

MONMOUTH
COUNTY
Vocational School
District



Adult Education
Course Catalog
Spring 2010

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
fax 732.409.6736

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Alternative and Adult Education
732.431.6292
fax 732.409.6736

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. Anthony Schaible, 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 \$35 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 _____

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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	1/11-5/5
Long Branch	M & W	6-8 pm	1/11-5/5
Nept Annex	T & Th	6-8 pm	1/12-5/6

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	1/12-5/6
Long Branch	T & Th	6-8 pm	1/12-5/6

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	1/11-5/5
Belmar Elem.	M & W	6-8 pm	1/11-5/5

BASIC SKILLS TESTING

\$10.00 fee per administration

For the CNA/PCA programs

Jan 20, 2010	Nep/Annex	4:30 pm sharp
April 21, 2010	Nep/Annex	4:30 pm sharp
May 19, 2010	Nep/Annex	4:30 pm sharp

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, 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

*For further information
on how you can enter the
apprenticeship program*

call Mr. Devino at 732.431.7245 x2

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 (theory). 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.

All Apprenticeship books are extra.



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

CONSTRUCTION TRADES

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. Latest version of Autocade is 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 Feb 5 - May 3 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 Jan 7 - Mar 25 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 Feb 2 - Apr 27 12 Sessions/36 hrs
Fee: \$150 Career Center 7:00 - 10:00 pm

BLUEPRINT READING II

This course continues development of the fundamental 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 principals and building code regulations.

Thur Feb 4 - Apr 29 12 Sessions/36 hrs
Fee: \$150 Career Center 7:00 - 10:00 pm

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 Feb 3 - Apr 28 12 Sessions/36 hrs
Fee: \$150 KIVA 7:00 - 10:00 pm

CABINET MAKING

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 fundamentals and advanced machinery operations with an emphasis on shop safety procedures. the students will complete a project utilizing these basic cabinet making techniques. Students will supply their own materials, including basic hand tools.

Mon Feb 1 - May 10 12 Sessions/36 hrs
Fee: \$150 KIVA 7:00 - 10:00 pm

CONSTRUCTION TRADES

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. This is a theory class. 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 14 - Apr 26 156 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. This is a theory class. 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 14 - Apr 26 156 hrs
Fee: \$475 Middletown 6:30 - 9:30

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. This is a theory class. Books, supplies, and personal safety equipment not included. Prerequisite: Electricity I & II. Certificates will not be issued for attendance less than 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
- Electricity in HVAC system

Tue/Thur Sept 15 - Apr 15 156 hrs
Fee: \$475 Middletown 6:30 - 9:30 pm

CONSTRUCTION TRADES

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. This is a theory class. Books, supplies, and personal safety equipment not included. Prerequisite: Electricity I, II, & III. Certificates will not be issued for attendance less than 144 hrs.

Topics covered:

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

Tue/Thur Sept 15 - Apr 15 156 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. This is a theory class. Books, supplies, and personal safety equipment not included.

Topics covered:

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

Tue/Thur Sept 15 - Apr 27 156 hrs
Fee: \$475 Freehold 6:30 - 9:30pm

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

Mon/Wed Sept 14 - Apr 26 156 hrs
Fee: \$475 Freehold 6:30 - 9:30 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 15 - Dec 1 12 Sessions/36 hrs
Fee: \$170 Career Center 6:30 - 9:30 pm

Tues Jan 5 - Mar 24 12 Sessions/36 hrs
Fee: \$170 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. This is a theory class. Books, supplies, and personal safety equipment not included. Certificates will not be issued for attendance less than 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

Tue/Thur Sept 15 - Apr 15 156 hrs
Fee: \$475 AAHS (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. This is a theory class. Books, supplies, and personal safety equipment not included. Prerequisite: Plumbing I. Certificates will not be issued for attendance less than 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 15 - Apr 15 156 hr
Fee: \$475 AAHS (Nept) 7:00 - 10:00 pm



CONSTRUCTION TRADES

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. This is a theory 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 14 - Apr 26 156 hrs
Fee: \$475 Neptune Annex 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. This is a theory 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 14 - Apr 26 156 hrs
Fee: \$475 Neptune Annex 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 13 - Mar 17 10 sessions/ 25 hrs
Fee: \$110 Career Center 6:30 - 9:00 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.mcvsd.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.

CONSTRUCTION TRADES

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. This is a theory class. 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 15 - Apr 15 156 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. This is a theory class. 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 14 - Apr 26 156 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 14 - Dec 16 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

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

HEALTH SCIENCE

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 Jan 28 - Apr 29 12 Sessions/24 hrs
Fee : \$135 Long Branch 6:30 - 8:30 pm

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 Jan 26 - Apr 27 12 Sessions/24 hrs
Fee: \$135 Long Branch 6:30 - 8:30 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 Feb 18 - Mar 18 5 Sessions/25 hrs
Fee: \$150 Career Center 4:00 - 9:00 pm
Thur May 13 - June 10 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 Jan 7 to Feb 4 5 Sessions/25 hrs
Fee: \$150 Career Center 4:00 - 9:00 pm
Tue May 11 - June 8 5 Sessions/25 hrs
Fee: \$150 Career Center 4:00 - 9:00

HEALTH SCIENCE

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 Jan 28 - Apr 29 12 Sessions/30 hrs
Fee: \$135 Long Branch 7:00 - 9:30 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. Limited enrollment (12)

Tue Jan 26 - May 25 16 Sessions/40 hrs
Fee: \$170 Hazlet 7:00 - 9:30 pm

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 Jan 26 - Apr 27 12 Sessions/24 hrs
Fee: \$135 Hazlet 7:00 - 9:00 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 Jan 27 - May 19 15 Sessions/45 hrs
Fee: \$200 Hazlet 7:00 - 10:00 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. 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)



Monmouth County Vocational School District 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 September and February. Each class is assigned to an affiliating hospital for clinical experience.

Tuition is \$6,000.00 for the 2009 -2010 school year payable in two payments. 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
732.229.2446

Horticulture

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 Jan 5 - Mar 23 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 Jan 7 - Mar 25 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 Jan 27 - Mar 3 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, driveways and much more will be explored.

Wed Mar 10 - Apr 28 6 Sessions/15 hrs
Fee: \$95 Career Center 7:00 - 9:30 pm

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 2010 September class are being accepted NOW. A qualifying test is given. Anyone interested in the 2010 September class should call TODAY. Space is Limited.

APPLICATIONS BEING ACCEPTED FOR SEPT
2010 CLASS

FINANCIAL AID IS AVAILABLE

Classes offered day (8-1:30) and twilight (2-7)
Neptune Annex

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.

Wed
Fee: \$145

Feb 3 - Mar 10
Nept Annex

6 Sessions/25 hrs
6:00 - 10:00 pm

PERSONAL SERVICES

TRADITIONAL BARBER HAIRCUTTING TECHNIQUES

This introductory class will focus on all aspects of Barber haircutting techniques. Haircutting with the use of clippers will be the main topic. Some of the Barber haircut to be demonstrated include flattops, fades, tapers, high and tights, and brush cuts. Specific implements and tools used in the Barber industry will also be discussed. This class is for the new and experienced hair-stylist who wants to increase their income by providing Men's Barber Style haircuts.

Wed Fee: \$75	Jan 27 Nept Annex	1 Sessions/4 hrs 6:00 - 10:00 pm
Wed Fee: \$75	Apr 14 Nept Annex	1 Sessions/4 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	Jan 5 - Mar 23 Freehold	100 hrs 6:30 - 9:30 pm
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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. Sept 30 Neptune Annex	300 hr 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. Prerequisite: high school diploma or equivalent and physical examination. Enrollment limited to 10 students \$100 Non Refundable deposit.

Tues, Wed, Thur Fee: \$2,200	Sept 15 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

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 Jan 12 - Jan 28 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 Feb 2 - Feb 18 6 Sessions/15 hrs
 Fee: \$95 Career Center 7:00 - 9:30 pm

HOSPITALITY

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 Jan 25 - May 3 12 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 15 108 hrs
Fee: \$495 Career Center 6:30 - 9:30 pm

SERVSAFE CERTIFICATE

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. Servsafe Certificate will be awarded to participants who successfully complete the course and pass the ETS examination. BOOK IS EXTRA.

Tue/Wed Feb 2 - Mar 3 10 Sessions/25 hrs
Fee: \$135 Culinary Ed. Center 6:30 - 9:00 pm

Mon-Fri May 19 - June 10 14 Sessions
Free: \$135 Culinary Ed. Center 11 am - 1:45 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 Feb 23 - Mar 11 6 Sessions/15 hrs
Fee: \$95 Career Center 7:00 - 9:30 pm

MCVSD invites community input
on staff, professional development
and mentoring



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	Jan 20 - Apr 7	12 Sessions/30 hrs
Fee: \$170	Career Center	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	Jan 13 - Mar 17	10 Sessions/20 hrs
Fee: \$175	Neptune Annex	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	Jan 25 - Mar 8	6 Sessions/12 hrs
Fee: \$125	Neptune Annex (PC)	7:00 - 9:00 pm
Wed	Jan 27 - Mar 3	6 Sessions/12 hrs
Fee: \$125	Career Center (MAC)	7:00 - 9:00 pm

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

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. (MAC)

Thur Fee: \$125	Jan 14 - Feb 18 Neptune Annex	6 Sessions/12 hr 7:00 - 9:00 pm
Mon Fee: \$125	Jan 25 - Mar 8 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	Jan 14 - Feb 18 Neptune Annex (PC)	6 Sessions/12 hrs 7:00 - 9:00 pm
Tue Fee: \$175	Jan 12 - Feb 16 Career Center (MAC)	6 Sessions/12 hrs 7:00 - 9:00 pm

MICROSOFT WORD -INTRODUCTION TO WORD PROCESSING

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	Feb 25 - Apr 15 Neptune Annex (PC)	6 Sessions/12 hrs 7:00 - 9:00 pm
Tue Fee: \$175	Feb 23 - Apr 13 Career Center (MAC)	6 Sessions/12 hrs 7:00 - 9:00 pm

GRAPHIC ARTS

INTRODUCTION TO ADOBE FLASH

This course will cover the basics of Adobe Flash, including its graphic interface, the stage and timeline, how to create a new Flash file, setting Stage properties, importing images into Flash files, creating, formatting and working with text blocks, creating and adding frames and Keyframes, introduction to ActionScript, and more. Prerequisites: Must be competent using at least one computer operating system and feel comfortable working with text files. Access to Flash on a computer at home or work is strongly recommended.

Mon Fee: \$220	Jan 4 - Mar 22 CHS (Wall)	10 Sessions/22.5 hr 6:30 - 9:00 pm
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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 Jan 21 - Mar 25 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.

Wed Jan 6 - Feb 3 6 Sessions/15 hrs
Fee: \$150 CHS (Wall) 6:30 - 9:00 pm

PHOTOSHOP APPLIED: WORKING IN 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 Intro to Adobe Photoshop class or demonstrate equivalent knowledge. Access to Photoshop on a computer at home or work is highly recommended.

Wed Apr 14 - May 12 5 Sessions/12.5 hrs
Fee: \$120 CHS (Wall) 6:30 - 9:00 pm

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 Intro to Adobe Photoshop class or demonstrate equivalent knowledge. Access to Photoshop on a computer at home or work is highly recommended.

Wed Feb 17 - March 17 5 Sessions/12.5 hrs
Fee \$120 CHS (Wall) 6:30 - 9:00 pm

INTRODUCTION TO ADOBE DREAMWEAVER

This course will cover the basics of Adobe Dreamweaver, including its graphic interface, how to create a web site, how to create a web page, how to add and style text, how to design and lay out a web page using tables and <div>s, how to add hyperlinks graphics, working with colors, working with cascading style sheets and editing raw code, working with dynamic elements like Javascript items and Flash content, and more. Prerequisites: Must be competent using at least one computer operating system and feel comfortable working with text files. Access to Dreamweaver on a computer at home is recommended.

Tue Feb 16 - May 4 10 Sessions/22.5 hrs
Fee: \$220 CHS (Wall) 6:30 - 9:00 pm

TRANSPORTATION TECHNOLOGY

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 15 - May 27 324 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 Feb 22 - May 17 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 Jan 11 - Mar 17 18 Sessions/54 hrs
Fee: \$175 Neptune Annex 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 Feb 16 - Mar 25 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 Apr 12 - May 20 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 Feb 17 - Jun 9 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 Jan 26 - Apr 29 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 Feb 23 - May 4 9 Sessions/27 hrs
Fee: \$135 Career Center 6:30 - 9:30 pm

**Take a class
with a friend**

Two application forms are provided on page 2

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	Feb 23 - Mar 25	10 Sessions/30 hrs
Fee: \$145	Long Branch	6:30 - 9:30 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	Feb 9 - Mar 16	6 Sessions/15 hrs
Fee: \$95	Long Branch	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 14	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	Sept 15 - Jan 14	30 Sessions/90 hrs
Fee: \$325	Career Center	6:00 - 9:00 pm

For the Educator

24 HOUR PRE SERVICE PROGRAM FOR HOLDERS OF INSTRUCTIONAL CERTIFICATES OF ELIGIBILITY

This course is an overview of the teaching profession. It is designed to provide the information necessary to help an individual make an informed decision to enter the teaching profession in either academic or vocational setting. 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, school culture, and career planning.

Mon/Wed	Feb 22 -Mar 17	10 Sessions/24 hrs
Fee: \$200	Career Center	6:00 - 8:30 pm

BUILDING WEB LITERACY

This course will provide an opportunity to discover how web-based resources support the implementation of the 2009 Core Curriculum Content Standards and enhance student motivation and achievement. This 6-hour, multi-session workshop will engage educators in exploring free and accessible resources, learn how to cultivate successful online teacher and student collaborations, apply effective search techniques, build resource engines for postings, and application to the classroom.

Tue	Feb 9 – Feb 23	3 Sessions/6 hrs
Fee: \$50	Long Branch	4:00 – 6:00 pm

Tue	Mar 9 – Mar 23	3 Sessions/6 hrs
Fee: \$50	Long Branch	4:00 – 6:00 pm

Tue	Apr 13 – Apr 27	3 Sessions/6 hrs
Fee: \$50	Long Branch	4:00 – 6:00 pm

MONMOUTH COUNTY VOCATIONAL 2009/2010 EVENING SCHOOL CALENDAR

July	01	Wed	Registration begins for 09/10 Evening School
Sept	14	Mon	Evening School Begins
Sept	28	Mon	No Evening School
Oct	12	Mon	No Evening School
Nov	04-05	W/Th	NJEA Convention--No Evening School
Nov	25	Wed	No Evening School
Nov	26	Thur	Thanksgiving--No Evening School
Dec	21	Mon	School Closed for winter break Thru Jan 1
Jan	04	Wed	School Reopens
Jan	18	Mon	No Evening School--Martin Luther King Jr.
Feb	15	Mon	No Evening School--Presidents Day
Mar	29	Mon	No Evening School--Spr Break thur Apr 9
Apr	12	Mon	School Reopens
May	24	Mon	No Evening School--Memorial Day

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

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.

- BY MAIL
MCVSD
4000 Kozloski Road
PO Box 5033
Freehold, NJ 07728

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.

- 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

SCHOOL CLOSING

Inclement weather or emergency closings will be announced on :

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.

www.cancelations.com

TV12 on Comcast

WJLK AM-1310 FM-94.3
FM-98.5

FEES

WBUD AM-1260 FM-101.5

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 \$35 charge for returned checks.

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.

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.

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	HOSPITALITY	
ADULT HIGH SCHOOL	4	Culinary Education Center	18
APPRENTICESHIP	5	Cake Decorating-Intro	18
CONSTRUCTION TRADES		Cake Decorating-Advance	18
Auto CAD 2000LT	6	Catering for Fun and Profit	19
Basic Oil Burner Repair Ser.	6	Dietetic Assistant	19
Blueprint Reading I	6	SerSafe Certificate	19
Blueprint Reading II	6	International Cooking	20
Carpentry Fundamentals	6	Pastries for Profit	19
Cabinet Making	6	INFORMATION TECHNOLOGY	
Home Repair for women	10	Accounting and Computers	20
Electricity I	7	Computer Literacy	20
Electricity II	7	Learning to Type on the Computer	21
Electricity III	7	Microsoft Word	21
Electricity IV	8	Microsoft Excel	21
HVAC/R I	8	GRAPHIC ARTS	
HVAC/R II	8	Intro to Flash	21
HVAC/R III	10	Photoshop Appl. layers	22
HVAC/R IV	10	Intro Adobe Photoshop	22
Heating Systems, Design&Ser	9	Photoshop Appl. Enh. Images	22
Plumbing I	9	Intro to MAC OS X	22
Plumbing II	9	Intro to Dreamweaver	22
Plumbing III	11	TRANSPORTATION TECHNOLOGY	
Plumbing IV	11	Automotive Technician	23
Welding I	11	Basic Auto Mechanics Preventive	
Welding II	12	Maint.	23
HEALTH SCIENCE		Boat Captain License Test Prep	23
Comm Skills/English for		Collision Technician/Auto	
the Health Professional	12	Refinishing-Intro	23
Math Review for the Health		Collision Technician/Auto	
Professional	12	Refinishing-Adv	24
Dental Assistant-Clinical	13	Introduction to Auto Mechanics	24
Medical Office Assistant		Marine Mechanics	24
(Clinical Skills)	13	Small Engine Repair	24
Medical Terminology-Intro	13	GENERAL INTEREST	
Medical Insur, Billing & Coding	13	Boiler Operator Low Pressure	25
EKG/ECG	12	Commercial Driver's Test Pep	25
Hosp Patient Care Assist (PCA)	14	Water/Waste Water Technology	25
Certified Nurse Aide (CNA)	13	Advanced Waste Water Technology	25
Phlebotomy	12	FOR EDUCATORS	
Practical Nursing	14	24-HOUR Teacher Training	26
HORTICULTURE		Building Web Literacy	26
Floral Design-Introduction	15		
Floral Design-Advanced	15		
Landscape/Garden Technology-Intro	15		
Landscape/Garden Technology-Adv	15		
PERSONAL SERVICES			
Barbering/Shaving	16		
Tread. Barbrer Haircutting	17		
Cosmeology Prep & Review	17		
Manicuring and Nail Technology	17		
Massage Therapy	17		
Cosmetology	16		



RESPECT YOUR
TEACHER AND
CLASSMATES
BY TURNING
OFF YOUR
CELL PHONE

**MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT
DIRECTIONS**

ABERDEEN BUILDING-732.566.5599
450 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

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
101 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
21 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 Brach and follow the above directions for Route 36 East.

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

Non-Profit
Organization
U.S. Postage
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ECRWSS
Residential Customer

Monmouth County Vocational School District

Building Locations

ABERDEEN
450 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
255 West End Avenue
Long Branch, NJ 07740
732.229.2446

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
101 Drury Lane
Asbury Park, NJ 07712
732.988.3299

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

MAST
305 Mast Way
Highland, NJ 07732
732.291.0995

BIOTECHNOLOGY HIGH SCHOOL
5000 Kozloski Road
Freehold, NJ 07728
732.431.7208

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

CAREER CENTER
1000 Kozloski Road
Freehold, NJ 07728
732.431.3773

FREEHOLD
21 Robertsville Rd
Freehold, NJ 07728
732.462.7570

MIDDLETOWN
2 Swartzel Drive
Middletown, NJ
07748
732.671.0650

NEPTUNE ANNEX
105 Neptune Blvd
Neptune, NJ 07753
732.431.7245

LONG BRANCH
255 West End Avenue
Long Branch, NJ 07740
732-229-2446