



MONMOUTH COUNTY

Vocational School District

Adult Education

Course Catalog

Fall 2008

732.431.6292

WWW.MCVSD.ORG

MONMOUTH COUNTY
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MONMOUTH COUNTY
VOCATIONAL SCHOOL DISTRICT

ADMINISTRATIVE OFFICE

4000 Kozloski Road
PO Box 5033
Freehold, NJ 07728-5033
732.431.7942

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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 Officer/Affirmative Action Officer, Mr. Timothy McCorkel, 732.431.7945.

ADULT EDUCATION REGISTRATION FORM

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT
4000 KOZLOSKI ROAD PO BOX 5033
FREEHOLD, NJ 07728-5033
Fax: 732-409-6736

NAME _____

ADDRESS _____

TOWN _____ STATE _____ ZIP _____

HOME PHONE _____

BUS. PHONE _____

DATE OF BIRTH _____ SEX: MALE FEMALE

A check or money order 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 \$25 fee for returned checks.**

Course _____

Location _____ Start Date _____

Credit Card Account # _____

Signature _____ Exp Date _____

MASTER CARD AND VISA ONLY

ADULT EDUCATION REGISTRATION FORM

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT
4000 KOZLOSKI ROAD PO BOX 5033
FREEHOLD, NJ 07728-5033
Fax: 732-409-6736

NAME _____

ADDRESS _____

TOWN _____ STATE _____ ZIP _____

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DATE OF BIRTH _____ SEX: MALE FEMALE

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Course _____

Location _____ Start Date _____

Credit Card Account # _____

Signature _____ Exp Date _____

MASTER CARD AND VISA ONLY

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.

The curriculum is adult oriented and emphasizes instructional approaches and learning strategies geared to the personal needs and aspirations of each adult learner. We'll discuss and assess your goals and needs; test you to find where you need to begin; design the best, individualized plan to reach your goals.

The program is free to all persons who meet the academic criteria established by the NJ Department of Education. Call an Adult Education Counselor to register, 732.431.7245 x2.

CLASS SCHEDULES

CC	M & W	6-8 pm	9/15-1/21 2/2-5/27
NEPT ANNEX	T & Th	6-8 pm	9/16-1/20 2/3-5/28

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 wish 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 732.431.7245 x2 for more information.

CLASS SCHEDULES

CC	T & Th	6-8 pm	9/16-1/20 2/3-5/28
ABER	T & Th	6-8 pm	9/18-1/20 2/3-5/28

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.

NEPT ANNEX	M & W	6-8 pm	9/15-1/21 2/2-5/27
BELMAR ELEMENTARY	M & W	6-8 pm	9/15-1/21 2/2-5/27



ADULT HIGH SCHOOL



Monmouth County Vocational School District offers adults opportunity, accessibility and flexibility while maintaining the high standards inherent in the awarding of a high school diploma. Course offerings are varied to meet the educational needs of adults and are designed to challenge participants to achieve their goals. This high school diploma program is free to all eligible county residents and will include adult career counseling and program planning to facilitate the successful completion of both academic and technical skills. To complete the standard graduation requirements of 110 credits set by state law, adult high school students are able to take vocational classes, history, science, math, English, career exploration and development, and safety classes.

Academic classes are conducted during the evenings between the hours of 4:30 p.m. and 9:00 p.m., Monday through Thursday at our vocational buildings in Long Branch, Career Center (Freehold), Aberdeen, Middletown, Academy of Allied Health and Science (Neptune), and the Belmar Elementary School

Selected vocational courses are free for students attending the adult high school and can be scheduled during the school year. Students are registered by their counselors for vocational classes.

The following credits can be granted towards the high school diploma requirement:

- Up to 2.5 credits for each 12 months of work experience (max 10 cr.)
- Up to 2.5 health and safety credits for a driver's license
- Up to 10 physical education credits for basic military training
- 5 credits for 3 college credits
- Up to 10 credits for advanced military schooling
- All previous credits from high school transcripts
- Up to 5 credits a year for apprenticeships (max 20 crs.)

For additional information or to schedule an appointment, call an adult counselor at 732.431.7245 x2

BASIC SKILLS TESTING \$10.00 FEE PER ADMINISTRATION FOR THE CNA/PCA PROGRAMS

Oct 22, 2008	Nep/Annex	4:30 pm sharp
Jan 21, 2009	Nep/Annex	4:30 pm sharp
April 22, 2009	Nep/Annex	4:30 pm sharp

DO NOT WAIT

**NOTHING KILLS A GOOD COURSE QUICKER THAN
WAITING TO REGISTER**

if there isn't enough registrations for the course it will be **canceled**

APPRENTICESHIP

Apprenticeship is a program coordinated between labor, industry, and education to prepare individuals for a specific trade/craft or occupation.

Apprenticeship is a proven method of training skilled workers through formalized on-the-job training and related instruction programs. In the United States, there are approximately 950 occupations which are acquired through apprenticeship. Apprentices are registered by the Bureau of Apprenticeship and Training (BAT), United States Department of Labor and the New Jersey Department of Labor and Workforce Development.

Basic Standards of an Apprenticeship Program:

- *Proper supervision of training and adequate training facilities.
- * An approved ratio of apprentices to skilled workers.
- *A progressive wage schedule
- *A schedule of work processes
- *Provision for related instruction
- *Non-discrimination in all phases of employment and training.

You must maintain 2000 hours of on-the-job training per year and attend 144 hours of related instruction per year. Arrangements for related instruction may be made by sending your registration to the main office. **Applicants must be employed as an apprentice in an approved training program.** Proof of apprenticeship must be presented.

QUESTIONS AND ANSWERS ABOUT APPRENTICESHIP

Q. What is an apprenticeship program?

An apprenticeship is a formalized agreement between an employer and an employee. The employer provides on-the-job training and a pay scale that leads to a journey person's wage, while the apprentice acquires related and technical skills and knowledge through evening school or other approved programs.

Q. How do you become an apprentice?

To become an apprentice, you must be working full time in a field of your choice. Upon employment, contact the apprentice coordinator at Monmouth County Vocational School for enrollment into the program. If not presently employed, contact the employment agency, inquire into other places of business, or inquire at the local Labor Unions.

Q. What is the advantage of completing an apprenticeship?

Upon completion of an apprenticeship, you will receive a certificate of completion from the US Department of Labor, Bureau of Apprenticeship and Training, and the State Department of Labor and Workforce Development. With this certificate, you can apply anywhere in the country as a skilled crafts person.

For further information on how you can enter the apprenticeship program call Mr. Devino at 732.431.7245 x2.

ALGEBRA FOR THE ELECTRICIAN

For the trades person who needs advanced mathematics to progress in the trade. For the electrician who needs a year of algebra to meet the requirement to enter into an apprenticeship or entrance into an electrical union.

Mon/Wed	Sept 22 - Apr 29	156 hrs
Fee: \$475	Wall	6:00 - 9:00 pm

AUTOCAD

This course teaches the use of AUTOCAD commands and their applications. Drawing, construction, editing and dimensioning command groups will be covered. The use of layers will be stressed, as well as saving plotting and saving drawing. Both Windows and DOS versions available and emphasis will be placed on practice and individual instruction. **Class limited to 18 students. Prerequisite: Basic knowledge of drafting or print reading.**

Mon/Wed **Sept 15 - Dec 17** **24 Sessions/72 hrs**
Fee: \$250 **AAHS (Neptune)** **6:30 - 9:30 pm**

Mon/Wed **Feb 2 - May 6** **24 Sessions/72 hrs**
Fee: \$250 **AAHS (Neptune)** **6:30 - 9:30 pm**

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.

Thurs **Sept 18 - Jan 8** **12 Sessions/36hrs**
Fee: \$150 **Career Center** **6:30 - 9:30 pm**

Thurs **Feb 5 - May 7** **12 Sessions/36hrs**
Fee: \$150 **Career Center** **6:30 - 9:30 pm**

BLUEPRINT READING

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.

Tues **Sept 16 - Dec 2** **12 Sessions/36 hrs**
Fee: \$150 **Career Center** **7:00 - 10:00 pm**

Tues **Feb 3 - May 5** **12 Sessions/36 hrs**
Fee: \$150 **Career Center** **7:00 - 10:00 pm**



**All Apprenticeship books are
extra.**

**Please call 732.431.7245 x2
for more information on
where they can be purchased**

CARPENTRY FUNDAMENTALS

This course covers general safety, hand and power tools and materials identification. Emphasis will be placed on measurement, materials, and practices in sawing and joining. Individual projects will be completed to assess students skills and knowledge. **Supplies and personal safety equipment not included.**

Wed **Sept 17 - Jan 7** **12 Sessions/36 hrs**
Fee: \$150 **KIVA** **7:00 - 10:00 pm**

Wed **Feb 4 - May 6** **12 Sessions/36 hrs**
Fee: \$150 **KIVA** **7:00 - 10:00 pm**

ELECTRICITY I

Electricity I is the first year of a four year training program in preparation for the state license exam. The program is focused on the needs of the electrical apprentice. **Books, supplies, and personal safety equipment not included. Certificates will not be issued for attendance less than 144 hrs.**

Topics covered:

- Electrical safety
- Hand bending
- Fasteners and anchors
- Electrical Theory I
- Electrical Theory II
- Wiring: Residential
- Into to National Electrical Code
- Electrical Test Equipment
- Raceways, boxes, & fittings
- Conductors
- Intro to Electrical blueprint
- Wiring: Commercial & Industrial

Mon/Wed **Sept 15 - Apr 20** **156 hrs**
Fee: \$475 **Middletown** **6:30 - 9:30 pm**


ELECTRICITY II

Electricity II is the second year of a four year training program in preparation for the state license exam. The program is focused on the needs of the electrical apprentice . **Books, supplies, and personal safety equipment not included. Prerequisite: Electricity I Certificates will not be issued for attendance less than 144 hrs.**

Topics covered:

- Alternating current
- Grounding
- Conduit Bending
- Boxes & fittings
- Electric lighting
- Circuit breakers & fuses
- Cable tray
- Motors: theory & application
- Conductor installations
- Conductor terminations
- Installation of electric services
- Conductors & relays

Mon/Wed **Sept 15 - Apr 20** **156 hrs**
Fee: \$475 **Middletown** **6:30 - 9:30**



**DON'T WAIT --
REGISTER
EARLY!!!**

ELECTRICITY III

Electricity III is the third year of a four year training program in preparation for the state license exam. The program is focused on the needs of the electrical apprentice. **Books, supplies, and personal safety equipment not included. Prerequisite: Electricity I & II . Certificates will not be issued for attendance less then 144 hrs.**

Topics covered:

- Wiring Devices
- Motor controls
- Overcurrent protection
- Raceway, box, & fitting fill requirements
- Motor calculations
- Hazardous location
- Load calculations-branch circuits
- Conductor selection & calculations
- Distribution Equipment
- Distribution System Transformers
- Lamps, ballasts, & components
- Motor maintenance-part one
- Electricity in HVAC system

Tue/Thur **Sept 16 - Apr 17** **156 hrs**
Fee: \$475 **Middletown** **6:30 - 9:30 pm**

ELECTRICITY IV

Electricity IV is the fourth year of a four year training program in preparation for the state license exam. The program is focused on the needs of the electrical apprentice. **Books, supplies, and personal safety equipment not included. Prerequisite: Electricity I, II, & III. Certificates will not be issued for attendance less then 144 hrs.**

Topics covered:

- Load calculations-feeders & services
- Practical applications of lighting
- Standby & emergency systems
- Basic electronic theory
- Heat tracing & freeze protection
- Motor maintenance-part two
- Advanced controls
- HVAC controls
- Welding machines
- Fire Alarm systems
- Speciality transformers
- High voltage termination/splices

Tue/Thur **Sept 16 - Apr 17** **156 hrs**
Fee: \$475 **Career Center** **6:30 - 9:30**

HVAC/R I

HVAC/R is the first year of a four year training program. The program is focused on the needs of the HVAC/R apprentice. Registered Apprenticeship is not necessary to register for this class. **Books, supplies, and personal safety equipment not included.**

Topics covered:

- Introduction to HVAC/R
- Trade Mathematics
- Tools of the Trade
- Copper & plastic piping practice
- Introduction to heating
- Soldering and brazing
- Ferrous metal piping
- Basic Electricity
- Introduction to cooling

Mon/ Wed **Sept 15 - Apr 20** **156 hours**
Fee: \$475 **Freehold** **6:30 - 9:30pm**

List of all books for courses is available on our website or by calling 732.431.6292

HVAC/R II

HVAC/R II is the second year of a four year training program. The program is focused on the needs of the HVAC/R apprentice. Registered Apprenticeship is not necessary to register for this class. **Books, supplies, and personal safety equipment not included. Prerequisite: HVAC/R I. Certificates will not be issued for attendance less than 144 hrs.**

Topics covered:

- Air properties and distribution
- Chimneys, vents, and flues
- Intro to mechanical maintenance
- Accessories & optional equip
- Heat pumps
- Leak detection, evacuation, recovery, & charging
- Alternating current
- Basic electronics
- Electric furnaces
- HVAC controls
- Metering devices
- Compressors
- EPA-Approved cert. program for CFC-refrig. handling

Mon/Wed Sept 15 - Apr 20 156 hour
Fee: \$475 AAH (Nept) 6:30 - 9:30 pm

HVAC/R III

HVAC/R III is the third year of a four year training program. The program is focused on the needs of the HVAC/R apprentice. Registered Apprenticeship is not necessary to register for the class. **Books, supplies, and personal safety equipment not included. Prerequisite: HVAC/R I and II. Certificates will not be issued for attendance less than 144 hrs.**

Topics covered:

- Preventive Maintenance
- Intro to Electrical Troubleshooting
- Commercial heating and cooling
- Steam Systems
- Customer Relations
- Water and air balance

Mon/Wed Sept 15 - Apr 20 156 hours
Fee: \$475 AAH (Nept) 6:30 - 9:30 pm

HVAC/R IV

HVAC/R IV is the fourth year of a four year training program. The program is focused on the needs of the HVAC/R apprentice. Registered Apprenticeship is not necessary to register for this class. **Books, supplies, and personal safety equipment not included. Prerequisite: HVAC/R I, II, and III. Certificates will not be issued for attendance less than 144 hrs.**

Topics covered:

- Advanced blueprint reading
- Indoor Air Quality
- Energy conservation equip
- Energy management systems
- Water treatment
- System startup and shutdowns
- Heating & cooling system design
- Commercial & industrial refrigeration

Mon/Wed Sept 15 - Apr 20 156 hours
Fee: \$475 AAH 6:30 - 9:30 pm

HOME REPAIR FOR WOMEN

This class is designed for the woman homeowner who needs to do small necessary projects around the house. Personal safety equipment and supplies are not included.

Wed Jan 14 - Mar 18 30 hrs
Fee: \$110 Career Center 6:00 - 9:00 pm

HEATING SYSTEMS, DESIGN & 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.

Tues **Sept 16 - Dec 2** **12 Sessions/36 hrs**
Fee: \$150 **Career Center** **6:30 - 9:30 pm**

Tues **Feb3 - Apr 28** **12 Sessions/36 hrs**
Fee: \$150 **Career Center** **6:30 - 9:30 pm**

PLUMBING I

Plumbing I is the first year of a four year training program. The program is focused on the needs of the plumbing apprentice.. **Books, supplies, and personal safety equipment not included. Certificates will not be issued for attendance less then 144 hrs.**

Topics covered:

- Carbon steel pipe and fittings
- Cast-iron pipe and fittings
- Fixtures and faucets
- Intro to drain, waste and vent (DWV) systems.
- Intro to water distribution systems
- Plumbing tools
- Intro to plumbing math
- Intro to plumbing drawings
- Plastic pipe and fittings
- Copper pipe and fittings

Mon/Wed **Sept 15 - Apr 20** **156 hrs**
Fee: \$475 **AAH (Nept)** **7:00 - 10:00 pm**

PLUMBING II

Plumbing II is the second year of a four year training program. The program is focused on the needs of the plumbing apprentice. **Books, supplies, and personal safety equipment not included. Prerequisite: Plumbing I Certificates will not be issued for attendance less then 144 hrs.**

Topics covered:

- Reading commercial drawings
- Installing & testing DWV piping
- Installing & testing water supply piping
- Installing roof, floor, & area drains
- Installing fixtures, valves, & faucets
- Servicing fixtures, valves, & faucets
- Intermediate math
- Installing water heaters
- Fuel gas systems
- Types of valves

Tue/Thur **Sept 16 - Apr 17** **156 hrs**
Fee: \$475 **Neptune Annex** **7:00 - 10:00 pm**

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.mcvd.org or call 732.431.6443 to request one.

Requirements

- Trades areas: 4 years experience
- Service areas: 4 years experience
- Academics: NJ Teacher Certificate required

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

PLUMBING III

Plumbing III is the third year of a four year training program. The program is focused on the needs of the plumbing apprentice. **Books, supplies, and personal safety equipment not included. Prerequisite: Plumbing I & II Certificates will not be issued for attendance less than 144 hrs.**

Topics covered:

- Intro to Regional & Local Plumbing Codes
- Advance Math for plumbers
- Types of vents and venting
- Indirect & special waste
- Sewage and sump pumps
- Locating sewer & water lines
- Installing pressure-reducing valves
- Water pressure booster systems
- Sizing, piping, & venting natural gas systems
- Fixture rough-in
- Backflow preventers
- Installing water supply piping
- Thawing frozen water pipes
- Plumbing for Solar Heating
- Filtering & softening water
- Installing shock arrestors
- Installing recirculation system
- Cleaning & disinfecting portable water systems

Tue/Thur **Sept 16 - Apr 17** **156 hrs**
Fee: \$475 **Career Center** **7:00 - 10:00 pm**

PLUMBING IV

Plumbing IV is the fourth year of a four year training program. The program is focused on the needs of the plumbing apprentice. **Books, supplies, and personal safety equipment not included. Prerequisite: Plumbing I , II, & III Certificates will not be issued for attendance less than 144 hrs.**

Topics covered:

- Plumbing Theory
- Sizing storm drainage
- Sizing drainage systems
- Servicing traps & interceptors
- Sizing water supply pipes
- Installing swimming pools & hot tubs
- Installing hydronic heating
- Installing medical gas system
- Installing private waste disposals
- Plumbing for mobile homes and mobile home park55
- On-the-job task organization
- Sizing Vents
- Combination waste & vent systems
- Servicing plumbing fixtures
- Installing compressed air piping
- Installing corrosive resistant water piping
- Installing private water supply systems

Mon/ Wed **Sept 15 - Apr 20** **156 hrs**
Fee: \$475 **Career Center** **7:00 - 10:00 pm**

WELDING I

This course covers welding safety; safe use and maintenance of tools and equipment; safe shop keeping; welding terms and metallurgy; cutting and gas welding; electric welding; stick all positions (flat, vertical, overhead). **Books, supplies, and personal safety equipment not included. Enrollment Limited**

Mon/Wed **Sept 15 - Dec 18** **24 Sessions/72 hrs**
Fee: \$425 **Aberdeen** **7:00 - 10:00 pm**



WELDING II

This course is a more in-depth study of the techniques in electric welding; pipe welding; basic cutting; fitting and 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. Prerequisite: Welding I**

Mon/Wed **Feb 2 - May 4** **24 Sessions/72hrs**
Fee: \$425 **Aberdeen** **7:00 - 10:00 pm**

COMMUNICATION SKILLS & ENGLISH FOR THE HEALTH PROFESSIONAL

This course is designed to provide the student with the reading, writing, and oral communication skills required of today's health care worker.

Thur **Sept 18 - Jan 8** **12 Sessions/24 hrs**
Fee : \$135 **Neptune Annex** **6:30 - 8:30 pm**

Thur **Feb 5 - May 7** **12 Sessions/24 hrs**
Fee : \$135 **Neptune Annex** **6:30 - 8:30 pm**

HEALTH SCIENCE

MATH REVIEW FOR THE HEALTH PROFESSIONAL

Students will review basic math procedures and critical thinking skills required of today's worker. Topics covered will include fractions, percentages, Roman numerals, word problems, ratio and proportion, weights and measures, conversions, the Metric System, dosages and formulas

Tue **Sept 16 - Dec 2** **12 Sessions/24 hrs**
Fee: \$135 **Neptune Annex** **6:30 - 8:30 p**

Tue **Feb 3 - Apr 28** **12 Sessions/24 hrs**
Fee: \$135 **Neptune Annex** **6:30 - 8:30 pm**

MEDICAL TERMINOLOGY REFRESHER

This course has been designed for students who need to refresh their medical terminology skills in order to continue their studies in the medical field.

Mon/Thur **Sept 15 - Sept 24** **4 Sessions/12 hrs**
Fee: \$75 **Neptune Annex** **7:00 - 9:00 pm**

Mon/Thur **Feb 2 - Feb 11** **4 Sessions/12 hrs**
Fee: \$75 **Neptune Annex** **7:00 - 9:00 pm**



INTRODUCTION TO MEDICAL TERMINOLOGY

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, or medical transcriptionist.

Thur **Sept 18 - Jan 8** **12 Sessions/30 hrs**
Fee: \$135 **Neptune Annex** **7:00 - 9:30 pm**

Thur **Feb 5 - May 7** **12 Sessions/30 hrs**

DENTAL ASSISTANT - CLINICAL

This course covers the clinical areas of chairside dental assisting. A basic knowledge of dental anatomy, dental x-rays, chairside setups, using instruments, and the mixing of dental materials is stressed.

Tue **Sept 16 - Dec 2** **12 Sessions/24 hrs**
Fee: \$135 **Hazlet** **7:00 - 9:00 pm**

Tue **Feb 3 - Apr 28** **12 Sessions/24 hrs**
Fee: \$135 **Hazlet** **7:00 - 9:00 pm**

INTRODUCTION TO MEDICAL INSURANCE, BILLING, AND CODING

This informative introductory course will focus on a broad spectrum of medical issues. Designed for those interested in working in a medical office or wanting to gain more knowledge in medical insurance, billing, and coding. Prerequisite: **Medical Terminology**. (those with experience in medical terminology must take the terminology refresher) Limited enrollment (12)

Tue **Sept 16 -Jan 13** **16 Sessions/40 hrs**
Fee: \$170 **Neptune Annex** **7:00 - 9:30 pm**

Tue **Feb 3 - May 26** **16 Sessions/40 hrs**
Fee: \$170 **Neptune Annex** **7:00 - 9:30 pm**

**MEDICAL OFFICE ASS'T
(CLINICAL SKILLS)**

This course is designed for the student interested in medical office assisting as a career or for the working assistant who would like to increase his/her skill level. Course content includes: terminology, medical asepsis, sterilization and disinfection, vital signs, the physical exam, local application of heat and cold, minor office surgery, instrumentation, and an introduction to the clinical laboratory (urinalysis, hematology, microbiology). An introduction to EKG and phlebotomy is also covered in this program.

Wed **Sept 17 - Jan 28** **15 Sessions/45 hrs**
Fee: \$200 **Hazlet** **7:00 - 10:00 pm**

Wed **Feb 4 - May 27** **15 Sessions/45 hrs**
Fee: \$200 **Hazlet** **7:00 - 10:00 pm**

Fee: \$135 **Neptune Annex** **7:00 - 9:30 pm**

INTRODUCTION TO EKG / ECG

Learn the skills and fundamental concepts needed to perform a 12 lead EKG/ECG for a doctor's office or hospital environment. Course includes vocabulary, coding, safe use of equipment, artifacts, marking and mounting EKG/ECG, and running electrocardiogram. **100% attendance is mandatory to receive a certificate.**

Thur **Sept 18 - Oct 23** **5 Sessions/25 hrs**
Fee: \$150 **Career Center** **4:00 - 9:00 pm**

Thur **Feb 4 - Mar 5** **5 Sessions/25 hrs**
Fee: \$150 **Career Center** **4:00 - 9:00 pm**

INTRODUCTION TO PHLEBOTOMY

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.**

Thur **Oct 30 - Dec 11** **5 Sessions/25 hrs**
Fee: \$150 **Career Center** **4:00 - 9:00 pm**

Thur **Mar12 - Apr 23** **5 Sessions/25 hrs**
Fee: \$150 **Career Center** **4:00 - 9:00 pm**

CERTIFIED NURSE AIDE (CNA)

Become a Certified Nurse Aide in a Long Term Care Facility (CNA). Develop the skills necessary to care competently for the predominately geriatric client. Upon successful completion of the 90 hour course (50 hours classroom and 40 hours clinical), you will be eligible to take the New Jersey State Nurse Aide in Long Term Care Facility Exam. You will be required to purchase a textbook, complete a physical and attend each session. There will be a per hour fee for any make-up time. Call 732.431.6292 for an application. Prerequisite: Basic Skills Test (see Page 4 for schedule of test dates) Admission requirements *Pass qualifying test * Complete physical examination *Purchase uniform and textbook *Attend orientation day.

Fee: \$ 450/90 hrs

HOSPITAL PATIENT CARE ASSISTANT (PCA)

This course offers the basic knowledge and skills necessary to function safely and properly as a Nursing Assistant. The course is open to students who are at least 18 years of age. Upon completion you will be eligible to apply for employment at a hospital. Textbook, uniform and physical are required and attendance at all sessions, including orientation day, is mandatory to attain required hours for hospital employment. **NO EXCEPTIONS.** Tuition is collected prior to the first day of class. Background check and testing fees not included. Prerequisite: Basic Skills Test
 Note: Classes are scheduled at Career Center, Freehold and clinical at Jersey Shore Medical Center, Neptune. Evening class available. Registration is ongoing, seats are limited.

Mon/Wed **4:00 -9:00 pm** **Fee: \$750**
200 hrs (150 hrs of nursing assistant, 25 hrs of EKG and 25 hrs of Phlebotomy)

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. Applications for the September class are accepted the January before. A qualifying test is given in June and acceptances are sent out in Jly. Anyone interested in the 2009 September class should register in January 2009.



Tuition \$6,000

FINANCIAL AID IS AVAILABLE

Monmouth County Vocational School District Practical Nursing Program

Iris Arbeitman, RN, Ed. D., Director



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 the Council on Occupational Education. Graduates are eligible to take the Practical Nursing Licensure Examination in New Jersey. Classes are admitted September and February. Each class is assigned to an affiliating hospital for clinical experience.

TUITION

\$6,000.00 for the 2008 -2009 school year payable in two payments. Tuition and fees established by the Board of Education. Financial aid available for qualified applicants. Approved by the Department of Education for veterans benefits and the Monmouth Division of Employment & Training. Refunds will be honored based on board policy.

APPLICANTS MUST:



Be 17 years of age prior to entering program, must have a high school diploma or the equivalent, and pass a qualifying test (\$30 fee). After passing the qualifying test the applicant must pay a \$50 non-refundable registration fee, be interviewed, have a complete physical examination, a criminal background check conducted (additional fee), and a CPR certification.

**For more information call
732.774.2040**

PRE-NURSING COURSE

This course is recommended for people interested in a career in the health professions. The course consists of the following entry level skills: temperature, pulse, respirations, blood pressure, bedmaking, safety, math and pharmacology, anatomy and physiology, basic nutrition, study and communication skills.

Books, supplies and personal safety equipment not included in tuition.

Call 732.774.2040 for more information

LPN Building 10 sessions/60 hrs

8:00 am - 2:00 pm

FLORAL DESIGN – INTRO

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 \$185.

Tue **Sept 16 - Dec 2** **12 Sessions/30 hrs**
Fee: \$145 **Career Center** **7:00 - 9:30 pm**

Tue **Jan 6 - Mar 24** **12 Sessions/30 hrs**
Fee: \$145 **Career Center** **7:00 - 9:30 pm**

ADVANCED FLORAL DESIGN

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. The students are required to take the Floral Design-Intro and to purchase materials to complete a project for each class. **APPROXIMATE COST OF SUPPLIES \$175.**

Thur **Sept 18 - Jan 8** **12 Sessions/30 hrs**
Fee: \$145 **Career Center** **7:00 - 9:30 pm**

Thur **Jan 15 - Apr 2** **12 Sessions/30 hrs**
Fee: \$145 **Career Center** **7:00 - 9:30 pm**

LANDSCAPE AND GARDEN TECHNOLOGY-INTRO

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.

Wed **Sept 17 - Oct 29** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **7:00 - 9:30 pm**

Wed **Jan 14 - Feb 18** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **7:00 - 9:30 pm**

LANDSCAPE AND GARDEN TECHNOLOGY - 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, drive-ways and much more will be explored.

Wed **Nov 5 - Dec 10** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **7:00 - 9:30 pm**

Wed **Feb 25 - Mar 25** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **7:00 - 9:30 pm**

BARBERING / SHAVING LICENSE PREPARATION

This 25 hour course is offered for out of state Cosmetologists wanting a New Jersey State License and for those wanting to upgrade their New Jersey "Beauticians" license to a New Jersey Cosmetology / Hairstyling license.

Thrs Fee\$145	Sept 18- Oct 30 Nept Annex	25 hrs 6:00 - 10:00 pm
Thrs Fee\$145	Jan 8 - Feb 12 Nept Annex	25 hrs 6:00 - 10:00 pm

COSMETOLOGY STATE BOARD PREP & REVIEW

The Beauty Culture Completers Program is designed for previous students of cosmetology who have accumulated in excess of 850 hrs in a cosmetology program. This course will enable the student to complete his/her program of study and prepare for the State Board Examination. The focus of this course is hands-on, clinical, and state board review. Prerequisite: Proof of previous hours is required.

Tue, Wed, Thur Fee: \$ 450	Sept 16 - Dec 18 Freehold	100 hrs 6:30 - 9:30 pm
Tue, Wed, Thur Fee: \$ 450	Feb 5 - Apr 29 Freehold	100 hrs 6:30 - 9:30 pm

MANICURING AND NAIL TECHNOLOGY

This 300 hour course is offered to high school graduates and meets the requirements for licensing examination given by the State Board of Hairstyling and Cosmetology. This course prepares graduates to work in the field of nail technology. Students who complete this program and wish to further their career in cosmetology may transfer up to 150 hours to the regular cosmetology program. A copy of your High School Diploma or GED is required at start of the class.

Mon, Tues, Wed Fee: \$ 1500	Wed, Oct 1 - Apr 22 Nept Annex	300 hrs 6:00-10:00
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MASSAGE THERAPY

The Massage Therapy Program is an in-depth, 600-hour program designed to prepare graduates for the National Certification Exam. Topics covered will include anatomy and physiology therapeutic massage, myofascial release neuromuscular therapy, sports massage, hydrotherapy, stretching, pre-natal massage, reflexology, HIV/AIDS awareness, a clinical and business internship (151 hrs), and other related topics. Books, testing fees, supplies and equipment, and CPR/First Aid Certifications (8 hrs) are not included in tuition. Pre-requisite: high school diploma or equivalent and physical examination. Enrollment limited to 10 students **\$100 Non Refundable deposit.**

Tues, Wed, Thur Fee: \$2,200	Start Sept 16 Neptune Annex	600 hrs 6:00 - 10:30 pm
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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

www.brookdale.cc.nj.us/fac/culinary



CAKE DECORATING FOR FUN AND PROFIT - INTRO

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.

Tue/Thur **Sept 16 - Oct 7** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **7:00 - 9:30 pm**

Tue/Thur **Jan 13 - Jan 29** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **7:00 - 9:30 pm**

CAKE DECORATING - ADVANCED

This course is a continuation of Cake Decorating - Intro. New students who register should have some knowledge of cake decorating before attempting this course. More borders, flowers, and special techniques will be addressed as well as tiered cake preparation. Certain supplies to be furnished by students.

Tue/Thur **Oct 14 - Oct 30** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **7:00 - 9:30 pm**

Tue/Thur **Feb 3 - Feb 19** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **7:00 - 9:30 pm**

INTO TO COMMERCIAL BAKING

This course is designed for the student who is interested in learning the basic baking and pastry arts skills for the work field. Areas that will be covered are the basics of bread making, cookies, pies, pastry, cake, and cake decorating.

Tue/Thur **Jan 6 - Apr 28** **30 Sessions/75 hrs**
Fee: \$375 **Career Center** **4:00 - 6:30 pm**

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. The course covers health and safety, nutrition and menu planning, presentation techniques, cost estimation, and the necessary business skills required to develop a successful business.

Mon	Sept 15 - Dec 15	12 Sessions/30 hrs
Fee: \$ 170	Career Center	7:00 - 9:30 pm
Mon	Jan 26 - Apr 27	2 Sessions/30 hrs
Fee: \$ 170	Career Center	7:00 - 9:30 pm

DIETETIC ASSISTANT

This course covers management, sanitation and safety, food preparation and service, and nutrition and modified diets. The course is designed for personnel working in the food service department of a hospital, nursing home or other health care facility. 108 hours of attendance are required for this certification course as approved by the N.J. Department of Health. Time schedule supplied by instructor. Instructor will give out schedule.

Tue/Thur	Begins Sept 16	108 hrs
Fee: \$495	Career Center	6:30 - 9:30 pm

FOOD SERVICE MGR'S CERTIFICATION (FSMC)

This course meets the requirements for school food service certification and 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 US Food and Drug Administration. N.J. State Department of Health Certificate will be awarded to participants who successfully complete the course and pass the ETS examination. **BOOK IS EXTRA.**

Tue/Wed	Sept 23 - Oct 29	10 Sessions/25 hrs
Fee: \$135	Culinary Ed. Center	6:30 - 9:00 pm
Tue/Wed	Feb 3 - Mar 4	10 Sessions/25 hrs
Fee: \$135	Culinary Ed. Center	6:30 - 9:00 pm

PASTRIES FOR PROFIT

Earn extra income by learning the science and art of dessert, candy, pastry and cookie baking. Sanitation, safety and decorative techniques will be explored as well as the creative component of this specialized culinary skill. Supplies are not included in the tuition.

Tue/Thu	Nov 4 - Nov 25	6 Sessions/15 hrs
Fee: \$95	Career Center	7:00 - 9:30 pm
Tue/Thu	Feb 24 - Mar 12	6 Sessions/15 hrs
Fee: \$95	Career Center	7:00 - 9:30 pm





INTERNATIONAL COOKING

Rediscover your own roots or someone else's as you master step-by-step simple techniques needed to produce mouth watering specialties. Menu preparation, along with cooking, harmonizing of color, aroma and taste will highlight this course as you prepare a variety of ethnic dishes. Safety in handling and preparing food will also be addressed. Some materials to be supplied by students.

Wed Fee: \$170	Sept 17 - Jan 7 Career Center	12 Sessions/30 hrs 7:00 - 9:30 pm
Wed Fee: \$170	Jan 21 - Apr22 Career Center	12 Sessions/30 hrs 7:00 - 9:30 pm

INFORMATION TECHNOLOGY

ACCOUNTING AND COMPUTERS - INTRO (PC)

This course covers basic bookkeeping and accounting principles and techniques. 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.

Wed Fee: \$175	Sept 17 - Dec 10 Neptune Annex	10 Sessions/20 hrs 6:30 - 8:30 pm
Wed Fee: \$175	Jan 14 - Mar 18 Neptune Annex	10 Sessions/20 hrs 6:30 - 8:30 pm

COMPUTER LITERACY

This course is for the individual who has little or no computer experience. It will provide instruction on the basic functions as well as selected Microsoft products.

Mon Fee: \$125	Sept 15 - Nov 3 (PC) Neptune Annex	6 Sessions/12 hrs 7:00 - 9:00 pm
Wed Fee: \$125	Sept 17 - Oct 29 (MAC) Career Center	6 Sessions/12 hrs 7:00 - 9:00 pm
Mon Fee: \$125	Jan 26 - Mar 9 (PC) Neptune Annex	6 Sessions/12 hrs 7:00 - 9:00 pm
Wed Fee: \$125	Jan 28 - Mar 4 (MAC) Career Center	6 Sessions/12 hrs 7:00 - 9:00 pm

LEARNING TO TYPE ON THE COMPUTER

This course is designed for the person who does not have keyboarding skills and would like to take other computer classes or brush up on their keyboarding skills. When completing this course, students will be better equipped to learn the many other computer courses.

Thur Fee: \$125	Sept 18 - Oct 30 (MAC) Neptune Annex	6 Sessions/12 hr 7:00 - 9:00 pm
Mon Fee: \$125	Sept 15 - Nov 3 (MAC) Career Center	6 Sessions/12 hr 7:00 - 9:00 pm
Thur Fee: \$125	Jan 29 - Mar 6 (MAC) Neptune Annex	6 Sessions/12 hr 7:00 - 9:00 pm
Mon Fee: \$125	Jan 26 - Mar 9 (MAC) Career Center	6 Sessions/12 hr 7:00 - 9:00 pm

MICROSOFT EXCEL-INTRODUCTION TO USING SPREADSHEETS (PC)

This course covers data entry, cell techniques, formulas, using functions, font styles, drawing tools, ranges and printing techniques. Other spreadsheet topics will be explored.

Thur Fee: \$175	Nov 13 - Jan 8 Neptune Annex	6 Sessions/12 hrs 7:00 - 9:00 pm
Tue Fee: \$175	Nov 4 - Dec 9 Career Center	6 Sessions/12 hrs 7:00 - 9:00 pm
Thur Fee: \$175	Mar 12 - Apr 30 Neptune Annex	6 Sessions/12 hrs 7:00 - 9:00 pm
Tue Fee: \$175	Mar10 - Apr 21 Career Center	6 Sessions/12 hrs 7:00 - 9:00 pm

MICROSOFT WORD -INTRODUCTION TO WORD PROCESSING (PC)

This course will introduce students to using Microsoft Word software to create and edit documents, including formatting text, choosing fonts, applying bullets and numbers, tabs, paragraphs, pages and sections. Prerequisite: keyboarding and typing skills.

Thur Fee: \$175	Sept 18 - Oct 30 Neptune Annex	6 Sessions/12 hrs 7:00 - 9:00 pm
Tue Fee: \$175	Sept 16 - Oct 28 Career Center	6 Sessions/12 hrs 7:00 - 9:00 pm
Thur Fee: \$175	Jan 29 - Mar 5 Neptune Annex	6 Sessions/12 hrs 7:00 - 9:00 pm
Tue Fee: \$175	Jan 27 - Mar 3 Career Center	6 Sessions/12 hrs 7:00 - 9:00 pm

INTRO ADOBE PHOTOSHOP

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, Photoshop's tools and palettes, guidelines for using a scanner with Photoshop, making basic color corrections, basic image editing, working with layers, working with filters and other special effects, how to prepare graphics for web pages and more. Students will have time and opportunity to import images and work on a project. Prerequisites: Must be competent using at least one operating system. Access to a computer at home is recommended.

Thur **Sept 25 - Dec18** **10 Sessions/25 hrs**
Fee: \$240 **CHS (Wall)** **6:30 - 9:00 pm**

INTRO TO MAC OS X

Learn the basics of MacOS X, Apple's new Macintosh computer operating system, how to organize files and folders, how to connect to the internet and surf the world wide web, how to send and receive email, how to use your digital camera with the Mac, how to fix basic problems, how to setup and use multiple user accounts, and more. Prerequisite: access to a Macintosh and comfortable using at least one computer system.

Tue **Sept 16 - Oct 28** **6 Sessions/15 hrs**
Fee: \$150 **CHS (Wall)** **6:30 - 9:00 pm**

INTRO ADOBE ILLUSTRATOR

This course will cover the basics of Adobe Illustrator, a powerful vector graphic drawing program. Students will learn the various tools and palettes, how to create and manipulate vector objects, how to create and use color, adding and manipulating text, creating and using various special effects, importing and using picture graphics, and how to prepare files for print and web uses. Access to a computer at home is recommended.

Wed **Sept 24 - Dec 17** **10 Sessions/25 hrs**
Fee: \$240 **CHS (Wall)** **6:30 - 9:00 pm**

INTRO ADOBE InDESIGN

This course will introduce students to Adobe InDesign CS2, Adobe's well regarded page layout application, including creating documents, using InDesign's object manipulation and text styling tools, creating multipage documents, importing text and graphic files and more. Students should know how to use a computer, including opening, saving and printing files, basic file management and how to cut, copy, and paste. Access to a computer at home is recommended.

Mon **Oct 6 - Dec 15** **10 Sessions/25 hrs**
Fee: \$240 **CHS (Wall)** **6:30 - 9:00 pm**

INTRODUCTION TO WEB DESIGN

This course will cover the basics of web page and web site design, including how web pages and web sites work, classic HyperText Markup Language syntax, styling text, web graphic formats, placing web graphics, various kinds of hyperlinks, using colors, making forms, using tables for layout, Cascading Style Sheets for web composition, dynamic content, and more. Prerequisites: Must be competent using at least one computer operating system. Access to a computer at home is recommended.

Tue **Nov 11 - Jan 27** **10 Sessions/25 hrs**
Fee: \$240 **CHS (Wall)** **6:30 - 9:00 pm**

AUTOMOTIVE TECHNICIAN

Students interested in pursuing the automotive trade as a career will receive hands-on and classroom training for entry level employment addressing the following: tools, precision measuring equipment, shop procedures and safety. Basic automotive systems such as engine fundamentals, power train service, brakes, tires, exhaust systems, suspension, and alignment procedures will be covered. Advanced automotive technology including engine computer controls, anti-skid braking systems, air conditioning, fuel and air management systems will be included to prepare the student for entry into a modern automotive service facility. This course provides the required hours for apprentice related training.

Tue/ Wed/Thur **Sept 16 - May 28** **324 hours**
Fee: \$1400 **Middletown** **6:30 - 10:00 pm**

BASIC AUTO MECHANICS & PREVENTIVE 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. **Enrollment limited to 10 students**

Mon **Sept 15 - Dec 8** **11 Sessions/33 hrs**
Fee: \$150 **KIVA (Tinton Falls)** **7:00-10:00 pm**

Mon **Feb 23 - May 11** **11 Sessions/33 hrs**
Fee: \$150 **KIVA (Tinton Falls)** **7:00-10:00 pm**

BOAT CAPTAIN LICENSE TEST PREP

This program will introduce the student to the license requirements for operating uninspected passenger vessel (six pack) and master (100 tons) near coastal waters. This course will assist students to prepare for the U.S. Coast Guard Test. Subjects covered will include international and inland rules, coastal navigation, chart use, aids to navigation, weather, tides and currents and general seamanship. Students must have 365 days at sea service time before taking USCG test. Textbook and study guide not included in tuition.

Mon/ Wed **Sept 24 - Dec 3** **18 Sessions/54 hrs**
Fee: \$175 **AAHS (Neptune)** **6:30 - 9:30 pm**

Mon/ Wed **Jan 15 - Mar 17** **18 Sessions/54 hrs**
Fee: \$175 **AAHS (Neptune)** **6:30 - 9:30 pm**

COLLISION TECHNICIAN / AUTO REFINISHING -INTRO

This course covers tools and equipment used in the trade; auto body construction; assessment of sheet metal damage and procedures for straightening; reshaping; metal finishing; shrinking; auto body fillers and fiberglass repair. **Enrollment is limited to 10 students - register early!**

Tue/Thur **Sept 16 - Oct 30** **12 Sessions/36 hrs**
Fee: \$155 **Hazlet** **6:30-9:30 p**

Tue/Thur **Feb 19 - Mar 26** **12 Sessions/36 hrs**
Fee: \$155 **Hazlet** **6:30-9:30 pm**



COLLISION TECHNICIAN / AUTO REFINISHING - ADV.

This course covers the spray gun; spray booth and air supply; protective coverings; surface preparation; undercoats; top coats; buffing and detailing. The student is responsible for all materials and supplies needed for his/her project. Prerequisite: Collision Tech / Auto Refinishing-Intro **Class limited to 10 students**

Tue/Thur	Nov 4 - Dec 18	12 Sessions/36 hrs
Fee: \$155	Hazlet	6:30 - 9:30 pm
Tue/Thur	Mar 31 - May 19	12 Sessions/36 hrs
Fee: \$155	Hazlet	6:30 - 9:30 pm

INTRODUCTION TO AUTO MECHANICS

This course assumes little automotive knowledge. The class will develop the neophyte student to an understanding of suspensions, engines, computer-controlled fuel injection systems, new emission systems inspection requirements, braking, transmissions and other systems. It will emphasize diagnostic methods not requiring expensive test equipment. Lectures and hands-on work are expected. A variety of vehicle types will be covered, leading to entry level employment.

Wed	Sept 17 - Jan 28	15 Sessions/45 hrs
Fee: \$150	Career Center	6:00-9:00 pm
Wed	Feb 11 - May 27	15 Sessions/45 hrs
Fee: \$150	Career Center	6:00-9:00 pm

MARINE MECHANICS

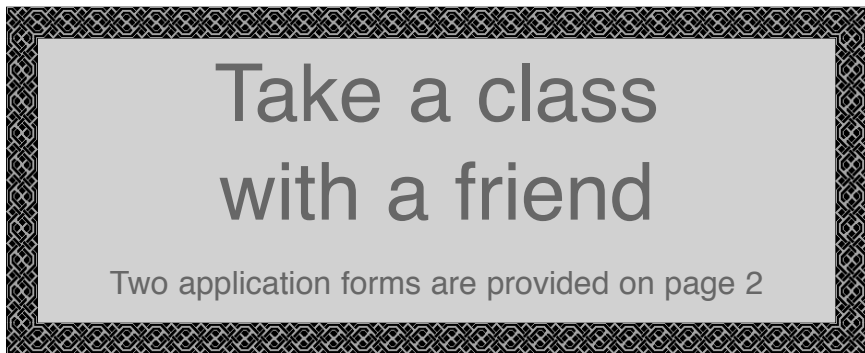
This course is designed to provide for marine industry entry level mechanics, a basic understanding of the fundamentals and operation of the two and four stroke engines. Tools and equipment used in the trades are introduced. Theory and practical experiences are combined in the operation, service, testing and repair of inboard and outboard engines. The test, repair and adjustment of the ignition, fuel and electrical systems are included. In addition, the basic understanding and principal operation and propeller selection on typical outboard and stern drive, lower gear systems will be covered. Common outboard and outdrive mechanical shift systems will also be discussed.

Tue/Thur	Sept 16 - Dec 18	24 Sessions/72 hrs
Fee: \$250	Aberdeen	6:30 - 9:30 pm
Tue/Thur	Jan 27 - Apr 28	24 Sessions/72 hrs
Fee: \$250	Aberdeen	6:30 - 9:30 pm

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.

Tue	Sept 16 -Nov 18	9 Sessions/27 hrs
Fee: \$135	Career Center	6:30 - 9:30 pm
Tue	Feb 24 - Apr 28	9 Sessions/27 hrs
Fee: \$135	Career Center	6:30 - 9:30 pm



GENERAL INTEREST

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.

Tue/Thur **Oct 14 - Nov 18** **10 Sessions/30 hrs**
Fee: \$145 **Neptune Annex** **6:30 - 9:30 pm**

Tue/Thur **Mar 3 - Apr 2** **10 Sessions/30 hrs**
Fee: \$145 **Neptune Annex** **6:30 - 9:30 pm**

TEACHER TRAINING FOR PART-TIME ACADEMIC, VOCATIONAL, AND SUBSTITUTE TEACHERS

This course is an overview of the teaching profession. It is designed to provide the information necessary to help you become a competent instructor in either full time, part time, evening school, vocational or academic or as a substitute teacher. Students will study and practice the skill of teaching, learn about curriculum planning, course outlines, lesson plans, writing objectives, Core Curriculum Content Standards, Instructional Strategies such as ITIP, Learning Style, Multiple Intelligences, Cooperative Learning, Problem Based Learning, Use of Technology in the Classroom (Web Quests, Distance Learning), Assessments (Performance Based, Rubrics, Portfolios), Classroom Management and Discipline.

Mon/Wed **Feb 23-Mar 18** **8 Sessions/20 hrs**
Fee: \$135 **Career Center** **6:00 - 8:30 pm**

COMMERCIAL DRIVER'S LICENSE TEST PREPARATION

This course will help you prepare for the commercial motor vehicle test. Coursework includes: Introduction, Driving Safety, Cargo, Passengers, Air Brakes, Hazardous Materials. Under new state law, all commercial drivers must be retested and licensed under new terms. If you are not aware of the changes for commercial drivers and bus drivers, additional information can be obtained by calling the Division of Motor Vehicles.

Tue **Oct 7 - Nov 11** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **6:00 - 8:30 pm**

Tue **Feb 10 - Mar 17** **6 Sessions/15 hrs**
Fee: \$95 **Career Center** **6:00 - 8:30 pm**

WATER/WASTE WATER TECHNOLOGY

This course prepares Water-Waste Water personnel to perform mathematical computations used in day-to-day operations; to understand the application of scientific principles to facility operations; to become familiar with basic methods of water and waste water treatment; and to prepare for basic state license examinations. A minimum of 180 hours of instruction is required for successful completion of this course. Books, supplies and personal safety equipment not included in tuition.

Mon/Wed **Starts Sept 15** **60 Sessions/180hrs**
Fee: \$550 **Career Center** **6:00 - 9:00 pm**

ADVANCED WASTE WATER TECHNOLOGY

A 90 hour program meeting State Department of Environmental Protection guidelines which prepares individuals to work in municipal sewage treatment plants. Successful completion of this course enables students to sit for the New Jersey State examination at the S-2 levels for wastewater operations licensing. Prerequisite: Water/Waste Water Technology or S-1 License.

**Tue/Thur
Fee: \$325**

**Sept 16 - Jan 22
Career Center**

**30 Sessions/90 hrs
6:00 - 9:00 pm**

MONMOUTH COUNTY VOCATIONAL 2007/2008 EVENING SCHOOL CALENDAR

July	01	Tue	Registration begins for 07/08 Evening School
Sept	15	Mon	Evening School Begins
Sept	29-30	M/T	No Evening School
Oct	08-13	W-M	No Evening School
Nov	05-06	W/Th	NJEA Convention--No Evening School
Nov	26	Wed	No Evening School
Nov	27	Thur	Thanksgiving--No Evening School
Dec	22	Mon	School Closed for winter break Thru Jan 1
Jan	05	Wed	School Reopens
Jan	19	Mon	No Evening School--Martin Luther King Jr.
Feb	16	Mon	No Evening School--Presidents Day
Apr	08	Wed	No Evening School--Spr Break thur Apr 17
Apr	20	Mon	School Reopens
May	25	Mon	No Evening School--Memorial Day

September 2008

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	X	X				

October 2008

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	X	X	10	11
12	X	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	X	X	7	8
9	10	11	12	13	14	15
16	17	18	X	X	X	22
23	24	25	26	27	28	29
30						

December 2008

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	X	X
28	X	X	X			

January 2009

Su	Mo	Tu	We	Th	Fr	Sa
					X	X
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	X	20	21	22	23	24
25	26	27	28	29	30	31

February 2009

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7						
8	9	10	11	12	13	14
15	X	17	18	19	20	21
22	23	24	25	26	27	28

March 2009

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7						
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	X	X	11
12	X	X	X	X	X	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009

Su	Mo	Tu	We	Th	Fr	Sa
						1
2						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	26	27	28	29	30
31						

MCVSD
4000 Kozolski Road
PO Box 5033
Freehold, NJ 07728-5033
3 EASY WAYS TO REGISTER

- **BY MAIL**
MCVSD
4000 Kozloski Road
PO Box 5033
Freehold, NJ 07728
- **IN PERSON**
12 pm to 8 pm
Neptune Annex
105 Neptune Blvd
Neptune, NJ 07753.

4 pm to 8 pm
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.**

FEES

All courses are tuition courses except for Adult Basic Skills , ESL, and the Adult High School. 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 \$25 charge for returned checks.**

REFUND POLICY

Full refunds must will be made prior to the start of class. A \$5.00 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.

GRIEVANCE PROCEDURE

Students are encouraged to consult with the Director or Adult Education on any matters of concern. Dr. Pavlisko can be reached at 732.431.6292.

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 stations:

WJLK	AM-1310	FM-94.3
Monmouth County		
WJLK	AM-1310	FM-98.5
Ocean County		
WHTG	AM-1410	FM-106.3
Eatontown		
WPST		FM-97.6
Trenton		
WBUD	AM-1260	FM-101.5
Trenton		

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.

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 16 years of age or older who have graduated or left an elementary or secondary school system. Additional course requirements are listed as prerequisites.

BOARD POLICIES

Students may be dismissed without refund of fees when their behavior or actions violate Board of Education policy for students. These policies cover such actions as vehicle parking, visitors, alcohol or drugs, smoking, vandalism, disregard or safety rules, plus any action covered by civil or criminal law.

COURSE LISTING

ADULT BASIC SKILLS	3	Barbering/Shaving License Preparation	17
ADULT HIGH SCHOOL	4	Cosmetology State Board Prep & Review	17
APPRENTICESHIP	5	Manicuring and Nail Technology	17
CONSTRUCTION TRADES		Massage Therapy	17
Algebra for the Electrician	5	Cosmetology	14
Auto CAD 2000LT	6	HOSPITALITY	
Basic Oil Burner Repair Service	6	Culinary Education Center	18
Blueprint Reading	6	Cake Decorating for Fun and Profit-Intro	18
Carpentry Fundamentals	7	Cake Decorating-Advance	18
Home Repair for women	7	Catering for Fun and Profit	19
Electricity I	7	Dietetic Assistant	19
Electricity II	7	Food Service Mgr.'s Certification	19
Electricity III	8	International Cooking	20
Electricity IV	8	Pastries for Profit	19
HVAC/R I	8		
HVAC/R II	9	INFORMATION	
HVAC/R III	9	TECHNOLOGY	
HVAC/R IV	9	Accounting and Computers	20
Heating Systems, Design, & Service	10	Computer Literacy	20
Plumbing I	10	Learning to Type on the Computer	21
Plumbing II	10	Microsoft Word	21
Plumbing III	11	Microsoft Excel	21
Plumbing IV	11		
Welding I	11	GRAPHIC ARTS	
Welding II	12	Intro to Web Design	22
HEALTH SCIENCE		Adobe Illustrator	22
Communication Skills and English for the Health Professional	12	Adobe Photoshop	22
Math Review for the Health Professional	12	Intro to MAC OS X.2	22
Dental Assistant-Clinical	13	InDesign	22
Medical Office Assistant (Clinical Skills)	13	TRANSPORTATION	
Medical Terminology-Refresher	12	TECHNOLOGY	
Medical Terminology-Intro	13	Automotive Technician	23
Intro Medical Insurance, Billing, & Coding	13	Basic Auto Mechanics Preventive Maint.	23
EKG/ECG	13	Boat Captain License Test Prep	23
Hospital Patient Care Assistant (PCA)	14	Collision Technician/Auto Refinishing-Intro	23
Certified Nurse Aide (CNA)	14	Collision Technician/Auto Refinishing-Adv	24
Phlebotomy	14	Introduction to Auto Mechanics	24
Pre-Nursing Course	15	Marine Mechanics	24
Practical Nursing	15	Small Engine Repair	24
HORTICULTURE		GENERAL INTEREST	
Floral Design-Introduction	16	Boiler Operator Low Pressure	25
Floral Design-Advanced	16	Commercial Driver's License Test Prep	25
Landscape and Garden Technology-Intro	16	Teacher Training	25
Landscape and Garden Technology-Adv	16	Water/Waste Water Technology	25
		Advanced Waste Water Technology	26

PERSONAL SERVICES



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

**MONMOUTH COUNTY VOCATIONAL
SCHOOL DISTRICT DIRECTIONS**

**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**

and

**BIOTECHNOLOGY HIGH SCHOOL (BEHIND CAREER CENTER)
5000 Kozloski Road, Freehold, NJ 07728 732.431.7208**

•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 Rt33--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.

**CLASS ACADEMY 732.431.7245 (NEPTUNE ANNEX)
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

**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.

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.

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 732.774.2040
60 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. Building on right directly across from Neptune High School.

•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 left across from Neptune High School

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

Non-Profit Organization
U.S. Postage
PAID
PERMIT NO. 81
Red Bank, N.J.

ECRWSS
Residential Customer

MONMOUTH COUNTY VOCATIONAL
SCHOOL DISTRICT
BUILDING LOCATIONS

ABERDEEN
Atlantic Avenue
Aberdeen, NJ 07747
732.566.5599

HAZLET
417 Middle Road
Hazlet, NJ 07730
732.264.4995

AAHS
2325 Heck Ave.
Neptune, NJ 07753
732.775.0058

PRACTICAL NURSING
60 Neptune Blvd
Neptune, NJ 07753
732.774.2040

KEYPORT
280 Atlantic Street
Keyport, NJ 07735
732.739.0592

KIVA HIGH SCHOOL
537 Tinton Avenue
Tinton Falls, NJ 07724
732.542.5455

CULINARY EDUCATION CENTER
Drury Lane
Asbury Park, NJ 07712
732.988.3299

COMMUNICATIONS HIGH SCHOOL
1740 New Bedford Road
Wall, NJ 07719
732.681.1010

FREEHOLD
Robertsville Road
Freehold, NJ 07728
732.462.7570

HIGH TECHNOLOGY HS
P.O. Box 119
Newman Springs Road
Lincroft, NJ 07738
732.842.8444

CAREER CENTER
1000 Kozloski Road
Freehold, NJ 07728
732.431.3773

MAST
Building 305
Sandy Hook, NJ 07732
732.291.0995

NEPTUNE ANNEX
105 Neptune Blvd
Neptune, NJ 07753
732.431.7245

MIDDLETOWN
2 Swartzel Drive
Middletown, NJ 07748
732.671.0650

BIOTECHNOLOGY HIGH SCHOOL
5000 Kozloski Road
Freehold, NJ 07728
732.431.7208