aspects of clinical data management will be discussed including the role of the clinical data manager in the development of a clinical trial protocol, the design and completion of case report forms, and the design of the clinical database. In addition, the course will cover methods of data collection and data entry, data validation, data query and resolution, the use of quality control procedures, and interaction with both clinical research and biostatistics personnel. 3.6 CEU. Cost: $1,003 (tuition $969, administrative fee $19, material fee $15)
NCPHA-CS002-01
Feb 16 - Mar 5
9 sessions Tu, Th, Sat
6 - 9pm
* 1 hr lunch
(Class meets on Feb 16, 18, 23, 25, Mar 1, 3, and Saturday Feb 20, 27; Mar 5)
Denise Tsillionis, Instructor

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

YOU CAN EARN YOUR CERTIFICATE COMPLETELY ONLINE!
Look for this symbol for qualifying online courses.
Computed Tomography (CT Scan)

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

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

Students must apply and be approved prior to registration. The documents listed below must be submitted prior to approval. Please direct all questions to Debbie Paragano at paragand@mccc.edu. Forms provided online www.mccc.edu/ccs:

- Current NJ diagnostic radiologic technologist license
- Registered Radiologic Technologist (ARRT). Must be shown to clinical coordinator prior to the first clinical assignment. In order to sit for the certification exam, you must be registered for one year.
- Copy of malpractice insurance face sheet
- Healthcare Provider CPR
- Physical exam, documentation of immunizations, 2-step PPD, hepatitis B series
- Copy of clear criminal background check

Successful completion of this course does not guarantee meeting the ARRT Certification Exam clinical experience requirements nor passage of the examination. Clinical assignments are individually scheduled at area hospitals and dependent on the facility and the student's availability.

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

ONLINE!

Phlebotomy Technician Program

Phlebotomy I (Lecture/Classroom)

This 90-hour lecture course is the first step to prepare you to become a Certified Phlebotomy Technician (CPT). The program begins with this course which teaches the health care delivery system, collection of materials and equipment, venipuncture and capillary techniques, medical, legal and ethical implications of blood collection. At successful completion of Phlebotomy I, students will be recommended to start our Phlebotomy II Externship Program at a local healthcare facility. Students who complete the entire program (Phlebotomy I & II) will be fully prepared to take the National Certification Exam given by NHA for Certified Phlebotomy Technician. The Certification test cost is the student's responsibility. Textbook required. Available in college bookstore. (Note: Please bring a lunch - cafeteria closed on Saturday.)

9.0 CEU. Cost: $1,396 (tuition $675, administrative fee $116, lab fees $380, materials $125, non-refundable registration fee $100)

NCHCP-CS029-01 Jan 25-Mar 21

17 sessions M,W* 5:30-9pm*
5 sessions Sa** 9am-4pm**
**Saturday classes: Jan 30; Feb 6, 13, 20, 27, includes 1/2 hr lunch

Peggy Richey, MS, Clinical Laboratory Supervisor

JKC (Trenton):

NCHCP-CS029-02 Jan 26-Mar 22

17 sessions T, Th 5-8:30pm
5 sessions Sa** 9am-4pm**
**Saturday classes: Jan 27, 30; Feb 6, 13, 20

Graciela Coyne, Instructor

--- Application required. Download at www.mccc.edu/ccs ---

Phlebotomy II Externship (80 hours)

Successful completion and recommendation are required to register for Phlebotomy II. After completion of Phlebotomy I, you may register for your externship. Students will complete Phlebotomy II with 80 hours of documentation, performing veinpunctures. This externship is at a local healthcare facility under direct supervision. Schedules will vary and will be assigned by the Phlebotomy I instructor. Students must adhere to their schedule and complete the hours assigned to them. Students are scheduled for an 8-hour day, Monday - Friday, 11:30am to 8pm.

8.0 CEU. Cost: $725 (tuition $710, administrative fee $15)

NCHCP-CS030 Externship will follow completion of Phlebotomy I program

--- Attend the Open House Thursday, January 14 (see pg 2 for more details) ---