

MONMOUTH  
COUNTY  
Vocational School  
District



Adult Education  
Course Catalog  
2010/2011  
732.431.6292  
[WWW.MCVSD.ORG](http://WWW.MCVSD.ORG)

MONMOUTH COUNTY  
BOARD OF CHOSEN FREEHOLDERS

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Deputy Director

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MONMOUTH COUNTY VOCATIONAL SCHOOL  
DISTRICT  
ADMINISTRATIVE OFFICE

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

CENTRAL OFFICE STAFF

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Assunta Pavlisko, Ed.D.  
Principal/Director 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 \_\_\_\_\_

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 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 after 4 pm.

### CLASS SCHEDULES

CC	M & W	6-8:30 pm	9/13-12/22 1/03-4/11
Long Branch	M & W	6-8:30 pm	9/13-12/22 1/03-4/11
Nept Annex	T & Th	6-8:30 pm	9/14-12/21 1/04-4/12

## 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	6-8:30 pm	9/14-12/21 1/04-4/12
Long Branch	T & Th	6-8:30 pm	9/14-12/21 1/04-4/12

## 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	6-8:30 pm	9/13-12/22 1/03-4/11
Aberdeen	M & W	6-8:30 pm	9/13-12/22 1/03-4/11

# 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 BEING ACCEPTED  
FOR SEPT 2010 CLASS***

*FINANCIAL AID  
IS AVAILABLE*

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

***NEW***

## **Advance Skin Care for Licensed Cosmetologist**

**This course provides in-depth instruction on all areas of skin care. Featured areas include skin analysis, product knowledge, safety and sanitation, paraffin treatments, extractions, electricity with facials, massage techniques, make-up, aromatherapy, reflexology and much more.**

**Thur & Fri 8:30 - 12:30 Feb 24 - Apr 14 120 hrs  
\$ 675 Kit not included**

# **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.

# 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. 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.**

<b>Mon/Wed</b>	<b>Fee: \$325</b>	<b>24 Sessions/72 hrs</b>
<b>Sept 13 - Dec 6</b>	<b>AAHS (Neptune)</b>	<b>6:30 - 9:30 pm</b>
<b>Feb 7 - May 16</b>	<b>AAHS (Neptune)</b>	<b>6:30 - 9:30 pm</b>

## 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.

<b>Thurs</b>	<b>Fee: \$165</b>	<b>12 Sessions/36hrs</b>
<b>Sept 16 - Dec 16</b>	<b>Career Center</b>	<b>6:30 - 9:30 pm</b>
<b>Jan 6 - Mar 24</b>	<b>Career Center</b>	<b>6:30 - 9:30 pm</b>

## 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.

<b>Tues</b>	<b>Fee: \$165</b>	<b>12 Sessions/36 hrs</b>
<b>Sept 14 - Nov 30</b>	<b>Career Center</b>	<b>7:00 - 10:00 pm</b>
<b>Jan 25 - Apr 12</b>	<b>Career Center</b>	<b>7:00 - 10:00 pm</b>

## BLUEPRINT READING II

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

<b>Thur</b>	<b>Fee: \$165</b>	<b>12 Sessions/36 hrs</b>
<b>Sept 16 - Dec 16</b>	<b>Career Center</b>	<b>7:00 - 10:00 pm</b>
<b>Jan 6 - Mar 24</b>	<b>Career Center</b>	<b>7:00 - 10:00 pm</b>

# CONSTRUCTION TRADES

## 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.

<b>Wed</b>	<b>Fee: \$165</b>	<b>12 Sessions/36 hrs</b>
<b>Sept 15 - Dec 15</b>	<b>KIVA</b>	<b>7:00 - 10:00 pm</b>
<b>Jan 26 - Apr 13</b>	<b>KIVA</b>	<b>7:00 - 10:00 pm</b>

## CABINETMAKING

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 cabinetmaking techniques. **Students will supply their own materials, including basic hand tools.**

<b>Mon</b>	<b>Fee: \$165</b>	<b>12 Sessions/36 hrs</b>
<b>Sept 13 - Dec 6</b>	<b>KIVA</b>	<b>7:00 - 10:00 pm</b>
<b>Jan 31 - May 9</b>	<b>KIVA</b>	<b>7:00 - 10:00 pm</b>

## 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, no hands on. 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

<b>Mon/Wed</b>	<b>Fee: \$550</b>	<b>156 hrs</b>
<b>Sept 13 - Apr 4</b>	<b>Middletown</b>	<b>6:30 - 9:30 pm</b>

Take a class  
with a friend

Two application forms are provided on page 2

# CONSTRUCTION TRADES

## 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, no hands on. 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**                      **Fee: \$550**                      **156 hrs**  
**Sept 13 - Apr 4**              **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, no hands on. 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**                      **Fee: \$550**                      **156 hrs**  
**Sept 14 - Mar 29**              **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. **This is a theory class, no hands on. 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
- 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**                      **Fee: \$550**                      **156 hrs**  
**Sept 14 - Mar 29**              **Career Center**                      **6:30 - 9:30**

# CONSTRUCTION TRADES

## 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, no hands on. Books, supplies, and personal safety equipment not included. Certificates will not be issued for attendance less than 144 hrs.**

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

**Tue/Thur  
Sept 14 - Mar 29**

**Fee: \$550  
Freehold**

**156 hrs  
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, no hands on. 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 13 - Apr 4**

**Fee: \$550  
Freehold**

**156 hrs  
6:30 - 9:30 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](http://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.

### 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, no hands on. 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 13 - Apr 4**

**Fee: \$550  
Neptune Annex**

**156 hrs  
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, no hands on. 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 13 - Apr 4**

**Fee: \$550  
Neptune Annex**

**156 hrs  
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 12 - Mar 16**

**Fee: \$130  
Career Center**

**10 sessions/ 30 hrs  
6:00 - 9:00 pm**

### BASIC SKILLS TESTING

\$10.00 fee per administration  
For the CNA/PCA programs

Oct 13, 2010	Nep/Annex	5:00 pm sharp
Dec 15, 2010	Nep/Annex	5:00 pm sharp
Jan 19, 2011	Nep/Annex	5:00 pm sharp
Apr 13, 2011	Nep/Annex	5:00 pm sharp
May 18, 2011	Nep/Annex	5:00 pm sharp

# CONSTRUCTION TRADES

## 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.

<b>Tues</b>	<b>Fee: \$175</b>	<b>12 Sessions/36 hrs</b>
<b>Sept 14 - Nov 30</b>	<b>Career Center</b>	<b>6:30 - 9:30 pm</b>
<b>Jan 4 - Mar 22</b>	<b>Career Center</b>	<b>6:30 - 9:30 pm</b>

## 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, no hands on. 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

<b>Tue/Thur</b>	<b>Fee: \$550</b>	<b>156 hrs</b>
<b>Sept 14 - Mar 29</b>	<b>AAHS (Nept)</b>	<b>7:00 - 10:00 pm</b>

## 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, no hands on. 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

<b>Tue/Thur</b>	<b>Fee: \$550</b>	<b>156 hr</b>
<b>Sept 14 - Mar 29</b>	<b>AAHS (Nept)</b>	<b>7:00 - 10:00 pm</b>

## 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**

<b>Mon/Wed</b>	<b>Fee: \$450</b>	<b>24 Sessions/72 hrs</b>
<b>Sept 13 - Dec 13</b>	<b>Aberdeen</b>	<b>7:00 - 10:00 pm</b>



# 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.

<b>Thur</b>	<b>Fee: \$140</b>	<b>12 Sessions/24 hrs</b>
<b>Sept 16 - Dec 16</b>	<b>Long Branch</b>	<b>6:30 - 8:30 pm</b>
<b>Jan 27 - Apr 14</b>	<b>Long Branch</b>	<b>6:30 - 8:30 pm</b>

## 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.

<b>Tue</b>	<b>Fee: \$140</b>	<b>12 Sessions/24 hrs</b>
<b>Sept 14 - Nov 30</b>	<b>Long Branch</b>	<b>6:30 - 8:30 pm</b>
<b>Jan 25 - Apr 12</b>	<b>Long Branch</b>	<b>6:30 - 8:30 pm</b>

## 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.**

<b>Thur</b>	<b>Fee: \$160</b>	<b>5 Sessions/25 hrs</b>
<b>Sept 16 - Oct 14</b>	<b>Career Center</b>	<b>4:00 - 9:00 pm</b>
<b>Jan 6 - Feb 3</b>	<b>Career Center</b>	<b>4:00 - 9:00 pm</b>

<b>Tues</b>		
<b>May 10 - Jun 7</b>	<b>Career Center</b>	<b>4:00 - 9:00 pm</b>

## 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.**

<b>Thur</b>	<b>Fee: \$160</b>	<b>5 Sessions/25 hrs</b>
<b>Oct 28 - Dec 9</b>	<b>Career Center</b>	<b>4:00 - 9:00 pm</b>
<b>Feb 17 - Mar 17</b>	<b>Career Center</b>	<b>4:00 - 9:00 pm</b>
<b>May 12 - Jun 9</b>	<b>Career Center</b>	<b>4:00 - 9:00 pm</b>

## 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.

<b>Thur</b>	<b>Fee: \$175</b>	<b>14 Sessions/35 hrs</b>
<b>Sept 16 - Jan 13</b>	<b>Long Branch</b>	<b>7:00 to 9:30 pm</b>
<b>Jan 27 - May 12</b>	<b>Long Branch</b>	<b>7:00 to 9:30 pm</b>



**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)**

<b>Tue</b>	<b>Fee: \$175</b>	<b>16 Sessions/40 hrs</b>
<b>Sept 14 - Jan 4</b>	<b>Hazlet</b>	<b>7:00 - 9:30 pm</b>
<b>Jan 18 -May 17</b>	<b>Hazlet</b>	<b>7:00 - 9:30 pm</b>

**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.

<b>Tue</b>	<b>Fee: \$140</b>	<b>12 Sessions/24 hrs</b>
<b>Sept 7 - Nov 30</b>	<b>Hazlet</b>	<b>7:00 - 9:00 pm</b>
<b>Jan 4 - Mar 22</b>	<b>Hazlet</b>	<b>7:00 - 9:00 pm</b>

**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.

<b>Wed</b>	<b>Fee: \$225</b>	<b>15 Sessions/45 hrs</b>
<b>Sept 15 - Dec 15</b>	<b>Hazlet</b>	<b>7:00 - 10:00 pm</b>
<b>Jan 26 - May 18</b>	<b>Hazlet</b>	<b>7:00 - 10:00 pm</b>

**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. Prerequisite: Pass basic skills test (see page 10 for test dates) Admission requirements: complete physical examination, purchase uniform and textbook, and attend orientation.

**Fee: \$475**

**HOSPITAL PATIENT CARE ASSISTANT**

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. **Textbooks, uniforms, and physical are required and attendance at all sessions, including orientation, is mandatory to attain required hours for hospital employment. NO EXCEPTIONS.** Tuition is collected prior to the first class. Background check and testing fees not included. Prerequisite: Passing Basic Skills Test.

<b>Mon/Wed</b>	<b>Fee: \$775</b>	<b>4:00-9:00 pm</b>
<b>200 hrs (150 hrs of nursing assistant, 25 hrs of EKG and 25 hrs of Phlebotomy)</b>		

# 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.**

<b>Tue</b>	<b>Fee: \$160</b>	<b>12 Sessions/30 hrs</b>
<b>Sept 14 - Dec 14</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Jan 25 - Apr 12</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

## 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.**

<b>Thur</b>	<b>Fee: \$160</b>	<b>12 Sessions/30 hrs</b>
<b>Sept 16 - Dec 16</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Jan 27 - Apr 14</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

## 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.

<b>Wed</b>	<b>Fee: \$105</b>	<b>6 Sessions/15 hrs</b>
<b>Sept 15 - Oct 20</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Jan 26 - Mar 2</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

## 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.

<b>Wed</b>	<b>Fee: \$105</b>	<b>6 Sessions/15 hrs</b>
<b>Oct 27 - Dec 1</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Mar 9 - Apr 13</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

**MCVSD invites community input  
on staff, professional development  
and mentoring**

# **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 in September and February. Each class is assigned to an affiliating hospital for clinical experience.

Tuition is \$6,500.00 for the 2010 -2011 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, have a complete physical examination, a criminal background check conducted (additional fee), and a CPR certification.



**For more information call  
732.229.2446**

# PERSONAL SERVICES

## 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.

<b>Wed</b> <b>Sept 22 - Oct 27</b> <b>Feb 2 - Mar 9</b>	<b>Fee: \$160</b> <b>Nept Annex</b> <b>Nept Annex</b>	<b>6 Sessions/25 hrs</b> <b>6:00 - 10:00 pm</b> <b>6:00 -10:00 pm</b>
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## 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.

<b>Tue, Wed, Thur</b> <b>Sept 14 - Dec 8</b> <b>Jan 4 - Mar 22</b>	<b>Fee: \$455</b> <b>Freehold</b> <b>Freehold</b>	<b>100 hrs</b> <b>6:30 - 9:30 pm</b> <b>6:30 - 9:30 pm</b>
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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.

<b>Mon, Tues, Wed</b> <b>Oct 4 - Apr 11</b>	<b>Fee: \$1600</b> <b>Neptune Annex</b>	<b>300 hr</b> <b>6:00-10:00</b>
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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**  
**Sept 14**  
**600 hrs**  
**Fee: \$2,250**  
**Neptune Annex**  
**6:00 - 10:30 pm**

## 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 haircuts 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 hairstylist who want to increase their income by providing Men's Barber style haircuts.

<b>Wed</b>	<b>Fee: \$75</b>	<b>1 Session/4 hrs</b>
<b>Nov 17</b>	<b>Neptune Annex</b>	<b>6:00 - 10:00 pm</b>
<b>Mar 30</b>	<b>Neptune Annex</b>	<b>6:00 - 10:00 pm</b>



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](http://www.brookdale.cc.nj.us/fac/culinary)

# HOSPITALITY

## 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.

<b>Tue/Thur</b>	<b>Fee: \$105</b>	<b>6 Sessions/15 hrs</b>
<b>Sept 14 - Sept 30</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Jan 11 - Jan 27</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

## 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.

<b>Tue/Thur</b>	<b>Fee: \$105</b>	<b>6 Sessions/15 hrs</b>
<b>Oct 5 - Oct 21</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Feb 1 - Feb 17</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

## 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 speciality culinary skill. Supplies are not included in the tuition.

<b>Tue/Thur</b>	<b>Fee: \$105</b>	<b>6 Sessions/15 hrs</b>
<b>Oct 26 - Nov 16</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Feb 22 - Mar 10</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

## INTRO 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.

<b>Mon/Wed</b>	<b>Fee: \$400</b>	<b>30 Sessions/75 hrs</b>
<b>Sept 13 - Jan 10</b>	<b>Career Center</b>	<b>4:00 - 6:30 pm</b>
<b>Jan 24 - May 23</b>	<b>Career Center</b>	<b>4:00 - 6:30 pm</b>

## 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 is required for this certification course as approved by the NJ Department of Health. Time schedule will be supplied by the instructor.

<b>Tue/Thur</b>	<b>Fee: \$500</b>	<b>36 Sessions/108 hrs</b>
<b>Begins Sept 14</b>	<b>Career Center</b>	<b>6:30 - 9:30 pm</b>

## 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.**

<b>Mon/Tue/Wed</b>	<b>Fee: \$140</b>	<b>9 Sessions/27 hrs</b>
<b>Sept 13 - Sept 29</b>	<b>Culinary Ed. Center</b>	<b>6:00 - 9:00 pm</b>
<b>Oct 4 - Oct 20</b>	<b>Culinary Ed. Center</b>	<b>6:00 - 9:00 pm</b>
<b>Jan 31 - Feb 16</b>	<b>Culinary Ed. Center</b>	<b>6:00 - 9:00 pm</b>
<b>Feb 21 - Mar 9</b>	<b>Culinary Ed. Center</b>	<b>6:00 - 9:00 pm</b>

## 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.

<b>Mon</b>	<b>Fee: \$175</b>	<b>12 Sessions/30 hrs</b>
<b>Sept 13 - Dec 6</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Jan 10 - Apr 4</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

## 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.

<b>Wed</b>	<b>Fee: \$175</b>	<b>12 Sessions/30 hrs</b>
<b>Sept 15 - Dec 15</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>
<b>Jan 12 - Mar 30</b>	<b>Career Center</b>	<b>7:00 - 9:30 pm</b>

## 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.

<b>Wed</b>	<b>Fee: \$175</b>	<b>10 Sessions/20 hrs</b>
<b>Sept 15 - Dec 1</b>	<b>Neptune Annex</b>	<b>6:30 - 8:30 pm</b>
<b>Jan 12 - Mar 16</b>	<b>Neptune Annex</b>	<b>6:30 - 8:30 pm</b>

### 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.

<b>Mon</b>	<b>Fee: \$125</b>	<b>6 Sessions/12 hrs</b>
<b>Sept 13 - Oct 25</b>	<b>Neptune Annex</b>	<b>7:00 - 9:00 pm</b>
<b>Jan 24 - Mar 7</b>	<b>Neptune Annex</b>	<b>7:00 - 9:00 pm</b>

<b>Wed</b>	<b>Fee: \$125</b>	<b>6 Sessions/12 hrs</b>
<b>Sept 15 - Oct 20</b>	<b>Career Center</b>	<b>7:00 - 9:00 pm</b>
<b>Jan 26 - Mar 2</b>	<b>Career Center</b>	<b>7:00 - 9:00 pm</b>

### 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)

<b>Thur</b>	<b>Fee: \$125</b>	<b>6 Sessions/12 hr</b>
<b>Sept 16 - Oct 21</b>	<b>Neptune Annex</b>	<b>7:00 - 9:00 pm</b>
<b>Jan 27 - Mar 3</b>	<b>Neptune Annex</b>	<b>7:00 - 9:00 pm</b>

<b>Mon</b>	<b>Fee: \$125</b>	<b>6 Sessions/12 hr</b>
<b>Sept 13 - Oct 25</b>	<b>Career Center</b>	<b>7:00 - 9:00 pm</b>
<b>Jan 24 - Mar 7</b>	<b>Career Center</b>	<b>7:00 - 9:00 pm</b>

# INFORMATION TECHNOLOGY

## 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.

<b>Thur</b>	<b>Fee: \$175</b>	<b>6 Sessions/12 hrs</b>
<b>Sept 16 - Oct 21</b>	<b>Neptune Annex (PC)</b>	<b>7:00 - 9:00 pm</b>
<b>Jan 13 - Feb 17</b>	<b>Neptune Annex (PC)</b>	<b>7:00 - 9:00 pm</b>

<b>Tue</b>	<b>Fee: \$175</b>	<b>6 Sessions/12 hrs</b>
<b>Sept 14 - Oct 19</b>	<b>Career Center</b>	<b>7:00 - 9:00 pm</b>
<b>Jan 11 - Feb 15</b>	<b>Career Center (MAC)</b>	<b>7:00 - 9:00 pm</b>

## 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.

<b>Thur</b>	<b>Fee: \$175</b>	<b>6 Sessions/12 hrs</b>
<b>Sept 16 - Oct 21</b>	<b>Neptune Annex</b>	<b>7:00 - 9:00 pm</b>
<b>Feb 24 - Apr 14</b>	<b>Neptune Annex (PC)</b>	<b>7:00 - 9:00 pm</b>

<b>Tue</b>	<b>Fee: \$175</b>	<b>6 Sessions/12 hrs</b>
<b>Sept 14 -Oct 19</b>	<b>Career Center</b>	<b>7:00 - 9:00 pm</b>
<b>Feb 22 - Apr 12</b>	<b>Career Center (MAC)</b>	<b>7:00 - 9:00 pm</b>

# GRAPHIC ARTS

## 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.

<b>Tue</b>	<b>Fee: \$150</b>	<b>6 Sessions/15 hr</b>
<b>Sept 14 - Oct 19</b>	<b>CHS (Wall)</b>	<b>6:30 - 9:00 pm</b>
<b>Jan 4 - Feb 8</b>	<b>CHS (Wall)</b>	<b>6:30 - 9:00 pm</b>

## 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.

<b>Wed</b>	<b>Fee: \$240</b>	<b>10 Sessions/25 hrs</b>
<b>Sept 15 - Dec 1</b>	<b>CHS (Wall)</b>	<b>6:30 - 9:00 pm</b>

## INTRO ADOBE InDESIGN

This course will introduce students to AdobeInDesign 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**                      **Fee: \$240**                      **10 Sessions/25 hrs**  
**Sept 13 - Nov 15**      **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**                      **Fee: \$240**                      **9 Sessions/25 hrs**  
**Oct 26 - Dec 21**      **CHS (Wall)**                      **6:30 - 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**                      **Fee: \$240**                      **10 Sessions/25 hrs**  
**Sept 16 - Dec 2**      **CHS (Wall)**                      **6:30 - 9:00 pm**  
**Jan 6 - Mar 10**      **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 their 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**                      **Fee: \$ 120**                      **5 Sessions/12.5 hrs**  
**Jan 5 - Feb 2**              **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**                      **Fee: 120**                      **5 Sessions/12.5 hrs**  
**Feb 9 - Mar 9**              **CHS (Wall)**                      **6:30 - 9:00 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.

<b>Tue/Thur</b>	<b>Fee: \$160</b>	<b>10 Sessions/30 hrs</b>
<b>Sept 14 - Oct 14</b>	<b>Long Branch</b>	<b>6:30 - 9:30 pm</b>
<b>Feb 22 - Mar 24</b>	<b>Long Branch</b>	<b>6:30 - 9:30 pm</b>

## 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.

<b>Tue</b>	<b>Fee: \$105</b>	<b>6 Sessions/15 hrs</b>
<b>Sept 14 - Oct 19</b>	<b>Long Branch</b>	<b>6:00 - 8:30 pm</b>
<b>Feb 8 - Mar 15</b>	<b>Long Branch</b>	<b>6:00 - 8:30 pm</b>

## 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.

<b>Mon/Wed</b>	<b>Fee: \$595</b>	<b>60 Sessions/180hrs</b>
<b>Starts Sept 13</b>	<b>Career Center</b>	<b>6:00 - 9:00 pm</b>

## 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.

<b>Tue/Thur</b>	<b>Fee: \$350</b>	<b>30 Sessions/90 hrs</b>
<b>Sept 14 - Jan 6</b>	<b>Career Center</b>	<b>6:00 - 9:00 pm</b>

# For the Educator

## INTRODUCTION TO TEACHING--24 HOUR PRE SERVICE STATE REQUIRED PROGRAM

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

Course content will include:

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

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

Mon/Wed  
Sept 13 - Oct 6

Fee: \$200  
Career Center

8 Sessions/20 hrs  
6:00 - 8:30 pm

## 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.**

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

- **BY MAIL AFTER JUL 1 , 2010**  
 MCVSD  
 4000 Kozloski Road  
 PO Box 5033  
 Freehold, NJ 07728
- **IN PERSON AFTER SEPT 6, 2010**  
 4 pm to 8 pm  
 Mon - Thur  
 Neptune Annex  
 105 Neptune Blvd  
 Neptune, NJ 07753.  
  
 4 pm to 8 pm  
 Mon - Thurs  
 Career Center  
 1000 Kozloski Road  
 Freehold, NJ 07728
- **BY FAX: 732.409.6736**

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

**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 \$35 charge for returned checks.**

**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.

**REFUND POLICY**

Full refunds must will be made prior to the start of class. A \$10.00 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.

**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

WBUD FM 101.5

NEWS 12 New Jersey

CBS, NBC, ABC, Fox

WWW. MCVSD.Org

This institution does not admit students on the ability to benefit.

These programs are approved by the NJ Department of Education. Qualified students may be eligible for Veteran's Benefits. Please call 732.431.6292 for more information.

Credit for previous education shall be determined by the Director of the program and/or the appropriate licensure Board and/or the State Department of Education.

**MONMOUTH COUNTY VOCATIONAL  
 2010/2011 EVENING SCHOOL CALENDAR**

<b>July</b>	<b>01</b>	<b>Wed</b>	<b>Registration begins for 10/11 Evening School</b>
<b>Sept</b>	<b>13</b>	<b>Mon</b>	<b>Evening School Begins</b>
<b>Oct</b>	<b>11</b>	<b>Mon</b>	<b>No Evening School</b>
<b>Nov</b>	<b>03-04</b>	<b>W/Th</b>	<b>NJEA Convention--No Evening School</b>
<b>Nov</b>	<b>24-25</b>	<b>W/Th</b>	<b>No Evening School--Thanksgiving</b>
<b>Dec</b>	<b>23</b>	<b>Thur</b>	<b>School Closed for winter break Thru Jan 1</b>
<b>Jan</b>	<b>03</b>	<b>Mon</b>	<b>School Reopens</b>
<b>Jan</b>	<b>17</b>	<b>Mon</b>	<b>No Evening School--Martin Luther King Jr.</b>
<b>Feb</b>	<b>21</b>	<b>Mon</b>	<b>No Evening School--Presidents Day</b>
<b>Apr</b>	<b>18</b>	<b>Mon</b>	<b>No Evening School--Spr Break thur Apr 28</b>
<b>May</b>	<b>2</b>	<b>Mon</b>	<b>School Reopens</b>
<b>May</b>	<b>26-30</b>	<b>Th/M</b>	<b>No Evening School--Memorial Day Weekend</b>

## COURSE LISTING

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



**RESPECT YOUR  
TEACHER AND  
CLASSMATES  
BY TURNING**

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

**HAZLET-732.264.4995**  
**417 Middle Road, Hazlet, NJ 07730**

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

**COMMUNICATIONS HIGH SCHOOL (WALL)-732.681.1010**  
**1740 New Bedford Road, Wall, NJ 07719**

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

**CULINARY EDUCATION CENTER (ASBURY PARK)-732.988.3299**  
**Drury Lane, Asbury Park, NJ 07712**

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

**FREEHOLD-732.462.7570**  
**Robertsville Road, Freehold, NJ 07728**

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

**MIDDLETOWN-732.671.0650**  
**2 Swartzel Drive, Middletown, NJ 07748**

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

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

**KEYPORT-732.739.0592**  
**280 Atlantic Street, Keyport, NJ 07735**

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

**KIVA-732.542.5455**  
**537 Tinton Avenue, Tinton Falls, NJ 07724**

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

**PRACTICAL NURSING AND LONG BRANCH**  
**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  
Paid  
Permit No. 81

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  
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  
Drury Lane  
Asbury Park, NJ 07712  
732.988.3299

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

BIOTECHNOLOGY HIGH SCHOOL  
5000 Kozloski Road  
Freehold, NJ 07728  
732.431.7208

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

MAST  
305 Mast Way  
Highland, NJ 07732  
732.291.0995

CAREER CENTER  
1000 Kozloski Road  
Freehold, NJ 07728  
732.431.3773

FREEHOLD  
Robertsville Road  
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