

Monmouth County Vocational School District Career & Technical Education Adult Evening Programs



See Pages 3, 10, and 14 for **FREE** classes!

Registration begins January 1st
Winter/Spring Term begins January 7th
Register online at www.mcvsd.org
Call 732 431 7942 Ext. 2 for more
Information



MONMOUTH COUNTY BOARD OF CHOSEN FREEHOLDERS

TABLE OF CONTENTS



Monmouth County Board of Chosen Freeholders
(left to right) Gerard P. Scharfenberger, Ph.D, John P. Curley,
Director Thomas A. Arnone, Deputy Director Lillian G. Burry
and Patrick Impreveduto

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General Information	3
Free ESL Classes... ..	3
Free LPN Math Class.....	3
Hobbies and Leisure.....	4
Career Development.....	6-8
Information Technology/Financial Planning.	6
Transportation Technology	8
CDL... ..	9
Apprenticeship Courses... ..	11
Health Science	12
Certified Nursing Assistant.....	12
Certified Homemaker/Home Health Aide (ESL)... ..	3
Licensed Practical Nursing	14
Personal Services... ..	15
Cosmetology	15
Horticulture.....	16
Culinary Arts.....	18
Calendar	23
Enrollment Form... ..	20

General Information

Career and Continuing Education

Career and Continuing Education Courses are designed for adults who want to learn a trade or supplement the skills and technical knowledge they use in their present jobs. Serious hobbyists are welcome, too.

Students in the Career and Continuing Education Program learn by doing. Classes are held in the Monmouth County Vocational School District's fully equipped shops and classrooms using modern tools, equipment and techniques. Shop work is supplemented by the instruction in theory and principles of the trade.

Instructors are teachers in the Monmouth County Vocational School District Day Program and other highly skilled, experienced trades people. No course credits are given in the Career and Continuing Education Program; however, each student with proper attendance is given a certificate which indicates the number of hours attended.

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 Requirements

Adult vocational education classes are open to all persons 16 years of age or older (unless otherwise noted) who have graduated or left an elementary or secondary school system. Additional course requirements are listed as prerequisites.

Non-Discrimination Clause: The Monmouth County Vocational School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affection or sexual orientation, gender identity or expression, religion, disability, or socioeconomic status. Further information regarding this policy can be obtained from the 504 Compliance/Affirmative Action Officer, Mr. Charles Ford, Jr., Ed.D., 732-431-7942 Ext. 5.

Registration Process

BY WEBSITE – ONLINE REGISTERING MADE EASY!

Use our online system to register at your convenience and to save you time! Visit: www.mcvsd.org then click "Adult Education"

BY MAIL – Complete the registration form on the last page and mail along with payment by check, money order, VISA/MasterCard/Discover, American Express.

**Mail to: 4000 KOZLOSKI ROAD
FREEHOLD, NJ 07728
Fax: 732-409-6736**



Mail-in Registration must be received at least one week prior to course start date.

Help Wanted!

We are always looking for ideas for new courses. If you have a special skill or knowledge, perhaps you would enjoy teaching a night course for us. Go to www.mcvsd.org, click **Adult Education** and submit a course proposal form.

Requirements: 4 years' experience
Trade or Service areas: 4 years' experience
Academics: NJ Teacher Certificate (Standard)

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

If you attended MCVSD Adult High School & need a copy of your transcript call 732-431-7245 Ext. 0

Free ESL Healthcare Classes

English as a Second Language Certified Nurse Aide Class (Free)

This program is designed for those whose native language is not English, who understand a moderate amount of English, and who wish to enter the field of nursing. Students will be given the tools to improve their speaking, reading, and writing skills while they attend the Certified Nurse Aide in a Long Term Care Facility (CNA) course. Students will 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), students will be eligible to take the New Jersey State Nurse Aide in Long Term Care Facility Exam. **There will be a per hour fee for any make-up time and students can be absent no more than two classes.** According to the New Jersey Department of Health, CNA candidates do not need a high school diploma to become licensed, however, a **prerequisite for certification is passing criminal background check and other documentation as noted on the NJ Department of Health website.**

Admission requirements: entrance test scores, complete physical examination including flu vaccine, purchase uniform and textbook, and attend orientation. Cost of certification exam is not included in tuition. Each course is 90 hours. **Additional hours may be required for those students who need extra help.**

Thursdays & Fridays
9:00 am to 1:00 pm Neptune Annex

February 21, 2019-June 28, 2019

Orientation on:
February 13, 2019 at 10:00am Neptune Annex

Mandatory Entrance Test Dates

- December 18th 5:30pm**
- January 10th 5:30pm**
- January 17th 5:30pm**
- February 7th at 5:30pm**

***Call (732) 431-7942 Ext. 2 to register for the mandatory entrance test.**



Free ESL Healthcare Classes

English as a Second Language Certified Homemaker/Home Health Aide (CHHA) (Free)

This program is designed for those whose native language is not English, who understand a moderate amount of English, and who wish to enter the field of nursing. This NJ State Board of Nursing approved program prepares you to work for a home care agency or assisted living facility. Learn to provide basic care including personal care, nutrition, and rehabilitation services for patients recovering from an illness in their home or in an assisted-living facility. Learn basic anatomy and physiology and study common diseases. Upon successfully completing the 76-hour program, you will be prepared to qualify for certification. The certification exam will be administered on the last day of class. **Prerequisite for certification: passing criminal background check and other documents as noted on the NJ State Board of Nursing.** Note: 100% attendance is required by the NJ State Board of Nursing. Textbook and cost of HHA certification not included in tuition. Admission requirements: entrance test scores

Tuesdays and Thursdays (26 sessions)
4:00pm to 8:00pm Neptune Annex
January 22, 2019- April 18, 2019.....\$0

Mandatory Entrance Test Dates

- December 18th 5:30pm**
- January 10th 5:30pm**
- January 17th 5:30pm**

***Call (732) 431-7942 Ext. 2 to register for the mandatory entrance test.**

Free Classes

Math/Reading Preparation for MCVSD Licensed Practical Nursing Program (Free)

This free course will teach students the basic math/literacy skills needed to pass the ATI TEAS exam and to be successful in the Licensed Practical Nursing Program. The requirements are that you commit to attending 20 class sessions during the semester and complete the basic skills testing within the course. Areas covered include: Basic Operations, Fractions, Decimals, and Reading Comprehension. **Call (732) 431-7942 Ext. 2 to register.**

Tuesdays & Thursdays
2:30 pm to 5:30 pm Neptune Annex
January 15, 2019-May 15, 2019

Hobbies & Leisure

American Sign Language Course (Introduction)

American Sign Language is a visual and beautiful language. Come and begin to learn about ASL and Deaf culture in this fast-paced introductory course.

Tuesdays (6 sessions)
6:00 pm to 8:00 pm Career Center
 January 15, 2019 – February 19, 2019..... \$120

American Sign Language Course (Intermediate)

American Sign Language is a visual and beautiful language. Come and expand on your basic knowledge of ASL and Deaf culture in this fast-paced intermediate course.

Tuesdays (6 sessions)
6:00 pm to 8:00 pm Career Center
 February 26, 2019- April 2, 2019\$120

Audio Production/Podcasting

Today's technology allows for just about anyone to create their own radio shows and offer them as downloadable and/or streaming audio online. However, navigating these waters and creating a quality product may take some guidance. This class will teach the basics of working with audio (using microphones, cables, mixing boards, editing software) and will provide step-by-step guidance on how to create and host your own podcast using free and inexpensive resources.

Prerequisite: Basic computing skills and access to a home computer.

Tuesdays and Thursdays (12 sessions)
6:00 pm to 7:30pm CHS
 January 15, 2019-February 21, 2019 \$240

EBay: Beginners

This course will instruct you how to get started selling and buying on EBay. Learn how to create a listing with effective descriptions and pictures as well as monitor your listings and complete a transaction. Learn how to open an account, PayPal, research the competition, and to achieve the most out of your listings. Learn about creating effective listings, payments and the feedback process.

Tuesdays and Thursdays (6 Sessions)
5:00pm to 7:00 pm Neptune Annex
 January 22, 2019-February 7, 2019.....\$120

Meditation for Beginners

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

Mondays (6 sessions)
6:00 pm to 7:30 pm CHS
 January 28, 2019- March 11, 2019..... \$100

Spanish: Beginners

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

Thursdays (8 sessions)
6:00 pm to 8:00 pm CLASS Academy
 January 24, 2019-March 14, 2019 \$180

Real Estate

Pre-License Real Estate

This course meets the State Educational requirements for those wishing to qualify for the State Licensing Exam in partnership with the Caplan School of Real Estate. Students must be 18 years of age and have a high school diploma or equivalent. The NJ Real Estate Commission will conduct a criminal background check on all candidates. Students must complete the 75-hour course and earn a score of 70% or more on the MCVSD final exam. Students have one year from date of issuance to pass the State exam and file their applications with the Real Estate Commission. Tuition includes textbook, all materials, and review for State Exam.

Mondays and Wednesdays 25 sessions
5:30pm-8:30pm Career Center
 January 28, 2019-May 6, 2019.....\$400



Legal Secretary Training Program

Legal Secretary Training Course with MS Office Computer Training



A vital part of any legal practice is the administrative and documentary work performed by legal staff. This course will prepare students to become competent legal secretaries and will provide students with a foundation on which to begin a legal career. Upon completion of the course, each student will receive a certification of completion from the MCVSD. Topics include: Introduction to the basic theory of law, the legal process, the nature of the practice of law, technology and research databases utilized in the legal office, legal research techniques, court filings, office procedures including billing techniques, transcript services, legal citation format, office management techniques, handling client telephone calls, assistance with filing court documents and speaking with opposing counsel. This class will begin with an overview of MS Office programs and functions, including PowerPoint, Word, and Excel.

MS Office Training:
Mondays and Wednesdays (6 sessions)
6:00 pm to 8:00 pm Career Center
January 28, 2019- February 13, 2019

Legal Secretary Training:
Mondays (6 sessions)
6:30 pm to 8:30 pm Career Center
February 25, 2019-April 1, 2019

Total Cost of Program.....\$350



Education

Child Development Associate (CDA)



The Child Development Associate (CDA) is a nationally recognized credentialing program. It is a competency-based credential awarded to individuals who work with young children, both as Family Child Care Providers or center-based staff, and have met all of the requirements outlined by the Council for Professional Recognition.

The State of New Jersey, Department of Children and Families (licensing agency) recognizes the credential as equivalent to the Group Teacher certificate. Textbook information will be mailed to students upon registration. **This 120-hour course is perfect for anyone who works with infants- preschool children, or anyone who is interested in a career in Early Childhood Education**

Tuesdays, Wednesdays and Thursdays (40 sessions)
6:00 pm to 9:00 pm Neptune Annex
March 5, 2019- June 12, 2019\$700



Information Technology / Financial Planning

Getting Things Done with iPads and iPhones

Learn how to get more out of iPhones and iPads by using them to do the same things as computers do, including sending and receiving email and text messages; creating and editing documents; editing images and videos, sharing files and data, and more. Topics will be determined in part by the desires of students. Prerequisites: Must be comfortable using an iPhone or iPad. Bringing yours to class highly recommended.

Tuesdays and Thursdays (8 sessions)
6:30 pm to 8:30 pm CHS
January 15, 2019- February 7, 2019.....\$190

Intro to Web Design using WordPress

Help yourself find a web-design job by learning the basics of web page and web site design using WordPress, the most popular blogging tool and content management system (CMS). After learning the basics of HTML, CSS, JavaScript, web design and web hosting, students will learn the basics of WordPress, including how to use themes, plug-ins and widgets. Students will need to set up their own websites. Prerequisites: Must be competent using at least one computer operating system and feel comfortable working with a web browser.

Tuesdays and Thursdays (8 sessions)
6:30 pm to 8:30pm CHS

February 12-March 7, 2019..... \$190

Intro to Google Chromebooks and Google Apps

Learn the basics of using a Google Chromebook and free Google Apps to get things done. Topics covered will be determined based on the collective needs of students but can include: how ChromeOS works, setting up a Google account, using Google Apps like Docs, Sheets, storing files and data on Google Drive, getting thousands of other apps from the Google Play store, setting up Settings, syncing with other devices, and more. Prerequisite: Students should own at least a Chromebook and bring it to class.

Mondays and Wednesdays
(8 sessions) 6:30 pm to 8:30pm CHS

January 14, 2019-February 11, 2019 \$190

Intro to Android Smartphones and Tablets

Learn the basics of using your tablet or smartphone using Google's Android OS. Topics covered will be determined based on the collective needs of students but can include: basic usage, setting up Settings, syncing devices through Google services, purchasing, downloading, installing and deleting apps; using particular apps like Camera, Gmail, Maps, Chrome (and other web browsers), Youtube, DropBox, etc., and more. Prerequisite: Students should own at least one device using Android and bring it to class.

Mondays and Wednesdays
(8 sessions) 6:30 pm to 8:30pm CHS

February 25, 2019-March 20, 2019 \$190

How to Troubleshoot Computers and Avoid Problems

Whether it's a PC running Windows, a Mac running macOS, or some other operating system, computers develop problems that can range from annoying to disastrous. Learn the basics of computer troubleshooting, including how to prevent problems, protect your data in case there is a problem, how to recognize a problem and what may be causing it, and how to solve the problem with a minimum of cost and aggravation. Prerequisites: Must be competent using at least one computer operating system and feel comfortable working with a web browser. Bringing a laptop computer to class highly recommended.

Tuesdays and Thursdays (8 sessions)
6:30 pm to 8:30pm CHS

March 12, 2019-April 4, 2019\$190

Intro to Linux PC Operating Systems

Learn the basics of installing and using a Linux-based PC operating system, which is free and open source software available for download from the Internet. Students will learn what Linux is, how to get a Linux OS and install it on a PC beside or instead of Windows, and how to use programs that come with it. This IS NOT a professional-level Linux course and won't qualify you to be a Linux system administrator. Prerequisites: Must be competent using at least one computer operating system and feel comfortable working with a web browser. Bringing your laptop computer to class is required.

Tuesdays and Thursdays (8 sessions)
6:30 pm to 8:30pm CHS

April 9, 2019-May 9, 2019\$190

Apple MacOS Mastering the Mac

Help yourself find a graphic design job by learning how to master Apple's MacOS through learning advanced subjects such as changing system and Finder preferences; customizing Mac applications; finding, downloading and installing non-Apple applications; networking your Mac with other computers, and more. Topics will be determined in part by the desires of students. Prerequisite: Must feel comfortable using some version of MacOS. Access to a Macintosh at home or work is highly recommended. Students encouraged to bring their own Mac laptops to class.

Mondays and Wednesdays
(8 sessions) 6:30 pm to 8:30pm CHS

March 25, 2019-April 17, 2019\$190



Register and Pay Online at www.mcvsd.org

Appealing Your Home Assessment

This course answers the question of whether/how to appeal your own home assessment. It includes the schedule and tools for finding the ever-important “comparable” for use when appealing. It also discusses the tax-board hearing when your appeal is heard and what happens afterwards.

Mondays (2 sessions)

6:30 pm to 9:00 pm Neptune Annex\$50
March 4, 2019 and March 11, 2019

Or

March 25 and April 1, 2019

Accounting and Computers (Beginners)

This course covers basic bookkeeping and accounting principles and techniques on QuickBooks software. 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. Class limited to 10 students.

Wednesdays (10 sessions)

6:30 pm to 8:30 pm Neptune Annex
January 23, 2019-March 27, 2019 \$200

Accounting and Computers (Intermediate)

This course covers basic bookkeeping and accounting principles, general ledger, financial statements preparation and understanding of payroll preparation) using QuickBooks software to understand the impact of different types of transactions and how they affect business operations. Class limited to 10 students.

Thursdays (10 sessions)

6:30 pm to 8:30 pm Neptune Annex
January 24, 2019 – March 28, 2019.....\$200

Google Sheets and Docs

Google offers more a search engine. Need a spreadsheet or Word processing program but don't want to pay to purchase commercial programs? Google Sheets and Docs is what you are looking for. All you need is a Google account. Don't have one? We will get you one, and it's all free. In this class, we provide an introduction to Google sheets (spreadsheets and Google Docs (word processing). You will learn how to set up a sheet, enter data, format and use formulas. The intro to Google Docs will teach you how to use this versatile word processing program to create personal and business documents. A bonus is that you can share these easily. You don't have to email the documents. These are stored on Google Drive which comes with your Google account. As long as you have access to the Internet, you have access to the documents, wherever you are.

Tuesdays and Thursdays (6 sessions)

7:00 pm to 9:00 pm Career Center
February 19, 2019- March 7, 2019..... \$190

Basic Computer Literacy (Introduction)

This course is for the individual who has little or no computer experience. The main goal of this class is for the student to get comfortable with using computers. It will provide introduction on the basic functions as well as selected Microsoft products. **Students must bring their own USB drive.**

Mondays (6 sessions)

6:00 pm to 8:00 pm Neptune Annex
January 14, 2019-March 4, 2019..... \$160
 Or

Tuesdays and Thursdays

(6 sessions) 7:00 pm to 9:00 pm
Career Center
January 29, 2019-February 14, 2019..... \$160

Computer Literacy (Advanced)

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

Students must bring their own USB drive.

Mondays (6 sessions)

6:00 pm to 8:00 pm Neptune Annex
March 11, 2019-April 15, 2019 \$190

Microsoft Excel: Introduction

This course covers data entry, cell techniques, formulas, using functions, font styles, drawing tools, ranges and printing techniques. Other spreadsheet topics will be explored. Students should be able to use a mouse & keyboard and be familiar with how to save and retrieve files. **Students must bring their own USB drive.**

Tuesdays (6 sessions)

6:00 pm to 8:00 pm Neptune Annex
January 15, 2019 –February 19, 2019..... \$190
 Or

Tuesdays and Thursdays

(6 sessions) 7:00 pm to 9:00 pm
Career Center
January 15, 2019- January 31st



Microsoft Excel: Advanced

Microsoft Excel training for business professionals shows you advanced Excel skills that apply to creating smart adaptive Excel business tools. Our advanced Excel training focuses on: Creating Excel analysis and data processing tools using advanced formulas, array formulas, logic, ActiveX controls, conditional formatting, data validation, pivot tables, pivot charts, Excel tables and relationships. Advanced aspects of these elements and how to assemble them in sophisticated ways including modeling and creating interactive dashboards will be covered. Creation of advanced logic will be reviewed, which allows these tools to operate autonomously and adapt to changing data. We will also provide an introduction to macros (VBA).

Prerequisites: Ability to use a mouse, save and retrieve files. Knowledge and experience with Excel. **Students must bring their own USB drive.**

Tuesdays and Thursdays (6 sessions)

7:00 pm to 9:00 pm Career Center

March 12, 2019-March 28, 2019 \$190

Microcomputer Keyboarding

This course will teach students the touch keyboarding method of alphabetic and numeric/symbol skills necessary to input information efficiently and accurately. The course is recommended for students interested in developing basic keyboarding skills.

Tuesdays (6 sessions)

6:00 pm to 8:00 pm Neptune Annex

February 26, 2019-April 2, 2019.....\$190

Transportation Technology

ASE Certified Technician

Becoming an ASE Certified Technician? This ASE test prep course will build your test-taking skills and utilize the most up-to-date test information and resources. Technicians with ASE credentials help instill customer confidence. The instructor, a Master Automotive Technician, will individualize your ASE PREP instruction. This course will focus on the following areas: Suspension and Steering, Brakes, Electrical/Electronic Systems and Engine Performance. This course will prepare students for the A1 through A8 ASE exams. Textbook not included.

Thursdays (10 sessions)

6:00 pm to 9:00 pm Hazlet

January 31, 2019- April 4, 2019\$200

Auto Body Repair and Refinishing (Beginners)

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

Tuesdays & Thursdays (12 sessions)

6:30 pm to 9:30 pm Hazlet

January 15, 2019- February 21, 2019 \$240

Auto Body Repair and Refinishing (Advanced)

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

Tuesdays & Thursdays (12 sessions)

6:30 pm to 9:30 pm Hazlet

February 26, 2019- April, 4, 2019 \$240

Pilot Ground School

Ever dreamed of piloting a private plane? This course, taught by a FAA certified flight instructor, is an introduction to the requirements of becoming a private pilot certified for fixedwing (not helicopter) single engine aircraft. Topics include Principles of Flight and Aerodynamics, Aviation Physiology, Airports and Air Traffic Control, Aircraft Engines, Instruments, Systems and Performance, Weather, Navigation, Flight Planning, and FAA Regulations. Students shall be responsible for purchasing their own materials (approximately \$65); a syllabus with required textbook/supplies will be mailed to students. This course will prepare students with the necessary aeronautical knowledge that can be used to pass the FAA private pilot written exam. **(FLIGHT INSTRUCTION IN AN AIRCRAFT NOT INCLUDED)**

Mondays (12 sessions)

6:00 pm to 9:00 pm Neptune Annex

January 28, 2019-May 6, 2019 \$230

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 modern automotive service facility.

Tuesdays & Thursdays (12 sessions)

6:30 pm to 9:30 pm Middletown

January 22, 2019-February 28, 2019\$385



CDL B w/Passenger Endorsement

In partnership with Superior Driving School in Toms River, students will prepare for all written CDL exams including: General Knowledge, Air Brakes, Hazmat, Tankers and Passenger. The theory portion of the course will take place in the Neptune Annex. Upon completion of the theory portion of the class, the students are required to take and pass the written CDL Class B exam at a NJ Motor Vehicle Agency before they can continue their training. The mandatory yard and road portion of the class will take place at 2834 Lacey Road, Forked River, NJ at the Superior Driving School location. The yard and road training will cover all skills necessary to pass the new federally regulated road test at NJ Motor Vehicles. Upon completing this training, students will be required to take a road test at NJ Motor Vehicle testing center coordinated by Superior Driving School. Upon completion of this course, drivers will be able to drive automatic transmission class B vehicles including buses. Please note that this training will NOT enable a driver to operate a School Bus. There is a separate endorsement, "S" (School Bus) which is required (not included in this course) and can be obtained after receiving the "P" (Passenger) endorsement, included in this course. The total cost of the course is \$1,200. A mandatory deposit of \$220 is required to Superior Driving School upon registration as well as a payment in the amount of \$280.00 to MCVSD.

Theoretical Portion: \$280 (Payable to MCVSD)
 Location: Neptune Annex
 Tuesday and Thursday:
 5:30pm – 9:30pm 1/15/19 – 2/14/19

Yard and Road Training: \$920 (Payable to Superior Driving School. Does not include MVC Permit, DOT Physical or fingerprinting.)
 (Payment arrangements can be made for the balance.)
 Tuesday and Thursday: 6:00pm – 10:00pm
 2/26/19 – 3/28/19

Upon registration, students will be mailed an additional Information packet that they must complete and contact Superior Driving School two weeks before the theoretical portion of the class begins.

Requirements: Must be 18 with a non-provisional driver's license and pass a DOT physical provided by Superior Driving School. Theoretical training will continue until either the date listed above or the students permits are validated whichever come first. 80% attendance in the Yard & Road section of the course is required. Questions should be directed to Superior Driving School at 1-877-664-509

Tractor Trailer -CDL Class A

In partnership with Superior Driving School in Toms River, students will prepare for all written CDL exams including: General Knowledge, Air Brakes, Combination Vehicles, Hazmat, Tankers, Doubles & Triples. The theory portion of the course will take place in the Neptune Annex. Upon completion of the theory portion of the class, the students are required to take and pass the written CDL Class A exam at a NJ Motor Vehicle Agency before they can continue their training. The mandatory yard and road portion of the class will take place at 2834 Lacey Road, Forked River, NJ at the Superior Driving School location. The yard and road training will cover all skills necessary to pass the new federally regulated road test at NJ Motor Vehicles. Upon completing this training, students will be required to take a road test at NJ Motor Vehicle testing center coordinated by Superior Driving School. **The total cost of the course is \$2,500. A mandatory deposit of \$220 is required to Superior Driving School upon registration as well as a payment in the amount of \$280.00 to MCVSD.**

Theoretical Portion: \$280 (Payable to MCVSD)
 Location: Neptune Annex
 Tuesday and Thursday
 5:30pm – 9:30pm
 1/15/19 – 2/14/19

Yard and Road Training: \$2,200 (Payable to Superior Driving School. Does not include MVC Permit, DOT Physical or fingerprinting.)
 (Payment arrangements can be made for the balance.)
 Tuesday and Thursday
 5:30pm-9:30pm
 2/26/19 – 06/13/19

Upon registration, students will be mailed an additional information packet that they must complete and contact Superior Driving School two weeks before the theoretical portion of the class begins.

Requirements: Must be 18 with a non-provisional driver's license and pass a DOT physical provided by Superior Driving School. Theoretical training will continue until either the date listed above or the students permits are validated whichever come first. 80% attendance in the Yard & Road section of the course is required. Questions should be directed to Superior Driving School at 1-877-664-5090.





Basic Auto Mechanics & Preventative Maintenance

This course includes shop and personal safety rules, care and use of hand tools, lubrication services, car safety inspection, under-car visual inspection and service, under hood visual inspection, chassis lubrication, oil and filter change, service of automotive transmission, tire maintenance and repair, wheel bearing maintenance, basic automotive electricity and engine theory. This course is designed for first-year apprentices and those interested in the automotive field. This is not a theory course, rather a hands-on course. **The student must have his/her own project and be responsible for all materials and supplies needed.**

Tuesdays (10 sessions)
7:00 pm to 10:00 pm CLASS Academy
February 26, 2019- May 14, 2019.....\$210

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 are not included in tuition.

Tuesdays/Thursdays (12 sessions)
5:30 pm- 8:30 pm CLASS Academy
January 29, 2019-March 7, 2019.....\$220

Blueprint Reading I

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

Tuesdays (11 sessions)
6:00 pm to 9:00 pm Career Center
January 22, 2019-April 2, 2019.....\$220

Blueprint Reading II

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

Thursdays (10 sessions)
6:00 pm to 9:00 pm Career Center
January 24, 2019-April 4, 2019.....\$220

FREE New Jersey Build Pre-Apprenticeship Construction Program

NJBUILD is a **no cost** construction pre-apprenticeship training program for **women and minorities** offered by the New Jersey Reentry Corporation through funding by the Department of Labor & Workforce Development of the State of New Jersey.

Eligibility Requirements:

Participants must be 18 years of age or older, residents of Monmouth, Ocean, Middlesex or Somerset counties, possess a high school diploma or equivalent, possess a valid driver's license, and a second form of identification such as passport, birth certificate or social security card.

Course Description:

The NJBUILD Construction Pre-Apprenticeship Training Program is a 16-week, 260-hour course that will provide students with a combination of theory and hands-on education in the following knowledge areas: electrical, plumbing, carpentry and general labor. The course will also include instruction in the areas of language, construction math and workforce readiness skills such as resume writing and interviewing skills. **Students earn a certificate of completion and OSHA-30 credentials upon successful program completion.**

Course Meets Mondays through Thursdays at CLASS Academy from 5:30 pm- 8:30 pm January 14, 2019- May 16, 2019

Attendance at all sessions is mandatory.

To Register, Contact: Anabel Damacela, Program Director, at (551) 222-4341 or adamacela@njreentry.org

Success Story

Alvin, was recently hired as a laborer at a local dock, where he repairs U.S. Naval ships, cruise ships, and aircraft carriers. "The people here welcomed me with open arms," he said. "I tell people to come to this program because the staff really wants to help." Congratulations, Alvin!



Welding I

This course is an introduction to welding and the primary focus is SMAW (shielded metal arc welding) or stick welding. Other topics covered are welding safety, safe use and maintenance of tools and equipment, safe shop keeping, welding terms and metallurgy, oxyacetylene cutting and gas welding, plasma cutting, brazing and soldering and structural welding in all positions (flat, vertical & overhead). Information on AWS (American Welding Society) membership and welding certification will be provided. **Books, supplies and personal safety equipment are not included in tuition. Apprenticeship Option, see page 15. *This class fills quickly.**

Enrollment limited to 6 students.

Mondays & Wednesdays (22 sessions)

4:00 pm to 7:00 pm Aberdeen

January 7, 2019-March 27, 2019.....\$650

Or

Mondays & Wednesdays (22 sessions)

7:00 pm to 10:00 pm Aberdeen

January 7, 2019-March 27, 2019.....\$650

Or

Tuesdays, Wednesdays, Thursdays (22 sessions)

4:00 pm to 7:00 pm Aberdeen

April 2, 2019-May 28, 2019\$650

Welding II

This course is a more in depth study of applications and techniques in SMAW (shielded metal arc welding) or stick welding, welding pipe and pipe joints, oxyacetylene and plasma cutting. Other topics are: GMAW (gas metal arc welding) or MIG welding of carbon steel and stainless steel, GTAW (gas tungsten arc welding) and TIG welding of carbon steel, stainless steel and aluminum. Safety procedures are included in all units of instruction. Information on AWS(American Welding Society)membership and a certificate of completion will be given to those who successfully complete 80% of the course. Books, supplies, and personal safety equipment not included in tuition. Enrollment limited to 6 students. ***This class has a wait list; please call to be placed on it.**

Select from course choices below, all classes meet for 22 sessions:

January 8, 2019- March 21, 2019.....\$650

Tuesdays & Thursdays

4:00 pm to 7:00 pm Aberdeen

January 8, 2019- March 21, 2019

Tuesdays & Thursdays

7:00 pm- 10:00pm Aberdeen

April 2, 2019-May 28, 2019

Tuesdays, Wednesdays, Thursdays

7:00 pm to 10:00 pm Aberdeen

Apprenticeship



WHAT IS AN APPRENTICESHIP?

A systematic approach of on-the-job learning and related technical courses for a specific occupation.

WHAT IS ON-THE-JOB LEARNING?

Learning skills operations under the close supervision of a trained mentor while employed full-time.

WHAT IS RELATED CLASSROOM INSTRUCTION?

Covers technical courses needed for a specific trade.

HOW LONG IS THE TRAINING PERIOD?

Depending on the occupation it varies from 1 to 5 year Apprenticeships
 144+ hours/yr. technical instruction

EMPLOYERS:

Call your County Apprenticeship Coordinator for more information! 732-431-7245 Ext. 2636

Establish a model program for your employees to obtain a nationally recognized credential.

Apprenticeship is a tremendous opportunity for women and minorities.

APPRENTICES:

Call your County Apprenticeship Coordinator. Register for Related Classroom Instruction.

BUSINESSES:

WE CAN PROVIDE CUSTOMIZED TRAINING PROGRAMS FOR YOUR ORGANIZATION!

SAMPLE CUSTOMIZED TRAINING COURSES/PROGRAMS:

Air Conditioning and Heating, Auto Mechanics, Cabinetmaking, Carpentry, Culinary Arts, Dietetic Assistant. Instrumentation, Machine Trades, Maintenance Mechanic, Millwrighting, Office Occupations, Packaging Mechanics, Refrigeration, ServSafe® Sanitation, Tool and Die Maker, Pipefitter and Welding

Additional Customized Training is available. Please call the Adult Education Office for more information at 732-431-7245 ext. 2636



Advanced Collection

A 45-hour program meeting State Department of Environmental Protection guidelines is required for advancement to the C-2, C-3, and C-4 State Collection licenses.

Tuesdays & Thursdays (13 sessions)
5:00pm to 9:00 pm Career Center
January 29, 2019- March 12, 2019.....\$275

Apprenticeship Courses Offered in Fall 2019 Include:

- Electricity**
- HVAC/R**
- Plumbing**
- Wastewater-Treatment Plant Operator**
- Waste Water Maintenance Mechanic**

Health Science

Certified Dental Assistant (CDA) Prep Course

Become a Certified Dental Assistant. This CDA test preparation course will build your test-taking skills and review the most up-to-date information and test resources. The instructor, a Certified and Registered Dental Assistant, will individualize your CDA Prep instruction. This course will focus on infection control, general chairside, and radiology exams. Applicant must be a candidate for the exam. There are eligibility requirements for taking the full CDA exam and GC component exam. Students should have their X-Ray license and have at least two years experience as Dental Assistants. Eligibility requirements can be found at www.danb.org. Textbooks not included.

Tuesdays 5:30 pm to 8:30 pm Hazlet (10 sessions)
January 29, 2019-April 2, 2019.....\$200

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 are stressed.

Mondays
6:30 pm to 8:30 pm Hazlet (11 sessions)
January 28, 2019-April 15, 2019..... \$220

CPR/BLS Provider

The Basic Life Support (BLS) Provider course covers core material such as adult and pediatric CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction and automated external defibrillation. This course is for healthcare providers such as EMS personnel, physician assistants, doctors, dentists, nurses, respiratory therapists, and lifeguards who must have a credential (card) documenting successful completion of a Healthcare Provider CPR course. The AHA's new BLS Course has been updated to include science and education from the 2015 Guidelines. **Class is limited to 8 students.** Book and CPR card included in tuition. *Disclaimer: Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.*

Wednesday 5:00 pm to 9:00 pm Hazlet (1 session)
February 20, 2019.....\$65

Or

Thursday 5:00 pm to 9:00 pm Hazlet (1 session)
March 14, 2019.....\$65

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 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 and students can be absent no more than two classes. According to the New Jersey Department of Health, CNA candidates do not need a high school diploma to become licensed. **Prerequisites:** Criminal background check. **Admission requirements:** complete physical examination including flu vaccine, purchase uniform and attend orientation.

Tuesdays through Friday
8:30 am to 2:00pm Neptune Annex
January 22, 2019- March 19, 2019\$600
Mandatory Orientation January 7 at 10:00am

Or

Mondays and Wednesdays
6:00pm-9:10pm Neptune Annex
March 11, 2019-June 19, 2019 \$600
Mandatory Orientation 2/12/19 at 4:30pm

Current Infection Control Practices in Dentistry



Cultivate a safe environment for dental patients by learning the most updated methods of CDC Guidelines. This course is designed for dental professionals to obtain the most current CDC Infection Control Practices. As of 2017, all Certified Dental Assistants must annually earn a minimum of two (2) CDE credits in infection prevention, control or safety. Participants will have the opportunity to evaluate their offices current procedures. This course is approved by the NJ Board of Dentistry for continuing education credit.

Tuesday 6:00 pm- 8:00 pm Hazlet (1 session)
April 9, 2019.....\$25

Course Title: Expanded Duties for NJ Dental Assistants – RDA



Learn the fundamentals of expanded duties for Dental Assistants necessary to prepare for the New Jersey Expanded Duties -General (NJXDG). The course includes both didactic and laboratory sessions to achieve basic competency for commonly practiced skills in a pre-clinical setting. Practice in the laboratory are simulated with the use of manikins and typodonts. There is no patient care in this course. Content of the course is in accordance to the NJ Board of Dentistry Dental Practice Act. **Textbook not included in tuition.**

Admission Requirements:

1. Applicant must have a high school diploma or its equivalent;
2. Applicant must be a current Certified Dental Assistant who successfully completed the DANB exam within ten- years of application for registration;
3. Obtained at least two years work experience as a dental assistant during the five-year period prior to making application for registration;
4. Applicants are asked to visit the NJ Board of Dentistry website for eligibility before enrolling in the course.

<https://www.njconsumeraffairs.gov/den/Pages/applications.aspx>

Thursdays
5:30 pm to 9:30 pm Hazlet (12 sessions)
February 7, 2019-May 2, 2019 \$450



Medical Terminology (Introduction)

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

Tuesdays
7:00 pm to 9:30 pm CLASS Academy (10 sessions)
January 29, 2019- April 2, 2019 \$200

Phlebotomy Technician

This class will prepare students to become phlebotomy technicians. Topics include: the healthcare delivery system, collection of materials and equipment, venipuncture and capillary techniques, and medical/legal/ethical implications of blood collection. Textbook not included in cost of course. Upon successful completion of the course, students may be recommended for a one week internship at CentraState Hospital on mutually agreed upon dates from 7:00AM-3:00PM Monday and 5:00AM-3:00PM Tuesday-Friday. The internship is voluntary and requires students to obtain a background check and bloodwork.

Tuesdays and Thursdays
5:00 pm to 9:00 pm Career Center (10 sessions)
March 19, 2019- April 18, 2019 \$300

Or

Tuesdays and Thursdays
5:00 pm to 9:00 pm Career Center (10 sessions)
April 30, 2019- May 30, 2019 \$300

Or

Tuesdays and Wednesdays
5:30 pm to 8:30 pm Neptune Annex (13 sessions)
February 5, 2019- March 19, 2019 \$300





Register and Pay Online at www.mcvsd.org

Certified Nurse Aide (CNA) **FREE CLASS!** **Meridian Sponsored with Job Placement**

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 and students can be absent no more than two classes. According to the New Jersey Department of Health, CNA candidates do not need a high school diploma to become licensed. **Prerequisites:** Criminal background check. **Admission requirements** complete physical examination including flu vaccine, purchase uniform and attend orientation. Each course is 90 Hours in length.

This class is sponsored in partnership with Meridian Nursing & Rehabilitation and will require students commit to a minimum six-month employment contract within the Meridian Nursing and Rehabilitation organization.

Tuesdays through Thursdays

8:30 am to 2:00pm Neptune Annex

March 26, 2019-May 22, 2019\$0

**Mandatory Orientation February 12, 2019 at 11:00am
Or**

May 23, 2019-June 28, 2019.....\$0

Mandatory Orientation April 12, 2019 at 11:00am

Students interested in registering for this course should contact the Board of Education office directly to obtain an application at 732-431-7245 Ext. 0.

Classes are limited to 10 students each and applications will be given out on a first-come first-served basis. Students must pass a drug-screening test and will be required to sign a commitment of employment contract upon job offer from Meridian Nursing & Rehabilitation Department.



Practical Nursing Program (LPN) Starting in 1958, the MCVSD Practical Nursing Program has graduated over 4,100 students. **For the past five years in a row the Nursing Licensure Examination (NCLEX) pass rate has remained at 100%.** This course 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 NCLEX in New Jersey. Classes are admitted in September. Each class is assigned to an affiliating hospital/nursing home for clinical experience.

Tuition is \$9,000.00 for the 2019-2020 school year payable in three payments. **Financial aid and grants are available for qualified applicants.** Approved by the Department of Education for veterans benefits and the Monmouth County Division of Employment & Training. Refunds will be honored based on board policy.

The following items are included in tuition: Two Clinical Uniforms, Two Classroom Uniforms, Clinical Watch, Student Medical Kit, Graduation Pin/Corsage, and NCLEX review.

Applicants must be 18 years of age upon entering the program, must have a high school diploma or the equivalent, and pass a qualifying test (\$60 fee). After passing the qualifying test the applicant must pay a \$100 non-refundable registration fee. Not included in fees: a complete physical examination, a criminal background check, books, uniforms, and a CPR certification. Classes meet from 7:30am-2:30pm Monday through Friday in the Neptune Annex, Clinical locations vary. For more information go to www.mcvsd.org Click "Practical Nursing"

See Page 4 for information on the **FREE** mathematics course that can help potential students pass the entrance exam for the LPN program.



Pharmacy Technician: Practice Certificate Program

This program is intended to review the essential aspects of the practice of pharmacy for anyone desiring to enter the field of pharmacy and or technicians who are preparing to take the National Certification Examination to become a certified Pharmacy Technician. The course will cover the common practices of the Pharmacists as well as the Technicians in the environments of the retail as well as hospital pharmacy environment. Aspects such as historical considerations, legal aspects, common daily activities relating to prescription interpretation and reading, computerized order entry, prescription processing, packaging and compounding sterile and non-sterile products are taught. Common work responsibilities are covered and as well as strong focus on customer service functions. The program covers a simple review of drug categories and pharmaceutical calculations but requires students to devote time at home to read pertinent subject material in preparation for the PTCB examination. A program completion certificate will be issued to students passing the final examination of the program. Textbook (*Mizner's Review*) not included in cost of tuition.

Tuesdays
6:00 pm to 9:30 pm CLASS Academy (15 sessions)
February 5, 2019- May 14, 2019 \$400

Pre-Practical Nursing Program

This course will offer students an introduction to our Practical Nursing program. Students who pass this course with a minimum grade of 75% and who are absent no more than 2 sessions will not be required to take the Basic Skills PN entrance exam and can register for the September 2019 PN course. space is limited in both PrePN course and PN course. Time missed from class (lateness, leaving early, etc.) will be factored into the attendance policy. Students will be graded via tests (50%), quizzes (25%), and a final (25%). This course is not a prerequisite for the PN program, rather a class geared toward the student who is looking to be introduced to and better prepared for the PN program, as well as for students who did not pass the PN entrance exam.

Students should purchase the most recent editions of the following textbooks: *Fundamentals of Nursing Care: Concepts, Connections & Skills*: Burton and Ludwig, *The Human Body in Health and Illness*: Herlihy.

Priority registration will be given to those students who previously took the LPN entrance exam, but were unsuccessful.

Tuesdays and Thursdays (19 Sessions)
4:00pm-8:00pm Neptune Annex
February 12, 2019- April 16, 2019.....\$320

Personal Services

Cosmetology

The Cosmetology and Hairstyling Program is offered to high school graduates. **For the past five years, the students have a 100% pass rate for passing the New Jersey State Board of Cosmetology Theory and Practical Exams.** This course meets the 1,000-hours requirement to take the licensing examination given by the State Board of Hairstyling and Cosmetology.

Uniforms are not included in the tuition. The state examination fee and license fees are also not included. A basic skills test must be taken before entering the program. The cost of the basic skills test is \$20. **High School seniors graduating in June 2019. One Stop clients, and individuals with college credits can all bypass the entrance exam.**

Call 732-431-7942 Ext. 2 for more information.

FINANCIAL AID AND GRANTS AVAILABLE!

Class Location: Neptune Annex
September 2019-June 2020

Class Meets
Mondays through Fridays 2:00pm-7:00pm
Or
Mondays through Thursdays 4:00pm-9:30pm
and Fridays 4:00pm-7:00pm

Tuition is \$7,000 payable in two installments due on or before Sept 8 and Jan 21.

Kits and Books are included in tuition!

Call (732) 431-7942 Ext. 2 to register for the entrance test held on the following dates:

- March 6, 2019 at 5pm
- March 20, 2019 5pm
- April 10, 2019 5pm
- May 20, 2019 5pm
- June 5, 2019 5pm



Horticulture

Advanced Color Workshops Students will be introduced to advanced hair color techniques to expand salon revenue and keep client interest. We will be offering various color technique including Ombre, Sombe, Bali-foil, Balayage, Color Melting, Blurring, and corrective color services.

Prerequisite: Students must provide the instructor with a copy of their current cosmetologist license. Supplies are included in cost of tuition. **Classes meet from 5:00pm-8:00pm at the Neptune Annex and students may select one or more workshops from the following dates:**

- January 22, 2019
- February 19, 2019
- March 19, 2019
- April 16, 2019

Tuition per individual workshop is \$30 or \$100 if you register for all four workshops.

Barbering: Introduction to Straight Razor Facial and Neck Wet Shave



Are you a licensed Cosmetologist who would like to update your skills to increase your male client base? This course will include theory and hands-on practice. Students will learn sanitation, sterilization, parts of razor, safety, products to perform shave, preparation, hand positions, application of products, and post procedures of a facial shave. Students will be permitted to bring models in. **Prerequisite:** Students must provide the instructor with a copy of their current cosmetologist license and supplies. A list of supplies will be mailed to students upon registration.

Mondays (6 Sessions)

6:30pm-9:00pm Neptune Annex

January 28, 2019-March 11, 2019..... \$100

Cosmetology Completers Course (State Board Prep/Review & Hour Completion)

The Beauty Culture Completers program is designed for previous students of cosmetology who need a 250-hours review course or have accumulated in excess of 800 hours in a cosmetology program and need additional hours to complete their program. The focus of this course is clinical and state board review. Course tuition is paid in two installments of \$900 due before or on Sept 16 and Jan 16. Students needing 100 hours or less can begin either on Sept 16 or Jan 16 for the semester cost. **Prerequisite:** Proof of previous hours is required. Supplies and mannequin not included, students must purchase their own kits prior to the start of class. Students may indicate the total number of hours they need upon registration by contacting Bibi Jabar at 732 431 7942 Ext. 2.

Tuesdays and Thursdays

5:00pm-9:00pm Neptune Annex (125 hours)

January 8, 2010-May 16, 2019\$900

Floral Design (Beginners)

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

Tuesdays (10 sessions) 7:00pm to 9:30pm Career Center

January 22, 2019-March 26, 2019..... \$200

Floral Design (Advanced)

This continuation of Floral Design is designed to teach the students advanced design principles. Students will be introduced to plant arrangements, gift baskets, bridal and funeral work. Lecture and hands-on instruction are utilized. The students are required to take the Floral Design-Intro and to purchase materials to complete a project for each class. **COST OF SUPPLIES \$185.**

Thursdays (10 sessions) 7:00pm to 9:30pm Career Center

January 24, 2019- March 28, 2019..... \$200

Landscape and Garden Technologies

This course is a great opportunity for those students interested in learning about or expanding their knowledge of landscape and garden technology. The course includes fertilizer interpretation and the New Jersey Fertilizer Law, soils and soil management, safe use and handling of pesticides, common plant pests and control, plant identification, lawns and lawn care, pruning, planting trees and shrubs, basic landscape design, and plant propagation. We will also show you how to maintain your lawn equipment. Time will be made to help answer your common lawn and garden questions.

Wednesdays

7:00pm to 9:30pm Career Center (10 sessions)

January 30, 2019- April 3, 2019.....\$200



Culinary Arts



Associate in Applied Science in Culinary Arts

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 art. For more information call: 732-774-3782.

Students may also take Culinary Arts and Pastry Arts Certificate Programs.

Greek Cooking

Let Chef Jim allow you to do some of your favorite things: eat good food, learn how to cook that food for yourself and meet new people who are also interested in improving their culinary skills! You will learn how to cook traditional Greek food and take home printed recipes of what you make each evening.

Your cooking journey will begin with soups and salads, followed by two weeks of a variety of meze (appetizers), then broiling and grilling chicken and seafood, cooking lamb two ways, constructing a savory Moussaka, stewing vegetables and finishing with desserts. In our classes you'll work alongside other students in a fun, hands-on environment led by a classically trained chef- instructor. All supplies (food items, aprons and knives will be provided to students).

Wednesdays (8 sessions)

5:00pm to 8:00pm Career

Center

January 30, 2019-March 20, 2019..... \$200

The following series of Evening Courses all take place at the Culinary Education Center in Asbury Park.

Make it a night out and have dinner before class starts! Reservations are required.

DINNER SEATING TIMES

5:15 PM TO 6:15 PM

Dinner is served Monday through Thursday

Four Course Dinner priced from \$23.00 to \$29.00

Reservations are required for dinner by calling (732) 988-3299

Girls Night Out – Valentine’s Day Edition

Celebrate GALentine’s day this year with your closest friend Make decadent chocolate desserts, including truffles and chocolate molten lave cake. Indulge in the desserts at the end of class and take home more goodies to enjoy!

Wed. February 13th

6pm-9pm.....\$40

Basic Buttercream Techniques

Start this course learning basic buttercream and piping skills. Expand your skills by learning buttercream flowers, transfers, and other techniques used in cake decorating. Finish the class by assembling and decorating a cake to take home using the techniques learned in the course.

3 Nights

Mon. March 4th, Mon. March 11th, Mon. March 18th

6pm-9pm.....\$90

St. Patty’s Day Baking

Spend the evening make Irish soda bread and other St. Patrick’s Day theme desserts. Taste in class and take home your creations just in time for the holiday weekend!

Thurs. March 14th

6pm-9pm.....\$40

Breakfast Baking

Learn to make delicious breakfast treats, including scones, muffins, and more! Enjoy a feast at the end of class and take home the rest for tomorrow’s breakfast!

Mon. February 25th

6pm-9pm.....\$40



Enrollment

French Macarons

Macarons are an ongoing trend in baking! Learn how to make macaron shells with different types of fillings. Students will prepare and bake during this class and take home their French macarons.

Mon. April 1st
 6pm-9pm\$40

Royal Icing Cookie Art

Learn how to make royal icing to decorate shaped cookies. Personalize your cookies using several different decorating techniques taught in class including piping, flooding, scrollwork, and more. Students will take home their cookie creations.

Mon. April 8th
 6pm-9pm\$40

Spring Cookies

Make an assortment of cookies during this two-night cookie marathon to take home and impress your friends and family, without making a mess in your kitchen!

2 Nights
Wed. April 17th, and Thurs. April 18th
 6pm-9pm.....\$70

Pull-Apart Cupcake Cake

Bake and decorate a floral bouquet pull-apart cupcake cake. Each student takes home a pull-apart cake, just in time for Mother's Day weekend!

Thurs. May 9th
 6pm-9pm.....\$40



Register Online www.mcvsd.org

By Mail
MCVSD
4000 Koslozki Road
Freehold, NJ 07728-5033

In-Person
8:00am-2:30pm
Monday-Friday
4000 Kozloski Road
Freehold, NJ 07728-5033

In-Person
4:00pm-8:00pm
Monday-Thursday
Neptune Annex
105 Neptune Blvd.
Neptune, NJ 07753

4:00pm-8:00pm Monday-Thursday
Career Center
1000 Kozloski Road
Freehold, NJ 07728

By Fax: (732) 409-6736

Calendar

Monmouth County Vocational
2018/2019
Evening School Calendar

- December 24th - January 4th School Closed**
- January 21st Evening School Closed**
- February 15th and 18th School Closed**
- April 22nd -April 26th Spring Break**
- May 24th and May 27th School Closed**

General Information

NOTE: Unless notified to the contrary, your registration has been accepted and you should report to class on the first scheduled day at the time listed. You will NOT be contacted unless your course is filled or canceled. FEE: All courses are tuition courses except for Adult Basic Skills and ESL. Each course (unless otherwise noted) has the required fee listed with the course description in the catalog. All fees must be paid when you register, whether in person or by mail. Make checks payable to: MCVSD (Monmouth County Vocational School District). There is a \$25 charge for returned checks.

GRIEVANCE PROCEDURE: Students are encouraged to consult with the Director of Adult Education on any matters of concern. Dr. Schaed can be reached at 732- 431-7942 Ext. 1. REFUND POLICY : Full refunds will be made prior to the start of class. A \$25 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 732-431-7942. 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 it 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, and motor oil.) Protective safety equipment (safety glasses, goggles, and 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 our website. 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 732-431-7942 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.

Campus Locations

Aberdeen 732-566-5599
450 Atlantic Avenue, Aberdeen, NJ

Career Center 732-431-3773
1000 Kozloski Road
Freehold, NJ 07728

Neptune Annex
732-431-7245
105 Neptune Blvd
Neptune, NJ 07753

Hazlet
417 Middle Road
Hazlet, NJ 07730

Communications High School (CHS) 732-681-1010
1740 New Bedford Road Wall, NJ 07719

Culinary Education Center (Asbury Park)
732-988-3299
Drury Lane
Asbury Park, NJ 07712

Middletown 732-671-0650
2 Swartzel Drive
Middletown, NJ 07748

Keyport 732-739-0592
280 Atlantic Street
Keyport, NJ 0773

CLASS Academy 732-542-5455
537 Tinton Avenue Tinton Falls, NJ 07724



Register and Pay Online at www.mcvsd.org

Registration Form

Continuing Education
Monmouth County Vocational School District
4000 Kozloski Road Freehold, NJ 07728
Ph: (732) 431-7942, Ext. 2 Fax: (732) 409-6736

Please Mail or Fax Enrollment Form to Address Above

Last Name _____ First _____

M.I. _____ Street Address _____

Apt # _____ City _____

State _____ Zip _____ Birth Year _____

Email _____

Cell/Day Phone # _____

Alternate Phone # _____

Course Title*	Tuition	Date of Class
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Some courses require a passing score on our Pre-Entrance Test, please see *Prerequisite Information*.

Check or Money Order Enclosed Payable to - MCVSD



Credit Card# _____

Exp. Date _____

CVC Code _____

Signature: I hereby authorize the use of my /Credit Card _____



BROOKDALE

CONTINUING AND PROFESSIONAL STUDIES

The Career and Technical Education Educator Preparation Program

(CTE CE EPP)

*Are you looking for a career change?
Earned a degree, but don't know how
to apply it? Looking to explore your
options outside of your current
industry?*

**Your degree and/or relevant work
experience may qualify you for a
career as a K-12 educator!**



New Jersey's Career Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP) provides an opportunity for individuals with diverse educational, training, and employment backgrounds to become teachers of K-12 Career and Technical Education (CTE) subject areas.

Brookdale Community College is New Jersey's sole provider of the 400-hour CTE CE EPP. The program is delivered in a hybrid format: most of the work is completed online with the exception of face-to-face meetings designed as Cohort Saturdays.



For more information or to apply, visit
www.brookdalecc.edu/cte and complete an
information request form, or email
cte@brookdalecc.edu



Campus Locations

ABERDEEN BUILDING **732-566-5599**

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

ACADEMY OF ALLIED HEALTH AND SCIENCE **732-775-0058**

2325 Heck Avenue
Neptune, NJ 07753

•From the South

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

•From the North

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

CAREER CENTER **732-431-3773**

1000 Kozloski Road
Freehold, NJ 07728

•From the South

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

•From the North

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

NEPTUNE ANNEX and PRACTICAL NURSING **732-431-7245**

105 Neptune Blvd
Neptune, NJ 07753

•From the South

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

•From the North

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

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 the South

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

•From the North

Parkway to exit 117 (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.

CLASS Academy

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

LONG BRANCH

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

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

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

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Monmouth County Vocational School District Building Locations

Aberdeen
450 Atlantic Ave
Aberdeen, NJ 07747
732-566-5599

Hazlet
417 Middle Road
Hazlet, NJ 07730
732-264-4995

Practical Nursing
105 Neptune Blvd.
Neptune, NJ 07753
732-431-7245

Allied Health (AAHS)
2325 Heck Avenue
Neptune, NJ 07753
732-775-0058

Keyport
280 Atlantic Avenue
Keyport, NJ 07735
732-739-0592

Middletown
2 Swartzel Drive
Middletown, NJ 07748
732-671-0650

Freehold
21 Robertsville Road
Freehold, NJ 07728
732-462-7570

Culinary Education Center
101 Drury Lane
Asbury Park, NJ 07712
732-988-3299

High Technology High School
P.O. Box 119
765 Newman Springs Road
Lincroft, NJ 07738
732-842-8444

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

Career Center
1000 Kozloski Road
Freehold, NJ 07728
732-431-3773

Communications High School (CHS)
1740 New Bedford Road
Wall, NJ 07719
732-681-1010

Biotechnology High School (BTHS)
5000 Kozloski Road
Freehold, NJ 07728
732-431-7208

CLASS Academy
537 Tinton Avenue
Tinton Falls, NJ 07724
732-542-5455

Neptune Annex
105 Neptune Blvd.
Neptune, NJ 07753
732-431-7245

MAST
305 Mast Way
Highlands, NJ 07732
732-291-0995

