

**Morris County
School of Technology**
ADULT EDUCATION
Fall 2004
Course Catalog



(Artist Rendering, New Gymnasium opening September, 2005)

Most Classes Begin Week of September 13, 2004

***Mail Registration Receives Priority --
Mail Early to Avoid Disappointment!***

(973) 627-4600

400 East Main Street

Denville, NJ 07834

A Message from The Director

It seems that just yesterday we were in the middle of our summer vacations soaking up the sun and dreaming of a few more days of sweet relaxation.

But as the students are about to flow through our doors for new learning and growth, there is an anticipation and energy about potentials to be realized.

As you may have noticed from the architect's rendering on the cover, Morris County School of Technology is establishing a new look, and with it, a bright new future.

I urge you to consider the offerings in this catalog. They present a host of opportunities and a chance to put some of that free time to good use... to learn a new skill, explore a new topic or simply share new ideas with others.

I am confident that the Adult Education program at the Morris County School of Technology is a reflection of the goals and the aspirations of the community it serves. Our future is before us and we sense the potential that it presents. Join us as we establish new traditions for our school, for our community, and most especially, as we establish new traditions for you!

If ever I may be of assistance with your educational goals, please feel free to contact me.

Sincerely,



Kenneth Williams

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**Registrations will
not be confirmed.
Please keep your
course catalog
for all course information.**

GENERAL INFORMATION

REGISTRATION

NEW POLICY! NEW POLICY! NEW POLICY! NEW POLICY! NEW POLICY!

Mailed registrations receive priority. Registration opens once the catalog has been mailed and forms will be processed in the order in which they are received. Mail early in order to gain admittance to popular courses!

REGISTRATION PROCEDURE

In order to provide convenient accessibility to the largest number of registrants, **priority will be given to mailed registrations**. Mail-in registration begins once the fall and spring catalogs have been mailed and registrations will be processed in the order in which they are received. In-person registration will begin according to the posted schedule approximately two weeks later. Telephone registrations will be available for a limited period toward the end of registration period according to the posted schedule. **Please note, many of our most popular courses have an enrollment limit and fill up quite quickly.** This new procedure has been instituted to encourage early mailed registrations. Telephone registrations, while convenient, will only commence near the end of the registration period. **In all cases registration must be completed on the registration form and accompanied by payment in full.** We accept cash, check, money order and Visa, MasterCard and Discover credit cards.

IN-PERSON

In-person registration will be held in **Building #2** beginning August 30, 2004 at 12:00 Noon. Registration is on a first-come, first-served basis. We cannot reserve seats via telephone request.

MAIL-IN

Mail-in registrations are accepted through the entire duration of registration (See calendar). ***Please note that registrations are not confirmed.*** If the class is full or canceled, you will be notified. If you do not hear from us, just show up for the first class session. Please keep your brochure as a reference tool (classroom location, starting date, time, etc.).

TELEPHONE

Telephone registration is available between the hours of 9:00 AM-12:00 Noon beginning September 2. (Many of our most popular classes are likely to be filled.) Please have your registration form and credit card information completed before you place the call. We apologize that long waiting times may occur during peak registration periods.

HIGH SCHOOL STUDENT INFORMATION

High school students may enroll in Adult Education programs provided that they have approval in **WRITING** submitted by the **PARENT/GUARDIAN**. Practical Nursing, Cosmetology, BEST, Home Inspector Program, Health Occupations (except for CPR), Apprentice and other courses with HS prerequisites are not open to 16 year-olds.

GENERAL INFORMATION

SCHOOL CLOSING

INCLEMENT WEATHER

Classes may be canceled due to inclement weather. Announcements of school closings will be made on WMTR 1250 AM, WDHS 105.5 FM, and/or 101.5 FM. A recorded message may be accessed at (973) 627-4600.

DISCOUNTS

SENIOR CITIZENS

Senior Citizens, 62 years of age and older, may enroll in Adult Education courses and pay 50% of the published tuition fee. All other fees shall be paid at the published rate. Licensure, certification and professional preparation programs are excluded from this policy.

TUITION and FEES

TUITION

Tuition must be paid at the time of registration - both in person and by mail. Any registration form received without the required tuition will be returned and student will not be registered for classes.

Mail-in registration - Check, Money Order, Visa, Master Card and Discover.

In-person registration - Cash, Check, Money Order, Visa, Master Card and Discover.

Telephone registration - Visa, Master Card and Discover.

OUT OF COUNTY FEE

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

RETURNED CHECK FEE

There will be a \$7.00 fee charged for all checks returned for insufficient funds by the bank. Upon notification from the MCST staff, student will not be permitted to attend classes until the check has been covered by paying in cash, and the \$7.00 return check fee has been paid.

TUITION INSTALLMENT PLAN

Students enrolling in a certification, licensure or professional preparation program with a tuition fee of more than \$3,000.00 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. An initial \$100.00 non-refundable registration fee must be paid at the time of application and a \$50.00 late fee will be assessed for any payment more than fifteen days late.

GENERAL INFORMATION

TITLE IX, SECTION 504

Morris County School of Technology does not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age, religion, marital status, or disability in employment or educational programs. Inquiries regarding compliance with federal discrimination laws may be directed to the Affirmative Action Officer, Ray Nutkis (973) 627-4600. Neil Torino is the 504 Officer and may be reached at (973) 627-4600.

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.

ATTENDANCE POLICY

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 all classes, **an instructor may require 100% attendance** along with all other requirements before granting successful completion and credit.

BOOK SALES

TEXTBOOKS

Textbooks are paid for at time of registration and will be handed out the first week of class. If required for the course, the purchase of textbooks is mandatory. Textbooks are not returnable.

CERTIFICATES/LETTERS OF COMPLETION

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 one time only; no record will be maintained for duplicate copies. It is the student's responsibility to safeguard the certificate.)

APPRENTICE CERTIFICATES

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

COURSE CANCELLATIONS

CANCELED COURSES

Morris County School of Technology reserves the right to cancel any program or class due to low enrollment or valid changes in scheduling.

CANCELED CLASSES

In the event of canceled classes, all classes will be made up after the last regularly scheduled class. Every attempt will be made for classes to run their full program duration.

GENERAL INFORMATION

Mission Statement

The Morris County Vocational School District, the source for State-Of-The-Art Professional and Technical Education, will provide all students with academic and technical skills, civic responsibility and exploration in partnership with business, labor, industry and post-secondary institutions.

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 Adult Education Program office.

Financial Aid

To be eligible for financial aid at Morris County School of Technology, 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.
- Be enrolled 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 County School of Technology 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. 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.

Council on Occupational Education

The Morris County School of Technology is a candidate for accreditation by the Commission of the Council on Occupational Education. Persons wishing to make comments should write to the Executive Director of the Commission Council on Occupational Education, 41 Perimeter Center East NE, Suite 640, Atlanta GA 30346.

Veterans Administration Assistance

Morris County School of Technology offers programs approved by the New Jersey Department of Education's State Approving Authority for the training of veterans and Title 38 eligible recipients. Assistance may be obtained from the Financial Aid Office. Forms may be obtained from:

The Veterans Administration
Regional Office
20 Washington Place
Newark, New Jersey 07102

IMPORTANT DATES

2004-2005 FALL TERM

AUGUST

Fall Catalog Mailed Mail-in registrations accepted and registered in the order in which they were received	Week of August 9
Walk-in Registration 12:00 PM - 7:00 PM	August 30
Walk-in Registration 9:00 AM - 1:00 PM	August 31
Walk-in Registration 9:00 AM - 1:00 PM	September 1
Telephone Registration w/Credit Card 9:00 AM - 12:00 Noon	Daily, Beginning Thursday, September 2

SEPTEMBER

Labor Day - School Closed	September 6
Full-time Day Programs Begin	September 7
Late Walk-in Registration 9:00 AM - 1:00 PM	September 8 and September 9
Adult Education Day and Evening Classes Begin	September 13
Adult Education Saturday Classes Begin	September 18

OCTOBER

Columbus Day - School Closed	October 11
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NOVEMBER

Teachers Convention - School Closed	November 4, 5 and 6
Thanksgiving Recess - School Closed	November 25, 26 and 27

DECEMBER

Winter Recess - School Closed	December 24-31
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JANUARY 2005

New Year's Day - School Closed	January 1
Full-time Day and Evening Classes Begin	January 3

Spring Term

Spring Catalog Mailed Mail-in registrations accepted and registered in the order in which they were received	Week of January 10
Registration Schedule	Pending
Adult Education Day and Evening Classes Begin	February 7, 2005
Adult Education Saturday Classes Begin	February 26, 2005

REFUND POLICY

PLEASE NOTE THE FOLLOWING:

Refunds will be issued according to the following Board of Education approved policy - THERE WILL BE NO DEVIATIONS from the Board established policy.

CLASSES 7 WEEKS OR LONGER IN DURATION

1. 100% refund will be issued for courses canceled by Morris County School of Technology
2. 90% of the student's tuition will be refunded if a written request is received prior to the first class for all classes 7 weeks or longer in duration.
3. 80% of the student's tuition will be refunded if a written request is received prior to the second class for all classes 7 weeks or longer in duration.
4. 50% of the student's tuition will be refunded if a written request is received prior to the third class for all classes 7 weeks or longer in duration.
5. *No refunds will be given after the third class (whether you've attended or not) for all classes 7 weeks or longer in duration.*
6. If a student requests a refund by mail, the postmark will serve as the date of the request.

REFUND POLICY

CLASSES 6 WEEKS OR LESS IN DURATION

1. 100% refund will be issued for courses canceled by Morris County School of Technology
2. 90% of the student's tuition will be refunded if a written request is received prior to the first class for all classes 6 weeks or less in duration.
3. 50% of the student's tuition will be refunded if a written request is received prior to the second class for all classes 6 weeks or less in duration.
4. *No refunds will be given after the second class (whether you've attended or not) for all classes 6 weeks or less in duration.*
5. If a student requests a refund by mail, the postmark will serve as the date of the request.

TEXTBOOKS CANNOT BE RETURNED

DIRECTIONS TO MCST

ROUTE 280 WEST - to Route 80 West

ROUTE 80 WEST - to Exit 39 onto Route 46. Bear right and proceed down ramp onto Route 53 South, there will be a Mt. Tabor/ Morristown sign. MCST is at the 3rd traffic light on the left hand side.

ROUTE 80 EAST - to Exit 38 onto Route 46 to Route 53 South. MCST is at the 3rd traffic light on the left hand side.

ROUTE 46 WEST - proceed to signs for Denville. Follow signs for Route 53 South. MCST is at the 3rd traffic light on the left hand side.

ROUTE 46 EAST - proceed to signs for Denville. Follow signs for Route 53 South. MCST is at the 3rd traffic light on the left hand side.

ROUTE 287 NORTH - to Exit 39 (sign reads Rt. 10 West Dover/Rt. 10 East Whippany). Proceed onto Route 10 West to Route 53 North. MCST is at the 3rd traffic light on the right hand side.

DIRECTIONS TO ESL SITES

DOVER HIGH SCHOOL - Grace Street, Dover

From Rt 46 West bear right onto Rt. 15 North - Follow for about 1 mile. Look for Dover HS sign on right hand side, Lory's Deli & Liquor store is on corner, this is Grace Street (which is a one way street). Turn right onto Grace Street and follow to the end of the street.

Dover High School is located at the end of the street on the left.

BOONTON HIGH SCHOOL - 306 Lathrop Avenue

From *Rt 287 North* take exit 44 - proceed to end of the ramp. Turn left onto Lathrop Avenue. Boonton High School is located 1/2 block down on the left.

From *Rt 287 South* take Exit 45 - proceed to end of ramp. Turn left onto Myrtle Avenue, Follow Myrtle Avenue to Main Street. Turn left and cross over RT 287. Bear left onto Lathrop Avenue.

Boonton High School is located 1/2 block down on the left.

ENTER BUILDING THROUGH SIDE DOOR AND GO TO ROOM 107

MORRISTOWN HIGH SCHOOL - Early Street & Atno Avenue

From *Rt. 202 North (Speedwell Ave)* - Turn left onto Early Street. Follow 1 block to Atno Avenue.

Turn left onto Atno Avenue to School Parking Lot.

From *Rt. 202 South (Speedwell Ave)* - Turn right onto to Early Street. Follow 1 block to Atno Avenue.

Turn left onto Atno Avenue to School Parking Lot.



**Learn A Trade
In Our
Apprenticeship Program
Call 973-627-4600 x 242**

ENGLISH as a SECOND LANGUAGE

Free Program!

Que feriez-vous si votre anglais était meilleur?
 ¿Qué haría usted si inglés fuera mejor?
 Che cosa fareste se il vostro inglese fosse migliore?
 Que faria voce se seu ingles fosse melhor?
 Hva vil De gjør om Deres Engelsk var bedre?
 Was wurden Sie tun, wenn Ihr English besser war?
 What would you do if your English were better?

TO REGISTER FOR ENGLISH AS A SECOND LANGUAGE, SIMPLY GO TO ONE OF THE FOLLOWING LOCATIONS ON THE DATE LISTED BELOW.

This free program is designed to improve the quality of English language and literacy skills of the foreign born adult student. The program is sponsored by the NJ State Department of Labor. Using a variety of workbooks, practical materials such as newspapers, forms and applications, and role-play of real life situations, students will develop reading, writing, speaking and listening skills. Classroom activities will cover English language skills, survival/life skills, workforce/employability skills, and family literacy. EEO/AA.

CLASSES RUN SEPTEMBER - APRIL

TUITION: Free

BOONTON HIGH SCHOOL

CHILDCARE AVAILABLE

NIGHTS: Tuesday & Thursday, Begins 9/14/04

TIME: 6:30 PM - 9:00 PM

DOVER HIGH SCHOOL

CHILDCARE AVAILABLE

NIGHTS: Monday & Wednesday, Begins 9/13/04

TIME: 6:30 PM - 9:00 PM

MORRISTOWN HIGH SCHOOL

NO CHILDCARE

NIGHTS: Monday & Tuesday, Begins 9/13/04

TIME: 6:30 PM - 9:00 PM

DAY: Saturday, Begins 9/18/04

TIME: 8:30 AM - 12:00 NOON

MORRIS COUNTY SCHOOL OF TECHNOLOGY

NO CHILDCARE

DAYS: Saturday, Begins 9/18/04

TIME: 8:30 AM - 12:00 NOON

APPRENTICESHIP PROGRAM

The Apprenticeship Program is an agreement between an employer (sponsor) and an employee (apprentice). The employer will give the apprentice on-the-job training linked to a pay scale that leads to journeyworker wages and Morris County School of Technology will provide the related technical training through Adult Continuing Education programs. The apprentice will be registered with the NJ Department of Labor and the US Department of Labor.

To become an apprentice you must be working in the field of your choice, be a high school graduate or have a GED, and be at least 18 years of age. Apprenticeships vary from two to four years in length. Two thousand hours (2,000) of on-the-job training and a minimum of 144 hours at an evening school in trade related programs are required each year. Upon completion of an apprenticeship, you will receive journeyworker certificates from the NJ Department of Education and U.S. Department of Labor. All apprenticeship programs are Veteran approved. Call the apprentice coordinator for Morris County, Tel. 973-627-4600, ext. 242.

THE NEW JERSEY COUNCIL OF COUNTY
VOCATIONAL SCHOOLS
INVITES EMPLOYERS TO INCREASE THEIR
PRODUCTIVITY - EMPLOY A 2004
COUNTY VOCATIONAL SCHOOL GRADUATE
THEY COME WITH A GUARANTEE
YES.....THAT'S RIGHT!

All graduates are guaranteed to be proficient in the competencies of their field. In the event of an employee deficiency, the County Vocational School will re-train the employee at no cost to the employer. For information on the Graduate Guarantee Program call your County Vocational School.

ADULT HIGH SCHOOL

Our Adult High School is a non - traditional high school for adults aged 16 years and older, who are not attending a secondary school and who desire to obtain a high school diploma. The program is for anyone who missed out on finishing high school for the reasons for which many other adults have not received their diplomas. An individualized program that meets your needs will be designed especially for you based on your needs, goals, and interests.

CREDIT MAY BE GIVEN FOR LIFE EXPERIENCES AND SKILLS, INCLUDING:

- Work Experience
- Apprentice Training
- On The Job Training
- Adult School Courses
- Military Training
- Valid NJ Licenses
- Past HS Credits (including from Native Country)

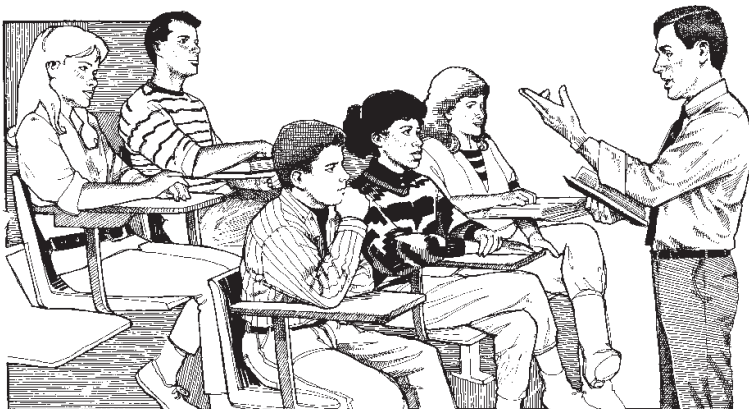
Morris County School of Technology operates under NJAC 6:30. In order for an adult to receive a diploma, the student MUST take and pass the High School Proficiency Assessment (HSPA) and complete the required 120 credits with a minimum 15 credits taken at this school.

For more information on this FREE program or to make an appointment for evaluation and counseling, please call (973) 627 - 4600 Ext. 279.

Adult High School classes are held at:

Morris County School of Technology, 400 E. Main Street, Denville
Monday through Thursday from 4:00 PM - 6:00 PM

Certification of non-enrollment in school for 16 to 21 year olds MUST be completed and presented at the time of registration in any of these programs.



GED & BASIC SKILLS CLASSES

Free Programs

WHAT IS THE GED TEST?

This free program is designed to provide adults with sufficient basic education to enable them to receive a secondary school diploma or its recognized equivalent. Using a variety of workbooks, practical materials, video, and computer programs, students will develop skills in reading, writing, numeracy, computing, and problem solving. Classroom activities will include survival/life skills, workforce/employability skills, and family literacy. The program is sponsored by the NJ Department of Labor.

WHERE AND WHEN ARE THE GED/BASIC SKILLS CLASSES HELD?

NEW LOCATION!!

CCM at Headquarters Plaza

Monday through Thursday from 9:30 AM - 2:30 PM

Registration by appointment only with the Educational Outreach Worker.
To speak to the EOW please call (973) 627-4600 x279

Morris County School of Technology Beginning September 13, 2004

Monday through Thursday from 6:15 PM - 8:45 PM Childcare Available

Registration by appointment only with the Educational Outreach Worker.
To speak to the EOW please call (973) 627-4600 x279

Morristown High School

Monday through Thursday* from 6:30 PM - 9:00 PM

- *At time of registration students will be assigned 2 classes per week.

Registration at Morristown High School - September 20, 21, 22 & 23, 2004

HVAC

Full Time Day Program

Begin the climb to success in just ten months training in the Building Environmental Systems Technology Program. Well-equipped classrooms - high technology field. Working laboratory using modern diagnostic equipment and tools provided by the school.

PREREQUISITE: HS Diploma/GED and Basic Skills Examination, Minimum 18 yrs. of age.

SUBJECTS COVERED: Theory, hands-on, air conditioning systems, heat pump systems, electric circuitry, heating systems, energy management systems, and much more. Prepare to take the Universal Refrigerant Certification exam, the Mobile Refrigeration Certification exam, the Low Pressure Boiler exam, and more.

New students are accepted throughout the school year. Those interested in enrolling should consider applying as soon as possible, as space is limited. Applicants will be selected for enrollment into the program based on a written entrance exam and a personal interview. Veterans Administration approved. All textbooks included.

FINANCIAL AID AVAILABLE TO QUALIFIED STUDENTS.

INSTRUCTOR: John DeMarco

DAYS: Monday - Friday

TIME: 8:00 AM - 2:52 PM

TUITION: \$3,450.00 Morris/Sussex/Warren County

\$4,550.00 Out of County

For more information - call (973) 627-4600

AIR CONDITIONING & HEATING

AIR CONDITIONING & REFRIGERATION 1

PREREQUISITE: Apprentice and/or general knowledge within the field of refrigeration

SUBJECTS COVERED: Refrigeration theory, unit coolers, small A/C units, refrigerant recovery, and safety.

Session #1 - Begins September 13, 2004

COURSE #: FL2 - HAC10F04

DAYS: Monday and Thursday

TIME: 7:00 PM - 10:00 PM

LOCATION: Bldg. 3, Room 302

LENGTH: 72 hours (2 nights a week for 12 weeks)

INSTRUCTOR: M. McHale

TUITION: \$195.00

TEXTBOOKS: QB (\$62.00) + QB1 (\$30.00)

HEATING I

PREREQUISITE: Beginners and new Apprentices. Knowledge of basic electricity.

SUBJECTS COVERED: Basics of oil, gas, steam, hot water and warm air heating.

Session #1- Begins September 14, 2004

COURSE#: FL5-HAC20F04

DAYS: Tuesdays & Wednesdays

TIME: 6:30PM-9:30PM

LOCATION: Bldg. 3, Room 302

LENGTH: 72 hours (2 nights a week for 12 weeks)

INSTRUCTOR: H. Glogovsky

TUITION: \$195.00

TEXTBOOKS: QB2(\$129.00) + QB3(\$36.95)

BOILER OPERATOR'S LICENSE PROGRAM: BLACK SEAL (LOW PRESSURE)

PREREQUISITE: All interested students are welcome to enroll. NJAC 12:90, 7.4-13 specifies eligibility requirements for admittance to the state licensing exam.

SUBJECTS COVERED: Operations and types of boilers, boiler systems, pressure controls, feed water, low water control and test procedures. We are so confident in our program that any student who does not pass the state exam may repeat the course for free!

Session #1- Begins September 14, 2004

COURSE #: FL6-HAC30F04

DAYS: Tuesdays

TIME: 7:00-10:00PM

LOCATION: Bldg, 3, Room 302A

LENGTH: 36 hours (1 day a week for 12 weeks)

INSTRUCTOR: Bob Harz

TUITION: \$125.00

TEXTBOOKS: QC(\$49.00) + QC1(\$17.00)

Get an application from our webpage!

<http://www.mcvts.org>

ESCO - REFRIGERATION CERTIFICATION**Note: Delayed Start Date!****PREREQUISITE:** This course is for refrigeration and air conditioning professionals.**SUBJECTS COVERED:** The ESCO Institute in cooperation with the Morris County School of Technology offers this EPA approved certification program meeting the requirements of Section 608 of the Clean Air Act.**STUDENTS MUST BRING PHOTO ID TO CLASS****The students review and then test for the following four categories:**

1. Persons who maintain, service or repair small appliances must be certified as Type I Technicians.
2. Persons who maintain, service or dispose of high or very high pressure appliances, except small appliances and motor vehicle a/c systems, must be certified as Type II Technicians.
3. Persons who maintain, service or repair, or dispose of low pressure appliances must be certified as Type III Technicians.
4. Persons who maintain, service or repair low and high pressure equipment, including small appliances, must be certified as Universal Technicians.

*Session - December 7, 2004***COURSE #:** FL - ESCOF04**TIME:** 6:30 PM - 9:30 PM**LENGTH:** 6 hours (2 nights)**TUITION:** \$95.00**DAYS:** Tuesdays**LOCATION:** Bldg. 2, Room 202**INSTRUCTOR:** Mike McHale**TEXTBOOKS:** Included**AUTOMOTIVE****NEW!****AUTOMOBILE BRAKE AND SUSPENSION SYSTEMS****PREREQUISITE:** Completion of Beginner Auto Mechanics course or knowledge and experience with automobile mechanics.**SUBJECTS COVERED:** This program is designed for the skilled hobbyist or entry level professional who needs to understand modern automobile systems. The focus will be on repair, operation, and maintenance of OEM and aftermarket brake and suspension systems.*Session #1- Begins September 15, 2004***COURSE #:** FIE-AUTO12F04**TIME:** 7:00-9:30PM**LENGTH:** 30 hours (1 night a week for 12 weeks)**TUITION:** \$ 150.00**DAYS:** Wednesdays**LOCATION:** Bldg, 4. Room 402**INSTRUCTOR:** Knute Hancock**TEXTBOOKS:** None**NEW!****DIESEL MOTOR TRUCK****PREREQUISITE:** Basic knowledge and or interest in diesel powered trucks**SUBJECTS COVERED:** This program is intended for truck owners, operators, entry level technicians, managers, parts persons or others in the transportation field. The course will center on the chassis components of diesels including differentials, transmissions, drivelines, clutches, air, electrical and the suspension systems of modern equipment conducted in MCST's fully-equipped diesel shop.*Session #1- Begins September 14, 2004***COURSE #:** CDM-AUTO6F04**TIME:** 7:00-9:30PM**LENGTH:** 30 hours (1 night a week for 12 weeks)**TUITION:** \$ 160.00**DAYS:** Tuesdays**LOCATION:** Bldg, 4. Room 405**INSTRUCTOR:** Bob Remshifsky**TEXTBOOKS:** None



AUTO BODY

PREREQUISITE: None

SUBJECTS COVERED: Power tools, welding, equipment repair/refinish damaged metal, prepare metal patch, types of primer, hands-on experience.

Session #1 - Begins September 13, 2004

COURSE #: FA3 - AUT04F04

DAYS: Mondays

TIME: 6:30 PM - 9:30 PM

LOCATION: Bldg. 4, Room 404

LENGTH: 36 hours (1 night a week for 12 weeks)

INSTRUCTOR: Leo Bussiere

TUITION: \$180.00

Session #2 - Begins September 16, 2004

COURSE #: FA4 - AUT05F04

DAYS: Thursdays

INSTRUCTOR: Harry Garber

AUTO MECHANICS FOR BEGINNERS

PREREQUISITE: Car Owner.

SUBJECTS COVERED: Basic maintenance of a car, lubrication, tires, electrical system, tune-up, exhaust system.

TIME: 7:00 PM - 10:00 PM

LOCATION: Bldg. 4, Room 401

LENGTH: 36 hours (1 night a week for 12 weeks)

INSTRUCTOR: Clay Jennings

TUITION: \$150.00

Session #1 - Begins September 14, 2004

COURSE #: FA - AUT01F04

DAYS: Tuesdays

NEW!

HIGH TECHNOLOGY METAL/PLASTIC BONDING AND REPAIR

Note: *Delayed start date!*

PREREQUISITE: Completion of *Auto Body* or similar experience

SUBJECTS COVERED: This course introduces proper techniques, procedures, equipment and materials for adhesive, gluing and plastic repair of automotive products. Students will learn the latest "state of the art," technology for attaching two similar or dissimilar pieces of metal or plastic without welding. Our instructor is an ASE and I-CAR certified specialist who will use the Fusor 001 Curriculum as the basis of instruction. With less time and without the expense of welding, learn how to attach metal for rust repairs, plastic repairs (bumper covers) and attach dissimilar types of metal!

Session #1- Begins October 20, 2004

COURSE #: MPBAUTO9F04

DAYS: Wednesdays

TIME: 6:30-9:30PM

LOCATION: Bldg.4, Room 404

LENGTH: 6 hours (1 night a week for 2 weeks)

INSTRUCTOR: Leo Bussiere

TUITION: \$85.00

TEXTBOOKS: None

NEW JERSEY HOME INSPECTOR PROGRAM

Approved by the NJ Home Inspection Advisory Committee

- Program consists of 10 Modules

#1 - Roofing

Roof coverings, probability of leakage, chimneys & flashing.

#2 - Structure

Basics, footings, configurations, floors, walls, roofs, masonry chimneys, termites, rot, other wood bearing insects, mechanical damage & fire damage.

#3 - Electrical

The basics, service entrance, service panel, branch circuit wiring, lights, outlets, switches & junction boxes.

#4 & #5 - Heating I & II

Heating objectives, unitary electric heaters, furnaces (forced air systems), boilers (hot water systems), conversion from hot water to forced air, conversion from oil to gas, chimney liners, efficiencies, capacity, failure probability, gas piping, warm air heating systems, general heating, distribution, limitations, steam boilers, and combination heating systems.

#6 - A/C & Heat Pumps

- **Air Conditioning** Air cooled, water cooled, independent, & gas chillers
- **Heat Pumps** Air source, auxiliary heat, ground source and water source, and independent heat source.

#7 - PLUMBING

Supply, waste, and fixtures.

#8 - EXTERIOR

Gutters and downspouts, lot grading, doors, windows and trim, wall surfaces, porches, decks, balconies, entrances & carports, walks, driveways and landscaping, basement walk out, garages, and retaining walls.

#9 - INTERIOR & INSULATION

Major floor finishes, major wall finishes, major ceiling finishes, trim, stairs, windows, doors, fireplaces, party walls, basement leakage, and various aspects of insulation.

#10 - COMMUNICATION & PROFESSIONAL PRACTICES

Clear & effective communication, development of oral & written communication skills, reporting requirements and proper conduct.

TUITION

Tuition is \$3,000.00. Payment must be received at time of registration.*

*See Tuition installment plan on page 6.

TEXTBOOKS

Students are required to purchase their own textbooks from the American Society of Home Inspectors. Call 1-800-743-2744 or go online at Uwww.ashi.com. Students MUST have textbooks prior to the first class - there will be no exceptions.

INSTRUCTORS: M. DeIGreco & M. Fitzpatrick

TUITION: \$3,000.00

TIME: 5:00 PM - 10:00 PM

DAYS: Tuesday and Thursday

LENGTH: 300 hours (2 nights a week for 30 weeks)

LOCATION: Bldg. 4, Room Media Center

Session #1 - Begins September 16, 2003

Mandatory Orientation Session - September 14, 2004, 5:00 PM

COURSE #: FRA - HIP01F04

BUILDING TRADES

BLUEPRINT READING *NEW LOCATION!!*

PREREQUISITE: None

SUBJECTS COVERED: Acquire the basic knowledge needed to read and understand the information contained on various residential and commercial architectural drawings used in construction. Terminology, symbols, plot plans, structural drawings, floor plans, detail and complex building systems are covered.

Session #1 - Begins September 16, 2004

COURSE #: FB3 - BTM07F04

DAYS: Thursdays

TIME: 7:00 PM - 10:00 PM

LOCATION: Morris County Training Complex
Room 205, 500 W. Hanover Ave., Parsippany

LENGTH: 36 hours (1 night a week for 12 weeks)

INSTRUCTOR: S. Murray

TUITION: \$125.00

TEXTBOOKS: QE2(\$42.50)

CARPENTRY I

PREREQUISITE: None

SUBJECTS COVERED: Tools for framing, foundation design, floor beams, shoe plates, rough openings, framing walls, installation of doors and windows, roof framing, shingles, deck construction.

Session #1 - Begins September 14, 2004

COURSE #: FB - BTC01F04

DAYS: Tuesdays

TIME: 7:00 PM - 10:00 PM

LOCATION: Bldg. 3, Room 304

LENGTH: 36 hours (1 night a week for 12 weeks)

INSTRUCTOR: Mike Archambault

TUITION: \$175.00

TEXTBOOKS: QE(\$56.00)

Session #2 - Begin September 14, 2004

COURSE #: CAR - BTC02F04

DAYS: Tuesdays

TIME: 3:30 PM - 6:00 PM

LOCATION: Bldg. 3, Room 304

LENGTH: 36 hours (1 afternoon a week for 14 weeks)

INSTRUCTOR: Scott Weems

TUITION: \$175.00

TEXTBOOKS: QE(\$56.00)

CARPENTRY II

PREREQUISITE: Carpentry I, Apprentice, or 6 months trade experience.

SUBJECTS COVERED: Finished carpentry, dry wall, tools, trim spackling, beginner woodworking, siding.

Session #1 - Begins September 16, 2004

COURSE #: FB1 - BTC10F04

DAYS: Thursdays

TIME: 7:00 PM - 10:00 PM

LOCATION: Bldg. 3, Room 304

LENGTH: 36 hours (1 night a week for 12 weeks)

INSTRUCTOR: P. Puccia

TUITION: \$175.00

TEXTBOOKS: None

HOMEOWNERS WORKSHOP**PREREQUISITE:** Interest in home repairs**SUBJECTS COVERED:** Basic carpentry, plumbing and electrical. Learn knowledge of hand and power tools and how to properly use tools. Course covers an array of basic home repairs aimed at helping homeowners or home buyers save on contractor costs. Learn of different types of construction materials used in and about your home.*Session #1 - Begins September 15, 2004***COURSE #:** FB9 - BTP11F04**DAYS:** Wednesdays**TIME:** 6:30 PM - 9:30 PM**LOCATION:** Bldg. 3, Room 303**LENGTH:** 36 hours (1 night a week for 12 weeks)**INSTRUCTOR:** P. Puccia**TUITION:** \$175.00**TEXTBOOKS:** QD3(\$34.95)**PLUMBING I****PREREQUISITE:** None**SUBJECTS COVERED:** Tools, design theory, basic troubleshooting techniques, sweating pipes, repair/installation projects, identify fixture/materials, water heaters, valves, PVC assembly, bathtub hookup.**TIME:** 6:30 PM - 9:30 PM**LOCATION:** Bldg. 3, Room 301A**LENGTH:** 36 hours (1 night a wk for 12 wks)**INSTRUCTOR:** Jim Miller**TUITION:** \$150.00**TEXTBOOKS:** QE1(\$24.95)*Session #1 - Begins September 13, 2004***COURSE #:** FB4 - BTP01F04**DAYS:** Mondays*Session #2 - Begins September 14, 2004***COURSE #:** FB5 - BTP02F04**DAYS:** Tuesdays**PLUMBING SYSTEMS AND STANDARDS****PREREQUISITE:** Plumbing I, Apprentice or 6 months trade experience.**SUBJECTS COVERED:** Tools, systems, materials, remodeling, drains, vents, finish work, pumps, pipes, NJ plumbing codes, domestic water sizing. Required Text - NATIONAL STANDARD PLUMBING CODE (latest edition).*Session #1 - Begins September 16, 2004***COURSE #:** FB6 - BTP10F04**DAYS:** Thursdays**TIME:** 6:30 PM - 9:30 PM**LOCATION:** Bldg. 3, Room 301A**LENGTH:** 36 hours (1 night a week for 12 weeks)**INSTRUCTOR:** Bob O'Connor**TUITION:** \$150.00**TEXTBOOKS:** Instructor will inform students in class where to purchase text.**TRANSIT & LEVEL****PREREQUISITE:** None**SUBJECTS COVERED:** Application in trade areas, instrument setup, differential leveling, benchmarks, vernier readings, horizontal and vertical angles, stadia distance, traverse, field notes and computations.**Includes two Saturday Labs.***Session #1 - Begins September 15, 2004***COURSE #:** FB7 - BTT01F04**DAYS:** Wednesdays**TIME:** 7:00 PM - 10:00 PM**LOCATION:** Bldg. 3, Room 301A**LENGTH:** 36 hours (1 night a week for 12 weeks)**INSTRUCTOR:** Cliff Wolfe**TUITION:** \$125.00**TEXTBOOKS:** QE4(\$99.00)

WELDING 1**PREREQUISITE:** None

SUBJECTS COVERED: In this introductory course, students will learn the processes of Shielded Metal Arc Welding (SMAW) and Oxy/fuel Gas Cutting (OFC). This course is recommended for the hobbyist, mechanic, or maintenance person and it serves as the prerequisite for the other welding programs.

*Session #1- Begins September 13, 2004***COURSE #:** FC-BTW01F04**DAYS:** Mondays**INSTRUCTOR:** Herb Browne*Session #2- Begins September 14, 2004***COURSE #:** FC1-BTW02F04**DAYS:** Tuesdays**INSTRUCTOR:** Joe Kloss**TIME:** 6:30-9:30PM**LOCATION:** Bldg. 4, Room 408**LENGTH:** 36 hours (1 day a week for 12 weeks)**TUITION:** \$185.00**TEXTBOOKS:** QE6(\$24.95)**WELDING 2**

PREREQUISITE: Successful completion of Welding 1 or one year of documented experience in SMAW and OFC.

SUBJECTS COVERED: Students will develop skills in performing precision welds with Gas Metal Arc Welding and Gas Tungsten Arc Welding. Plasma Arc Cutting will form the other major component of the program. *Students will be required to provide their own helmets, gloves and safety glasses.*

*Session #1- Begins September 15, 2004***COURSE #:** FC2-BTW10F04**DAYS:** Wednesdays**INSTRUCTOR:** Herb Browne*Session #2- Begins September 16, 2004***COURSE #:** FC3-BTW03F04**DAYS:** Thursdays**INSTRUCTOR:** Joe Kloss**TIME:** 6:30-9:30PM**LOCATION:** Bldg. 4, Room 408**LENGTH:** 36 hours (1 day a week for 12 weeks)**TUITION:** \$185.00**TEXTBOOKS:** None**WELDING 3, FABRICATION**

PREREQUISITE: Successful completion of Welding 2 or one year of documented experience encompassing Metal Arc and Gas Tungsten Arc Welding with steel, stainless and aluminum.

SUBJECTS COVERED: Students will work from drawings or sketches to prepare, form or cut multiple parts and assemble simple weldments utilizing various methods. *Students will be required to provide their own helmets, gloves and safety glasses.*

*Session #1- Begins September 18, 2004***COURSE #:** FC4-BTW04F04**DAYS:** Saturday**TIME:** 9:00AM -12 Noon**LOCATION:** Bldg. 4, Room 408**LENGTH:** 36 hours (1 day a week for 12 weeks) **INSTRUCTOR:** Joe Kloss**TUITION:** \$185.00**TEXTBOOKS:** None

COMPUTERS

ACCESS**PREREQUISITE:** Familiarity with Windows**SUBJECTS COVERED:** Plan, create and save a database table, edit data types and field size. Apply input masks, assign primary key field. Add and delete records in a datasheet. Create and modify a form. Work with form subsets. Hide field, find, sort, and multiple sort/records/data. Use wildcards. Create, edit and run queries. Work with multiple tables. Create, save, edit and print reports.**INSTRUCTOR:** Carol Tushinski **LENGTH:** 15 hours (1 day a week for 5 weeks)
TUITION: \$120.00 **TEXTBOOKS:** QF2(\$14.00)*Session #1 - Begins September 16, 2004***COURSE #:** FE1 - CMO11F04 **DAYS:** Thursdays
TIME: 6:30 PM - 9:30 PM **LOCATION:** Bldg. 1, Room 105**ADOBE ILLUSTRATOR CS****PREREQUISITE:** Experience with computers, keyboarding**SUBJECTS COVERED:** The basics of computer graphics, an in-depth working of Adobe Illustrator drawing program, color theory, and design concepts. Training will include step-by-step demonstrations, theory, and students will be able to work on their own projects with state-of-the-art Macintosh computer systems. Students will train for jobs in computer graphics, graphic design, digital imaging, illustration, and desktop publishing.*Session #1 - Begins September 15, 2004***COURSE #:** FD - CGR02F04 **DAYS:** Wednesdays
TIME: 7:00 PM - 10:00 PM **LOCATION:** Bldg. 4, Room 406
LENGTH: 36 hours (1 night a week for 12 weeks) **INSTRUCTOR:** F. Flake
TUITION: \$275.00 **TEXTBOOKS:** QG3(\$45.00)**CAD - COMPUTER AIDED DRAFTING - BASIC****PREREQUISITE:** Basic knowledge of mathematics, drafting, and computers.**SUBJECTS COVERED:** Commands and functions used to create, edit, store and print drawings.**INSTRUCTOR:** C. Tushinski **LOCATION:** Bldg. 1, Room 105
LENGTH: 36 hours (1 night a week for 12 weeks) **TIME:** 6:30 PM - 9:30 PM
TUITION: \$175.00 **TEXTBOOKS:** QG(\$44.95)*Session #1 - Begins September 13, 2004***COURSE #:** FF9 - COM30F04 **DAYS:** Mondays*Session #2 - Begins September 15, 2004***COURSE #:** FG - COM31F04 **DAYS:** Wednesdays**COMPUTER CLASSES CONTINUE ON PAGE 26...**



Linux Certification

One of only two places in New Jersey that can train & certify you as an
RHCT - Redhat Certified Technician

Training Courses:

RHA 030 Red Hat Linux Computing Essentials:

Students will learn to be effective users of Linux systems, acquiring skills and understanding of command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, and graphical applications.

Tuition: \$1500.00 Bldg. 4, Rm. 407 10 wks., Mon./Wed., 6 PM - 9 PM

RHA 130 Red Hat Linux Core System Administration:

Students will learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting.

Tuition: \$1750.00 Bldg. 4, Rm. 407 10 wks., Tue./Thur., 6 PM - 9 PM

RH140 Red Hat Database Fundamentals:

Students will learn the fundamentals of designing and managing relational databases using PostgreSQL. Topics cover basic SQL operations (such as UPDATE, SELECT and JOIN), database design (including tables, constraints, and indexes), and database administration (including user management, network access control mechanisms, and backups).

Tuition: \$1750.00 Bldg. 1, Rm. 104A 10 wks., Mon./Wed., 6 PM - 9 PM

The RHCT Certification Lab Exam: (RHA030 & RHA130 pre-req.)

The RHCT certificate requires passing the RHCT Certification Lab Exam. The RHCT Certification Lab Exam will be composed of two elements: a diagnostics and troubleshooting lab (1 hour), and system install configuration, and attachment to network (2 hours). RHCT is thus entirely performance based, with no multiple choice component. RHCT presents realistic problems that require planning, diagnosis, and development of complete solutions. **Exam Fee: \$340.00**

Cisco Regional Academy

IT Certification Programs - Overview



CCNA Certification

Tuition: \$900.00

Time: 6:00 - 9:00 PM Mon/Wed. or Tues./Thurs. - 2 nights/wk

Prepares students in all aspects LAN, WAN & internetworking and the Cisco CCNA certification exam.



Fundamentals of Java

Tuition: \$750.00

Time: 6:00 - 8:30 PM Tues. & Thurs. - 2 nights per wk

Sponsored by Sun Microsystems, is a 70 hour course which provides a conceptual understanding of Object Oriented programming. The course also teaches the student how to use the JAVA languages object oriented JAVA technologies to solve business problems. Additionally, the course will address the demand for training and preparation for the Sun Certified for Java™ 2 platform.



IT Essentials I & II

Tuition: \$375.00

Time: 6:00 - 9:00 PM — IT I Mon., IT II Tues.

Introduction to information technology and data communications. Develop the skills to enter this field by building a computer, installing the OS, adding peripherals, connecting to a local area network and the Internet. Intensive intro to multi-user, multi-tasking networking operating systems. Prepares you for **CompTIA A+ & CompTIA Server+** certification exams.



Adobe Webpage Design Certif.

Tuition: \$375.00

Time: 6:00 - 9:00 PM Wednesdays - 1 night per wk

Focuses on the overall production processes surrounding web site design with particular emphasis on design elements involving layout, navigation and interactivity. **Web Design Apprentice (CWDSA)** certification sponsored by the World Organization of Webmasters (WOW). Software used: Adobe GoLive 6.0, Adobe Illustrator 10, Adobe LiveMotion 2.0, Adobe Photoshop 7.

Register- by Mail, Phone, or in Person

Contact: Randy Lovgren

Networking Academy Coordinator, 973-627-4600 ext. 287

Get an application from our webpage! <http://www.mcvts.org/cisco>

THE ACADEMIES OF MORRIS COUNTY

An academy program is a highly focused, fulltime, four-year program that begins in the 9th grade. These limited-enrollment programs offer a rigorous and exciting academic environment. Students will have an opportunity to immediately apply what they have learned in state-of-the-art labs. Mentoring and internships with local businesses are part of the 11th and 12th grade schedules. Collaborating colleges and universities are partners in delivering these programs. All **eighth (8th) grade students** eligible to attend a Morris County High School may apply for one of the programs. Be sure to attend one of the following **Parent Information Sessions**. All sessions are from **7-8:30 P.M.** and are geared for **students and parents**. For an application packet, call 973-627-4600 x277.



A focused four-year high school program for students entering 9th grade with an interest in criminal justice, law, government, public affairs, law enforcement, fire safety, and other law specializations.

*Butler HS, Butler, NJ
Wednesday, October 27th
Thursday, November 18th*



A highly focused four-year high school program that prepares students entering 9th grade for careers in mathematics, science, and engineering.

*Morris Hills HS, Rockaway, NJ
Tuesday, October 12th
Tuesday, November 9th*



A creatively focused four-year high school program that prepares students entering 9th grade for careers in visual arts, performing arts, dance, communications, and theater arts.

*Boonton HS, Boonton, NJ
Thursday, October 28th
Wednesday, November 17th*



A fulltime, four-year high school program preparing students entering the 9th grade, concentrating in Automotive Technologies, Welding, Diesel Technologies and collision repair.

*Morris County School of Technology, Denville, NJ
Thursday, Oct. 14th & Wed., Nov. 10th
Saturday, Oct. 30th & Nov. 20th @ 10 A.M.*



Building for the 9th grade student's future, this fulltime, four-year high school program concentrates in Carpentry and Construction Management, Plumbing, Welding and Electrical Trades.

*Morris County School of Technology, Denville, NJ
Thursday, Oct. 14th & Wednesday, Nov. 10th
Saturday, Oct. 30th & Nov. 20th @ 10 A.M.*



The Academy for Health Care Sciences. A fulltime, four-year high school program for students entering the 9th grade, concentrating in human sciences, health information technology, emergency care, humanities, computer technology and health care dynamics.

*Morris County School of Technology, Denville, NJ
Thursday, Oct. 14th & Wednesday, Nov. 10th
Saturday, Oct. 30th & Nov. 20th @ 10 A.M.*



The Academy for Networking Information Technology & Communications. A fulltime, four-year high school program for students entering the 9th grade, concentrating in the areas of networking, computer programming, digital video, webpage design and layout, and wireless communication.

*Morris County School of Technology, Denville, NJ
Thursday, Oct. 14th & Wednesday, Nov. 10th
Saturday, Oct. 30th & Nov. 20th @ 10 A.M.*

The Academy for Finance and Business. A fulltime, four-year program for students entering the 9th grade, concentrating on financial services, financial planning, business management and computer science.

*Morris County School of Technology, Denville, NJ
Thursday, Oct. 14th & Wednesday, Nov. 10th
Saturday, Oct. 30th & Nov. 20th @ 10 A.M.*

The School of Culinary Arts prepares students entering the 9th grade for careers in the restaurant business, catering and banquet service through a dynamic hands-on program featuring the techniques of master chefs.

*Morris County School of Technology, Denville, NJ
Thursday, Oct. 14th & Wednesday, Nov. 10th
Saturday, Oct. 30th & Nov. 20th @ 10 A.M.*

The School of Cosmetology, a full-time, four-year program for students entering the 9th grade, concentrating on cosmetology science, hair care, skin care, nail care, and the business of Cosmetology. Students prepare to successfully pass the New Jersey State Licensing Examination upon completion of the program.

*Morris County School of Technology, Denville, NJ
Thursday, Oct. 14th & Wednesday, Nov. 10th
Saturday, Oct. 30th & Nov. 20th @ 10 A.M.*

CAD - COMPUTER AIDED DRAFTING - II

PREREQUISITE: Computer Aided Drafting - Basic, or 6 months experience as a CAD technician.

SUBJECTS COVERED: Advanced dimensioning, groups, blocks, attributes and modeling.

Session #1 - Begins September 14, 2004

COURSE #: FG1 - COM32F04

DAYS: Tuesdays

TIME: 6:30 PM - 9:30 PM

LOCATION: Bldg. 1, Room 105

LENGTH: 36 hours (1 night a week for 12 weeks) **INSTRUCTOR:** Carol Tushinski

TUITION: \$175.00

TEXTBOOKS: QG(\$44.95)

COMPUTER WORKSHOP FOR BEGINNERS

PREREQUISITE: None

SUBJECTS COVERED: Designed to introduce computers to individuals who have never used them before. Course will cover keyboards, touch typing, word processing in MS Word, and the basics of how hardware and software work together and a brief introduction to various software programs.

Session #1 - Begins September 14, 2004

COURSE #: FG2 - COM40F04

DAYS: Tuesdays

TIME: 9:00 AM - 12 Noon

LOCATION: Bldg. 2, Room 203

LENGTH: 30 hours (1 day a week for 10 weeks)

INSTRUCTOR: C. Tushinski

TUITION: \$185.00

TEXTBOOKS: QF4(\$40.00)

EXCEL

Note: Delayed start date!

PREREQUISITE: Familiarity with Windows

SUBJECTS COVERED: Create, save, edit worksheets/workbooks. Use labels, values and formulas (absolute and relative). Format data, select cells and ranges, name ranges, print worksheets, use various functions. Adjust column width, work with series and fill commands, create/edit headers and footers, scaling, move, copy, insert, delete data, rows and columns. Freeze titles, use paste special for data extraction, split the worksheet, link workbooks, use 3-D formulas and IF/look-up functions. Transform data into charts and graphs then edit the same.

Session #1 - Begins October 14, 2004

COURSE #: FF5 - CMO51F04

DAYS: Thursdays

TIME: 7:00 PM - 10:00 PM

LOCATION: Bldg. 2, Room 203

LENGTH: 15 hours (1 day a week for 5 weeks)

INSTRUCTOR: J. Gajewski

TUITION: \$120.00

TEXTBOOKS: QF1 (\$14.00)

MS WORD

PREREQUISITE: None

SUBJECTS COVERED: Explores the Windows operating system, and the MS Word environment. Covers the basic rules of word processing in general and various methods of selecting text. Students will examine the commands under each of the menus, keyboard and toolbar shortcuts.

Session #1- Begins September 15, 2004

COURSE #: FE4 - CM021F04

DAYS: Wednesdays

TIME: 7:00 PM - 10:00 PM

LOCATION: Bldg. 2, Room 203

LENGTH: 30 hours (1 day a week for 10 weeks)

INSTRUCTOR: J. Gajewski

TUITION: \$185.00

TEXTBOOKS: QF(\$14.00)

PHOTOSHOP CS - INTRODUCTION**PREREQUISITE:** Experience using computers and basic keyboarding**SUBJECTS COVERED:** Basic techniques including color retouching, filtering and photo manipulation through theory and practical assignments.**LENGTH:** 36 hours (1 night a week for 12 weeks) **LOCATION:** Bldg. 4, Room 406**TUITION:** \$275.00**TEXTBOOKS:** QG2(\$45.00)*Session #1 - Begins September 16, 2004***COURSE #:** FD2 - CGR10F04**DAYS:** Thursdays**TIME:** 6:30 PM - 9:30 PM**INSTRUCTOR:** G. Taylor**POWERPOINT****PREREQUISITE:** Familiarity with Windows**SUBJECTS COVERED:** Create, save, edit an on-screen presentation. Explore functions of slide, slide sorter and outline views. Add notes to and print presentation handouts. Work with layouts, templates and the various masters. Move, copy and delete slides. Apply builds and transitions, text and bullet formatting, moving and sizing placeholders, draw graphic objects, insert graphs and tables, create organization charts.*Session #1 - Begins September 16, 2004***COURSE #:** FFA - CMO31F04**DAYS:** Thursdays**TIME:** 7:00 PM - 10:00 PM**LOCATION:** Bldg. 2, Room 203**LENGTH:** 15 hours (1 day a week for 5 weeks)**INSTRUCTOR:** J. Gajewski**TUITION:** \$120.00**TEXTBOOKS:** QF3(\$14.00)**QUARK XPRESS - 6****PREREQUISITE:** Basic keyboarding, familiarity with Macintosh or Windows**SUBJECTS COVERED:** Practical experience in professional desktop publishing using the Quark Xpress page layout program. Working in a state of-the-art Macintosh Computer lab, students will learn to use typography and graphics to design and produce their own projects such as business cards, flyers, brochures, and newsletters. Students will train for jobs in newspaper and book publishing, advertising, graphic design, pre-press and printing.*Session #1 - Begins September 14, 2004***COURSE #:** FD7 - CGR30F04**DAYS:** Tuesdays**TIME:** 6:30 PM - 9:30 PM**LOCATION:** Bldg. 4, Room 406**LENGTH:** 36 hours (1 night a week for 12 weeks)**INSTRUCTOR:** G. Taylor**TUITION:** \$275.00**TEXTBOOKS:** QG4(\$24.99)

KEYBOARDING

PREREQUISITE: Desire to understand the working of a keyboard.

SUBJECTS COVERED: Basic keyboarding, accuracy and speed builders, timings, centering, bolding, underlining, setting margins, changing fonts - style and size, inserting and deleting text, double and single spacing, line justification, search and replace, creating a table, cut and paste, spell check and retrieving documents.

Session #1 - Begins September 13, 2004

COURSE #: FF6 - COM10F04

DAYS: Mondays

TIME: 7:00 PM - 10:00 PM

LOCATION: Bldg. 1, Room 107

LENGTH: 36 hours (1 night a week for 12 weeks)

INSTRUCTOR: K. Accini

TUITION: \$125.00

TEXTBOOKS: None

Session #2 - Begins September 15, 2004

COURSE #: FE3 - CM020F04

DAYS: Wednesdays

TIME: 9:00 AM - 12:00 NOON

LOCATION: Bldg. 2, Room 203

LENGTH: 30 hours (1 day a week for 10 weeks)

INSTRUCTOR: C. Tushinski

TUITION: \$125.00

TEXTBOOKS: None

CULINARY

FOOD MANAGER

Note: Delayed Start Date!

PREREQUISITE: None. Who should enroll: owners, managers, food handlers in restaurants, delis, and fast food establishments.

SUBJECTS COVERED: This 18 hour course, approved by the NJ Department of Health; prepares the participant for certification through the National Restaurant Association and meets local ordinances for the NJ Food Manager Certificate.

Session #1 - Begins September 23, 2004

COURSE #: FH4 - CUL10F04

DAYS: Thursdays

TIME: 5:00 PM - 8:00 PM

LOCATION: Bldg. 1, Room 104

LENGTH: 18 hours (1 day a week for 6 weeks)

INSTRUCTOR: M. Pruent & H. Yardley

TUITION: \$250.00 (includes text)

RETAIL FOOD HANDLER

PREREQUISITE: Those registering must be a food handler, waitperson, dishwasher or assistant/helper in the food service industry.

SUBJECTS COVERED: This one evening, 3 hour course will cover personal hygiene, transmission of food-borne disease, bacteria growth, food quality, time and temperature control and their impact on food quality. Those completing the course will have a basic understanding of food safety. Tuition includes guide book from the National Restaurant Association.

Session #1 - September 16, 2004

COURSE #: FH6 - CUL20F04

DAYS: Thursday

TIME: 5:00 PM - 8:00 PM

LOCATION: Bldg. 1, Room 104

LENGTH: 3 hours (1 night)

INSTRUCTOR: M. Pruent & H. Yardley

TUITION: \$49.00

BEAUTY TECHNOLOGY

COSMETOLOGY

PREREQUISITE: HS Diploma/GED required. Entrance exam and personal interview. Applicants with HS diploma from outside the United States must submit evaluation of their HS transcript indicating HS equivalency.

SUBJECTS COVERED: This 1,000 hour course prepares the student to take the NJ Board of Cosmetology licensing exam. State of the art equipment and supplies. Salon management, salon environment - development of positive customer relations, haircare, styling, perms, coloring, waxing, facials with and without machines. Applying cosmetics and color analysis. Manicure, pedicures, artificial nail enhancements and barbering. Product Demonstrations. Class/Clinic Activities.

Begins September, 2004

INSTRUCTOR: Dana Dandino

TIME: 2:00 PM - 8:52 PM

***CURRENT TUITION:** \$4,100.00 Morris/
Sussex/Warren County
\$5,050.00 Out of County

FINANCIAL AID AVAILABLE TO QUALIFIED STUDENTS.



Get an application from our webpage!

<http://www.mcvts.org>

ELECTRICAL & ELECTRONICS

ELECTRONICS

PREREQUISITE: Beginner or Apprentice

SUBJECTS COVERED: Electronic theory, AC/DC circuits, meter reading, Ohms law, voltage drops, electromagnetism, transformers, power transmission, radio wave propagation, AM & FM transmission and reception, and integrated circuits.

Session #1 - Begins September 14, 2004

COURSE #: FI - ELR01F04

DAYS: Tuesdays

TIME: 6:30 PM - 9:30 PM

LOCATION: Bldg. 4, Room 401A

LENGTH: 36 hours (1 night a week for 12 weeks)

INSTRUCTOR: M. Tsvet

TUITION: \$150.00

TEXTBOOKS: QH(\$89.95)

NATIONAL ELECTRIC CODE - INTRODUCTION *NEW LOCATION!*

PREREQUISITE: NJ Reference Manual

SUBJECTS COVERED: Current NEC, including wiring and materials, equipment design use, motors, A/C, grounding services, industrials and commercial locations, hazardous locations, and swimming pools. Also, NJ business and law topics relevant to the electrical contractor.

Session #1- Begins September 15, 2004

COURSE #: FJ4-ELT06F04

DAYS: Wednesdays

TIME: 6:00-9:00 PM

LOCATION: Morris County Training Complex
500 W. Hanover Ave., Parsippany, Room 135

LENGTH: 78 hours (1 night a week for 26 weeks)

INSTRUCTOR: Vern Cooper

TUITION: \$250.00

TEXTBOOKS: QH2(\$56.00) + QH3(\$50.00)

ELECTRICITY - BASIC

PREREQUISITE: Apprentice or Beginner

SUBJECTS COVERED: Introduces the student to the practical side of basic electrical components or parts and simple circuits which use them. Includes resistors, capacitors, inductors, transformers and - time permitting - solid state devices.

Session #1- Begins September 14, 2004

COURSE #: FJ-ELT01F04

DAYS: Mondays & Wednesdays

TIME: 7:00-10:00 PM

LOCATION: Bldg. 2, Room 203A

LENGTH: 72 hours (2 nights a week for 12 weeks)

INSTRUCTOR: Doug Palen

TUITION: \$225.00

TEXTBOOKS: QH(\$89.95)

WIRING - RESIDENTIAL

PREREQUISITE: Apprentice/Homeowners Electric

SUBJECTS COVERED: Electrical Theory, Practical Wiring methods, Materials and Equipment Used in House Wiring, and National Electric Code References to Residential Wiring. Lighting Circuit, Special Purpose Circuits and Outlets, Service Entrance Equipment, Low Voltage Circuits and Equipment.

Session #1 - Begins September 14, 2004

COURSE #: FJ1-ELT03F04

DAYS: Tuesdays and Thursdays

TIME: 7:00 PM - 10:00 PM

LOCATION: Bldg. 3, Room 305

LENGTH: 72 hours (2 days a week for 12 weeks)

INSTRUCTOR: J. Luzzo

TUITION: \$225.00

TEXTBOOKS: QH4(\$49.00)

WIRING - LOW VOLTAGE**PREREQUISITE:** Basic Electricity**SUBJECTS COVERED:** Installation and wiring of burglar and fire alarm systems, intercoms, closed circuit cameras and monitors, telephone systems, motion sensors, smoke detectors, wireless systems and home energy controls.*Session #1 - Begins September 15, 2004***COURSE #:** FJ5 - ELT05F04**DAYS:** Wednesdays**TIME:** 7:00 PM - 10:00 PM**LOCATION:** Bldg. 3, Room 305**LENGTH:** 36 hours (1 day a week for 12 weeks)**INSTRUCTOR:** J. Luzzo**TUITION:** \$175.00**TEXTBOOKS:** None**HEALTH OCCUPATIONS****CPR - HEARTSAVER****Note: Delayed Start Date!****PREREQUISITE:** None**SUBJECTS COVERED:** Recognition and emergency resuscitation techniques for adult heart attack, stroke and choking; injury and cardiac arrest prevention; treatment of cardiac emergencies; CPR & choking in infants and children, and barrier devices. Features skills checklist and review questions.**LENGTH:** 8 hours (2 sessions)**LOCATION:** Bldg. 2, Room 202**TUITION:** \$49.00**INSTRUCTOR:** A. Epstein*Session #1 - Begins September 21, 2004***DAYS:** Tuesdays**COURSE #:** FN7 - HOE13F04**TIME:** 6:00 PM - 10:00 PM*Session #2 - October 9, 2004***DAYS:** Saturdays**COURSE #:** FN8 - HOE14F04**TIME:** 8:30 AM - 12:30 PM**EKG TECHNOLOGY****PREREQUISITE:** High school diploma or equivalent, solid English communication skills. (Bring a copy of diploma to first class.)**SUBJECTS COVERED:** This course is designed for individuals seriously interested in pursuing a career in the health care industry within the cardiology department. The subjects covered are medical terminology as related to cardiovascular technology, cardiac anatomy, physiology and electrophysiology, EKG interpretation and arrhythmia recognition. In conjunction with theory class, a clinical rotation is also part of the curriculum. This provides the student with hands-on training preparing him/her for entry level positions. Lab practice required for course completion.*Session #1 - Begins September 13, 2004***COURSE #:** FN2 - HOE03F04**DAYS:** Mondays and Wednesdays**TIME:** 6:00 PM - 9:00 PM**LOCATION:** Bldg. 2, Lab**LENGTH:** 72 hours (2 days a week for 12 wks)**INSTRUCTOR:** A. Niechwadowicz**TUITION:** \$250.00**TEXTBOOKS:** Q11(\$35.95) + Q12(\$33.95)



MEET YOUR INSTRUCTOR

Lee Gootblatt, RPh is a graduate of the Massachusetts College of Pharmacy and has more than 18 years of experience as both a pharmacist and pharmacy technician. Lee is currently employed with Saint Clare's Health System and has previous experience in nursing home, retail and mail-order pharmacy settings. Lee is enthusiastic about his profession and notes that pharmacy technicians are in demand and valuable to the health occupations industry. Lee has taught at Morris County School of Technology since 1998 and is the author of the textbook used in our program, *Pharmacy Technician*. In his spare time, Lee enjoys baseball and Scrabble (even though he is routinely defeated by his ninety-one year old grandmother...in Scrabble.)

PHARMACY TECHNICIAN

PREREQUISITE: High school diploma/equivalent and solid math skills. (Bring a copy of diploma to first class.)

This class is designed to prepare students to work in pharmacies assisting the pharmacists in preparing and filling prescriptions. The students will also be presented with material to prepare them to take the exam given by the Pharmacy Technician Certification Board. The class will also feature hands-on demonstrations.

TOPICS COVERED: Work responsibilities, pharmacy law, pharmacology (including uses interactions, and side effects of medications), chemotherapy, IV preparation, medical abbreviations, metric and apothecary systems of measurement, conversion factors, dosage calculations, and IV infusion rates.

Session #1 - Begins September 13, 2004

COURSE #: FN5 - HOE06S04

DAYS: Mondays and Wednesdays

TIME: 6:00 PM - 9:00 PM

LOCATION: Bldg. 2, Library

LENGTH: 78 hours (2 nights a week for 13 weeks)

INSTRUCTOR: L. Gootblatt

TUITION: \$250.00

TEXTBOOKS: Q16(\$30.00)

PHLEBOTOMY TECHNICIAN - LAB ASSISTANT

PREREQUISITE: Physical exam, medical clearance in writing, Hepatitis B vaccination, two-step Mantoux and CBC are required before the beginning of program. High school diploma or equivalent. (Bring a copy of diploma to first class.)

SUBJECTS COVERED: The focus of this course is on basic blood drawing procedures. This course includes required lab sessions which allow the students hands-on experience in the techniques of venipuncture, emergency care and basic lab procedures. Students will complete a module of CPR as part of the program. Students are required to have blood drawn by other students in the lab setting under instructor supervision. **For course completion only 2 absences are allowed.**

Session #1 - Begins September 13, 2004

COURSE #: FN4 - HOE05F04

DAYS: Mondays and Thursdays

TIME: 5:30 PM - 8:30 PM

LOCATION: Bldg. 2, Nursing Lab

LENGTH: 78 hours (2 time a week for 12 weeks)

INSTRUCTOR: S. Douglas

TUITION: \$250.00

TEXTBOOKS: Q17(\$35.00) and Q19(\$35.00)

PRACTICAL NURSE EDUCATION

PNE is a 12 month program designed to prepare well qualified men and women to become safe, competent, entry level practical nurses. Graduates are employed in hospitals, long term care facilities, clinics, medical offices and home care. The curriculum is designed to integrate nursing theory with clinical practice in a concurrent schedule. Courses of study include: Fundamentals, Pharmacology, Microbiology, Medical Surgical Nursing, Obstetrics, Pediatrics, Geriatrics and Mental Health Nursing. Students may earn college credits in AP I & II, Medical Math, Med Terminology, Dynamics of Health Care, Nutrition and Emergency Care through a collaboration with University of Medicine and Dentistry of NJ. All classes are held at MCST campus. Classes are Monday to Friday, 8 AM to 2:50 PM and will begin August, 2005.

REQUIREMENTS: High school diploma or GED, minimum 18 years of age, acceptable score in entrance examination of reading, math and language skills, 3 professional references, proof of US citizenship or permanent US residency. Candidates meeting admission requirements will be interviewed. PNE program is approved by NJ Department of Education and NJ Board of Nursing. Program is approved for training by Veterans Administration.

Financial Aid Available to Qualified Students

Application Process Begins in January 2005

Classes begin in August
Monday - Friday
8:00 AM - 2:50 PM

***Current Tuition Rates**

\$3,850.00 Morris/Sussex/Warren County
\$7,560.00 Out of County

***All facilities are accessible to/
for
handicapped adult students***

**subject to change*

CERTIFIED NURSE AIDE/ HOME HEALTH AIDE

This 100 hour training course consists of 60 class hours and 40 clinical practice hours leading to certification as a long term care nurse aide. Graduates are employed in long term care facilities.

REQUIREMENTS: HS diploma or GED, proof of US citizenship or permanent US residency, physical exam with TB testing, criminal background check, state & federal fingerprints, and acceptable score in basic reading test.

COURSE PREREQUISITE: It is required that students have solid communication skills, and have proficient English reading, writing and speaking skills. All medical and C.B.I. requirements must be completed prior to first class date. A mandatory Orientation class is required of all students. CNA course is approved by NJ State Department of Health & Senior Services.

Attendance for entire 100 hours is required to meet state standards.

Priority is given to Morris County residents and enrollment is limited to 10 students per section.

INSTRUCTOR: J. Palicia

TUITION: \$425.00

LOCATION: Bldg. 2, Lab

Section #1 - Begins September 7, 2004

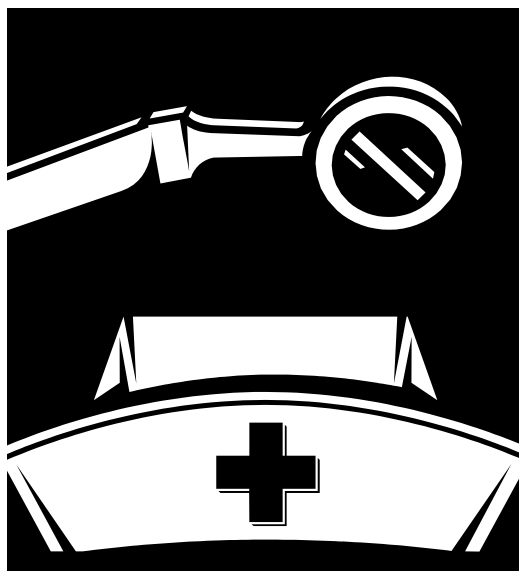
COURSE #: F03-HOE20F04

CLASS HOURS: 8:00 AM - 12:00 PM Daily

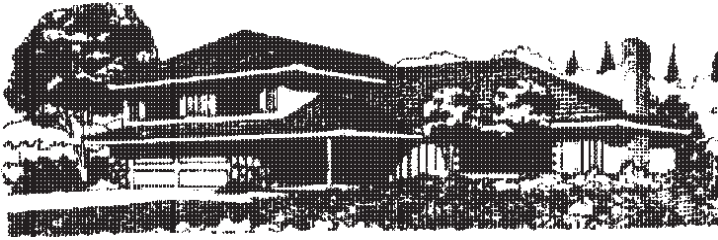
Section #2 - Begins October 27, 2004

COURSE #: F04-HOE21F04

CLASS HOURS: 8:00 AM - 12:00 PM Daily



SPECIAL INTERESTS



NEW!

REAL ESTATE LICENSE PROGRAM

PREREQUISITE: Registrants must be at least 18 years of age and high school graduate or equivalent.

SUBJECTS COVERED: Build a solid foundation of knowledge and understanding in the field of real estate while completing requirements that qualify you to take the NJ State Licensing exam.

Our curriculum and text have been designed and written by Frank W. Kovats, a leader in real estate education, to offer a whole new approach to prepare the student to fully participate in the increasingly complicated field of real estate and the state examination.

Session #1 - Begins September 14, 2004

COURSE #: RLP - SAT35F04

DAYS: Tuesday and Thursday

TIME: 6:30 PM - 9:30 PM

LOCATION: Bldg. 2, Room 203A

LENGTH: 75 hours (2 nights a week for 12 weeks)

INSTRUCTOR: Kovats Real Estate School

TUITION: \$279.00

TEXTBOOKS: Included

MEET YOUR INSTRUCTOR

Suzanne Zimmer Lowery, *Baking 101*, is a graduate of the New School's New York Restaurant School and Syracuse University's S.I. Newhouse School of Communications. A former area pastry chef and professional cake decorator, she currently teaches culinary arts at various cooking schools, including Kings Cooking Studio. Suzanne is a contributing writer for the Star-Ledger's "Savor" section as well as for several regional magazines. Suzanne has taught a number of culinary courses at Morris County School of Technology; over the last six years Suzanne has taught *Creative Cooking*, *Cake Decorating* and *Candy Making* just to name a few! Join Suzanne (and 12-15 other enthusiastic bakers) for 6 delightful evenings this fall.

Get an application from our webpage!

<http://www.mcvts.org>

**NEW!****BAKING 101****PREREQUISITE:** None**Note:** Delayed Start Date!

SUBJECTS COVERED: This six-week participation program will begin with the basic tools, equipment and techniques needed to bake wonderful cookies, cakes, pies, breads and a host of other savories. Intended for the novice or the accomplished baker, each week will prepare, bake and sample muffins, tarts, pastries and even chocolates, in a professional kitchen with our own Chef Suzanne! You will be baking with confidence just in time for the holiday season!

*Session #1 - Begins October 5, 2004***COURSE #:** FP4 - SAT11F04**DAYS:** Tuesdays**TIME:** 6:30 PM - 9:30 PM**LOCATION:** Bldg. 4, Culinary Arts**LENGTH:** 18 hours (1 night a week for 6 weeks)**INSTRUCTOR:** S. Lowery**TUITION:** \$95.00**TEXTBOOKS:** None**COOKING - CREATIVE****PREREQUISITE:** Those interested in party planning and home cooking.

SUBJECTS COVERED: Different techniques for basic party planning, tool and equipment, hot/cold hors d'ouvres, soups, entrees, desserts (basic and flaming), fruit carving, vegetables, garnishes, sauces, yeast breads, quick breads and more.

*Session #1 - Begins September 16, 2004***COURSE #:** FP5 - SPI01F04**DAYS:** Thursdays**TIME:** 6:30 PM - 9:30 PM**LOCATION:** Bldg. 1, Room 117**LENGTH:** 36 hours (1 day a week for 10 weeks)**INSTRUCTOR:** Steve Remillard**TUITION:** \$135.00**TEXTBOOKS:** None**COOKING - ITALIAN****PREREQUISITE:** Interest in Italian cooking

SUBJECTS COVERED: This is an introduction to the foods from the regions of Italy. Appetizers, soups, pasta, seafood, salads, pizza, dessert and more.

*Session #1 - Begins September 15, 2004***COURSE #:** FP6 - SPI02F04**DAYS:** Wednesdays**TIME:** 6:30 PM - 9:30 PM**LOCATION:** Bldg. 4, Culinary Arts**LENGTH:** 36 hours (1 day a week for 12 weeks)**INSTRUCTOR:** P. Lucenti**TUITION:** \$150.00**TEXTBOOKS:** None

DEFENSIVE DRIVING

PREREQUISITE: Valid and current NJ driver's license, other I.D. validation.

SUBJECTS COVERED: Sponsored by the National Safety Council, New Jersey Drivers who complete our six hour defensive driving course are eligible for a three year 5% discount on their automobile, personal injury protection and collision insurance and will reduce traffic violation points on their driving records. Topics include: the basic rules of the road and NJ traffic laws, defensive driving and impairment. Mandatory attendance throughout the session.

One Session, Saturday, September 18, 2004

COURSE #: FQ - SPI20F04

DAYS: Saturday

TIME: 8:30 AM - 2:30 PM

LOCATION: Bldg. 4, Room 402

LENGTH: 6 hours

INSTRUCTOR: Orrie Du Bois

TUITION: \$79.00

TEXTBOOKS: Included

PUPPY KINDERGARTEN

PREREQUISITE: Puppy 10 weeks to 5 months of age. Must bring proof of inoculations to first class.

SUBJECTS COVERED: Problem solving topics include: housetraining, jumping, digging, etc. Canine and human socialization, sit, down, leave-it, settle, wait, off, controlled walk, recall, pass the puppy, name foundation game, take/give, basic grooming, basic canine first aid and graduation. The first class is a mandatory orientation. No dogs please! Children are not permitted to attend this course.

Session #1 - Begins September 18, 2004

COURSE #: FQ2 - SAT20S04

DAYS: Saturdays

TIME: 9:00 AM - 10:00 AM

LOCATION: Bldg. 4, Room 409

LENGTH: 7 hours (1 day a week for 7 weeks)

INSTRUCTOR: A. Misiewicz

TUITION: \$125.00

TEXTBOOKS: None

DOG OBEDIENCE - BASIC

PREREQUISITE: Must bring proof of inoculations to first class, dog must be at least 5 months old.

SUBJECTS COVERED: Sit, stay, release word, down, walking correctly on leash, heel, wait, leave-it, recall, various canine behavior problems, basic grooming, basic canine first aid, canine health & nutrition, and trick training. Learn how to direct your dog's attention to you vs. the environment. The first class is a mandatory orientation. No dogs please! Children are not permitted to attend this course.

Session #1 - Begins September 18, 2004

COURSE #: FQ1 - SAT30F04

DAYS: Saturdays

TIME: 10:30 AM - 11:30 AM

LOCATION: Bldg. 4, Room 409

LENGTH: 7 hours (1 day a week for 7 weeks)

INSTRUCTOR: A. Misiewicz

TUITION: \$125.00

TEXTBOOKS: None

DOG & CAT GROOMING

PREREQUISITE: Animal owners: Your cats and dogs must be at least six months old and must have proof of rabies shots.

SUBJECTS COVERED: Nail trimming, bathing, equipment, clipping nutrition care. The first class is a mandatory orientation. Please do not bring your pet to orientation. Children are not permitted to attend this course.

Session #1 - Begins September 18, 2004

COURSE #: FP1 - SAT02F04

TIME: 9:00 AM - 12:00 Noon

LENGTH: 18 hours (1 day a week for 6 weeks)

TUITION: \$110.00

DAYS: Saturdays

LOCATION: Bldg. 4, Room 409

INSTRUCTOR: P. Burian

TEXTBOOKS: None

NEW!

INTERIOR DESIGN FOR A BEAUTIFUL HOME

PREREQUISITE: None

SUBJECTS COVERED: Begin with a design concept formulated through a step-by-step process and transform your living space into a beautiful home environment which reflects your own style and taste. Space planning, color, material, patterns, fabrics and furniture period and style will all be covered along with a field trip to a showroom and studio.

Session #1- Begins September 18, 2004

COURSE #: SAT114F04

TIME: 9:00 AM - 12:00 NOON

LENGTH: 24 hours (1 day a week for 8 weeks)

TUITION: \$100.00

DAYS: Saturdays

LOCATION: Bldg. 4, Media Center

INSTRUCTOR: S. Ginesi

TEXTBOOKS: None

NEW!

INTRODUCTION TO HATHA YOGA

PREREQUISITE: None

SUBJECTS COVERED: An introduction to the physical postures (asanas) and breathing techniques for the deep relaxation and meditation of Hatha Yoga. The program will suggest ways to incorporate this calming, toning exercise into existing daily routines!

Note: Wear loose comfortable clothing and bring a mat and small cushion or pillow.

Session #1- Begins September 13, 2004

COURSE #: FP8-SPI10F04

TIME: 7:00 PM - 8:30 PM

LENGTH: 15 hours (1 night a week for 10 weeks)

TUITION: \$70.00

DAYS: Mondays

LOCATION: Bldg. 1, Wellness Center

INSTRUCTOR: J. Gajewski

TEXTBOOKS: None



INTRODUCTION TO DRAWING

PREREQUISITE: None.

SUBJECTS COVERED: This is a fundamental drawing class which will focus on entry level projects that will lead to artistic awareness as well as formative techniques. The projects will encompass line, space, shape, texture, value and the principles of pattern, emphasis and unity. Some art history will be included to give a sense of the traditions.

Session #1 - Begins September 16, 2004

COURSE #: IDR - SAT05F04

DAYS: Thursdays

TIME: 6:30 PM - 9:30 PM

LOCATION: Bldg. 4, Physics Lab

LENGTH: 30 hours (1 night a week for 10 weeks) **INSTRUCTOR:** J. Thoubboron

TUITION: \$110.00

TEXTBOOKS: None

STUDIO PAINTING WORKSHOP

PREREQUISITE: Completion of Intro to Drawing or artistic ability.

SUBJECTS COVERED: Watercolor, acrylic and oil media will be taught. Students will complete projects of their choice under the guidance of the instructor.

Session #1 - Begins September 13, 2004

COURSE #: SPI05F04

DAYS: Mondays

TIME: 6:30 PM - 9:30 PM

LOCATION: Bldg. 4, Physics Lab

LENGTH: 30 hours (1 night a week for 10 weeks) **INSTRUCTOR:** J. Thoubboron

TUITION: \$110.00

TEXTBOOKS: None

SAT/PSAT PREPARATION

PREREQUISITE: None.

SUBJECTS COVERED: Educational Service Center will offer its unique 24-hour program of mathematics and verbal skills preparation for the November 2004 administration of the PSAT and SAT 1. Certified high school teachers will use actual SAT materials to lead the students in basic math, algebra, geometry and test taking strategies. Verbal instruction will center on analogies, critical reading, sentence completion and vocabulary development.

Session #1 - Begins September 14, 2004

COURSE #: SAT - SAT37F04

DAYS: Tuesdays

TIME: 6:30 PM - 9:30 PM

LOCATION: Bldg. 1, Room 106

LENGTH: 24 hours (1 night a week for 8 weeks) **INSTRUCTOR:** Educational Service Center

TUITION: \$395.00

TEXTBOOKS: Included

CONVERSATIONAL SPANISH - BEGINNER

PREREQUISITE: None.

SUBJECTS COVERED: This course is designed for either the complete beginner or someone who studied Spanish previously and needs to refresh. Basic vocabulary, sentence forms and pronunciation exercises will prepare the student to speak while integrating listening, reading and writing skills for everyday use.

Session #1 - Begins September 18, 2004

COURSE #: SPN - SAT39F04

DAYS: Saturdays

TIME: 9:00 AM - 12:00 Noon

LOCATION: Bldg. 1, Room 106

LENGTH: 30 hours (1 day a week for 10 weeks)

INSTRUCTOR: Staff

TUITION: \$110.00

TEXTBOOKS: TSP(\$24.95)

BUSINESS COMMUNICATIONS FOR THE SMALL BUSINESS OWNER**PREREQUISITE:** None.

SUBJECTS COVERED: This course will provide the new/small business owner with the tools needed for customer satisfaction and business growth and success. Taught by an experienced corporate trainer, this program will include oral and written communication including: e-mail, telephone and fax; keys to a successful business meeting; presentation skills and follow-up. Give yourself the best advantage possible. . . you know your business, now communicate that effectively to your client!

*Session #1- Begins September 15, 2004***COURSE #:** BCM-BUS02F04**DAYS:** Wednesday**TIME:** 7:00 PM - 9:00 PM**LOCATION:** Bldg. 2, Room 203**LENGTH:** 20 hours (1 night a week for 10 weeks)**INSTRUCTOR:** Wendy Pate**TUITION:** \$75.00**TEXTBOOKS:** None**FUNDAMENTALS OF BOOKKEEPING/ACCOUNTING****PREREQUISITE:** None.

SUBJECTS COVERED: Ideal for the small business owner, entrepreneur or the office manager, this program will teach the complete accounting cycle of proprietorship and partnership using a debit/credit approach. Topics include analyzing transactions, journalizing, posting petty cash, financial statements and adjusting and closing entries. The use of Excel and other popular small business software will be discussed along with payroll records, payroll accounting, taxes and reports.

*Session #1- Begins September 13, 2004***COURSE #:** ACT-SAT36F04**DAYS:** Mondays**TIME:** 6:30 PM - 9:30 PM**LOCATION:** Bldg. 1, Room 108**LENGTH:** 30 hours (1 day a week for 10 weeks)**INSTRUCTOR:** Dorothy Parker**TUITION:** \$120.00**TEXTBOOKS:** ACC(\$41.00) + ACW(\$16.00)**LANDSCAPE & GARDEN DESIGN****PREREQUISITE:** None.

SUBJECTS COVERED: Course offers overview and materials and techniques used in professional landscaping with emphasis on students' personal needs. Topics include: design process, plant materials and installation, maintenance, ponds, watering and lighting, and student projects.

*Session #1 - Begins September 14, 2004***COURSE #:** FP7 - SPI04F04**DAYS:** Tuesdays**TIME:** 7:00 PM - 10:00 PM**LOCATION:** Bldg. 4, Physics Lab**LENGTH:** 36 hours (1 night a week for 12 weeks)**INSTRUCTOR:** Ben Lowell**TUITION:** \$135.00**TEXTBOOKS:** QE7(\$24.95)**SMALL ENGINE REPAIR****PREREQUISITE:** Interest in small engines; bring your own projects & parts.

SUBJECTS COVERED: Motorcycles, lawn mowers, outboard, motor bikes, ignition systems, carburetors, troubleshooting, basic engine theory for two and four cycle engines, and maintenance.

*Session #1 - Begins September 18, 2004***COURSE #:** FP - SAT01F04**DAYS:** Saturdays**TIME:** 9:00 AM - 12 NOON**LOCATION:** Bldg. 4, Room 402**LENGTH:** 30 hours (1 day a week for 10 weeks)**INSTRUCTOR:** Jim Bette**TUITION:** \$150.00**TEXTBOOKS:** QA7(\$46.00)

WATER & WASTEWATER - INTRODUCTION *NEW LOCATION!*

PREREQUISITE: Working in water treatment operations

SUBJECTS COVERED: This two semester course covers: basic math, microbiology, water chemistry, chlorination, wastewater and water treatment methods, safety programs, prepares for licensing exam.

Session #1 - Begins September 13, 2004

COURSE #: FQ1 - SAT30F04

DAYS: Mondays and Thursdays

TIME: 6:00 PM - 9:00 PM

LOCATION: Morris County Training Complex
500 W. Hanover Ave., Parsippany, Room 141

LENGTH: 180 hours (2 nights a week for 30 weeks)

INSTRUCTOR: S. Dowhan

TUITION: \$350.00

TEXTBOOKS: TBA

AFFIRMATIVE ACTION

"It is the policy of the Morris County School of Technology not to discriminate in its educational programs, activities, employment practices, or admission policies and practices on the basis of color, national origin, sex, or handicap. Lack of English language skills will not be a deterrent in admission to Morris County School of Technology."

**Registrations will
not be confirmed.
Please keep your
course catalog
for all course information.**

MORRIS COUNTY SCHOOL of TECHNOLOGY



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**MAIL-IN
REGISTRATIONS RECEIVE
PRIORITY!**

**MORRIS COUNTY SCHOOL OF
TECHNOLOGY - ADULT EDUCATION**

Send Mail-in Registration to:

Morris County School of Technology
Adult Education - Bldg. 2
400 East Main Street, Denville, NJ 07834

DUPLICATE THIS FORM AS NECESSARY

Home Phone _____

CONFIRMATIONS WILL NOT BE MAILED

NAME: _____ Work Phone _____ Ext. _____

Last Name _____ First Name _____ MI _____

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<i>Course #</i>	<i>Course Title</i>	<i>Tuition/ Senior Citizen Tuition</i>
_____ - _____	_____	_____
_____ - _____	_____	_____
_____ - _____	_____	_____
_____ - _____	_____	_____
_____ - _____	_____	_____

Textbook # _____ *Text /Fee Amount* _____ *Tuition Total* _____

_____ *Text/Fee Total* _____

_____ *Out of County Fee* _____
(if applicable) - See Page 5

Total _____

METHOD OF PAYMENT:

Check or money order enclosed payable to MCST

I hereby authorize the use of my (please circle) **VISA MASTERCARD DISCOVER**

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Office of Adult Education

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