

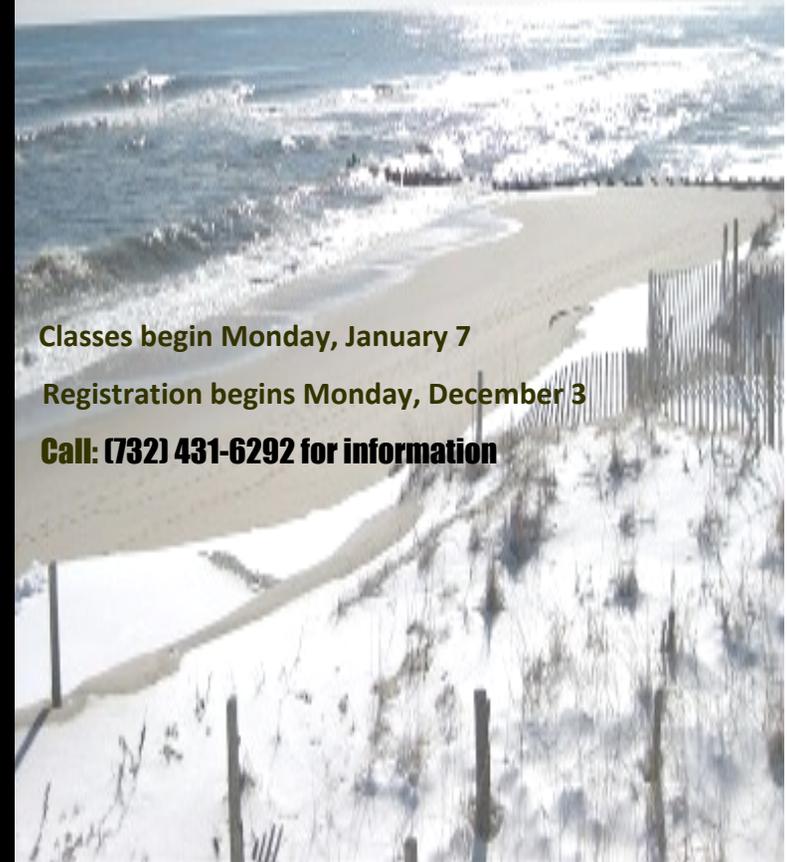
# **Monmouth County Vocational School District Adult Education Course Catalog**

**Winter/Spring  
2013**

**Classes begin Monday, January 7**

**Registration begins Monday, December 3**

**Call: (732) 431-6292 for information**



# ADMINISTRATION AND BOARD

## Monmouth County Board Of Chosen Freeholders

John P. Curley  
**Director**  
Thomas A. Arnone  
**Deputy Director**  
Lillian G. Burry  
Gary J. Rich, Sr.  
Serena DiMaso

## Monmouth County Vocational School District Board of Education

Joseph A. Manfredi  
**President**  
Brian D. McAndrew  
**Vice President**  
Clement V. Sommers  
Dennis Ingoglia  
Joseph F. Passiment, Jr.

**Central Office Staff**  
Timothy M. McCorkell  
**Superintendent**  
Anthony Schaible

**Assistant Superintendent**  
Collette Flatt

**Business Administrator/Board Secretary**

Joseph Senerchia

**Director of Pupil Personnel Services**

Dana Schaed, Ed.D.

**Principal/Director of Adult Education**

### **Mission Statement**

The Monmouth County Vocational School District's Post-Secondary Institution's mission is to foster the educational experience of the adult learner and prepare them for the competitive demands of the workplace.

### **Admission Requirement**

Adult vocational education classes are open to all persons 18 years of age (unless otherwise noted) or older who have graduated or left an elementary or secondary school system. Additional course requirements are listed as prerequisites.

Non-Discrimination Clause: The Monmouth County Vocational School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. Further information regarding this policy can be obtained from the 504 Compliance/Affirmative Action Officer, Mr. Anthony Schaible, 732.431.7945

# General Information

## **BASIC SKILLS TESTING**

### Cosmetology (Class Begins September 2013)

\$20 fee. Neptune Annex  
March 21, 2013 (5:00pm)  
April 25, 2013 (5:00pm)  
May 16, 2013 (5:00pm)

### CNA/PCA (CNA class begins January 2013 and PCA Class Begins October 2013)

\$20 fee per administration. Neptune Annex  
December 12, 2012 (5:00pm)  
March 13, 2013 (5:00pm)  
May 15, 2013 (5:00pm)

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Please register for all classes online at [www.mcvsd.org](http://www.mcvsd.org). If you do not have access to a computer, you may register by using the form below:

### ADULT EDUCATION REGISTRATION FORM

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT  
4000 KOZLOSKI ROAD PO BOX 5033  
FREEHOLD, NJ 07728-5036  
Fax: 732.409.6736

### PLEASE PRINT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

SEX: MALE \_\_\_ FEMALE \_\_\_

OPTIONAL: TO BE USED FOR STATE/FEDERAL REPORTING

White \_\_\_ Black/Non-Hispanic \_\_\_ Hispanic \_\_\_ Asian \_\_\_

American Indian or Alaskan Native \_\_\_ Native Hawaiian \_\_\_

Two or More Races \_\_\_

A check, money order, or credit card number for tuition fee must accompany this application in order to be registered. Make checks payable to MCVSD. Companies who are registering employees may fax registration information on business letterhead along with registration form for each participant. Purchase orders also will be accepted. **There will be no refunds after the first scheduled class. There is a \$35 fee for returned checks.**

Course \_\_\_\_\_

Location \_\_\_\_\_ Start Date \_\_\_\_\_

Credit Card Account # \_\_\_\_\_

Signature \_\_\_\_\_ Exp Date \_\_\_\_\_

**Adult Basic Education**

**Basic Skills Program (Free)**

The Adult Basic Skills Program is designed for adult students who display a need to enhance their level of academic readiness through instruction in basic skills. The program focuses on instruction in speaking, listening, writing, computation and employability skills to help break down the barriers to employment created by deficiencies in basic learning skills. This program is free to all persons who meet the academic criteria established by the NJ Department of Education. Call for more information. 732.431.6292

Career Center Mondays and Wednesdays 6:00pm-8:30pm 1/7-4/24  
 Or  
 Neptune Annex Tuesdays and Thursdays 6:00pm-8:30pm 1/8-4/25

**English as a Second Language (Free)**

This program is designed for those whose native language is not English, who understands little or no English or who wishes to improve their speaking, reading, and writing of English. Oral skills will be emphasized with the use of many resources. Individualized instruction and certified teachers will help you increase your fluency and language skills for social and job success. Call 732.431.6292 for more information.

Career Center Tuesdays and Thursdays 6:00pm-8:30pm 1/8-4/25  
 Or  
 Middletown Tuesdays and Thursdays 6:00pm-8:30pm 1/8-4/25

**Integrated English Literacy and Civics Education (Free)**

This program is designed for those whose native language is not English, to acquire the skills and knowledge to become active and informed parents, workers, and community members. The education program will emphasize contextual instruction on the rights and responsibilities of citizenship, naturalization procedures, and civic participation along with improving the student's reading, writing, and speaking skills.

Neptune Annex Mondays and Wednesdays 6:00pm-8:30pm 1/7-4/24

**2012/2013 EVENING SCHOOL CALENDAR**

Dec	24	Mon	School Closed for winter break Thru Jan 7
Jan	07	Mon	School Reopens-Spring Semester Begins
Jan	21	Mon	No Evening School--Martin Luther King Jr.
Feb	15	Fri	No Evening School-Staff Day
Feb	18	Mon	No Evening School--Presidents Day
Mar	25	Mon	No Evening School--Spr Break thru Apr 5
Apr	8	Mon	School Reopens
May	24-27	Fri/Mon	No Evening School--Memorial Day Weekend

**Hobbies and Enrichment**

**American Sign Language Course (Introduction)**

American Sign Language is a visual, relevant, and beautiful language inherent to Deaf culture. Come start to learn the language and about Deaf culture in this basic course.

\$100 Tuesdays 6 Sessions  
 6:00pm-8:00pm Neptune Annex  
 1/22/13-2/26/13

**American Sign Language Course (Intermediate)**

American Sign Language is a visual, relevant, and beautiful language inherent to Deaf culture. Come expand on your basic knowledge of ASL and Deaf culture in this intermediate course.

\$100 Mondays 6 Sessions  
 6:00pm-8:00pm Neptune Annex  
 1/28/13-3/11/13

**Crocheting: Beginners**

Learn a craft that is relaxing and rewarding. Learn about different yarns, needles, basic stitches and patterns. A list of supplies will be given on the first day of class.

\$70 Thursdays 4 Sessions  
 6:00pm-8:00pm Career Center  
 2/7/13-3/7/13

**Crocheting: Intermediate**

This course will introduce how to increase and decrease stitches, learn how to gauge your work, reading a pattern and much more. Different stitches and techniques will be introduced. Bring your ideas to class and see how creative you can be.

\$70 Thursdays 4 Sessions  
 6:00pm-8:00pm Career Center  
 3/14/13-4/18/13

**EBAY: Introduction**

This class teaches how to buy and sell on eBay with some hands-on exercises. Learn advanced techniques for buying and selling, and how to avoid scams. Discussion includes how to start an eBay business including finding supplies and establishing payment methods.

\$30 One Night Seminar  
 6:00pm-8:30pm Career Center  
 Monday 1/28/13  
 Monday 2/25/13  
 Monday 3/18/13



Register and Pay Online at [www.mcvsd.org](http://www.mcvsd.org)

**Adult Education**

## Hobbies and Enrichment

**Extreme Couponing**

You've seen the television show, now see how you too can save money on your grocery bills! Learn where to find the best coupons, how to organize coupons, and how to match store flyers with coupons. Save money without spending a lot of time!

\$20 6:00pm-9:00pm Neptune Annex One Night Seminar  
 Tuesday 1/29/13  
 Tuesday 2/12/13  
 Tuesday 3/19/13

**FACEBOOK: Introduction**

Family, friends, co-workers, even strangers are asking if you are on Facebook. Explore how to use this new way to connect to people using social networking through Facebook. Learn how to set up a profile, add friends, photos, and other ways to best use this tool for being connected to the people you know.

\$30 One Night Seminar  
 6:00pm-8:30pm Career Center  
 Monday 2/4/13  
 Monday 3/4/13  
 Monday 4/8/13

**Italian: Beginners**

This is a great course for all who want to get an introduction to the Italian language, culture, and people. Grammar, vocabulary and conversation will be the focus. Sign up now and start your Italian adventure here! Textbook not included in cost of course.

\$140 Wednesdays 8 Sessions  
 6:00pm-8:00pm Career Center  
 1/23/13-3/13/13

**Knitting: Beginners**

Learn a craft that is relaxing and rewarding. Learn about different yarns, needles, basic stitches and patterns. A list of supplies will be given on the first day of class.

\$70 Tuesdays 4 Sessions  
 6:00pm-8:00pm Career Center  
 1/29/13-2/19/13



## Hobbies and Enrichment

**Knitting: Intermediate**

This course will introduce how to increase and decrease stitches, how to pick up a drop stitch, learn how to gauge your work, reading a pattern and much more. Bring your questions and ideas to class and see how creative you can be with a ball of yarn and a pair of knitting needles.

\$70 Tuesdays 4 Sessions  
 6:00pm-8:00pm Career Center  
 2/26/13-3/19/13

**Meditation**

Escape the stressors of your daily life and learn how to meditate in this introductory course. Students will learn the art of meditation as well as practicing the basics of concentration and meditative breathing techniques. Bring blanket or meditation cushion, shawl wrap or hooded sweatshirt and notebook and pen

\$100 Mondays 6 Sessions  
 6:00pm-7:30pm CHS (Wall)  
 1/28/13-3/11/13

**Public Speaking**

Public speaking is one of the number one skills employers look for when hiring, and a critical skill for success both personally and professionally. It is also one of the activities that people have the greatest amount of anxiety about. As adults we will all find the need to speak in front of a group at some point in our lives. Learn techniques to help overcome speaker anxiety and practice your public speaking skills in a non-threatening environment.

\$100 Tuesdays and Thursdays 12 Sessions  
 6:00pm-7:30pm CHS (Wall)  
 2/12/13-3/21/13

**Spanish: Beginners**

This beginner's Spanish course emphasizes direct conversational participation. Vocabulary, sentence structure and correct pronunciation will be developed. Textbook not included in cost of course.

\$140 Thursdays 8 Sessions  
 6:00pm-8:00pm Neptune Annex  
 1/24/13-3/14/13

Register and Pay Online at [www.mcvsd.org](http://www.mcvsd.org) **Adult Education**

## Information Technology and Financial Planning

### Accounting and Computers: Beginners

This course covers basic bookkeeping and accounting principles and techniques on Quickbooks Pro. Learn the language and problems of business and the bookkeeping cycle in its simplest form. Study different types of journals, accounts, and bookkeeping records. Understand business practices by studying transactions and their effects on operations.

\$195      Wednesdays      10 Sessions  
             6:30pm-8:30pm Neptune Annex  
             1/23/13-4/10/13

### Accounting and Computers: Intermediate

This course covers accounting principles (general ledger, trial balance, financial statements preparation and understanding of payroll preparation). Using Quickbooks software to understand the impact of different types of transactions and how they affect business operations.

\$195      Thursdays      10 Sessions  
             6:30pm-8:30pm Neptune Annex  
             1/17/13-3/21/13

### Adobe Dreamweaver: Introduction

This course will cover the basics of Adobe Dreamweaver, including its graphic interface, how to create a web site root folder, how to create a web page, how to add and style text, how to design and lay out a web page using <div> tags, how to add hyperlinks and graphics, working with colors, working with Cascading Style Sheets and editing raw code, working with dynamic elements like Javascript items, and more. Prerequisites: Must have taken the Intro to Web Design class or have equivalent knowledge of HTML, XHTML and CSS; must be competent using at least one computer operating system. Access to Dreamweaver and a computer at home is required.

\$265      Wednesdays      10 Sessions  
             1/30/13 - 4/17/13 CHS  
             6:30pm-9:00pm CHS



## Information Technology and Financial Planning

### Adobe Photoshop: Beginners

Learn the basics of Adobe Photoshop, the premiere image editing software. The course will introduce students to the basics of bitmap images and computer color, the basic set of Photoshop's tools and palettes, guidelines for processing images from a digital camera, optical disk or scanner with Photoshop, making basic color corrections, basic image editing, the basics of working with layers, how to prepare graphics for web pages and more. Prerequisites: Must be competent using at least one computer operating system. Access to Photoshop on a computer at home or work is required.

\$265      Tuesdays      10 Sessions  
             6:30pm-9:00pm CHS  
             1/29/13-4/16/13

### Apple Keynote: Beginners

This course will introduce students to Apple's Keynote, a presentation program like PowerPoint. Students will learn how to create presentations using themes and templates, how to add, edit and style text, how to import images, how to add other graphics, transitions and other features. Prerequisites: Must have access to and be familiar with using an Apple Macintosh laptop or an iPad [which must be brought to class] and have purchased Keynote [\$19.99 from Apple store].

\$130      Wednesdays and Thursdays      5 Sessions  
             6:30pm-9:00pm CHS  
             1/9/13-1/23/13

### Apple Pages: Beginners

This course will introduce students to Apple's Pages, which is a combination word processing and page layout application. Students will learn how to create word processing and page layout documents, including using supplied templates, how to use Pages tools, palettes and menus to structure content, and how to export documents in various formats. Prerequisites: Must have access to and be familiar with using an Apple Macintosh laptop or an iPad [which must be brought to class] and have purchased Pages [\$19.99 from Apple store].

\$130      Mondays and Tuesdays      5 Sessions  
             6:30pm-9:00pm CHS  
             1/7/13-1/22/13



## Information Technology and Financial Planning

### Computer Literacy: Advanced

Students will learn advanced applications associated with Microsoft Word, Excel and Powerpoint. In Microsoft Word, students will learn how to create flyers, address labels, business cards, newsletters, and brochures. Students will learn how to type professional business letters, add graphics to documents from Internet websites. They will also learn how to create professional PowerPoint Presentations from documents created in Word and Excel by insertion of selected text. Finally, in Excel students will learn how to create advanced spreadsheets and insert them into Word documents. **Students must bring their own flash drive.**

\$140 Mondays 6 Sessions  
7:00pm-9:00pm Neptune Annex  
4/8/13-5/13/13

### Basic Computer Literacy

This course is for the individual who has little or no computer experience. The main reason for this class is for the student to become comfortable using computers. It will provide instruction on the basic Microsoft Word, Excel and Powerpoint programs.

**Students must bring their own USB drive.**

\$140 Wednesdays 6 Sessions  
7:00pm-9:00pm Neptune Annex  
1/23/13-2/27/13  
Or

\$140 Wednesdays 6 Sessions  
7:00pm-9:00pm Career Center  
1/23/13-2/27/13

### InDesign Applied: Document Design & Creation

This course will focus on designing and creating documents in InDesign, including developing trial concepts, the basics of typography, image formats and color control, preparing copy, fonts, stylesheets and images for your document, laying out the document's pages [including making master pages for future use], proofing and preflighting your document before final output, whether that's printing or PDF creation. Prerequisites: A working knowledge of Adobe InDesign, QuarkXPress or another page layout program. Access to Adobe InDesign at home or office is required.

\$130 Wednesdays 5 Sessions  
6:30pm-9:00pm CHS  
4/24/13- 5/22/13



## Information Technology and Financial Planning

### MAC OS X: Introduction

Learn the basics of MacOS X, the Apple Macintosh computer operating system, how to use various applications, how to organize files and folders, how to manage fonts and graphics, how to connect to the internet and surf the world wide web, how to send and receive email, how to use peripherals like iPods or digital cameras with the Mac, how to fix basic problems, and more. Prerequisite: Must feel comfortable using at least one computer operating system. Access to a Macintosh at home or work is highly recommended.

\$130 Mondays 5 Sessions  
6:30pm-9:00pm CHS  
1/28/13-3/4/13

### Microsoft Excel: Introduction

This course covers data entry, cell techniques, formulas, using functions, font styles, drawing tools, ranges and printing techniques. Other spreadsheet topics will be explored. **Students must bring their own new flash drive.**

\$190 Tuesdays 6 Sessions  
7:00pm - 9:00pm Career Center  
1/29/13-3/5/13  
Or

\$190 Thursdays 6 Sessions  
7:00pm - 9:00pm Neptune Annex  
1/24/13-2/28/13

### Microsoft Excel: Intermediate

This course delves further into Excel. This course will allow students to use more advanced features of Excel. This includes working with multiple worksheets and workbooks, advanced charts, use of advanced functions, summarizing data with Pivot Tables and Charts, linking worksheets, performing advanced data analysis. **Prerequisites:** Good typing skills. Ability to use a mouse, save and retrieve files. Knowledge and experience with Excel. **Students must bring their own new flash drive.**

\$190 Tuesdays 6 Sessions  
7:00pm - 9:00pm Career Center  
4/9/13-5/14/13

### Teachers and Ideas Wanted!

Have an idea for a course or one night seminar? We're always looking for new ideas and instructors. Please visit our website [www.mcvsd.org](http://www.mcvsd.org)

Or write to us at

Monmouth County Vocational School District 4000 Kozloski  
Road Freehold, NJ 07728 Attention: Adult Education

**Information Technology and Financial Planning**

**Microsoft Word: Intermediate**

This course will apply the more advanced Word capabilities. Topics covered will include creating and applying custom styles for texts, sorting in lists and tables, performing calculations in tables, table of contents, protecting documents, adding and modifying water marks, building blocks, footnotes and endnotes, cross references, mail merge, collaborating with others. Prerequisites: Good typing skills, knowledge of basic MS Word. **Students must bring their own new flash drive.**

1190 Thursdays 6 Sessions  
7:00pm - 9:00pm Career Center  
4/11/13-5/16/13

**Photoshop Applied: Correcting and Enhancing Images**

This course will introduce students to editing and adjusting images in Photoshop, including using various tools to remove blemishes and imperfections, tonal and color adjustment tools to improve image quality, and various filters and special effects. Prerequisites: Must have taken Introduction to Adobe Photoshop class or demonstrate equivalent knowledge of Photoshop. Access to Photoshop on a computer at home or work is required.

1130 Thursdays 5 Sessions  
6:30pm-9:00pm CHS  
1/31/13- 2/28/13

**Photoshop Applied: Preparing Web Graphics**

This course will introduce students to preparing images in Photoshop for use on the World Wide Web, including learning the attributes and best uses of JPEG, GIF and PNG formats, how to convert color profiles to web standards, how to create transparent backgrounds, how to rasterize text created using non-web-standard fonts, how to cut large images into slices with HTML outputs, how to make image maps, and more. Prerequisites: Must have taken Introduction to Adobe Photoshop class or demonstrate equivalent knowledge of Photoshop. Access to Photoshop on a computer at home or work is required.

1130 Thursdays 5 Sessions  
6:30pm-9:00pm CHS  
4/25/13-5/23/13

**Photoshop Applied: Working with Layers**

This course will introduce students to working with Layers in Photoshop to combine and collage elements of other digital images, to apply various tools like blending modes, layer masks and adjustment layers, layer effects such as drop shadows, and special effects and filters. Prerequisites: Must have taken Introduction to Adobe Photoshop class or demonstrate equivalent knowledge of Photoshop. Access to Photoshop on a computer at home or work is required.

1130 Thursdays 5 Sessions  
6:30pm-9:00pm CHS  
3/7/13-4/18/13

**Transportation Technology**

**Auto Body Repair and Refinishing (Beginners)**

This course covers basic auto body repair, tools, equipment; sheet metal damage procedures for straightening and reshaping damaged metal and auto body fillers, glues and fiberglass repair. The student must have his/her own project and is responsible for all his/her materials and supplies.

\$185 Tuesdays and Thursdays 12 Sessions  
6:30pm-9:30pm Hazlet  
1/8/13-2/14/13

**Auto Body Repair and Refinishing (Advanced)**

This course covers the basics of paint refinishing, the spray gun, spray booth, preparation of vehicle, surface preparation, protective coverings, and wet sanding and buffing. The student must have his/her own project and is responsible for all materials and supplies needed for his/her project

\$185 Tuesdays and Thursdays 12 Sessions  
6:30pm-9:30pm Hazlet  
2/19/13-4/9/13

**Auto Mechanics (Advanced)**

This course is a continuation of Auto Mechanics Part 1. Lectures and hands-on work are the two main components of this course. A variety of vehicle types will be covered, leading to entry-level employment.

\$185 Thursday 15 Sessions  
6:00pm-9:00pm Career Center  
1/17/13-5/9/13

**MONMOUTH COUNTY VOCATIONAL**

2012/2013 EVENING SCHOOL CALENDAR

Dec	24	Fri	School Closed for winter break Thru Jan 7
Jan	07	Mon	School Reopens-Spring Semester Begins
Jan	21	Mon	No Evening School--Martin Luther King Jr.
Feb	15	Fri	No Evening School-Staff Day
Feb	18	Mon	No Evening School--Presidents Day
Mar	25	Mon	No Evening School--Spr Break thru Apr 5
Apr	8	Mon	School Reopens
May	24-27	Fri/Mon	No Evening School--Memorial Day
Weekend			

## Transportation Technology

### Basic Auto Mechanics and Preventative Maintenance

This course includes shop and personal safety rules, care and use of hand tools, lubrication services, car safety inspection, under-car visual inspection and service, under hood visual inspection, chassis lubrication, oil and filter change, service of automotive transmission, tire maintenance and repair, wheel bearing maintenance, basic automotive electricity and engine theory. This course is designed for first-year apprentices and those interested in the automotive field.

\$185                      Tuesdays                      11 Sessions  
                                  7:00pm-10:00pm KIVA  
                                  2/5/13-5/14/13

### Marine Mechanics

This course is designed to provide instruction for marine industry entry-level mechanics and boat owners. Students will acquire a basic understanding of the fundamentals and operation of the two and four stroke engines. Tools and equipment used in the trades are introduced. Theory and practical experiences are combined in the operation, service, testing and repair of inboard and outboard engines. The test, repair and adjustment of the ignition, fuel cooling systems and electrical systems are included. In addition, the basic understanding and principal operation of gear systems, service and propeller selection will be covered. Course materials to be distributed in PDF.

\$360                      Tuesdays and Thursdays                      24 Sessions  
                                  6:30pm-9:30pm Aberdeen  
                                  1/22/13-4/25/13

### Small Engine Repair

Instruction will be given on small two and four stroke gas engines used on mowers, snow blowers and pumps. Basic areas of maintenance such as lubrication, tune-up, filters and carburetor will be covered. Students can bring their own projects to work on.

\$155                      Tuesdays                      9 Sessions  
                                  6:30pm-9:30pm Career Center  
                                  1/22/13-3/19/13

### HELP WANTED!

#### Part time teachers

If you have professional experience or know someone who would be interested in teaching in our adult program you can download an application from our web site [www.mcvsd.org](http://www.mcvsd.org) or call 732.431.6443 to request one.

Requirements 4 years experience

Trade or Service areas: 4 years experience

Academics: NJ Teacher Certificate (Standard)

Share your knowledge, skills, and expertise to carry on the fine traditions of your trade or occupation.

## Construction & Industrial Trades

### Basic Oil Burner Repair Service

This course includes basic technology involved in the servicing and repair of residential oil burners, controls, electricity, tanks, and accessory equipment, principles of combustion firing rates, combustion, analysis and efficiency testing. This course is applicable to apprentices, beginners in the trade and homeowners.

\$185                      Thursdays                      12 Sessions  
                                  6:30pm-9:30pm Career Center  
                                  1/24/13-3/21/13

### Blueprint Reading I

This course covers the fundamentals of print reading for single family dwellings. Actual prints provide print reading experience. Specific topics include: symbols and notations, structural information, elevations, floor plans, scaling and dimensioning, and trade information.

\$185                      Tuesdays                      12 Sessions  
                                  7:00pm-10:00pm Career Center  
                                  1/22/13-4/20/13

### Blueprint Reading II

This course continues development of the fundamentals skills learned in Blueprint Reading I. Students will have the opportunity to create a set of their own house plans. Other specific topics covered as related to blueprint reading will include structures, sketching, design principles and building code regulations.

\$185                      Thursdays                      12 Sessions  
                                  7:00pm-10:00pm Career Center  
                                  1/24/13-4/25/13

### Boiler Operator Low Pressure: BLACK SEAL

This course prepares qualified and experienced persons responsible for the operation of public and private buildings for state licensing as required by law. You must be working in the field in order to take this class. Instruction covers functions of low-pressure boilers and their safe operation; air pollution control and energy conservation. **Books, supplies and personal safety equipment not included in tuition.**

\$175                      Tuesdays/Thursdays                      14 Sessions  
                                  7:00pm-10:00pm Neptune  
                                  2/12/13-4/11/13

## Construction & Industrial Trades

### Cabinetry Fundamentals

This course covers general shop safety and the proper use of hand and power tools used in cabinetmaking. Emphasis will be placed on measuring, materials handling, and practices in sawing and joining. Individual projects will be completed to assess students' knowledge and skills. Supplies and personal safety equipment not included.

\$185                      Wednesdays                      12 Sessions  
7:00pm-10:00pm KIVA  
1/23/13-4/24/13

### Cabinetmaking and Design

This course will cover basic drafting techniques, including shop drawings and hand sketches. It will also include an overview of design specifications, trade terminology and the application of material take-offs. The class will also cover the use of hand and power tools, both basic and advanced machinery operation with an emphasis on shop safety procedures. The students will complete a project utilizing these basic cabinetmaking techniques. Supplies and personal safety equipment not included.

\$185                      Mondays                      12 Sessions  
7:00pm-10:00pm KIVA  
1/28/13-5/6/13

### Cabinetmaking (Advanced)

This course will continue to cover general shop safety and the proper use of hand and power tools and materials handling. Emphasis will be placed on advanced joinery work, assembly techniques and machinery setup. Individual projects will be completed to assess students' knowledge and skills. Prerequisite of either Cabinetry Fundamentals or Cabinetmaking and Design. Supplies and personal safety equipment not included.

\$195                      Thursdays                      12 Sessions  
6:30pm-9:30pm KIVA  
1/31/13-5/2/13

### Heating Systems, Design and Service

This course covers basic technology applicable to common heating systems, heat loss calculation, system layout, function, troubleshooting, installation practices, domestic hot water production, heat exchangers, controls, venting and balancing. This course is applicable to apprentices, beginners, homeowners and people working in the trade in search of technical assistance.

\$195                      Tuesdays                      12 Sessions  
6:30pm-9:30pm Career Center  
1/22/13-4/20/13

## Construction & Industrial Trades

### Home Improvement: For Women

Learn the basics of general tool use, electrical, plumbing, weatherizing, painting, carpentry and more. Bring your girl friends and empower yourself in a fun and enlightening process.

\$120                      Wednesdays                      6 Sessions  
6:00pm-8:30pm Career Center  
2/13/13-3/20/13

### Homeowner's Guide: Basic Plumbing

Learn such basic plumbing elements as: unclogging drains, fixing toilets, and bleeding a radiator all taught to you by a licensed plumber.

\$120                      Wednesdays                      6 Sessions  
6:00pm-9:00pm Career Center  
2/13/13-3/20/13

### Welding II

This course is a more in-depth study of techniques in electric welding, pipe welding, basic cutting, fitting, welding pipe joints, basic skills in MIG and TIG welding. Safety procedures are included in all units of instruction. Information on certification of welders is available. **Books, supplies, and personal safety equipment not included in tuition. Enrollment Limited to 8 Students**

\$495                      Mondays/Wednesdays                      24 Sessions  
7:00pm-10:00pm Aberdeen  
1/14/13-4/24/13  
Or  
Tuesdays/Thursdays  
1/15/13-4/18/13

### Teachers and Ideas Wanted!

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**[www.mcvsd.org](http://www.mcvsd.org) Or write to us at**

**Monmouth County Vocational School District  
4000 Kozloski Road Freehold, NJ 07728**

**Attention: Adult Education**



## Health Science

### Medical Terminology (Introduction)

This introductory course will help prepare those students contemplating a career in the medical field. Prefixes, suffixes, and root words will be studied as well as common abbreviations used in health care. Get a head start on your career as a nurse, medical or dental assistant, EKG technician, medical transcriptionist or just become a better informed patient.

\$190      Thursdays      12 Sessions  
7:00pm-9:30pm Neptune Annex  
1/24/13-4/25/13

### Medical Transcriptionist

Formatting, typing, preparing and maintaining patient information into carefully recorded, complete, permanent records. Learn how to type discharge summaries, medical history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes and referral letters. Knowledge of medical terminology is recommended.

\$150      Wednesdays      10 Sessions  
7:00pm-9:30pm Neptune Annex  
3/6/13-5/22/13

### Phlebotomy (Introduction)

Learn the skills and fundamental concepts needed to perform the collection of blood for diagnostic laboratory testing. Course includes: correct techniques to draw blood on the veni-dot system and standard precautions learned in the workplace for safety. This course is designed for the person interested in working either at a doctor's office or in a hospital environment. 100% attendance is mandatory to receive a certificate.

\$175      Thursdays      5 Sessions  
4:00pm-9:00pm Career Center  
1/10/13-2/14/13  
Or

Thursdays      5 Sessions  
4:00pm-9:00pm Career Center  
5/2/13-5/30/13

## Health Science

# PRACTICAL NURSING

## PROGRAM

### GENERAL INFORMATION

The MCVSD Practical Nursing Program offers academic studies and clinical experience to prepare students to meet the state requirements for licensure as a practical nurse in New Jersey. It is approved by the New Jersey State Board of Nursing and the New Jersey Department of Education and accredited by Middle States. Graduates are eligible to take the Practical Nursing Licensure Examination in New Jersey. Classes are admitted in September. Each class is assigned to an affiliating hospital for clinical experience.

Tuition is \$8,500.00 for the 2013-2014 school year payable in two payments. Financial aid available for qualified applicants. Approved by the Department of Education for veterans benefits and the Monmouth County Division of Employment & Training. Refunds will be honored based on board policy.

Applicants must be 18 years of age upon entering the program, must have a high school diploma or the equivalent, and pass a qualifying test (\$40 fee). After passing the qualifying test the applicant must pay a \$50 non-refundable registration fee. Not included in fees: a complete physical examination, a criminal background check, books, uniforms, and a CPR certification.

Classes meet from 7:30am-2:30pm Monday through Friday in Long Branch.

**For more information and for entrance test information call: 732.229.2446**



## Horticulture

### Floral Design (Beginners)

Students will learn the fundamentals of floral design through lecture and hands-on training. The course will cover identification, preparation and care of fresh-cut flowers and greens. The course is designed to teach students interested in floral design as a career or for fun (the student is required to purchase supplies for each class). The student will be prepared for entry level employment. Each evening a different project will be presented; the student takes home his or her project from each class. **APPROXIMATE COST OF SUPPLIES \$200.**

\$175      Tuesdays      12 Sessions  
7:00pm-9:30pm Career Center  
1/22/13-4/20/13

### Floral Design (Advanced)

This continuation of Floral Design is designed to teach the students advanced design principles. Students will be introduced to plant arrangements, gift baskets, bridal and funeral work. Lecture and **hands-on** instruction are utilized. It is recommended that students take Floral Design-Intro before this course. **APPROXIMATE COST OF SUPPLIES \$185.**

\$175      Thursdays      12 Sessions  
7:00pm-9:30pm Career Center  
1/31/13-5/2/13

### Landscape and Garden Technologies (Beginners)

This course is an introduction for those students interested in landscape and garden technology. Course includes soils and soil management, fertilizer rates, fertilizer interpretation, use and handling of pesticides, plant identification, lawns and lawn care, planting trees and shrubs, basic landscape design, common pests and control and plant propagation.

\$120      Wednesdays      6 Sessions  
7:00pm-9:30pm Career Center  
1/23/13-2/27/13

### Landscape and Garden Technologies (Advanced)

This course will cover installation, care, and maintenance of new and exciting landscapes; pruning, transplanting, and rearranging items; designing beds and borders; sight analysis, drainage, grade adjustments, soil stabilization, irrigation; and retaining walls. Patios, walkways, driveways and much more will be explored.

\$120      Wednesdays      6 Sessions  
7:00pm-9:30pm Career Center  
3/6/13-4/24/13

## Personal Services

### Skin Care for Licensed Cosmetologists

This course provides in-depth instruction on all areas of skin care. Featured areas include skin analysis, product knowledge, safety and sanitation, paraffin treatments, extractions, electricity with facials, massage techniques, make-up, aromatherapy, and much more. Kit not included.

\$740      Thursdays and Fridays      120 Hours  
8:30am-12:30pm Neptune Annex  
2/7/13-5/30/13

## ADULT COSMETOLOGY

The Cosmetology and Hairstyling Program is offered to high school graduates. This course meets the 1,000-hour requirement to take the licensing examination given by the State Board of Hairstyling and Cosmetology. Books, kits, mannequins, and uniforms are not included in the tuition. The state examination fee and license fees are also not included. A basic skills test must be taken before entering the program.

The cost of the basic skills test is \$20.

**APPLICATIONS BEING ACCEPTED**

**FOR SEPT 2013 CLASS**

**FINANCIAL AID  
IS AVAILABLE!**

**Classes offered Monday through Friday  
(8:00am-1:30pm) or twilight (2:00pm-7:00pm)**

**Neptune Annex**

**10-month program**

**Tuition is \$6500 payable in two installments**

### Cosmetology (Class Begins September 2013)

\$20 fee. Neptune Annex

March 21, 2013 (5:00pm)

April 25, 2013 (5:00pm)

May 16, 2013 (5:00pm)

Call 732.431.6292

## Culinary

This collaboration between Brookdale Community College and the Monmouth County Vocational School District offers an Associate in Applied Science (A.A.S.) degree in Culinary Arts and other innovative, comprehensive food preparation and management programs that include certificates in culinary arts and pastry arts.

For more information call  
732.774.3782 or 732.988.3299



### Servsafe Certificate

This course meets the requirements for all Retail Food Establishments. **All establishments must have a “(PIC) Person in Charge.”** This person must have a working knowledge of foodborne disease prevention and application of the(HACCP) principles. As of January 2, 2010, at least one person in charge in Risk Type 3 Food Establishments shall be a **“Certified Food Protection Manager.”** The Serv-Safe Certification is intended to provide food service managers, owners, dietetic assistants, and operators an opportunity to learn the principles of sanitary food service operations, thereby promoting good health practices in serving safe and sanitary food to the consuming public under the guidelines established by the Food and Drug Administration. Servsafe certificate will be awarded to participants who successfully complete the course and pass the Serv-Safe examination. **BOOK IS EXTRA.**

\$155 Monday through Wednesday 9 Sessions  
5:00pm-8:00pm Culinary Ed. Center  
3/4/13-3/20/13

## Baking/Desserts

### Cake Decorating

Learn the beautiful art of cake decoration to create lovely cakes for home or for income supplement. Instruction will include techniques of using parchment paper, decorating tips, paste colors, baking tips and buttercream icing. **Certain supplies to be furnished by students.**

\$115 Tuesdays 6 Sessions  
7:00pm-9:30pm Career Center  
1/8/13-2/12/13

## Baking/Desserts

### Cake Pop Workshop

Learn how to create cute and fun cake pops to WOW your friends for any occasion. One Night Seminar  
\$40 6:30pm-9:30pm Career Center  
1/23/13

### Candy and Lollipops

Ever wonder what’s really in a lollipop or a piece of candy? Come to this one night class and learn how to make candy from all natural ingredients. One Night Seminar.  
\$40 6:30pm-9:30pm Career Center  
1/28/13

### Classy Cupcakes

Come learn new tricks to turn your cupcakes into pieces of art! Certain supplies to be furnished by students.  
\$115 Tuesdays 6 Sessions  
7:00pm-9:30pm Career Center  
2/19/13-4/9/13

### Summer BBQ Desserts

Prepare yourself for this summers’ backyard BBQs by learning new and refreshing dessert ideas.  
\$55 6:30pm-9:30pm Career Center  
5/13/13

### Spring Desserts

Celebrate the sweet flavors of Spring by learning all about delightful, simple Spring desserts . One Night Seminar.  
\$40 6:30pm-9:30pm Career Center  
4/22/13

### Healthy Baking

Learn new recipes that are lighter on your waistline and tips to make old favorites healthier. One Night Seminar.  
\$40 6:30pm-9:30pm Career Center  
2/11/13

### Mother’s Day Desserts

Indulge mom and show her how sweet she really is to you by learning how to create delicious treats for her. One Night Seminar.  
\$40 6:30pm-9:30pm Career Center  
5/6/13



## Baking/Desserts

### Pastry 101

Learn new recipes and techniques to impress your friends and family. Basic decorating techniques and other skills to create delicious masterpieces. Also learn necessary safety and sanitation information. **Certain supplies to be furnished by students.**

\$120      Thursdays      6 Sessions  
7:00pm-9:30pm Career Center  
2/7/13-3/14/13

### Easter Desserts

Come to this workshop and learn ways to create delicious desserts for your Easter dinner.

\$40      One Night Seminar  
6:30pm-9:30pm Career Center  
3/18/13

## Cooking

### Asian Cooking

Learn how to make such Asian dishes as Chicken Satay with Peanut Sauce, Grilled Beef Teriyaki Skewers, Shrimp and pea Shao Mai Dumplings, Hibachi, and Szechuan Stir Fried Pork all in just two classes.

\$80      Tuesdays      2 Sessions  
5:00pm-8:00pm Culinary Ed. Center  
3/12/13 and 3/19/13

### Catering For Fun and Profit

This course is designed for the student who is interested in learning the skills and techniques needed to cater a large banquet/party. This course covers health and safety, nutrition and menu planning, presentation techniques, cost estimation, and the necessary business skills required to develop a successful business.

\$140      Mondays      10 Sessions  
7:00pm-9:30pm Career Center  
1/28/13-4/22/13

### Cooking 101

Basic cooking methods will be taught in this hands-on course. Learn knife handling skills, how to create delicious stocks and sauces, and the five mother sauces. Our master chef will also cover basic roasting, sautéing, braising, and grilling techniques.

\$110      Mondays      6 Sessions  
5:00pm-8:00pm Culinary Ed. Center  
1/28/13-3/11/13

## Cooking

### Couples Cooking

Sit back and spend a night with your favorite cooking partner this Valentine's Day and enjoy the sensational menu of parmesan herb bread, endive and beet salad with gorgonzola and pistachios, stuffed filet mignon with lobster, shrimp, and crabmeat, wrapped in bacon with a sherry cream sauce, and creme brulee.

\$90 per couple      Wednesday      One Night Session  
5:00pm-8:00pm Culinary Ed. Center  
2/14/13

### International Cooking

Learn step-by-step techniques to produce mouth-watering delicacies from around the world. Safety in handling and preparation will also be addressed in this 12-week journey of diverse ethnic dishes. **Certain supplies to be furnished by students.**

\$145      Wednesdays      10 Sessions  
7:00pm-9:30pm Career Center  
1/30/13-4/17/13

### Italian Cooking Series

Explore the culinary delights of each region in Italy in this 10 week course. You'll learn to craft wonderful stocks and sauces, produce authentic fresh Italian breads and pastas, and become skilled at cooking a variety of traditional beef, chicken, fish, and vegetable dishes.

\$140      Mondays      10 Sessions  
7:00pm-9:30pm Career Center  
1/16/13-3/19/13

### Knife Skills

Learn to mince, chop and slice efficiently and safely while you study the most important of all kitchen skills. Each student will learn knife handling, basic cuts, crudite cuts and which knife to use for the right job. Sharpening techniques will be demonstrated and handouts will be given. Bring a small paring knife and an 8" chef's knife.

PARTICIPATION CLASS.

\$40      Wednesday      One Night Session  
5:00pm-8:00pm Culinary Ed. Center  
4/10/13

### Mardi Gras

Join Chef John as he demonstrates the most popular dishes from Fat Tuesday, referring to the practice of the last night of eating richer foods before the ritual fasting of the Lenten season, which begins on Ash Wednesday. John will demonstrate the carnival favorites like Seafood and Andouille Gumbo, Basic Jambalaya, and French Market Beignets.

\$40      Wednesday      One Night Session  
5:00pm-8:00pm Culinary Ed. Center  
2/13/14

## Cooking

### Soup 101

Students will learn basic soup-making techniques as well as how to prepare French Onion, Poblano Corn Chowder with Shrimp, and Italian Wedding Soup in this one night course.

\$40      Wednesday                      One Night Session  
5:00pm-8:00pm Culinary Ed. Center  
1/30/13

### Sushi: Beginners

Students will learn where and how to purchase sushi grade fish, how to prepare crabmeat, sushi rice, and how to make cucumber, California, rainbow, and spicy tuna rolls. Proper fish-cutting techniques, Nigiri creation techniques, and creating more complex rolls will also be covered.

\$85      Tuesdays                              2 Sessions  
5:00pm-8:00pm Culinary Ed. Center  
2/5/13 and 2/12/13

### Sweet Tea and Southern Cooking

In this course students will learn how to create healthy versions of traditional Southern cuisine.

\$120      Tuesdays                              6 Sessions  
6:00pm-8:30pm Career Center  
2/5/13-3/12/13

## For The Educator

### Introduction to Teaching: 24-Hour Pre-Service State Required Program.

Anyone applying for a Certificate of Eligibility (CE) is required to complete the Introduction to Teaching 24 Hour Pre Service Program.

Course content will include:

- An Overview of the Teaching Profession
- Classroom Management
- Assessment Tools
- Lesson Plans
- Job Search Strategies for Teachers
- Diversity in the Classroom
- The Implementation of Technology
- Classroom Observations

This is a non-credit course with 20 hours of class work and an additional 4-hour classroom observation requirement. Upon successful completion, students will receive a certificate, as required by the NJ Department of Education, which documents their program completion. The certificate must be included in their CE application packet. **CALL TO REQUEST BOOK LIST UPON REGISTRATION**

\$200      Mondays and Wednesdays              8 Sessions  
6:00pm-8:30pm Career Center  
4/8/13-5/1/13

## General Information

Monmouth County Vocational School District  
4000 Kozolski Road  
PO Box 5033  
Freehold, NJ 07728-5033

### Registration: 4 Easy Ways

\*Online: [www.mcvsd.org](http://www.mcvsd.org)

\*By Mail MCVSD 4000 Kozolski Road  
PO Box 5033 Freehold, NJ 07728-5033

\*In Person 8 am to 2:30pm Mon – Fri 4000 Kozolski Road Freehold, NJ 07728

\*In Person  
4 pm to 8 pm Mon – Thurs Neptune Annex 105 Neptune Blvd Neptune, NJ 07753

4 pm to 8 pm Mon – Thurs Career Center 1000 Kozloski Road Freehold, NJ 07728

\*By Fax: 732.409.6736

NOTE: Unless notified to the contrary, your registration has been accepted and you should report to class on the first scheduled day at the time listed. **You will NOT be contacted unless your course is filled or canceled.**

**FEE:** All courses are tuition courses except for Adult Basic Skills and ESL. Each course (unless otherwise noted) has the required fee listed with the course description in the catalog. **All fees must be paid when you register**, whether in person or by mail. Make checks payable to: MCVSD (Monmouth County Vocational School District). **There is a \$35 charge for returned checks.**

**GRIEVANCE PROCEDURE:** Students are encouraged to consult with the Director or Adult Education on any matters of concern. Dr. Schaed can be reached at 732.431.6292.

**REFUND POLICY :** Full refunds must will be made prior to the start of class. A \$20 fee will be charged. Refunds made after the first class will be honored based on board policy. To receive a copy of this policy please call 732.431.6292. Refunds must be approved by the Board of Education and will take 4 to 5 weeks to reach the applicant. Please be patient.

**BOOKS, SUPPLIES & PERSONAL SAFETY EQUIPMENT:** The purchase of textbooks may be required for certain classes and is the responsibility of the student. Students are responsible for costs of parts, materials and supplies used for personal projects. (Examples: auto body paint, lumber, motor oil.) Protective safety equipment (safety glasses, goggles, shoes) must be provided by the student and must be used during shop activities to ensure the health and safety of the student. No one will be allowed to participate in hands-on instruction without the required safety items.

**SCHOOL CLOSING:** Inclement weather or emergency closings will be announced on your local radio/TV stations: FM 101.5, NEWS 12 New Jersey. You can also find this information on our website, [www.mcvsd.org](http://www.mcvsd.org)

This institution does not admit students on the ability to benefit. These programs are approved by the NJ Department of Education. Qualified students may be eligible for Veteran's Benefits. Please call 732.431.6292 for more information. Credit for previous education shall be determined by the Director of the program and/or the appropriate licensure Board and/or the State Department of Education.

## Calendar/Directions

### MONMOUTH COUNTY VOCATIONAL

#### 2012/2013 EVENING SCHOOL CALENDAR

Dec	24	Fri	School Closed for winter break Thru Jan 7
Jan	07	Mon	School Reopens--Spring Semester Begins
Jan	21	Mon	No Evening School--Martin Luther King Jr.
Feb	15	Fri	No Evening School--Staff Day
Feb	18	Mon	No Evening School--Presidents Day
Mar	25	Mon	No Evening School--Spr Break thru Apr 5
Apr	8	Mon	School Reopens
May	24-27	Fri/Mon	No Evening School--Memorial Day Weekend

#### ABERDEEN BUILDING-732.566.5599

##### Atlantic Avenue, Aberdeen, NJ

From Route 34 North make a right on to Atlantic Avenue. Pass one traffic light, make R-right into Matawan High School driveway, vocational school is on the right.

#### ACADEMY OF ALLIED HEALTH AND SCIENCE-732.775.0058

##### 2325 Heck Avenue, Neptune, NJ 07753

###### •From the South

From Parkway, take exit 100 to Route 33 East. Follow 33 East approximately 2 miles. Pass Jersey Shore Medical Center and at the next light (Neptune Blvd) make a left. Pass the library and high school on your left. At the end of the high school block make a left on to Heck Ave. School is on your right.

###### •From the North

From Parkway, take exit 102 to Asbury Avenue. Asbury Avenue changes into route 66 East. Follow 66 East to exit for shopping center and Neptune Blvd. Take exit and bear right follow Neptune Blvd. Go approximately 2.5 miles to Heck Avenue (next to Neptune High School) make a right, school is on the right.

#### CAREER CENTER-732.431.3773

##### 1000 Kozloski Road, Freehold, NJ 07728

###### •From the South

Take the Parkway North to Exit 100B to Route 33 West. Follow 33 West past Collingswood Circle. Follow 33 West, bare right at fork towards 33 W Business. At traffic light and sign (approximately 8 miles from circle) make a left. Go up and over Rt 33. You are now on Kozloski Rd. After first traffic light the Career Center is on the left.

###### •From the North

From the Parkway South take exit 123. Take Route 9 South for 7.3 miles to Route 18 South. Take 18 South to Rt 79 Freehold Exit. Take Rt 79 West to second traffic light and make a left on Kozloski Road. Career Center is past the third light on the right.

#### NEPTUNE ANNEX- 732.431.7245

##### 105 Neptune Blvd, Neptune, NJ 07753

###### •From the South

From Parkway, take exit 100 to Route 33 East. Follow 33 East approximately 2 miles. Pass Jersey Shore Medical Center and at the next light (Neptune Blvd) make a left. Pass the library and high school on your left. Building on left after Heck Avenue.

###### •From the North

From Parkway, take exit 102 to Asbury Avenue. Asbury Avenue changes into route 66 East. Follow 66 East to exit for shopping center and Neptune Blvd. Take exit and bear right follow Neptune Blvd. Go approximately 2.5 miles building on right before Neptune High School.

## Directions

#### HAZLET-732.264.4995

##### 417 Middle Road, Hazlet, NJ 07730

Parkway to Exit 117 to Route 36 East. Make right turn at 3rd light (Middle Road). Go 3 miles. School is on the left in front of Raritan High School.

#### COMMUNICATIONS HIGH SCHOOL (WALL)-732.681.1010

##### 1740 New Bedford Road, Wall, NJ 07719

Follow Route 34 to Wall Township. Exit to 195 East (Belmar). Follow 195 to 138 East (stay straight). At the third traffic light (New Bedford Road) make a right and proceed 150 yards. Make a left into parking lot.

#### CULINARY EDUCATION CENTER (ASBURY PARK)-732.988.3299

##### Drury Lane, Asbury Park, NJ 07712

From the Parkway North take exit 100A or from the Parkway South take exit 102. Follow Route 66 East to the Asbury Park Circle. Follow signs for Asbury Park to Asbury Avenue. Take Asbury Avenue to Memorial Drive. Make a left and take to the end. Make a left and the school is directly in front of you about one block.

#### FREEHOLD-732.462.7570

##### Robertsville Road, Freehold, NJ 07728

From Route 33 West make a right on to Main Street (Route 537) or from Route 33 East make a left on to Main Street (Route 537). Follow Route 537 until the road splits. Bear left onto Route 79 to Robertsville Road (Freehold High School on left). Make a left and school is down on the left.

#### MIDDLETOWN-732.671.0650

##### 2 Swartzel Drive, Middletown, NJ 07748

###### •From South

Route 35 North to Tindall Road. Third right turn is Swartzel Drive. School on your left.

###### •From North

Parkway to exit 114 (Keyport exit). Take 35 South to Cherry Tree Farm Road jughandle across highway. Make a right at next light. Will turn into Tindall Road. Pass Middletown North HS and make a left on Swartzel Drive.

#### KEYPORT-732.739.0592

##### 280 Atlantic Street, Keyport, NJ 07735

Route 79 to Lloyd Road to 35 South. Bear left to 36. Take 1st jughandle (cross back over 36). Go to first street on right and make right. Go to first street on left and make left. School is on left. Behind Keyport High School.

#### KIVA-732.542.5455

##### 537 Tinton Avenue, Tinton Falls, NJ 07724

Route 35 South to Tinton Avenue (west gate of Fort Monmouth). Make right on Tinton Avenue. Go 1.5 miles. KIVA is on right next to Monmouth Regional High School

#### PRACTICAL NURSING AND LONG BRANCH 732-229-2446

##### 255 WEST END AVE, LONG BRANCH, NJ 07740

From Parkway, take exit 105 to Route 36 East. Follow 36 East to Ocean Ave. (approx 6 miles) Make a right on Ocean Ave. Travel for approx 2 miles and make a right on West End Ave. (7 Eleven on corner). After the second stop sign and over the railroad tracks the school will be on the right. From 18 take exit for Eatontown/Long Branch and follow the above directions for Route 36 East.

**RESPECT YOUR TEACHER AND CLASSMATES  
BY TURNING OFF YOUR CELL PHONE**