

# CONTINUING EDUCATION

MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT



SPRING 2014

# Spring 2014

## MISSION STATEMENT

The mission of the Morris County Vocational School District is to provide vocational and enrichment programs that inspire and prepare students to succeed in today's world and pursue tomorrow's opportunities.

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## NEW PROGRAMS FOR 2014

- Yoga Instructor & Reiki Certification Courses •
- Dental Radiography •
- OSHA 10 and 30 Hour Training (Construction)

### Cover Credits:

Continuing Education Electrical Apprentice students (Craig Majestic, Cassidy Hanlon, Lisa Meardon, Alvin Ricafranca Jr.) work as a team in the electrical shop. Photograph taken by Rich Russo, photographer & instructor (Got Digital Course and A Photographers' Window to the World Course).

# 2014 SCHOOL CALENDAR

	M	T	W	R	F	S
<b>J</b>			X	2	3	4
<b>A</b>	6	7	8	9	10	11
<b>N</b>	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	1
<b>F</b>	3	4	5	6	7	8
<b>E</b>	10	11	12	13	14	X
<b>B</b>	X	X	19	20	21	22
	24	25	26	27	28	1
<b>M</b>	3	4	5	6	7	8
<b>A</b>	10	11	12	13	14	15
<b>R</b>	17	18	19	20	21	22
	24	25	26	27	28	29
<b>A</b>	31	1	2	3	4	5
<b>P</b>	7	8	9	10	11	12
<b>R</b>	X	X	X	X	X	X
	21	22	23	24	25	26
	28	29	30	1	2	3
<b>M</b>	5	6	7	8	9	10
<b>A</b>	12	13	14	15	16	17
<b>Y</b>	19	20	21	22	23	24
	X	27	28	29	30	31
<b>J</b>	2	3	4	5	6	7
<b>U</b>	9	10	11	12	13	14
<b>N</b>	16	17	18	19	20	21
<b>E</b>	23	24	25	26	27	28
<b>J</b>	30	1	2	3	X	5
<b>U</b>	7	8	9	10	11	12
<b>L</b>	14	15	16	17	18	19
<b>Y</b>	21	22	23	24	25	26
	28	29	30	31		

## REGISTRATION PROCEDURE

**Registration begins January 2nd, 2014  
at 9:00 am**

Enrollments are processed in the order in which they are received. Tuition must be paid in full at time of registration by cash, check, money order, Visa or MasterCard.

### ONLINE

The most convenient way to register for most classes.

### MAIL IN

Mail-in registrations may be printed from our website and is accepted through the entire duration of registration. **Please note that mail-in registrations are only confirmed by email.** If the class is full or cancelled, you will be notified by phone/ email.

### IN PERSON

Walk-in registration is available at the Continuing Education Office in Building 2 from 9:00 am-3:30 pm.  
Summer Hours: Monday through Thursday between 8:00 am-2:00 pm. Friday closed.

### TELEPHONE

Telephone registration is available between the hours of 9:00 am-3:30 pm Monday-Friday; Summer Hours: 8:00 am-2:00 pm Monday-Thursday. **973-627-4600 X245, 296 or 231**

### SCHOOL CLOSINGS

Classes may be cancelled due to inclement weather or other, unforeseen emergencies. Announcements are recorded, when feasible, on our telephone system (**973-627-4600 prompt #8**) and our website (**www.mcvts.org**) after 6:00 am for daytime & Saturday classes and after 4 pm for evening classes.

### NO CLASSES ON THESE DATES

**February 15-18** - Mid-Winter Break  
**April 14-19** - Spring Break  
**May 26** - Memorial Day  
**July 4** - Independence Day

## MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT

400 East Main Street, (Route 53)  
Denville, NJ 07834

# INTEGRATED ENGLISH LANGUAGE AND CIVICS EDUCATION

*(traducción a español en la parte de abajo)*

## **FREE Program • For information call 973-627-4600 ext. 279**

This free program provides educational services to immigrants and other limited English proficient adults to attain the basic skills necessary to function successfully as parents, workers, and citizens. Classroom activities will cover English language skills, survival/life skills, workforce/employability skills, family literacy, and citizenship skills. This program is funded by the Workforce Investment Act of 1998 Title II Adult Education and Literacy via the N.J. Department of Labor and Workforce Development.

**REGISTER IN PERSON; (Please see registration dates and time below)**

**BRING PHOTO ID**

**CERTIFICATION OF NON-ENROLLMENT in school for 16 to 21 year olds**

**MUST** be completed before attending class

### **AT MORRISTOWN HIGH SCHOOL, Morristown, NJ**

For Monday/Tuesday Evening Classes from 6:30 pm - 9:00 pm

REGISTRATION begins Jan. 21 and Jan. 27 at 6:00pm.

CLASSES begin Tuesday, Jan. 28.

For Saturday Morning Classes from 8:30 am - 12:00 NOON •

REGISTRATION begins Jan. 18 at 9:00 am. CLASSES begin Jan. 25.

### **AT MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT, Denville, NJ;**

For Monday/Wednesday Evening Classes from 6:30 pm - 9:00 pm •

REGISTRATION begins Jan. 22 and Jan. 27 at 6:00pm. CLASSES begin Jan. 29.

For Saturday Morning Classes from 8:30 am - 12:00 NOON •

REGISTRATION begins Jan. 18 at 9:00 am. CLASSES begin Jan. 25.

*(English-Spanish translation from ESL information above)*

## **CLASES DE INGLES Y EDUCACION CIVICA**

**\*Programa gratis\* para información, llame al 973-627-4600 X279**

Este programa provee educacion a inmigrantes y otros adultos con limitado conocimiento de ingles a adquirir las habilidades de comunicacion necesarias para el exito como padres, profesionalmente y como ciudadano en general. Las actividades de las clases incluyen ejercicios practicos que le ayudarán a comunicarse efectivamente, en su lugar de empleo y en su vida diaria. Este programa es patrocinado por: Workforce Investment 1998 Titulo II para education adulta y Literatura por medio de N.J. Department of Labor and Workforce Development.

**La registracion es en persona y todo lo que necesita es una identificacion como ser: licencia de conducir o pasaporte (americano o de su paiz de origen) (vea las fechas y horarios de registracion especificadas)**

**Estudiantes de 16 a 21 años**, tienen que proveer un formulario indicando que no estan inscritos en la escuela secundaria, en el distrito donde reside; este formulario lo puede adquirir en el momento que venga a registrarse, estudiantes tienen que mandarnos el formulario ANTES de empezar las clases.

### **CLASES EN MORRISTOWN HIGH SCHOOL, Morristown, NJ;**

*Para clases nocturnas de Los Lunes/Martes de 6:30 pm - 9:00 pm*

*LAS FECHAS DE REGISTRACION: Enero 21 y Enero 27 a las 6:00 pm.*

*LAS CLASES empiezan el Martes, Enero 28.*

*Para las clases del Sabado por la mañana de 8:30 am - 12:00 NOON*

*LAS FECHAS DE REGISTRACION: Enero 18 a las 9:00 am.*

*LAS CLASES empiezan Enero 25.*

## CLASES EN MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT, Denville, NJ;

Para clases nocturnas de los Lunes/Miercoles de 6:30 pm - 9:00 pm

LAS FECHAS DE REGISTRACION: Enero 22 y Enero 27 a las 6:00 pm.

LAS CLASES empiezan Enero 29.

Para las clases del Sabado por la mañana de 8:30 am - 12:00 NOON

LAS FECHAS DE REGISTRACION: Enero 18 a las 9:00 am.

LAS CLASES empiezan Enero 25.

## BASIC SKILLS CLASSES

PREPARE FOR THE GED EXAM; IMPROVE READING, WRITING AND MATH SKILLS

This free program is designed to provide adults with sufficient basic education to enable them to take and pass the GED exam. Classroom activities will include survival/life skills, workforce/employability skills, and family literacy. The program is sponsored by the NJ Dept. of Labor.

### **WHERE ARE THE GED/BASIC SKILLS CLASSES HELD?**

MORRIS VOCATIONAL SCHOOL DISTRICT in Denville, NJ

### **WHEN ARE THE GED/BASIC SKILLS CLASSES HELD**

Monday through Thursday from 6:00 pm - 8:30 pm

### **HOW DO I REGISTER FOR GED/BASIC SKILLS CLASSES?**

Registration by appointment only with the Recruitment & Retention Specialist. At the time of registration students will be assigned two classes per week. Please call 973-627-4600 x279 for details or more information on daytime classes.

## GED CENTER

The 2014 Test Center Schedule will be available online in January 2014 at [www.mcvts.org](http://www.mcvts.org).

### **CHANGES TO THE GED FOR 2014**

Please check with us in January 2014 for updated information on registering and taking the high school equivalency test at 973 627-4600, ext 296.

### **FAQs**

#### **ARE YOU ELIGIBLE TO TAKE THE GED EXAM?**

- You must be a resident of New Jersey
- You have not graduated from an accredited high school or received a high school equivalency certificate or diploma
- You are at least 16 years old and officially withdrawn from school.

#### **HOW DO I REGISTER FOR THE GED EXAM?**

To reserve a seat for any of our scheduled test dates, you must call us at 973-627-4600 ext 296.

#### **HOW CAN I PREPARE FOR THE GED EXAM?**

We offer FREE GED/Basic Skills classes. See details above.



## INDUSTRIAL STRENGTH

POST SECONDARY - ADULT PROGRAMS - CONTINUING EDUCATION

- Apprenticeship Programs
- Auto Technology
- Building Trades/HVAC
- Cosmetology
- Culinary Arts
- Dental Assisting
- Fitness Instructor Certification
- Health Occupations
- LPN
- Precision Manufacturing
- Welding
- Visit our shops, labs and classrooms
- Speak to our instructors and students
- Discuss careers with counselors
- Get a manicure
- Have your blood pressure checked



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# PRE-ENTRANCE TEST

For Apprenticeship Programs, Auto Tech, Dental Assisting, Cosmetology, Health Occupations, HVAC and Precision Manufacturing. Manufacturing also requires a mechanical aptitude test which is administered following the pre-entrance test. This pre-entrance test is a 2 hour, computer-based test which assesses your grade level ability in math and reading comprehension to be successful in these career courses. Test results are immediate. Anyone who does not score appropriately is welcome to register for free, Basic Skills or ESL classes for remediation. You may retake the test in 4 months. The test fee is \$25.

TEST# 0106S14	Monday, January 6	9:00 am	Building 2, Office	\$25
TEST# 0110S14	Friday, January 10	4:00 pm	Building 2, Office	\$25
TEST# 0114S14	Tuesday, January 14	1:00 pm	Building 2, Office	\$25
TEST# 0116S14	Thursday, January 16	9:00 am	Building 2, Office	\$25
TEST# 0122S14	Wednesday, January 22	6:00 pm	Building 2, Office	\$25
TEST# 0125S14	Saturday, January 25	10:00 am	Building 2, Office	\$25
TEST# 0128S14	Thursday, January 30	1:00 pm	Building 2, Office	\$25
TEST# 0131S14	Friday, January 31	4:00 pm	Building 2, Office	\$25

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# AIR CONDITIONING & HEATING

## HEATING, AIR CONDITIONING AND REFRIGERATION - FULL TIME

**PREREQUISITES:** High school diploma or equivalent. Admission requirements include pre-entrance test and application. See page 6 for date and times. Admission process for HVAC program opens in February/March of each year. In this program, students will learn to install, troubleshoot and repair residential, commercial and industrial HVAC systems. Become confident in the use of modern diagnostic equipment and investigation techniques. This program fully prepares you to understand and handle A/C systems, heat and heat pump systems, electric circuitry, energy management systems and much more. This course is equivalent to year 1 and 2 of the HVAC/R Apprenticeship program beginning Fall 2014.

**FINANCIAL AID:** need-based federal aid available to qualified students. See our website for more information and application.

*September 2014 to June 2015 • 8:00 am - 2:00 pm Daily • 2013 Tuition: \$7,849\* (Morris, Sussex, Warren County Residents); \$8,849\* (out of county); textbooks not included. \*2014/15 tuition subject to change.*

## AIR CONDITIONING & REFRIGERATION

This is a companion course to HEATING TECHNOLOGY offered in the fall season. It is a hands-on, entry-level course intended to build skills for a career in HVAC. Refrigeration theory is applied to residential and light commercial units; refrigerant recovery and overall safety procedures are covered. This course includes Section 608 EPA Refrigeration Certification testing to handle refrigerants.

*3502S14 • \$595 (Seniors: \$455) • Feb 4 - May 13 • Tuesdays & Thursdays • 6:00 pm - 9:00 pm • Bldg.3, Room 302 • Devereux • ESCO Preparation Manual and certification test are included in tuition*

## ESCO REFRIGERATION CERTIFICATION

**PREREQUISITE:** This course is designed for refrigeration, air conditioning and maintenance professionals who wish to prepare for and take the Section 608 EPA Certification test. Students must bring a valid photo ID to class.

The ESCO Institute, in cooperation with the Morris Vocational School District, offers this EPA approved certification program which meets the requirements of Section 608 of the Clean Air Act.

*3506S14 • \$175 • May 20 & 22 • 6:00 pm - 9:00 pm • Bldg. 3, Room 302 • Devereux • ESCO Preparation Manual and certification test are included in tuition*

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## HEATING TECHNOLOGY

PREREQUISITES: Knowledge of basic electricity.

This is a companion course to AIR CONDITIONING/REFRIGERATION offered in the spring season. It is a hands-on, entry-level course intended to build skills for a career in HVAC. Subjects areas covered are the basics of oil, gas, steam, hot water and warm air heating systems.

3507F14\* • \$595\*\* (Seniors: \$455) • Sep - Dec • Tuesdays & Thursdays • 6:00 pm - 9:00 pm • Bldg.3, Room 302 • Devereux • Textbook: none. \*Registration begins on Aug 1, 2014 \*\*Fall 2014 tuition subject to change.

# AUTOMOTIVE TECHNOLOGY

## AUTOMOTIVE TECHNOLOGY PROGRAM

PREREQUISITES: High school diploma or equivalent; appropriate pre-entrance test score. See page 6 for test information.

Start your automotive career with our 6-course program that combines theory and practice, from safety and basic skills to the more intricate and interesting aspects of diagnosing and repairing auto components and systems. Begin the program with Introduction to Auto Technology and Electrical Systems; these two classes form the foundation to learn brakes, heating/AC as well as suspension & steering, engine repair and performance. The goal of the program is to prepare each student for the ASE Automobile & Light Truck Certification "A" test series. Texts and ASE test fees are not included in the tuition.

## INTRODUCTION TO AUTO TECHNOLOGY (20 sessions/60 hours)

PREREQUISITE: High school diploma or equivalent; appropriate pre-entrance test score.

6002F14\* • \$599\*\* • Sep. - Oct. • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm • Bldg. 4, Room 401 • Netherland • Textbook to be determined. \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## ELECTRICAL SYSTEMS (30 sessions/90 hours)

PREREQUISITE: Introduction to Auto Technology.

6003F14\* • \$779\*\* • Nov - Jan • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm • Bldg. 4, Room 401 • Netherland • Textbook to be determined \*Registration begins on Aug 1, 2014.\*\*Fall 2014 tuition subject to change.

## BRAKES (39 sessions/117 hours)

PREREQUISITE: Introduction to Auto Technology & Electrical Systems.

6004S14 • \$935 • Feb 4 - May 13 • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm • Bldg. 4, Room 401

## HEATING & AIR CONDITIONING (23 sessions/69 hours)

PREREQUISITE: Introduction to Auto Technology & Electrical Systems.

6005F14\* • \$655 • Fall Schedule • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm • Bldg. 4, Room 401 • \*Registration begins on Aug 1, 2014

## SUSPENSION (26 sessions/78 hours)

PREREQUISITE: Introduction to Auto Technology & Electrical Systems.

6006F14\* • \$699 • Fall 2014 Schedule • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm • Bldg. 4, Room 401 • \*Registration begins on Aug 1, 2014

## ENGINE REPAIR (10 sessions/30 hours)

PREREQUISITE: Introduction to Auto Technology & Electrical Systems.

6007S15\* • \$475 • Spring 2015 Schedule • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm • Bldg. 4, Room 401 • \*Registration begins on Jan 2, 2015

## REVIEW FOR CERTIFICATION (35 sessions/105 hours)

PREREQUISITE: Introduction to Auto Technology, Electrical Systems, Brakes, Heating & A/C, Suspension, and Engine Repair.

6008S15\* • \$799 • Spring 2015 Schedule • Tuesday/Wednesday/Thursday • 5:00 pm - 8:00 pm • Bldg. 4, Room 401 • \*Registration begins on Jan 2, 2015

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# AUTO BODY REPAIR

## THE HOBBY SHOP: BODY BASICS FOR THE CAR ENTHUSIAST

**PREREQUISITE:** You must be an automobile enthusiast! Bring your own project to class and do your own body repair, welding, painting and refinishing to restore or customize your ride! Although this is a hands-on class, your instructor will provide a thorough introduction to shop safety, tools, and materials.

6101S14 • \$359 (Seniors: \$180) • Feb 4 - April 22 • Tuesdays • 6:00 pm - 9:00 pm • Bldg. 4, Room 404 • Rosso

6102S14 • \$359 (Seniors: \$180) • Feb. 6 - April 10 • Thursdays • 6:00 pm - 9:00 pm • Bldg. 4, Room 404 • Rosso

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# CLINICAL MEDICAL ASSISTANT

**WHAT IS A CMA?** Medical assistants work in doctor's offices, clinics, outpatient care facilities, labs, state health facilities and nursing homes. Although CMA duties vary, our program will prepare you in both administrative duties as well as clinical skills.

**PREREQUISITES:** Applicants for this program must have a high school or state diploma (bring to first class), minimum age of 18, acceptable pre-entrance test score. (See page 6). Students need a full physical exam with medical clearance, Hepatitis B vaccination, two-step Mantoux and CBC, all at the student's expense and required by the first full week of class (for phlebotomy class only).

This program is accredited by the National Center for Competency Testing.



National Center for  
Competency Testing

**COURSES REQUIRED:** All coursework must be successfully completed to qualify for certification testing.

- CMA Orientation
- CMA Pharmacology
- Pre-Clinical MA Studies
- CMA Externship
- Phlebotomy Technician
- EKG Technology
- Clinical Skills I & II
- Job Skills
- AHA CPR/AED Certification

## CMA ORIENTATION

An introduction and review of the program includes the employment conditions, types of jobs and environments available; CMA credentials; responsibilities and scope of practice for CMAs in NJ.

0828S14 • \$0 • January 27 • Monday • 6:00 pm • Bldg 2, Room 203  
• Schrader/Schweon

## PRE-CLINICAL MEDICAL ASSISTANT STUDIES

**PREREQUISITES:** Acceptance into the CMA program.

This is a foundation course covering the body and organs as well as their respective functions. The pathology related to understanding the body functions is necessary to understand the development of diseases and the impact of trauma on these systems. Includes infection control, OSHA precautions, medical terminology.

7120S14 • \$829 • Feb 4 - May 3 • Tuesdays, Thursdays: 6:00 pm - 9:00 pm; Saturdays: 9:00 am - 12 Noon • Bldg 2, Room 203 • Wilson • Textbook: Saunders Essentials of Medical Assisting (text & workbook), Klieger, 2nd ed.



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## CLINICAL SKILLS I

PREREQUISITES: Successful completion of Pre-Clinical Medical Studies.

This is a theory and lab course designed to learn the theory and the skills in taking vital signs, patient history and triage in a clinical environment in which students role play as clinicians/patients. Student will be practicing skills in a live and virtual setting.

7135S14 • \$634 • May 8 - June 12 • Tuesdays, Thursdays: 6:00 pm - 9:00 pm • Bldg 2, Room 205 • Picatello • Textbook: none

## CMA PHARMACOLOGY

PREREQUISITES: Acceptance into the CMA program.

Medical assistants may be responsible for administering, explaining medication prescribed by the doctor. This course covers the general types of drugs available, the regulations for administering them, the expected and unwanted effects of drugs as well as the information regarding a prescription. Please note: this course is specifically designed for the CMA student; see PHARMACY TECHNICIAN course for details to prepare for a career in the pharmacy.

7136S14 • \$429 • Feb 4 - April 3 • Tuesdays & Thursdays • 6:00 pm - 9:00 pm • Bldg 6, Room 605 • Diton • Textbook: Pharmacy Technician Handbook, Gootblatt, 2011

## EKG TECHNOLOGY

PREREQUISITE: High school or state diploma (bring to first class), minimum age of 18, acceptable score in an assessment of reading and math skills (see page 6 for pre-entrance test dates and times). No medical requirements.

This cardiac care course is designed for individuals seriously interested in pursuing or enhancing health care skills. Topics include cardiovascular technology and terminology, cardiac anatomy, physiology and electrophysiology, EKG and stress test interpretation as well as arrhythmia recognition. Hands-on labs provide the student with experience with EKG as well as stress test systems to prepare for an entry level position as a technician or as required for Clinical Medical Assisting. Upon successful completion, student will be recommended to the national certification exam at an additional charge.

7105S14 • \$599 • Feb 3 - May 12 • Mondays & Wednesdays • 6:00 pm - 9:00 pm • Bldg. 2, Room 205 • Niechwadowicz • Textbook: ECG Workout, Huff, 6th ed.

## PHLEBOTOMY TECHNICIAN - LAB ASSISTANT

PREREQUISITE: High school or state diploma (bring to first class), minimum age of 18, acceptable score in an assessment of reading and math skills (see page 6 for pre-entrance test dates and times). Physical exam, medical clearance in writing, Hepatitis B Vaccinations, Two Step Mantoux and CBC required.

The focus of this course is on basic blood drawing procedures for an entry level position as a technician or as required for Clinical Medical Assisting. Hands-on labs provide the student with opportunity and setting required for skill practice and proficiency in venipuncture, emergency care and basic lab procedures. Students are allowed only 2 absences and are required to have blood drawn



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by other students in the lab setting under instructor supervision. Upon successful completion, students will be recommended for national certification testing at an additional charge.

7110S14 • \$659 • Feb 4 - May 13 • Tuesdays & Thursdays • 9:00 am - Noon • Bldg. 2, Room 204 • Grissom-Friend

7113S14 • \$659 • Feb. 3 - May 12 • Mondays & Wednesdays • 6:00 pm - 9:00 pm • Bldg. 2, Room 204 • Wilhelm

7205SM14 • \$659 • July - August • Tuesdays thru Thursdays • 9:00 am - 1:00 pm • Bldg. 2, Room 204 • Grissom-Friend

## **MEDICAL OFFICE PRACTICE**

**PREREQUISITES:** Keyboarding skills of 35 wpm with 100% accuracy; good working knowledge of document and spreadsheet applications, email, Internet.

The management of the medical office is as vital to patients as clinical evaluation and administration. Topics covered in class are medical law and ethics, maintaining medical records, scheduling, basic billing and coding, insurance submissions, referrals, bookkeeping and more.

7122S14 • \$405 • Jan. 4 - Apr. 12 • Saturdays • 9:00 am - 12 Noon • Bldg 1, Room 104A • Bischoff • Textbook: *Virtual Medical Office for Saunders Essentials of Medical Assisting, 2nd ed.*

## **JOB SKILLS FOR THE HEALTHCARE PROVIDER**

**PREREQUISITES:** Required for CMA; optional for EKG, Phlebotomy or Pharmacy Tech.

This course is designed to assist the student to find employment in the healthcare industry through resume and soft skills development, interviewing strategies and utilizing job searching tools online and offline.

7123S14 • \$99 • May 19 - June 4 • Mondays & Wednesdays • 5:30 pm - 8:30 pm • Bldg 6, Computer Lab • Schweon • Textbook: none

## **AMERICAN HEART ASSOCIATION CPR/AED CERTIFICATION FOR THE HEALTHCARE PROVIDER**

**PREREQUISITES:** None; waived if student holds current certification.

This course is prescribed by the American Heart Association for giving care to those in need of resuscitation and/or defibrillation until medical help is obtained. Students may obtain certification elsewhere, but must provide a copy of the AHA certification. Textbooks included

7130S14 • \$96 • Thursday, April 17 • 8:30 am - 2:30 pm • Bldg 2, Room 202 • Sanchez

## **CLINICAL SKILLS II**

**PREREQUISITES:** Successful completion of all CMA courses, except externship.

This a capstone lab course designed to reinforce and practice those clinical skills and procedures learned in Clinical Skills I, EKG, Phlebotomy and Pharmacology. The intent is for the student to be comfortable in both theory and practice in preparation for the CMA Externship.

7138S14 • \$599 • Jan 4 - Feb 1 • Mondays & Wednesdays: 6:00 pm - 9:00 pm; Saturdays: 9:00 am - 12 Noon • Bldg 2, Room 204 • Picatello • Textbook: none

7138SM14 • \$599 • Summer schedule TBA • Mondays thru Thursdays: 9:00am - 1:00pm • Bldg 2, Room 204 • Picatello • Textbook: none

## **CMA EXTERNSHIP**

**PREREQUISITES:** Successful completion of all required CMA courses.

A medical assistant externship is an opportunity for a short, practical experience to use the skills and knowledge acquired in the comfort of the classroom/lab and apply them in a professional environment. The (175) hour course includes (15) hours of instructor/specialist guidance and follow-up. Students are responsible for seeking an appropriate site.

7139S14 • \$309 • Schedule by appointment • Bldg 2, Room 207 • Schweon • Textbook: none

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# CONSTRUCTION

## CARPENTRY

Building trade skills are easy when you learn to use the right tools and techniques. You will frame walls and rough openings, install windows, doors, beams and shoe plates. If you are serious about getting into the trade, this class and Construction Foundation will give you a solid start at an excellent career.

3101S14 • \$389 (Seniors: \$279) • Feb 4 - May 6 • Tuesdays • 6:00 pm - 9:00 pm • Bldg. 3, Room 304 • Archambault • Textbook: *Modern Carpentry, Wagner & Smith, 11th ed.*

## COMPUTER-AIDED DRAFTING

PREREQUISITE: Strong computer application skills. This is an introductory course for anyone interested in learning to create, modify and manage two dimensional drawings using the latest version of AutoCAD. This industry standard software is used around the world for engineering, construction and fabrication.

2301S14 • \$329 (Seniors: \$229) • Feb 5 - April 30 • Wednesdays • 6:00 pm - 9:00 pm • Bldg. 1, Room 102A • Tushinski • Textbook: *AutoCAD 2014 Tutorial - First level: 2D Fundamentals, Shih; 2013*

## FINE WOODWORKING - BASIC

Learn the fundamental woodworking skills such as joinery, setups and various fabrication techniques while constructing a beautiful piece of furniture. Students use different machines, portable power tools as well as hand tools common to the home workshop. Beginners as well as experts are welcome. Materials included.

3105F14\* • \$459\*\* (Seniors: \$359) • Sep - Dec • Wednesdays • 6:00 pm - 8:30 pm • Bldg. 3, Room 304 • Weems • Textbook: none • \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## OSHA 10 HOUR TRAINING (CONSTRUCTION INDUSTRY)

The OSHA 10 course is designed for the entry level, non-supervisory construction worker on recognizing and preventing hazards on the construction work site. The course covers knowledge and awareness necessary for basic safety. OSHA 10 completion card fee of \$5 is paid to the OSHA-authorized trainer.

3108S14 • \$149 • Feb 25 - March 11 • Tuesdays • 6:00 pm - 9:30 pm • Bldg. 6, Room 607 • Rose • Textbook: none

## OSHA 30 HOUR TRAINING (CONSTRUCTION INDUSTRY)

The OSHA 30 course is designed for those in the construction trades with supervisory responsibilities such as foremen, safety directors, project managers, and supervisors. This comprehensive course in safe operations helps each worker recognize and reduce the risks of job site hazards through an overview of OSHA standards and the safety and health hazards workers may face on the job site. Recognizing hazards is the key to avoiding and preventing accidents. OSHA 30 completion card fee of \$5 is paid to the OSHA-authorized trainer.

3109S14 • \$309 • March 18 - May 27 • Tuesdays • 6:00 pm - 9:00 pm • Bldg. 6, Room 607 • Rose • Textbook: none

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# COMPUTER CLASSES

## COMPUTER-AIDED DRAFTING

PREREQUISITE: Strong computer application skills. This is an introductory course to computer-aided drafting and design. Learn how to create, modify and manage two dimensional drawings using the latest version of AutoCAD (2013), the industry standard software used around the world for engineering, construction and architectural projects.

2301S14 • \$329 (Seniors: \$229) • Feb 5 - April 30 • Wednesdays • 6:00 pm - 9:00 pm • Bldg. 1, Room 102A • Tushinski • Textbook: *AutoCAD 2014 Tutorial - First level: 2D Fundamentals, Shih; 2013*

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## EXCEL

PREREQUISITE: Familiar with basic computer operation and Windows.

Start to learn the power of Excel and build on its features to make files that do the work for you. Create both worksheets and workbooks, labels, values with formulas, functions and more. When you have all the data in place, you will transform it all into charts and graphs for visual presentation. Pivot tables and simple macros are also covered.

2104S14 • \$335 (Seniors \$159) • Feb 5 - April 30 • Wednesdays • 6:30 pm - 9:00 pm • Bldg. 6, Computer Lab • Gajewski • Textbook: none

## START YOUR COMPUTER AND GET ONLINE

PREREQUISITE: little or no computer skills but access to a PC/Mac

If you are afraid to damage your computer by trying to turn it on, this class is for you. After these sessions you will be able to join the 21st century and create a document in Word, print it out, send an email attaching a document and more. You'll see what everyone is saying about you (and others) on Facebook and Twitter. The class will include keyboarding exercises that you can practice at home with free software.

2126S14 • \$229 (Seniors: \$115) • Feb 4 - April 22 • Tuesdays • 6:30 pm - 9:00 pm • Bldg. 1, 104A • Lombardi • Textbook: none

# COSMETOLOGY

## COSMETOLOGY

PREREQUISITES: High school or state diploma; pre-entrance test (See page 6) and a complete application. All course and admission details are on our website - [www.mcvt.org](http://www.mcvt.org) under the Continuing Adult Education tab. Admission process for Cosmetology program opens in February/March of each year.

This comprehensive 1,000+ hour program completely prepares you for the NJ Board of Cosmetology written and practical exams for your NJ license. Lecture, demonstration and hands-on application of skills/techniques comprise this exciting and lucrative career-oriented program. Styling, hair care, perms, coloring, waxing and facials as well as manicures and pedicures are all facets of the course of study. Professional toolkit and access to online exam prep is included in the tuition. Mid course you will be applying your skills when at least once a week the classroom becomes a working salon.

FINANCIAL AID: need-based federal aid available to qualified students.

Sep. 2014 - June 2015 • Mondays - Thursdays: 2:00 pm to 9:00 pm • Fridays: 2:00 pm to 6:00 pm

2013 tuition \$7,630\* (Morris, Sussex, Warren County Residents); \$8,630\* (out of county); textbooks and some fees are not included • \*2014/15 tuition subject to change.

# CULINARY

## COOKING BASICS

PREREQUISITE: none

Interested in a career that will never leave you hungry? Learn the skills you'll need to work your way around the professional kitchen. Each week you'll be introduced to an essential concept/process, making everything from soups to cakes. You will learn to use the right tools and equipment, cook and roast meats; plan and produce healthy meals with a budget in mind. Sanitation and Safety SERVSAFE certification is also included. Kitchen attire required.

5105S14 • \$1,695 • Feb 3 - May 12 • Mondays & Tuesdays & Wednesdays • 4:30 pm - 8:30 pm • Bldg. 1, Room 129 • Chefs: Carlo Pagano, Christopher Santhouse & Lawrence Walden • Textbook: Professional Cooking, Gisslen, 7th edition.

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## **ADVANCED COOKING SKILLS**

PREREQUISITE: Cooking Basics

Building on the basic cooking and baking skills, this course will cover more intricate recipes as well as preparing and cooking fish, game, stocks and sauces as well as advanced baking techniques. Kitchen attire required.

5106S14 • \$1,695 • Feb 3 - May 12 • Mondays & Tuesdays & Wednesdays • 4:30 pm - 8:30 pm • Bldg. 1, Room 129 • Chefs: Carlo Pagano, Christopher Santhouse & Lawrence Walden • Textbook: Professional Cooking, Gisslen, 7th edition.

## **COUNTY COLLEGE OF MORRIS COOKING SCHOOL**

Have a passion for cooking? County College of Morris offers a wide variety of evening and Saturday workshops in their state-of-the-art teaching kitchen located in the Student Community Center on the Randolph campus. Learn great new recipes, professional cooking techniques, seasonal menus, and the hottest trends in food. Enjoy cooking and dining in class. All courses include a fee for food. Check to see all that CCM cooking School has to offer by visiting their website [www.ccm.edu/businesscommunity](http://www.ccm.edu/businesscommunity). All course information is listed in the CCM virtual catalog. Register early as classes are limited in size.

## **DANCE**

### **SOCIAL DANCING - PARTY TIME**

It's party/vacation/wedding time and the band is playing those fast tempo songs you'd love to dance to. You just need some getting-started instruction. We'll teach the basics of 3 popular social dances - salsa, swing and hustle. We will cover timing, hold, and easy cool moves that anyone can master. Returning students can enjoy a thorough review as well as new and challenging patterns. Partner suggested but not required.

9302S14 • \$89 per person • Feb 5 - March 26 • Wednesdays • 6:30 pm - 7:25 pm • Bldg. 1, Fitness Center • Paul & Janet Kutzman

### **BALLROOM & SLOW DANCING**

If you want to do more than "sway" to your favorite slow ballads of today and yesterday, join us for this class! We'll introduce 3 easy-to-learn dances that can be applied to many beautiful slow-tempo songs: the Rumba, Waltz and NightClub 2 Step. You'll learn basic patterns, timing, & partnering, all essential building blocks for a great slow dance. A partner is required.

9306S14 • \$89 per person • Feb 5 - March 26 • Wednesdays • 7:30 pm - 8:25 pm • Bldg. 1, Fitness Center • Paul & Janet Kutzman

### **SWING DANCE**

This 4-week class will focus on learning and improving your swing dance repertoire. Start with basic steps, then expand to beginner patterns to form a swing routine sure to impress. Knowing how to dance is a sure-fire way to improve your fun at parties and social events, so why not start with the swing? No previous dance experience is needed; a partner is suggested as there is no guarantee of a partner for single enrollments.

9304S14 • \$59 per person • April 9 - May 7 • Wednesdays • 6:30 pm - 7:25 pm • Bldg. 1, Fitness Center • Paul & Janet Kutzman

### **INTERMEDIATE DANCE**

A new 4-week class will expand on two dances previously taught in the basic classes, Rumba and Cha Cha. Perfect for students from previous classes as well as those with some dance experience and familiarity with these dances. A brief review of the basics will be followed by instruction in more intermediate steps and technique. A partner is suggested but not required.

9307S14 • \$59 per person • April 9 - May 7 • Wednesdays • 7:30 pm - 8:25 pm • Bldg. 1, Fitness Center • Paul & Janet Kutzman

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# DENTAL ASSISTING

## DENTAL ASSISTING - AN INTRODUCTION

**PREREQUISITE:** High school or state diploma (bring to first class), minimum of 18 years of age, acceptable score in pre-assessment test. (See page 6 for details). Begin your career in dental assisting with this new and unique course developed and offered by Paul M. Banks DDS & Andrew L. Howard DMD of Morristown. You will acquire knowledge and put your skills to clinical practice in an actual dental office. Students will be prepared for an entry level position as an assistant, starting on a path that can lead to advanced skills and more responsibility. You will start with dental terminology, basic dental anatomy, instrumentation, materials, infection control, four handed dentistry along with proper office protocol and much, much more. Please note that training is provided through and classes are held at the office of Paul M. Banks DDS & Andrew L. Howard DMD in Morristown (not on our Denville campus).

7132F14\* • \$695\*\* • Sep - Dec • Mondays • 5:30 pm - 8:30 pm • Banks & Howard, Medical Arts Plaza, 101 Madison Ave., Suite 400, Morristown, NJ 07960 • [www.bankshoward.com](http://www.bankshoward.com) • Textbook: *Delmar's Handbook of Essential Skills & Procedures for Chairside Dental Assisting*, Phinney & Halstead, 1st ed. \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## INFECTION CONTROL

**PREREQUISITE:** Successful completion of Dental Assisting Introduction Continue to prepare for an entry level position as a dental assistant with a review of the concepts and procedures covered in the Infection Control Examination (ICE) administered by the Dental Assisting National Board (DANB). Topics include OSHA Bloodborne Pathogen Standard, hazardous material awareness, disease transmission prevention, disinfection and sterilization procedures. The ICE exam is one of the components required for Certified Dental Assistant (CDA) credential. This course is not endorsed by DANB.

7133F14\* • \$275\*\* • Jan 6 - 27 • Mondays • 5:30 pm - 8:30 pm • Banks & Howard, Medical Arts Plaza, 101 Madison Ave., Suite 400, Morristown, NJ 07960 • [www.bankshoward.com](http://www.bankshoward.com) • Textbook: *Infection Control & Management of Hazardous Materials for the Dental Team*, Miller & Palenik, 5th ed. \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## DENTAL RADIOGRAPHY

**PREREQUISITE:** High school or state diploma (bring to first class), minimum of 18 years of age, acceptable score in an assessment of reading and math skills (see page 6 for details); successful completion of Dental Assisting-Introduction or a minimum of 3 months experience as a dental assistant.

This newly developed course prepares students to become competent in the safe use of x-ray equipment and procedures and to prepare to take the national Dental Assistant National Board Radiation and Safety (RHS) exam. The program provides real-world resources for clinical practice and patient management. Course covers historical perspectives, radiation basics, biologic effects and protection, dental X-ray image receptors, processing techniques; dental radiographer fundamentals and more. Upon successful completion of the program (25 hours classroom instruction + 20 hours lab component + 30 hours clinical\*) and passing the licensing exam, students will have an x-ray license to perform dental specific procedures. \*Although MCVSD staff will assist in setting up the clinical experience, the student is responsible for securing a clinical site.

7134S14 • \$755 • Feb 24 - May 19 • Mondays • 6:00 pm - 10:00 pm • Banks & Howard, Medical Arts Plaza, 101 Madison Ave, Suite 400, Morristown, NJ 07960 • [www.bankshoward.com](http://www.bankshoward.com) • Textbook: *Essentials of Dental Radiography*, Thompson & Johnson, 9th ed.



# ELECTRICAL

## INTRODUCTION TO ELECTRICAL TRADES

Your career as a licensed professional electrician can start with this class that will combine lecture/theory along with hands-on practice. The goal of the course is to prepare you for an entry level position working as an assistant to a licensed electrical contractor. With the support of your employer, you can enter the Apprentice program to become licensed yourself. Your instructor will teach you the skills in a shop setting and introduce state electrical code in the classroom.

3313S14 • \$479 • Feb.3 - April 22 • Mondays and Tuesdays • 6:30 pm - 9:00 pm • Bldg. 3, Room 305 • Luzzo • Textbook: to be determined

## ELECTRICAL APPRENTICESHIP PROGRAM

**What is Apprenticeship?** Apprenticeship is a combination of on-the-job training and related classroom instruction in which student/workers learn the practical and theoretical aspects of a highly skilled occupation. This is a four year program that ultimately will lead you to attaining your electrical contractor's license. Morris County Vocational School District is partnered with the IEC to offer the educational component required for electrical license.

**Who can be an Apprentice?** You must be employed in the trade and sponsored by a licensed tradesman. You may enroll in our courses if you are not yet working/sponsored. The school will provide job leads when available, but it is the student's responsibility to have an employer to sponsor him/her for official apprentice registration with the Dept. of Labor. You may be eligible for advanced standing if you have on-the-job experience, vocational school training and/or military background. Our County Apprenticeship Coordinator, Joe Miktus, facilitates your registration with Department of Labor so that you may enjoy the benefits of a quality training program supported by this government agency.

**What is covered in the classroom?** Each year your instructors, who are experts in the field, introduce and review topics, as necessary, to ensure you develop sound theory and safety skills, within code and with efficiency. Most classes are theory/code based with occasional shop demonstrations and guest lectures or field trips. Classroom instruction is meant to supplement your job experience. For more information regarding electrical licensing in New Jersey, visit [www.njconsumeraffairs.gov/nonmedical/electrical.htm](http://www.njconsumeraffairs.gov/nonmedical/electrical.htm).



*New Jersey Chapter*

**College Credit.** Upon completion students are eligible for up to 37 college credits as accredited by the American Council on Education (ACE) College Credit Recommendation Service (CREDIT).

PROGRAM LENGTH: 4 Years; 150 hours per year from SEPTEMBER to APRIL • 6:00 pm to 9:00 pm; two (2) evenings per week. 15% - 40% of the class meetings will require access to the Internet in lieu of one of the two scheduled class days. • Tuition includes textbooks and reference materials.

## Electrical Apprentice Year 1

Prerequisite: Pre-entrance test in reading and math; see page 6 for more information. Students should be working in the field or have an interest to pursue electrical trades as a profession. Access to the Internet is necessary as some percentage of class is conducted online. Each year of the Electrical apprentice program builds toward licensing readiness. The topics covered in this first of four years are: basic wiring; Ohm's law, circuitry; conduit fill; bending, knots and rigging; motors; an introduction to blueprint reading; low voltage systems; and most important and present in every year's curriculum--safety and tooling. This



foundation also includes instruction in the principles of applied math such as the metric system and conversions. IEC materials and texts included.

3306F14\* • \$1,269\*\* • Sep - March • Monday & Wednesday • 6:00 pm - 9:00 pm • Bldg. 6, Room 603 • Reynolds \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## Electrical Apprentice Year 2

Prerequisite: Successful completion of Year 1. Access to the Internet is necessary as about 10-15% of class is conducted online. Devices covered are transformers, generators, alternators and motors. Students become increasingly familiar with the National Electrical Code as it applies to support, service, grounding and overcurrent protection as well as special environments such as hazardous sites as well as healthcare, commercial and industrial facilities. IEC materials and texts included.

3307F14\* • \$1,269\*\* • Sep - March • Monday & Wednesday • 6:00 pm - 9:00 pm • Bldg. 6, Room 604 • J.Davis \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## Electrical Apprentice Year 3

Prerequisite: Successful completion of Year 2. Access to the Internet is necessary as about 40% of class is conducted online. Blueprints and reading blueprints becomes more crucial in the 3rd year as the subjects become involved: grounding and bonding; and motor controls. As always, safety is a main topic but is blended with advanced knowledge to problem-solve and troubleshoot with professionalism. IEC materials and texts included.

3308F14\* • \$1,269\*\* • Sep - March • Monday & Tuesday • 6:00 pm - 9:00 pm • Bldg. 6, Room 606 • Conover \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## Electrical Apprentice Year 4

Prerequisite: Successful completion of Year 3. Access to the Internet is necessary as about 10-15% of class is conducted online. In this final year of the program the student learns about solid state electronic control devices, electromechanical and solid state relays. Add to the list programmable controllers, reduced voltage starting, compressor motors as well as power distribution systems, service switchboards and panel boards. Students use their in-depth electrical knowledge base to design wiring systems that can be effectively and efficiently installed. IEC materials and texts included.

3309F14\* • \$1,269\*\* • Sep - March • Monday & Wednesday • 6:00 pm - 9:00 pm • Bldg. 6, Room 607 • W.Davis \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

# FITNESS

Toll Free: 888-330-9487 | Work: 757-428-4796 | Fax: 757-428-3873 | [www.witseducation.com](http://www.witseducation.com)

**“Educational Excellence For Fitness Professionals”**  
World Instructor Training Schools

## PERSONAL TRAINER CERTIFICATION

Come join this fun profession and be a part of what Fortune Magazine & ABCNEWS.com states as the 4th hottest job in the U.S. at a national average of



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\$34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold's Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer.

PREREQUISITES: Attend one orientation:

Online Webinars: **Thursday, Jan. 9 at 12 Noon** or **Thursday, Feb. 6 at 5:00 PM**  
register at <http://tinyurl.com/mqkundu>.

Live Session: **Saturday, Feb. 15 • 10:30 am to 11:30 am** • Building 6 Computer Lab  
Register at [mcvts.org](http://mcvts.org).

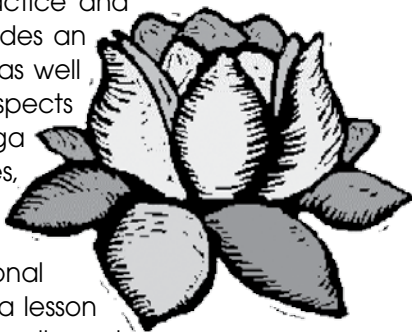
This challenging course is taught over an 8-week period; the national exam is held on the 9th week. The course is formatted as a 62-hour program that includes 16 hours of lecture, 16 hours of hands on practical training and a 30 hour internship that networks many graduates right into a job. The course prepares you for success with key topics including biomechanics, exercise physiology, fitness testing, equipment use and health assessment. CPR/AED is needed for certification. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees. (Call to order and start reading immediately 888-330-9487 or [www.witseducation.com](http://www.witseducation.com)). W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), Veterans Training and Education, The International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.

9106S14 • \$745 • March 1 - May 3 • Saturdays • 8:00 am - 2:00 pm • Bldg. 6,  
Computer Lab • WITS Instructor

## YOGA INSTRUCTOR CERTIFICATION COURSE

PREREQUISITES: Register for a free webinar at: [www.anymeeting.com/theRoyalPathways](http://www.anymeeting.com/theRoyalPathways)

Become a Yoga Instructor or deepen your practice and expand Yoga in your daily life! This course includes an in-depth study of the Ancient Wisdom of Yoga, as well as instruction, guidance and experience in all aspects of a balanced Yoga class. This includes the Yoga Poses, Gradual Stretching, Breathing Techniques, Elements of a Class, and Teaching Techniques; 11 Systems of the Body are studied in detail including the location, structure, function and nutritional aspects of each system. Learn how to develop a lesson plan and help each and every student professionally and compassionately.



**Please note that the programs listed below meet at The School of Royal Yoga, Inc.: 57 Main St #7, Chester Borough, NJ 07930.** Students register with Morris County Vocational School District. Course tuition includes a comprehensive Instructor Manual, Human Body textbook, Sanskrit CD and one Yoga class per week. Students must supply Yoga mat which can also be purchased from The School of Royal Yoga for \$25. Note: School of Royal Yoga refund policy applies; no refund after the first class; in the event of an emergency cancellation students may, within 12 months, apply prior payments to a new course. Please contact Sara Carapezzi, Director of The School of Royal Yoga at (908) 879-9648 for any additional information.

9116S14 • \$2,900 • Jan. 14, 2014 - September 23, 2014 (9 months) • Tuesdays  
• 9:30 am - 12:30 pm • The School of Royal Yoga, Chester, NJ  
• School of Royal Yoga Instructor

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9117S14 • \$2,900 • Begins Friday, Feb. 7, 2014 - August 16, 2014 (6 months) • Class will meet Tuesdays & 3 weekends\* • Tuesdays 7:30 pm - 9:00 pm, Friday 6:30 pm- 9:30 pm, Saturday 9-12 Noon & Sunday 8:30 AM- 12:30 PM • The School of Royal Yoga, Chester, NJ • School of Royal Yoga Instructor \*weekend schedule will be provided upon registration.

9118S14 • \$2,900 • Begins Friday, May 2, 2014 - October 30, 2014 (6 months) • Class will meet Wednesdays & 3 weekends\* • Wednesdays 7:00 pm - 8:30 pm, Friday 6:30 pm- 9:30 pm, Saturday 9-12 Noon & Sunday 8:30 AM- 12:30 PM • The School of Royal Yoga, Chester, NJ • School of Royal Yoga Instructor \*weekend schedule will be provided upon registration.

9119S14 • \$2,900 • Begins Saturday, June 28, 2014 - March 28, 2015 (9 months) • Saturdays • 9:00 am - 12:00 Noon • The School of Royal Yoga, Chester, NJ • School of Royal Yoga Instructor

## **REIKI LEVEL 1 CERTIFICATION**

Reiki is a gentle holistic modality of “hands on” healing. Reiki is a safe and gentle form of healing energy that helps to balance an individual on all levels- physical, mental, emotional, and spiritual, opening the doors to experience healing from within. At the completion of the course, you will receive a certification for Reiki Level 1. **Students register with Morris County Vocational School District and attend classes at the Denville campus.**

9120S14 • \$150 • Tuesday, Jan. 14 & Wednesday, January 15 (2 sessions) • 6:00 pm - 9:00 pm • Bldg. 1, 102 • School of Royal Yoga Instructor

9121S14 • \$150 • Tuesday, March 11 & Wednesday, March 12 (2 sessions) • 6:00 pm - 9:00 pm • Bldg. 1, 102 • School of Royal Yoga Instructor

9122S14 • \$150 • Tuesday, May 13 & Wednesday, May 14 (2 sessions) • 6:00 pm - 9:00 pm • Bldg. 1, 102 • School of Royal Yoga Instructor

## **T’AI CHI**

Increase your circulation, boost your immune system, strengthen and tone your body, improve your balance and posture. Best of all, relax and have fun with the gentle movements of T’ai Chi and QiGong. Please wear loose, comfortable clothing and socks.

9113S14 • \$119 (Seniors: \$63 ) • Feb 4 - April 22 • Tuesdays • 7:00 pm - 8:30 pm • Bldg. 1, Fitness Center • Gajewski

## **YOGA**

Classic Hatha Yoga is a gentle, yet invigorating and strengthening style of Yoga suitable for the beginner or advanced student. The class is a combination of relaxation, breathing techniques, gradual stretching and various Yoga Asanas. The entire class is designed to balance body, mind and spirit and bring great feelings of well-being. Note: School of Royal Yoga refund policy applies; no refund after the first class; in the event of an emergency cancellation students may, within 12 months, apply prior payments to a new course.

9102S14 • \$149 (Seniors: \$105) • Feb.24 -May 19 • Mondays • 5:30 pm - 6:30 pm • Bldg. 1, Fitness Center • School of Royal Yoga Instructor

# **HEALTH OCCUPATIONS**

## **EKG TECHNOLOGY**

**PREREQUISITE:** High school or state diploma (bring to first class), minimum age of 18, acceptable score in an assessment of reading and math skills (see page 6 for pre-entrance test dates and times). No medical requirements.

This cardiac care course is designed for individuals seriously interested in pursuing or enhancing health care skills. Topics include cardiovascular technology and terminology, cardiac anatomy, physiology and electrophysiology, EKG and stress test interpretation as well as arrhythmia recognition. Hands-on labs provide the student with experience with EKG as well as stress test systems to

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prepare for an entry level position as a technician or as required for Clinical Medical Assisting. Upon successful completion, student will be recommended to the National Healthcare Association certification exam at an additional charge.  
7105S14 • \$599 • Feb 3 - May 12 • Mondays & Wednesdays • 6:00 pm - 9:00 pm • Bldg. 2, Room 205 • Niechwadowicz • Textbook: ECG Workout, Huff, 6th ed.

## **PHLEBOTOMY TECHNICIAN - LAB ASSISTANT**

**PREREQUISITE:** High school or state diploma (bring to first class), minimum age of 18, acceptable score in an assessment of reading and math skills (see page 6 for pre-entrance test dates and times). Physical exam, medical clearance in writing, Hepatitis B Vaccinations, Two Step Mantoux and CBC required.

The focus of this course is on basic blood drawing procedures for an entry level position as a technician or as required for Clinical Medical Assisting. Hands-on labs provide the student with opportunity and setting required for skill practice and proficiency in venipuncture, emergency care and basic lab procedures. Students are allowed only 2 absences and are required to have blood drawn by other students in the lab setting under instructor supervision. Upon successful completion, students will be recommended for national certification testing at an additional charge.

7110S14 • \$659 • Feb 4 - May 13 • Tuesdays & Thursdays • 9:00 am - Noon • Bldg. 2, Room 204 • Grissom-Friend

7113S14 • \$659 • Feb 3 - May 12 • Mondays & Wednesdays • 6:00 pm - 9:00 pm • Bldg. 2, Room 204 • Wilhelm

7205SM14 • \$659 • July - August • Tuesdays thru Thursdays • 9:00 am - 1:00 pm • Bldg. 2, Room 204 • Grissom-Friend

## **PHARMACY TECHNICIAN**

**PREREQUISITE:** High school or state diploma (bring to first class), minimum 18 years of age, acceptable score in an assessment of reading and math skills (see page 6 for pre-entrance test dates and times). No medical requirements. Prepare for an entry level position as a technician to work in pharmacies assisting the pharmacists in all aspects of filling and managing prescriptions. Lessons include work responsibilities, pharmacy law, medical abbreviations, pharmacology, including use interactions and side effects of medications. Upon successful completion of coursework, students will also be presented with material to prepare them for the certification exam offered by the Pharmacy Technician Certification Board. Exam is not included.

7108S14 • \$529 • Feb 3 - May 12 • Mondays & Wednesdays • 6:00 pm - 9:00 pm • Bldg. 6, Room 605 • Gootblatt • Textbook: included

## **JOB SKILLS FOR THE HEALTHCARE PROVIDER**

**PREREQUISITES:**None.

This course is designed to assist the student to find employment in the healthcare industry through resume and soft skills development, interviewing strategies and utilizing job searching tools online and offline.

7123S14 • \$99 • May 19 - June 4 • Mondays & Wednesdays • 5:30 pm - 8:30 pm • Bldg 6, Computer Lab • Schweon • Textbook: none

# **MANUFACTURING**

## **PRECISION MANUFACTURING**

**PREREQUISITES:** High school diploma or equivalent; min. 18 years or older; acceptable score in entrance examination of reading, math & mechanical skills. New Jersey manufacturing (especially Morris County) serves a variety of industries from aerospace, chemical, pharmaceuticals, electronics, metal/plastic fabrication, food, and more. Career paths in manufacturing lead to advancement with local manufacturers who are constantly looking for



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dependable employees with the ability and skills to succeed and excel in this field. Our program provides students with the training and certification to gain entry to this lucrative career. Students begin with the basics learning to read blueprints, develop layout and measurement skills with the precision necessary to be proficient on the job. Although a foundation of understanding is based on manual machining processes with lathes, grinders, knee mills and more, the course includes an introduction to CNC operations and program interpretation. National Institute for Metalworking Skills Level 1 Machining Certification exams are included. PLEASE NOTE: this class is conducted at Morris Hills High School at 520 W Main Street, Rockaway, NJ.

3001F14\* • \$1,695\*\* • Sep - March • Mondays & Thursdays • 6:00 pm - 9:00 pm • Morris Hills High School • Room 407 • Stead • Textbook and some NIMS certification fees included. \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## NURSING

### PRACTICAL NURSE EDUCATION - FULL TIME

PREREQUISITES: High school diploma or equivalent; min. 18 years or older; acceptable score in entrance examination of reading, math & language skills; 2 professional references; proof of US citizenship or permanent US residency. Candidates meeting admission requirements must submit to full physical exam, TB testing, criminal background check and drug screening.

All course and admission details are on our website - [www.mcvts.org](http://www.mcvts.org) under the Continuing Adult Education tab. Admission process for LPN program opens in February/March of each year.

The program is approved by NJ Department of Education and accredited by the Council on Occupational Education and NJ Board of Nursing. Program is approved for training by Veterans Administration. Practical Nurse Education is designed to prepare well qualified men and women to become safe, competent, entry level practical nurses. Graduates are employed in long term care facilities, clinics, medical offices, home care and hospitals. The curriculum is designed to integrate nursing theory with clinical practice. Courses include: Fundamentals of Nursing, Pharmacology, Microbiology, Medical Surgical Nursing, Obstetrics, Pediatrics, Geriatrics and Mental Health Nursing. FINANCIAL AID: need-based federal aid available to qualified students.

See our website for more information and application.

September 2014 to July 2015; Monday-Friday, 8:00 am - 2:00 pm • 2013 tuition \$9,453\* (Morris, Sussex, Warren County Residents); \$10,453\* (all others); • uniforms, textbooks and fees additional. \*2014/15 tuition subject to change.

## PHOTOGRAPHY

### GONE DIGITAL

PREREQUISITE: Basic knowledge of camera operations.

This class will get you started with how to use that digital camera you just bought. Learn the basics camera functions, menus and the magic of pixel photography, optics, F-stops, shutter and metering controls both manual and automatic. Visual concept, design, composition and use of light will be discussed to help you create powerful images. Lecture with visuals, equipment demos and critique of your work will be part of this interactive class. Basic Photoshop editing skills and downloading files to computer will be covered in our state-of-the-art computer lab.

8128S14 • \$295 • Feb 4 - April 1 • Tuesdays • 6:30 pm - 9:00 pm • Bldg. 6, Computer Lab • Russo • Textbook: none

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## A PHOTOGRAPHER'S WINDOW TO THE WORLD

**PREREQUISITE:** Basic knowledge of camera operation. Must have manual operating film SLR or digital SLR for all classes.

From concept to composition, use of light, depth of field, perspective and optics to speak our visual dialog. Now that you know some camera basics lets explore some new and different locations in the Metro area. Learn how to use your camera while exploring diverse and challenging environments to document. In this class, we will drive to several locations such as The Edison Museum, Delaware Water Gap, Jockey Hollow, The Cloister and other historical and natural locations. Discuss, share and critique your shots at the final class held at the school.

8108S14 • \$275 • April 25 - May 30 • Fridays • 9:00 am -12:30 pm • 6 Sessions • TBD  
• Russo • Textbook: none



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# PLUMBING

## INTRODUCTION TO PLUMBING TRADES

Your career as a licensed professional plumber can start with this class that will combine lecture/theory along with hands-on practice. The goal of the course is to prepare you for an entry level position working as an assistant to a licensed plumbing contractor. With the support of your employer, you can enter the Apprentice program to become licensed yourself. Your instructors will teach you the skills in a shop setting and introduce state plumbing code in the classroom.

3205S14 • \$479 • Feb 3 - April 22 • Mondays & Thursdays • 6:00 pm to 9:00 pm • Bldg. 3, Room 306 • Orson & Peterson • Textbook: to be determined

## PLUMBING APPRENTICESHIP PROGRAM

**What is Apprenticeship?** Apprenticeship is a combination of on-the-job training and related classroom instruction in which student/workers learn the practical and theoretical aspects of a highly skilled occupation. This is a four year program that ultimately will lead you to attaining your electrical contractor's license. Morris County Vocational School District is partnered with the PHCC to offer the educational component required for the master plumber's license.

**Who can be an Apprentice?** You must be employed in the trade and sponsored by a licensed tradesman. You may enroll in our courses if you are not yet working/sponsored. The school will provide job leads when available, but it is the student's responsibility to have an employer to sponsor him/her for official apprentice registration with the Dept. of Labor. You may be eligible for advanced standing if you have on-the-job experience, vocational school training and/or military background. Our County Apprenticeship Coordinator, Joe Miktus, facilitates your registration with Department of Labor so that you may enjoy the benefits of a quality training program supported by this government agency.

**What is covered in the classroom?** Each year your instructors, who are experts in the field, introduce and review topics as necessary to ensure you develop sound theory and safety skills, within code and with efficiency. Most



classes are theory/code based with occasional shop demonstrations and guest lectures or field trips. The classroom instruction is meant to supplement your job experience. If you are not working with a licensed professional, the school will provide job leads when available, but it is the student's responsibility to have an employer to sponsor him/her for official apprentice registration with the Dept. of Labor. For more information regarding plumbing licensing in New Jersey, visit: [www.njconsumeraffairs.gov/nonmedical/plumbers.htm](http://www.njconsumeraffairs.gov/nonmedical/plumbers.htm).

PROGRAM LENGTH: 4 Years; 150 hours per year from SEPTEMBER to APRIL • 6:00 pm to 9:00 pm; two (2) evenings per week. 15% - 40% of the class meetings will require access to the Internet on one of the two days scheduled for class. Tuition includes textbooks and reference materials.

## Plumbing Apprentice Year 1

Prerequisite: Pre-entrance test in reading and math; see page 6 for more information. Students should be working in the field or have an interest to pursue plumbing as a profession. Access to the Internet is necessary as some percentage of class is conducted online. Each year of the Plumbing apprentice program builds toward licensing readiness. The topics covered in this first of four years are: potable water delivery and conservation; sewage and drainage; venting and exhaust; piping, fixtures as well as blueprint reading. This foundation also includes instruction in the principles of applied math such as the metric

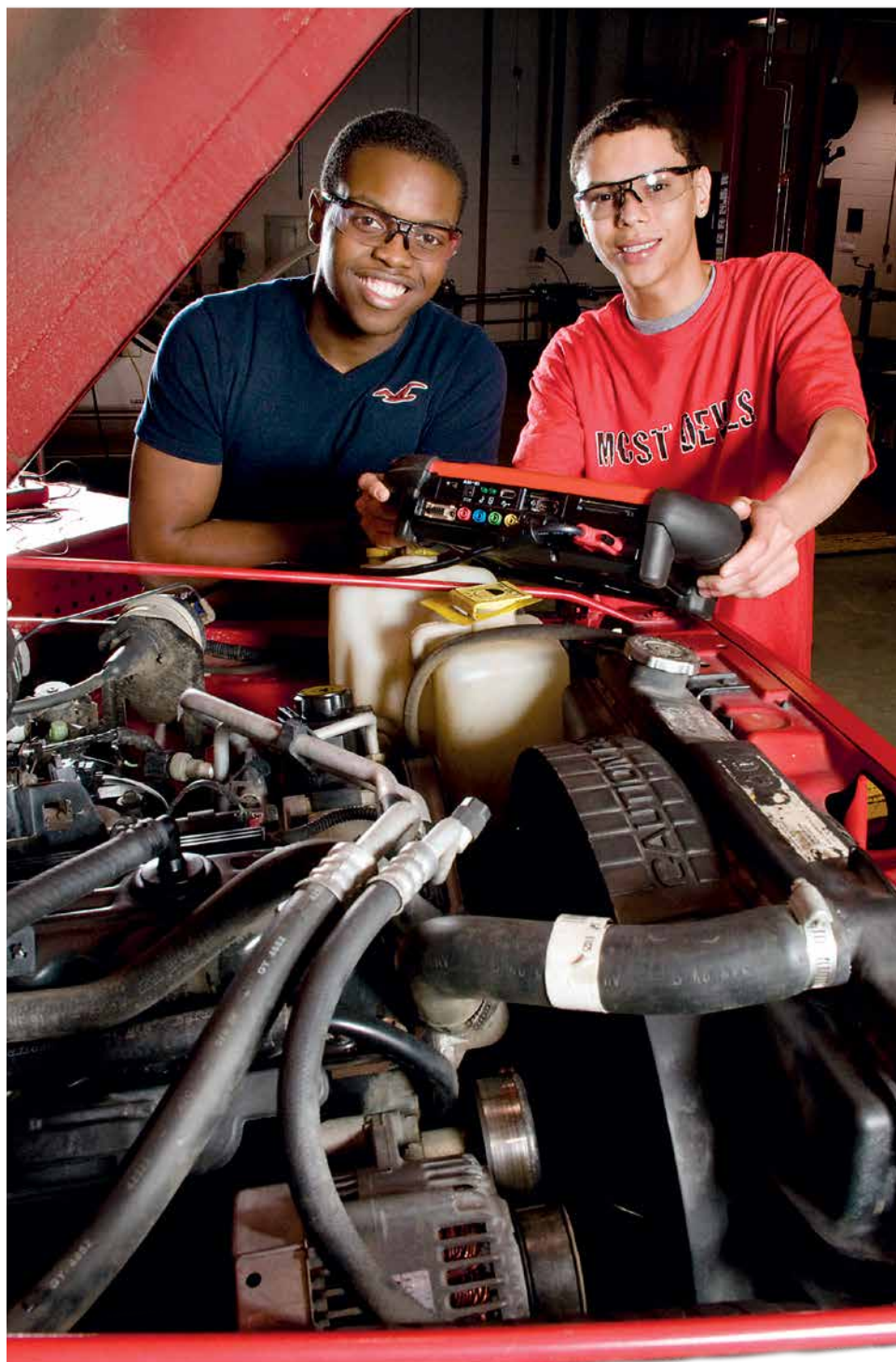
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system and conversions. PHCC materials and texts included.

3201F14\* • \$1,089\*\* • Sep - March • Tuesday & Wednesday • 6:00 pm - 9:00 pm • Bldg. 6, Room 602 • Peterson \*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## Plumbing Apprentice Year 2

Prerequisite: Successful completion of Year 1. Access to the Internet is necessary as some percentage of class is conducted online. This second year focuses on water distribution systems, drains, waste, vent systems, rough-in sheets, welding basics, rigging and hoisting as well as calculating offsets and formulas. PHCC materials and texts included.





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# WELDING

## WELDING TECHNOLOGY 1

The first year of a 2 year foundation course which covers welding science, print interpretation, welding symbols as well as hands-on training in welding and thermal cutting processes. Upon successful completion of each course the student will be eligible to take exams leading to basic industry certifications. Materials & safety glasses included. See safety wear required.

3408F14\* • \$1,189\*\* • Sep - March • Wednesdays & Saturdays • W6:00 pm - 9:00 pm & 9:00 am to Noon • San Roman & Smith • Bldg. 4, Room 408 • Textbook: none  
\*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## WELDING TECHNOLOGY 2

PREREQUISITE: Successful completion of Welding Technology 1

This second year of Welding Technology is geared toward meeting the requirements for the American Welding Society (AWS) Entry-Level and national Occupational Competency Testing Institute (NOCTI) certificates. You will develop skills in Gas Tungsten Arc, Gas Metal Arc, Flux Core Arc Welding as well as inspection and print interpretation in accordance with AWS and NOCTI guidelines. Materials and safety glasses included. See safety wear required.

3409F14\* • \$1,239\*\* • Sep - March • Mondays & Thursdays • 6:00 pm - 9:00 pm • Browne • Bldg. 4, Room 408 • Textbook: none  
\*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## AWS CERTIFICATION

PREREQUISITE: Vocational Certificate, AWS Entry Level Certificate or minimum of (1) year welding experience. See safety wear required.

For the welder who has solid basic welding skills but needs to prepare and test to specifications for plate and sheet metal certificates. In addition to working toward successful performance testing students will also have the opportunity to be certified in their choice of the following:

SMAW - 3/8" or 1" (standard); 3G qualified all but 4G overhead

GMAW - 2G qualifies flat and horizontal

FCAW - 3/8" or 1" (standard); 3G qualified all but 4G overhead

GTAW - this is a very specific certification; prospective student must provide requirements before registering

3410F14\* • \$699\*\* • Sep - March • Tuesdays • 6:00 pm - 9:00 pm • Bldg. 4, Room 408 • Taperino • Materials & test fee for standard plate & sheet metal testing included; optional certifications do not include material or test fee • Textbook: none  
\*Registration begins on Aug 1, 2014. \*\*Fall 2014 tuition subject to change.

## WELDING WORKSHOP

Satisfy your interest in the basics of welding in a relaxed workshop atmosphere as you tackle thermal cutting and other techniques. You can work on personal projects such as cutting low carbon steel sculpture and other recreational projects. Students work on instructor approved projects using proper safety as well as operational procedures in gas Metal Arc Welding (MIG), Shielded Metal Arc Welding (Stick), Plasma Arc Cutting and Oxy/fuel Gas. Materials and safety glasses included. See safety wear required.

3411S14 • \$339 (Seniors: \$169) • Feb 6 - May 1 • Thursdays • 6:00 pm - 9:00 pm • Bldg 4, Room 408 • Roberts • Textbook: none

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### Welding Safety Wear

Arc Helmet min shade #10 • Welding Jacket • Gauntlet Welding  
Gloves • TIG Welding Gloves • Work Shoes • Cotton Denim or  
Flame Retardant Jeans • Cotton Denim or Flame Retardant Shirt

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# GENERAL STUDENT INFORMATION

## ***Attendance***

In order to receive full credit for classes, students must attend at least 85% of the scheduled classes. For 12 weeks classes, a student must be in attendance for at least 10 weeks; for 26 week classes, at least 22. Please note, in some classes, an instructor may require 100% attendance along with all other requirements before granting successful completion and credit.

## ***Cancelled Class Meetings***

In the event of cancelled classes, every attempt will be made to reschedule at a time mutually convenient for the students and instructor which may be after the last regularly scheduled class.

## ***Cancelled Courses***

Morris County Vocational School District reserves the right to cancel any program or class due to low enrollment or valid changes in scheduling. See Refund Policy for tuition reimbursement.

## ***Certificates***

Certificates may be requested for students who successfully complete the coursework, meet all attendance requirements and receive the recommendation of the instructor. Please note: certificates will be issued once. It is the student's responsibility to safeguard the certificate.

Certificates - Apprenticeship Programs

The Bureau of Apprenticeship Training and NJ Department of Labor issue certificates to apprentices completing specific apprenticeship requirements.

## ***Conduct***

Students are expected to be aware of and abide by all MCVSD policies and all public laws with respectful conduct toward instructors, staff and other students. The school is obliged to take action (dismissal, suspension, informing the authorities) if a student's conduct is illegal, destructive or disruptive.

## ***Effective Communication for Hearing Impaired Students***

Morris County Vocational School District will provide communication aids, auxiliary aids and services for effective communication to all secondary and postsecondary prospective and current students with hearing impairment, at no cost to the student being served, in accordance with the student's individual educational plan or section 504 plan.

## ***Enrollment of Minors***

Persons under 18 may enroll in Continuing Education programs provided that they have approval in WRITING submitted by the PARENT/GUARDIAN. Practical Nursing, Cosmetology, HVAC, Health Occupations (except for CPR), and Precision Manufacturing require proof of high school completion.

## ***Inclement Weather***

Classes may be canceled due to inclement weather. A recorded message may be accessed at 973-627-4600 prompt #8, or visit [www.mcvts.org](http://www.mcvts.org). Continuing Education classes are always cancelled if the district is closed for day/high school.

## ***Recognition and Accreditation***

The Morris County Vocational School District is accredited by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5603 as well as The Council on Occupational Education.

## ***Parking***

Students may park in designated student lots only during weekday sessions before 3:00pm; after 3:00pm student parking is not designated. However, parking in fire lanes or behind shops is prohibited; handicapped parking spaces are located throughout the campus. Please lock your car; MCVSD is not responsible for theft or damage to your vehicle on school property.

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## **Safety, Accidents & School Insurance**

Safety instruction and procedures are an integral part of all laboratory and shop classes; students must comply with all regulations and accept responsibility for his/her own safety. Students are responsible for personal liability and health insurance. The Board does not accept liability for accidents that occur due to human error or negligence. For protection and safety, some courses may require student to purchase safety equipment such as glasses, helmets, and gloves. All accidents must be reported immediately to the Continuing Education office.

## **Smoking**

MCST is a smoke-free campus. Under state statute and policies of the Board of Education, smoking is prohibited in school buildings and all school grounds. The NJ Smoke-Free Air Act (P.L. 2005, c.383) will be enforced by school supervisors.

## **Student Right to Know**

Institutions are required to provide students with information regarding campus security, alcohol and drug use, drug free schools, crime prevention, and reporting of crimes. Equal Employment Opportunity and Affirmative Action, graduation rates, transfer data and other policies and data may be obtained at the Continuing Education office.



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## **Textbooks**

Except where noted in the course description, textbooks are not included in the course tuition. Please see course description for the textbook(s) required for each class.

## **Title IX, Section 504**

**The Morris County Vocational School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status, physical disability, learning disability, or sexual orientation.** Inquiries regarding compliance with federal discrimination laws may be directed to the Affirmative Action Officers, Scott Moffitt and Athena Borzeka, who is also the 504 Officer and may be reached at 973-627-4600.

## **Transportation**

Morris County Vocational School District's Denville Campus is convenient to reach via public transportation using NJ Transit rail lines (Montclair/Boonton & Morris/Essex) as well as bus lines 872 & 880. Lakeland Bus Lines also travel through Denville center.

# **FINANCIAL INFORMATION**

## **Tuition**

Tuition for classes that begin in the Fall of 2014 are based on rates for 2013-14 school year and are subject to change for 2014-15. Tuition must be paid at the time of registration.

Mail-in registration: Check, Money Order, Visa® and MasterCard®

In-person registration: Cash, Check, Money Order, Visa® and MasterCard®

Telephone registration: Visa® and MasterCard®

Online registration: Visa® and MasterCard®

## **Out of County Fee**

Out of county students (with the exception of Warren and Sussex) will be charged a \$10.00 fee per course.

## **Payment Plans**

Students enrolling in a certification, licensure or professional preparation program with a tuition fee of \$3,000.00 or more, may participate in a tuition installment plan. Payments will be made in two equal installments beginning with the first at the time of registration and the second due midway through the program. Students must be in good financial standing to participate. For full-time programs only, an initial \$500.00 deposit (\$100.00 of which is non-refundable) must be paid at the time of acceptance and a \$50.00 late fee will be assessed for any payment more than fifteen days late.

## **Returned Check Fee**

There will be a \$20.00 fee charged for all checks returned for insufficient funds by the bank. Student will not be permitted to attend classes until tuition and return check fee are paid in cash.

## **Refund Policy**

- Students will receive a full refund if MCVSD cancels a course.
- Students will receive a full refund (less a \$10 drop fee per course) if notification is received in writing prior to the first class meeting.
- Students will receive an 80% refund or 100% credit\* for future class if notification is received in writing prior to the second class meeting (whether the student attended the first class or not). \*Credit cannot be refunded and must be used within a year from credit date after which credit expires.
- No refunds are issued after the second class meeting (whether attended or not).

Send refund requests to [adulted@mcvts.org](mailto:adulted@mcvts.org) or via mail to : Continuing Ed., MCVSD, 400 East Main Street, Denville, NJ 07834.

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## **Senior Citizen Discount**

Senior Citizens (age 62 or older) are eligible to enroll in many MCVSD Continuing Education courses at reduced tuition. However, not all classes are subject to this discount. Please see the course description for each class; if a senior citizen discount applies, it will be specified. This discount is only available in-person or by mail with proof of age. You may register by phone if you have registered in the past and eligibility has been verified.

## **Division of Vocational Rehabilitation**

The New Jersey Division of Vocational Rehabilitation Services (DVRS) provides services that enable individuals with disabilities to find jobs or keep their existing jobs. Any physical or mental impairment that is a substantial impediment to employment may qualify an individual for vocational rehabilitation services which may include tuition assistance for career training. Under certain circumstances, DVRS student may be required to pay tuition until DVRS funds are received by the school.

## **One Stop Career Centers**

New Jersey's One-Stop Career Centers are staffed with qualified professionals who can assist those who are unemployed or underemployed with obtaining the training you need to meet the demands of our present workforce. Employment counselors can help explore career choices relating to your interests and abilities and will help you explore occupations that best utilize your skills in the current job market. The One-Stop Career Centers also offer educational training programs in vocational schools as well as on-the-job training with local employers and apprenticeships in many fields.

## **Veteran's Administration Assistance**

Morris County Vocational School District offers programs approved by the New Jersey Department of Education's State Approving Authority for the training of veterans and Title 38 eligible recipients. Veterans can apply online for tuition benefits by visiting the VA's website at [www.gibill.va.gov](http://www.gibill.va.gov). Assistance may be obtained from School Certifying Official (SCO), Terry Schweon at [973-627-4600](tel:973-627-4600) ex 208 or VA Education Liaison Representative at [973-297-3222](tel:973-297-3222) or [esther.chambliss@va.gov](mailto:esther.chambliss@va.gov)

## **Federal Financial Aid**

To be eligible for financial aid at Morris County Vocational School District, students must meet the following minimum requirements:

- Demonstrate financial need.
- Have a High School Diploma or a General Educational Development (GED) Certificate, or the student must pass an independently administered test approved by the U.S. Department of Education.
- Accepted as a student in an eligible program: Cosmetology, HVAC or Practical Nursing.
- Have a valid Social Security Number.
- Make satisfactory academic progress, according to Morris Vocational School District standards.
- Must not be in default on a previously awarded student loan or owe a refund on a previously awarded grant.
- Register with Selective Service, if required.
- Be a U.S. citizen or eligible non-citizen.

Financial Aid recipients are selected after first completing the Free Application for Federal Student Aid (FAFSA). The most efficient way is to file FAFSA on the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). MCST should be identified in Step V by using the school's Title IV code **015846**. Regular payments must be made until such time as financial aid funds are received by the school.

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# MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT



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David Scapicchio, Deputy Freeholder Director  
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# MORRIS COUNTY VOCATIONAL SCHOOL DISTRICT

400 East Main Street, Denville, NJ 07834  
(973) 627-4600 x245 [www.mcvts.org](http://www.mcvts.org)



## POST SECONDARY - ADULT PROGRAMS CONTINUING EDUCATION

- Apprenticeship Programs
- Auto Technology
- Building Trades/HVAC
- Cosmetology
- Culinary Arts
- Dental Assisting
- Fitness Instructor Certification
- Health Occupations
- LPN
- Precision Manufacturing
- Welding
- Visit our shops, labs and classrooms
- Speak to our instructors and students
- Discuss careers with counselors
- Get a manicure
- Have your blood pressure checked

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## Residential Customer