



Fall / Winter 2022

OPPORTUNITIES

Non-Credit | Courses, Classes and Programs

middlesexcollege.edu/workforce-development



Edison | New Brunswick | Perth Amboy

middlesexcollege.edu





**MIDDLESEX
COLLEGE**

Early Learning Center

DAYCARE AND PRE-SCHOOL PROGRAMS:

Certified staff • Literacy-rich environment
Outdoor recreation • Hands-on learning
Open-year round

- *New Expanded Toddler rooms*
- 3, 4, and 5-day programs are available
- Classes for children, age 2 (diapers ok) and 3-5 year-olds
- Breakfast, lunch and afternoon snack provided
- Small group learning
- Literacy and math activities
- Math and Literacy Program
- New Playground

LIMITED SPACE - CALL FOR A TOUR TODAY! 732.906.2542
(located in Room 185, Edison Hall on the Middlesex College campus)

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MIDDLESEX COLLEGE APPRENTICESHIP PROGRAMS



Explore apprenticeship opportunities in these fields through Middlesex College's partnership in two federal apprenticeship grants:

NJ HealthWorks and **Career Advance USA-Advanced Manufacturing**

Apprenticeships are “earn and learn” programs that combine formal classroom learning with on-the-job training. Employers who are seeking well trained, dedicated employees, or who want to provide current employees with additional training and an opportunity for advancement may also participate in these grant activities.



NJ HEALTHWORKS GRANT PROGRAM

The NJ HealthWorks Apprenticeship Grant is a federal grant offered through the US Department of Labor (USDOL), as part of the USDOL/ETA Scaling Apprenticeships Through Sector Based Strategies Consortium. There are four components to the Apprenticeship program: Classroom Learning, On-the-Job learning (OJL), Mentorship and Certification. Classroom learning consists of 144 hours of instruction in a classroom setting (in-person/online). The OJL consists of 1000-2000 hours of hands-on learning in a real-world, work environment, being guided by an experienced mentor who will help the student prepare to take the national Certification exam.

The NJ HealthWorks apprenticeships that are currently being offered in the Fall 2022 are:

Certified Nursing Assistant (CNA) ■ **Pharmacy Technician** ■ **Phlebotomy Technician Certificate**

For more information about the Middlesex College NJ HealthWorks apprenticeship program, email: Lisa Haskins at LHaskins@middlesexcc.edu.



CAREER ADVANCE USA-ADVANCED MANUFACTURING

Pre-Apprenticeship Bootcamp 101 for Advanced Manufacturing

Fee: \$120 (FREE- covered by the Career Advance USA Grant) (ONLINE)

Receive an overview of advanced manufacturing. In this industry-driven training model, you will learn about manufacturing basics, safety (OSHA), units of measurement, math fundamentals, shop rules, product quality, and troubleshooting mechanical systems. This self-paced online curriculum is available 24/7 from any computer with Internet access.

For more information contact Yarelis Roche, yfigueroa@middlesexcc.edu, or register for the next information session at <https://bit.ly/3PHTfk3>.

Start your path to a rewarding career **TODAY!**

NEW PROGRAMS FOR FALL 2022



Culinary Arts Foundations Certificate (240 hours) (IN-PERSON)

This course is for those interested in a career in food service. Students will develop professional culinary skills through a combination of classroom and kitchen lab learning. Students focus on ingredient knowledge, culinary vocabulary, cooking techniques, food service, recipes and best kitchen practices. They will work independently and in teams to demonstrate their food preparation and production skills using kitchen tools and commercial equipment. Students also learn safe food handling, workstation sanitation and general kitchen safety. Students will plan, prep, store and serve a variety of meat, vegetable, fruits, fish, and shellfish dishes as well as desserts. Plating and buffet presentations will be covered. This course prepares you for the ServSafe® Industry Credential.

\$4,500 (Tuition \$3,500 + general fees \$250 + materials \$300 + supplies and tools \$500)

CSTC 255-01 9/19-12/15/22 MTWThF 9 a.m.-1 p.m.

CompTIA A+ Hardware Preparation Course (40 hours)

This course prepares you for the CompTIA A+ Certification Exam 220-1101, which covers hardware, virtualization, cloud computing, mobile devices, networking technology and troubleshooting. The following hardware components will be taught motherboard, central processing unit, random access memory, expansion cards, power supply unit, hard drive and video card.

\$1,500 (Tuition \$1,050 + general fees \$100 + materials \$150 + supplies and tools \$200)

CSTC 254-01 S 10/15/22-12/17/22 9 a.m.-2:30 p.m.
(30 minute break)

AWS MIG Welding (100 hours)

The concepts and fundamentals and best education practice methods to teach atomic structure, grain structure, heat flow, phase transformations, welding metallurgy, and the weldability of ferrous commercial alloys. The basics and principles of major joining and cutting process and the concepts and fundamentals of the weld quality and inspection methods, welding codes, specifications and safety.

\$3,300 (Tuition \$2,800 + general fees \$250 + supplies and tools \$250)

CSTC 259-01 \$3,200 MTW 10/3/22-12/14/22 6-9 p.m.

Certified Dental Assistant Review – CDA Review **NEW**

This course will help prepare dental assistants for the Dental Assisting National Board (DANB). DANB is the nationally recognized certification organization for dental assistants. This course will focus on Infection Control, Radiation, and General Chair Side care.

Prerequisite: Must submit proof of 3500 hours working in a dental office assisting. A letter from an employer verifying work hours, office address, and phone number.

\$840 (Tuition \$390 + Exam fee \$450)

ADEN 009-01 T 10/11-11/15 6-9 p.m. (18 hours/6 weeks)

HEALTHCARE CAREERS

MEDICAL ASSISTANT CERTIFICATE

REGISTER EARLY. SEATS FILL QUICKLY!

For information about the Medical Assistant Certificate Program, call Monday-Friday, 732.906.7740 or 732.906.2556.

Entrance Requirements:

- Proficiency in spoken and written English
- Program Requirements: Successfully complete the 12 courses in the Program.
- Wear a complete set of blue scrubs to each class.
- White lab coat is required for Clinical Procedures, Phlebotomy II and III.
- Wear closed-toe shoes daily.
- Purchase textbook(s) for first day of class and required EKG calipers for EKG. (Available for purchase at College Bookstore.)
- Successfully complete a criminal background check prior to entering the MA Externship. Information provided on the first day of class.
- Provide immunization records and personal health Insurance card prior to entering MA Externship. Information given first day of class.

Note: An attendance rate of 80% per module and 90% overall and final grade of 80% or higher are required to pass each class.

Course Requirements for Medical Assistant Certificate:

1. Anatomy, Physiology and Terminology for Health Care Providers
2. Healthcare Office Procedures
3. Pharmacology for Healthcare Providers
4. Career Preparation for Healthcare Providers
5. Clinical Procedures for Healthcare Providers
6. Bloodborne Pathogens Certification
7. Standard First Aid Level 2
8. BLS CPR
9. Phlebotomy I
10. Phlebotomy II
11. ECG/EKG Technician
12. Medical Assistant Externship

Total cost for Medical Assistant Certificate \$7,928

Medical Assistant Waiver:

For information regarding the Medical Assistant Certificate Program Course Waiver, contact Continuing Education at 732.906.2556.

Note: You must submit appropriate documentation to support your request with a \$75 processing fee per course. A waiver exam may be required.

Anatomy, Physiology and Terminology for Healthcare Providers CEU 10.5 (IN-PERSON)

Learn basic anatomy, physiology and terminology used in the medical office.

Required: Textbook(s) needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$1,008 (Tuition \$849 + general fee \$159)

AHMA 002-36 MTWThF 10/12-11/9 9 a.m.-2:30 p.m.
(½ hr break) (Begins on Wed.) 21 sessions

Pharmacology for Healthcare Providers CEU 3.0 (IN-PERSON)

Learn families of drugs, side effects, prescriptions, proper administration of medications, and regulatory compliance.

Required: Textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

Prerequisite: Successful completion of Anatomy, Physiology and Terminology for Healthcare Providers
\$315 (Tuition \$215 + general fee \$100)
AHMA 013-25 MTWThF 11/10-11/18 9 a.m.-2:30 p.m.
(½ hr break) (no class 11/11) 6 sessions

Clinical Procedures for Healthcare Providers CEU 10.0 (IN-PERSON)

Topics include bandaging, eye and ear irrigation, heat and cold therapy, obtaining, analyzing and transporting specimens, and maintaining laboratory instruments.

Required: Textbook needed for FIRST class available at College Bookstore (middlesexcc.bncollege.com/shop/middlesex-cc/home)

Prerequisites: Successful completion of Anatomy, Physiology and Terminology for Healthcare Providers, and Pharmacology for Healthcare Providers.
\$1,233 (Tuition \$809 + general fee \$349 + consumables fee \$75)
AHMA 015-26 MTWThF 11/21-12/21 9 a.m.-2:30 p.m.
(½ hr break; no class 11/23, 11/24, 11/25) 20 sessions

MIDDLESEX COLLEGE'S BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

To purchase books online:
See page 39 for step-by-step guide.

HEALTHCARE CAREERS

Healthcare Office Procedures CEU 7.5 (ONLINE)

Become familiar with how to run a successful practice, including policies and procedures, scheduling, insurance, billing and collection. Gain knowledge of basic uses of Medisoft software and electronic health records.

Required: Textbook(s) needed for FIRST class available at College Bookstore; flash drive. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

Prerequisites: Basic computer skills and successful completion of Anatomy, Physiology and Terminology for Healthcare Providers

Required: flash drive

\$756 (Tuition \$636 + general fee \$120)

AHMA 012-25 MTWThF 1/4-1/25/23 9 a.m.-2:30 p.m. (½ hr break) (Begins on Wed) (no class 1/16/23)
15 sessions

Career Preparation for Healthcare Providers CEU 2.5 (ONLINE)

Topics include identifying jobs, writing a resume, interviewing and communication skills.

Required: Flash drive.

\$236 (Tuition \$186 + general fee \$50)

AHMA 006-35 MTWTh 1/30-2/3/23 9 a.m.-2:30 p.m. (½ hr break) 5 sessions

Bloodborne Pathogens Certification CEU 0.4

Topics include OSHA Bloodborne Standards, Safeguards and Management. OSHA Bloodborne Pathogen certification through American Health and Safety Institute (AHSI) will be issued.

\$123 (Tuition \$43 + general fee \$80)

AHMA 024-24 Th 2/9/23 9 a.m.-2:30 p.m.

Offered at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place.

Basic Life Support CPR CEU 0.45

Healthcare Provider BLS CPR is designed to meet the needs of health care professionals.

\$99 (Tuition \$34 + general fee \$65)

AHMA 025-23 T 2/7/23 9 a.m.-2:30 p.m.

Offered at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place.

Standard First Aid Level 2 CEU 0.7

Designed to meet the needs of healthcare professionals.

Prerequisite: Successful completion of Basic Life Support CPR.

\$99 (Tuition \$34 + general fee \$65)

AHMA 026-21 W 2/8/23 9 a.m.-4:30 p.m. (½ hr break).

Offered at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place.

Externship for the Medical Assistant CEU 20.0

Perform the duties of a medical assistant under supervision at a clinic or other medical facility; 200 hours required.

Prerequisites: Successful completion of all 12 Medical Assistant Certificate courses.

MANDATORY prior to receiving an externship

assignment: Proof of health insurance, immunizations, current BLS CPR certification, and criminal background check. Bring all documents to your mandatory orientation.

\$999 (Tuition \$850 + general fee \$149)

AHMA 016-31 By Appointment. (Required Orientation)



HEALTHCARE CAREERS

PHLEBOTOMY TECHNICIAN CERTIFICATE

Entrance Requirements:

- Proficiency in spoken and written English

Program Requirements:

- Successfully complete the three Phlebotomy Technician Program courses
- Wear a complete set of blue scrubs to each class.
- Wear closed-toe shoes daily.
- Wear a white lab coat for Phlebotomy PHL II and III.
- Purchase mandatory textbook and workbook for first day of class, available at College Bookstore.
- Maintain attendance rate of 80% per module and 90% overall, and final grade of 80% or higher for each class.

Program Requirements Prior to Entrance into Phlebotomy III (Externship):

- Successful completion of all coursework.
- Certification in BLS CPR.
- Provide documentation of physical examination and current immunization records, as well as personal health insurance card prior to entering Phlebotomy III-Externship. Information provided on the first day of Phlebotomy I.
- Successful completion of criminal background check. Information provided on the first day of Phlebotomy I.

Phlebotomy Technician Payment Options with Externship:

Savings available if you enroll with payment for complete certificate program.

Total discount cost for Phlebotomy I, II and III: \$2,862 (save \$505).

Pay as you go for Phlebotomy courses: \$3,367 if paid separately.

Phlebotomy I Waiver

Contact Continuing Education at 732.906.2556 for information about the Phlebotomy I Course Waiver. For consideration, you must provide appropriate documentation, official transcripts, and pass an Equivalency Exam administered by Continuing Education.

Note: You must submit appropriate documentation and a waiver form to support your request, with a \$75 processing fee per course.

Phlebotomy I CEU 6.0 (ONLINE)

Receive an introduction to the phlebotomy profession, infection control, patient care and professional ethics.

Required: Textbook and workbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$824 (Tuition \$575 + general fee \$213 + liability insurance \$36)

AHPH 001-81 MTWThF 10/11-10/26 9 a.m.-2:30 p.m.
(½ hr break; (begins on Tuesday) 12 sessions

Phlebotomy II CEU 6.4 (IN-PERSON)

Topics include proper techniques and methods to safely handle samples. Initially practice venipuncture and finger sticks on an artificial arm. Once proficiency is achieved, practice venipuncture and finger sticks on each other under supervision of instructor.

Prerequisite: Successful completion of Phlebotomy I.
\$1,237 (Tuition \$691 + general fee \$371 + consumables fee \$175)

AHPH 002-10 MTWThF 10/31-11/17 9 a.m.-2:30 p.m.
(½ hr break) (no class 11/11) 13 sessions
New Brunswick Center

Phlebotomy III 126-Hour Externship CEU 12.6 (IN-PERSON)

At a hospital or other facility, collect samples and perform other duties associated with phlebotomy.

Prerequisites: Successful completion of Phlebotomy I and II and BLS CPR certification, criminal background check and physical examination with current immunizations and personal health insurance coverage.

Note: Most externships are available only during day.

\$1,306 (Tuition \$1,069 + general fee \$237)

AHPH 009-10 F 11/18 9 a.m.-2:30 p.m.
(Required Orientation in-class hours)
New Brunswick Center

COLLEGE CREDIT: 16 credits toward a Middlesex College degree, through the Health Science option, may be awarded to students who successfully complete all Medical Assistant program requirements. For additional information regarding potential college credit ONLY, call 732.906.2502.

HEALTHCARE CAREERS

ECG/EKG TECHNICIAN CERTIFICATE

Entrance Requirements:

- Proficiency in spoken and written English

Program Requirements:

- Wear a complete set of blue scrubs to each class.
- Wear closed-toe shoes every day.
- Purchase textbook and EKG calipers for first day of class, available at College Bookstore.
- Successful completion of all coursework.
- Be certified in BLS CPR prior to EKG course completion.
- Attendance rate and final grade of 80% or higher is required to pass the course.
- Students are required to practice setting up and performing EKGs on each other. The ECG/ EKG will be performed behind a screened area on an exam table similar to a physician's office. Performing an ECG/ EKG is necessary for both practice and grading. All tracings will be destroyed to assure confidentiality and compliance with the Federal HIPAA Law (Health Insurance Portability and Accountability Act).

ECG/EKG Technician CEU 6.0 (IN-PERSON)

Topics include anatomy and physiology of the heart, set-up and operation of the ECG/EKG machine, identification and description of basic waveforms and placement of electrodes.

Required: EKG calipers and textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$999 (Tuition \$495 + general fee \$75 + lab fee \$429)

AHEK 001-73 MTWThF 9/19-10/4 9 a.m.-2:30 p.m.

(½ hr break) 12 sessions

College Credit: 10 credits toward a Middlesex College degree through the Health Science option may be awarded to students who successfully complete all requirements of the Phlebotomy program.

For additional information regarding potential college credit only, call: 732.906.2502

NOTE: Courses designated as ONLINE are Remote Live Courses that are instructor-led and held on the scheduled class days and times using a secure online platform, i.e. Zoom or Canvas. Students will need a computer, laptop, tablet, etc., that includes a camera and a microphone and access to the internet.

MEDICAL CODING AND BILLING CERTIFICATE

Entrance Requirements:

- Proficiency in spoken and written English
- Basic computer skills

Qualify for this certificate after you successfully complete the five required courses:

- Medical Billing and Insurance, offered Fall and Spring
- Medical Terminology and Anatomy for ICD-10, offered Fall and Spring
- ICD-10-CM/PCS Medical Coding, offered Spring only
- CPT-4 Coding I, offered Summer only
- CPT-4 Coding II, offered Summer only

Note: Attendance rate and final grade of 80% or higher is required to pass each course.

Medical Terminology and Anatomy for ICD-10 CEU 7.0 (ONLINE)

Topics include understanding the human body, language of medicine, i.e. prefixes, suffixes and root words relating to ICD-10 coding.

Required: Textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$839 (Tuition \$548 + general fee \$299)

AMRC 826-16 TTh 9/20-12/13 6:30-9:30 p.m.

(no class 11/24) 24 sessions

Medical Billing and Insurance CEU 6.0 (ONLINE)

Understand health insurance, medical billing and reimbursement practices, along with HIPAA, medical law and ethics, and analysis of patient records to be able to assign appropriate codes for billing purposes. Topics also include: Medicare, Medicaid and other State programs, Tricare, CHAMPVA and hospital billing. Learn Medisoft software and gain hands-on experience entering a sample patient through the electronic medical billing cycle.

Required: Textbook available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home) and flash drive.

Prerequisite: Medical Terminology and Anatomy for ICD-10 \$839 (Tuition \$548 + general fee \$299)

AMRC 829-09 Sa 9/24-12/17 8:30 a.m.-2 p.m.

(½ hr break; no class 11/26) 12 sessions

HEALTHCARE CAREERS

CERTIFIED NURSING ASSISTANT (CNA) PREPARATION PROGRAM

Entrance Requirements:

Proficiency in spoken and written English, completion of medical exam and proof of immunizations prior to first day of class, fingerprinting and criminal background check, high school diploma or equivalency.

Note: Register at least six weeks prior to published start date to allow adequate time for required physical exam and immunizations.

Program Requirements:

- Wear a complete set of blue-color scrubs and closed-toe shoes to each class every day.
- Middlesex College ID card required.
- Purchase required textbook for FIRST day of class, available at College Bookstore.
- Successfully complete all coursework with a minimum 70% average and complete entire 90 hours of training.

For additional information about the Certified Nursing Assistant Program, call 732.906.7440 or 732.906.2556.

Certified Nursing Assistant (CNA) CEU 9.0

Topics include anatomy, physiology and medical terminology, patient and staff safety, patient hygiene, basic nursing care procedures, infection control practices, applicable laws and regulations related to the role of the CNA. Program consists of 50 hours of classroom with 40 hours of clinical rotations in our host facility. Classes are conducted at a local long-term care facility, Roosevelt Care Center in Edison, NJ. Clinical rotations at a local long-term care facility.

Required: Textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$2,002 (Tuition \$1,682 + general fee \$149 + lab fee \$171)

CNGR 001-32 TWTh 9/27-12/15 4:30-8:45 p.m.

(½ hr break; no class 11/24) 35 sessions

Community Health Worker CEU 14.0

(Hybrid-Some sessions in person and some on line)

Entrance Requirement: Proficiency in spoken and written English.

The Community Health Worker serves as a bridge between the community and the health care, government and social service systems. Complete this course and be prepared to help individuals, families, groups, and communities develop their capacity and access to resources including health insurance, food, housing, quality care, and health information.

\$1,155 (Tuition \$892 + general fee \$263)

AHCW 001-10 MTWThF 11/21/22-1/23/23 9-12:30 p.m.

(no class 11/24/22, 11/25/22, 12/23/22, 12/26/22, 1/2/23, 1/16/23) 40 sessions

New Brunswick Center

Pharmacy Technician Certificate CEU 14.4

(HYBRID-Some sessions in person and some sessions online)

Prepare to work in retail pharmacy and to take the Pharmacy Technician Certification Board's PTCB exam. Topics include instruction in pharmacy laws, regulations and ethics, medical and Pharmacy terminology, insurance, common and prescription drugs and their uses, inventory management, as well as basic pharmaceutical math calculations. Non-sterile compounding principle concepts are included that train students in the creation of solutions, suspensions, emulsions and other forms of medication.

Required: Textbook for FIRST class available in College Bookstore (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$1,252 (Tuition \$952 + general fee \$200 + supplies \$100)

APTC 218-04 TWTh 9/13-12/20 6-9:30 p.m.

(no class 11/24) 42 sessions



HEALTHCARE CAREERS

Administration of Local Anesthesia for the Dental Hygienist: Didactic Refresher

NJ DENTAL CEUs 4

Review information including the fundamental knowledge of the anatomy of head and neck, pharmacology of anesthetic and analgesic agents, patient pre-evaluation including medical and dental history considerations, recognition of adverse events, management of emergency procedures and basic life support, selection of appropriate anesthetic agents and techniques for administering local anesthesia and the administration of local anesthetic reversal agents. Course consists of four hours of didactic training and is designed to meet NJ State Board of Dentistry requirements for renewal of trained and licensed dental hygienists who administer local anesthesia to patients for pain management during the course of dental treatment.

Note: You must provide proof of Dental Hygiene license and successful completion of state required 32-hour Administration of Local Anesthesia course.

\$209 (Tuition \$110 + general fee \$99)

ADEN 005-21 W 11/30 5:30-9:30 p.m.

Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher

NJ DENTAL CEUs 4

This is for dental hygienists who have taken the local anesthesia course, but may not be comfortable in administering all types of local anesthetic blocks. Refresh your knowledge and meet NJ State Board of Dentistry requirements for administration of additional nerve blocks that were not mandated when the course was first offered. Receive a brief review of head and neck anatomy, patient pre-evaluation including medical and dental history considerations, recognition of adverse events, and selection of appropriate anesthetic agents and techniques for administering local anesthesia. Clinical training component includes monitored administration of local anesthesia on laboratory partners and will include both suprapariosteal (infiltration) injections and nerve block anesthesia (with the exception of the maxillary second division V2 nerve block). Course consists of one hour of didactic training and three hours of clinical training.

Note: You must provide proof of Dental Hygiene license and successful completion of state required Administration of Local Anesthesia course (32-hour course) and an up-to-date certificate in Basic Life Support (BLS) or CPR for the Healthcare Provider.

\$209 (Tuition \$128 + general fee \$20 + material fee \$25 + liability insurance \$36)

ADEN 004-20 Th 12/15 5:30-9:30 p.m.

Dental Hygiene Refresher NJ DENTAL

CEUs 15 (Hybrid) **NEW**

Dental Hygiene refresher course for students who want to update their skills or reenter the field. Didactically, this course will review infection control, digital radiographs, risk assessment, prevention of oral diseases, local chemotherapeutic agents, assessment, treatment planning, ergonomics, and advanced periodontal instrumentation in a synchronistic online lecture of specific topics that will begin every five weeks. This course will also include five on-campus clinicals where students will treat patients at the dental hygiene clinic. Students must identify and supply appropriate adult patients for the clinical exercises. If you have questions regarding this course, please contact Michelle Roman, Chairperson of Dental Hygiene, at mroman@middlesexcc.edu.

Required: Textbook available through the College Bookstore

Prerequisites: Current Dental Hygiene License. If registering to reenter the field, proof of graduation from a Dental Hygiene program must be submitted, along with proof of graduation from a CODA approved dental hygiene program (Mandatory), up-to-date CPR certification (Mandatory), dental hygiene licenses (if applicable), and proof of Hep B series and antibody test, annual Influenza. \$3,149 (Tuition \$1,7400 + general fee \$999 + material fee \$374 + liability insurance \$36)

ADEN 008-02

Lectures: online synchronistic format with topics beginning on 10/6, 10/13, 10/20, 10/27, 11/3 (5 sessions)

Clinical: 10/28, 11/18, 12/2, 12/9, 12/16 Fridays, 1:30-4:40 p.m. (5 sessions)

Interested in National Credential Opportunities available through our Allied Health Programs? Contact Continuing Education at 732.906.7740

APPRENTICESHIP APPROVED. Contact Lisa Haskins at lhaskins@middlesexcc.edu for more information.

BUSINESS AND MANAGEMENT CAREERS

Power Civics (ONLINE) **NEW**

Are you employed in the public sector, a business, or an agency? Do you serve on a local committee, council or board, or are you a newly elected official in your local municipality? Hone your professional abilities with this unique online course. Our Power Civics course will provide you with knowledge and skills that will prepare you for and strengthen your role as a leader. Learn more with our free Power Civics course.

Power Civics 10

Gain knowledge about citizen powers that go beyond voting and how you may play a role as a public citizen in our 21st century democracy. Acquire the tools to become active and informed participants in government problem-solving and decision-making. Developed by experienced practitioners in local government in partnership with professors who are experts in the emerging discipline of beyond the ballot civic power, explore how to take leadership positions in your community that do not require running for public office.

Topics include:

- Using technology to find proven solutions
- Accessing information about current government policy
- Crafting cost effective, evidence-based solutions
- Using a No-Blame strategy to keep the focus on the solution
- Using citizens' legal rights to advance solutions before local government decision-making bodies
- Maintaining a respectful, ongoing pursuit of progress toward the adoption of solutions

No Charge

GENI 400-01 Self-Paced Online Power Civics Course.

NOTE: Courses designated as ONLINE are Remote Live Courses that are instructor-led and held on the scheduled class days and times using a secure online platform, i.e. Zoom or Canvas. Students will need a computer, laptop, tablet, etc., that includes a camera and a microphone and access to the internet.



Dress for Success

Dress For Success Central New Jersey empowers women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life, especially those women who are underemployed or unemployed. They offer numerous programs including the one below. Continuing Education is partnering with them to offer this course for free this Fall. When you register for this course you will receive a link to it from *Dress for Success Central New Jersey*.

Designing Your Future (ONLINE)

A free six-week course to provide you with the tools needed to help you prepare for and obtain employment, including resume writing and interview preparation. You will take part in mock interview, learn about job opportunities, and receive support with the job search.

GENI 401-03 6 sessions beginning 10/3



MIDDLESEX COLLEGE'S BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

To purchase books online:
See page 39 for step-by-step guide.

BUSINESS AND MANAGEMENT CAREERS

Medical Cannabis Dispensaries Training Certificate CEU 1.5 (ONLINE)

The medical cannabis industry is growing fast in New Jersey and this premier certification provides you with the necessary training to obtain employment in this highly-regulated industry. This course-led by attorney Sarah Trent, CEO and Founder of Valley Wellness-introduces you to subject matter experts from industry and academia to explore the different elements of the NJ Medical Cannabis market, including:

- Registering patients
- The regulatory provisions relating to medical cannabis
- The basics of the plant cycle and available products
- Handling of medical cannabis products
- The Endocannabinoid system
- Counseling patients in the medical cannabis program
- And much more!

This course is for individuals looking to enter the Medical Cannabis labor market or for those simply curious about the industry

Requirements: You must have the ability to download and access Zoom with an internet-connected device if you want to attend the class live, however student can also fulfill the requirements of the class by watching the recordings of the lectures. Certificates will be issued upon completion by watching all lectures and passing a final test. Information on accessing the modules will be sent upon registration. For additional information call 732.806.7740

\$525 (Tuition \$225 + general fee \$300)

CBGE 009-02 MW 10/24-11/7 6-9 p.m. 5 modules

MEETING AND EVENT PLANNING CERTIFICATE

Looking for a new career or a way to supplement your income while working from home? Successfully complete the four courses listed below to qualify for the certificate. However, each course is a complete learning experience; you may enroll in an individual course and receive a certificate of completion for that course.

Event Planning Primer CEU 0.3 (ONLINE)

Follow a systematic guide to planning, organizing, and implementing an event.

\$83 (Tuition \$58 + general fee \$25)

COEV 006-11 Sa 9/24 9 a.m.-Noon

Program Development CEU 0.3 (ONLINE)

Topics include developing the appropriate event, keys to financial success and how to wow the attendees! Learn about locations, date selection, room set-ups, technology, hospitality, and on-site management.

\$83 (Tuition \$58 + general fee \$25)

COEV 007-11 Sa 10/1 9 a.m.-Noon

Marketing the Event CEU 0.3 (ONLINE)

Become familiar with event marketing strategies.

\$83 (Tuition \$58 + general fee \$25)

COEV 008-11 Sa 10/8 9 a.m.-Noon

Developing the Event CEU 0.3 (ONLINE)

Using a hypothetical event, create a compelling program, recruit engaging speakers, find alternate funding sources, market the event and plan to implement it.

Prerequisite: Event Planning Primer, Program Development, and Marketing the Event

\$83 (Tuition \$58 + general fee \$25)

COEV 009-11 Sa 10/22 9 a.m.-Noon

REGISTER NOW!

Register now with your
Visa, Master Card, or Discover

Middlesexcc.edu/ContinuingEd

VISA

MasterCard

DISCOVER

NOTE: Courses designated as ONLINE are Remote Live Courses that are instructor-led and held on the scheduled class days and times using a secure online platform, i.e. Zoom or Canvas. Students will need a computer, laptop, tablet, etc., that includes a camera and a microphone and access to the internet.

BUSINESS AND MANAGEMENT CAREERS

SIX SIGMA GREEN BELT CERTIFICATE

Prepare for the certification exam sponsored by the American Society for Quality (ASQ); visit www.asq.org for requirements. Successfully complete the following five courses and receive a Certificate of Completion.

Required: Textbook used for all courses available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

Discount cost: \$1,098 (save \$134) when you enroll with payment for all five courses.

Six Sigma: Introduction CEU 0.6 (IN-PERSON)

Help your organization meet its goals by understanding organizational drivers, lean principles and Six Sigma methodology.

\$154 (Tuition \$115 + general fee \$35)

BSSI 001-25 M 9/12-9/19 6:30-9:30 p.m. 2 sessions

Define CEU 0.6 (IN-PERSON)

Learn to recognize how processes cross various functional areas.

\$154 (Tuition \$115 + general fee \$35)

BSSI 002-25 M 9/26-10/3 6:30-9:30 p.m. 2 sessions

Measure CEU 1.2 (IN-PERSON)

Topics covered include process analyses and documentation, probability and statistics, collecting and summarizing data, probability distribution and measurement system analyses.

\$308 (Tuition \$238 + general fee \$70)

BSSI 003-26 M 10/17-11/7 6:30-9:30 p.m. 4 sessions

Analyze CEU 1.2 (IN-PERSON)

Learn to analyze – the foundation for improvement, redesign and control, including exploratory data analyses and hypothesis testing.

\$308 (Tuition \$238 + general fee \$70)

BSSI 004-26 M 11/14-12/5 6:30-9:30 p.m. 4 sessions

Improve and Control CEU 1.2 (IN-PERSON)

Topics include design of experiments (DOE), basic terms, statistical process control (SPC), objectives and benefits, rational sub-grouping, control charts, implementation and validation of solutions, and the control plan.

\$308 (Tuition \$238 + general fee \$70)

BSSI 005-26 MW 12/12-12/21 6:30-9:30 p.m. 4 sessions



BUSINESS AND MANAGEMENT CAREERS

PROJECT MANAGEMENT CERTIFICATE

Prepare to take the Certified Associate in Project Management (CAPM) or the Project Management Professional (PMP) credential from the Project Management Institute (PMI). This certificate is specifically designed for students currently performing, or have previously performed, basic project management activities or who have a basic understanding of project management. Additional requirements may apply for PMI certification; see www.pmi.org for complete certification information. Earn an Middlesex College Project Management Certificate of Completion by successfully completing 36 hours of instruction through enrollment in Project Management Levels I-X.

Required: Textbook used for all courses available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

Discount cost: \$1,098 (save \$212) for those who enroll with payment for all 10 courses.

Project Management I: Introduction, Project Environment and Role of Project manager

CEU 0.3 (IN-PERSON)

Topics include an overview of the Project Management body of knowledge, the environment in which projects operate, and the project manager's role.

\$109 (Tuition \$75 + general fee \$34)

BSPM 001-66 Sa 10/8 9 a.m.-Noon

Project Management II: Project Integration

CEU 0.3 (IN-PERSON)

Learn the fundamentals of taking a project from beginning to end, while using basic project planning, execution and management tools that follow the PMI body of knowledge.

Prerequisite: Project Management I or equivalent knowledge.

\$109 (Tuition \$75 + general fee \$34)

BSPM 002-66 Sa 10/8 1-4 p.m.

Project Management III: Managing the Project Scope

CEU 0.3 (IN-PERSON)

Determine processes, products and procedures within a project's scope. Topics include protecting project scope integrity through planning, defining, and verifying the main focus and through integrated change management.

Prerequisite: Project Management I and II or equivalent knowledge.

\$109 (Tuition \$75 + general fee \$34)

BSPM 003-66 Sa 10/15 9 a.m.-Noon

Project Management IV: Quality

CEU 0.3 (IN-PERSON)

Prepare and plan for a project's quality, determine a quality policy, implement quality control, and track a project's quality process.

Prerequisite: Project Management I-III or equivalent knowledge.

\$109 (Tuition \$75 + general fee \$34)

BSPM 006-66 Sa 10/15 1-4 p.m.

Project Management V: Managing the Project Schedule

CEU 0.6 (IN-PERSON)

Meet a project's completion date by using Work Breakdown Structure (WBS), estimating time, sequencing, activities, finding the critical path and slack, and developing and controlling the schedule.

Prerequisite: Project Management I-IV or equivalent knowledge.

\$219 (Tuition \$160 + general fee \$59)

BSPM 004-66 Sa 10/22 9 a.m.-4 p.m. (1 hr break)

Project Management VI: Managing Cost

CEU 0.6 (IN-PERSON)

Topics include methods of estimating to prepare a cost estimate: analogous, parametric, bottom-up and top-down, as well as determining and controlling the project budget.

Prerequisite: Project Management I-V or equivalent knowledge.

\$219 (Tuition \$160 + general fee \$59)

BSPM 005-66 Sa 10/29 9 a.m.-4 p.m. (1 hr break)

Project Management VII: Managing Resources

CEU 0.3 (IN-PERSON)

Topics include: identifying, acquiring and managing resources needed to accomplish project objectives. Learn about Maslow's hierarchy of needs, Herzberg's theory of motivation, management, theories X Y and Z, and expectancy theory.

Prerequisite: Project Management I-VI or equivalent knowledge.

\$109 (Tuition \$75 + general fee \$34)

BSPM 007-66 Sa 11/5 9 a.m.-Noon

BUSINESS AND MANAGEMENT CAREERS

Project Management VIII: Project Communications and Stakeholder Management

CEU 0.3 (IN-PERSON)

Plan, manage and control communications; examine techniques of stakeholder management, and manage and control stakeholder engagement.

Prerequisite: Project Management I-VII or equivalent knowledge.

\$109 (Tuition \$75 + general fee \$34)

BSPM 008-66 Sa 11/5 1-4 p.m.

Project Management IX: Risk Management

CEU 0.3 (IN-PERSON)

Identify risks and plan and implement risk responses. Examine tools used to identify risk, use of qualitative and quantitative analysis, and expectancy theory.

Prerequisite: Project Management I-VIII or equivalent knowledge.

\$109 (Tuition \$75 + general fee \$34)

BSPM 009-66 Sa 11/12 9 a.m.-Noon

Project Management X: Project Procurement

CEU 0.3 (IN-PERSON)

Understand basics of procurement planning, make/buy analysis, vendor selection, choosing a contract type and contract administration, including how to monitor and control procurement, performance and manage vendors.

Prerequisite: Project Management I-IX or equivalent knowledge.

\$109 (Tuition \$75 + general fee \$34)

BSPM 010-66 Sa 11/12 1-4 p.m.



Workforce Development Training Department

In Need of Training? Looking for Employment?

The **Middlesex College Workforce Development Training Department** offers condensed training programs that assist and prepare you for a new career or enhance your career. We provide supportive services that help you re-enter the workforce as well as individual assistance for you to explore future career pathways. Computer, technology and trade courses are offered along with English As A Second Language and GED Preparation.

Call 732.906.4321 for additional information and to register for courses.

Funding is available for students who qualify.

BUSINESS AND MANAGEMENT CAREERS

HUMAN RESOURCES CERTIFICATE

Gain valuable skills to advance your career, benefit your organization and enhance your chances for promotion. If you have less than two years' experience in human resources, perform various human resource functions within your organization but have no formal training, this certificate program may help you meet your goals. Each course is a complete learning experience and may be taken individually.

To qualify for the Middlesex College Human Resources Certificate of Completion, complete the five required courses, plus three courses selected from the list of electives on the following pages.

Discount cost: \$987 (save \$333) for students who enroll with payment for the eight courses.

Human Resources Management CEU 0.6 (IN-PERSON)

Learn how current issues affect the human resources manager role in hiring, training, development, employment relations, and compensation practices.

\$165 (Tuition \$140 + general fee \$25)

CBHR 735-59 Sa 9/17 9 a.m.-4 p.m. (1 hr break)

Employment Relations CEU 0.6 (IN-PERSON)

Create a positive working environment to maximize productivity and remain competitive!

\$165 (Tuition \$140 + general fee \$25)

CBHR 737-59 Sa 9/24 9 a.m.-4 p.m. (1 hr break)

Compensation: Salary and Benefits CEU 0.6 (IN-PERSON)

Become familiar with cost containment strategies, federal/state laws governing compensation, compensation techniques, anti-discrimination laws, unemployment, worker compensation issues, and changing trends in benefits and laws, i.e. COBRA and Family Leave.

\$165 (Tuition \$140 + general fee \$25)

CBHR 739-59 Sa 10/1 9 a.m.-4 p.m. (1 hr break)

Training and Development CEU 0.6 (IN-PERSON)

Learn basics of a sound training and development plan, principles of adult learning, the trainer role and how to assess training needs, define objectives, and create and evaluate programs.

\$165 (Tuition \$140 + general fee \$25)

CBHR 738-62 Sa 10/8 9 a.m.-4 p.m. (1 hr break)

Recruiting and Selecting: Hire Right the First Time CEU 0.6 (IN-PERSON)

Learn and practice good interviewing and recruiting techniques to get the best candidate for a position. Bring sample job descriptions for a workshop exercise.

\$165 (Tuition \$140 + general fee \$25)

CBHR 724-59 Sa 10/15 9 a.m.-4 p.m. (1 hr break)

A Toolbox to Retain Valuable Employees CEU 0.6 (IN-PERSON)

Become familiar with the why and how of employee attrition to retain valuable employees.

\$165 (Tuition \$140 + general fee \$25)

CBEL 909-15 Sa 10/22 9 a.m.-4 p.m. (1 hr break)

Managing Difficult People and Situations CEU 0.6 (IN-PERSON)

Learn to build trust and confidence with difficult people, whether it is a boss, co-worker, employee, or customer, and manage difficulty by changing conflict into a constructive force.

\$165 (Tuition \$140 + general fee \$25)

CBEL 758-56 Sa 11/5 9 a.m.-4 p.m. (1 hr break)

Employment Law CEU 0.6 (ONLINE)

Learn about legal rights and responsibilities of employers and employees and how to deal with issues concerning discrimination, sexual harassment, day-to-day implications of the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), NJ Conscientious Employee Protection Act (CEPA) and federal as well as NJ wage and hour laws.

\$165 (Tuition \$140 + general fee \$25)

CBEL 901-17 Sa 11/12 9 a.m.-4 p.m. (1 hr break)

BUSINESS AND MANAGEMENT CAREERS

Intro to Digital Marketing **NEW** CEU 1.2 (ONLINE)

Learn strategies and techniques to attract the right customers to your business. Digital Marketing includes various types of marketing that happens on a digital platform. Topics will include various methods of content creation, email campaign, webinars, masterclasses, social media, virtual events, Clubhouse, Zoom meetings, live streaming and customer journey funnels.

\$275 (Tuition \$225 + general fee \$50)

CODM 0010-01 T 10/11-11/15 6:30-9:30 p.m. 6 sessions

HOME-BASED BUSINESS

Starting Your Own Business-10 Steps to Success CEU 0.6 (ONLINE)

Gain knowledge about 10 critical steps to turn your entrepreneurial vision into action.

\$83 (Tuition \$58 + general fee \$25)

CBGE 005-12 Sa 11/5 9 a.m.-4 p.m. (1 hr break)

eBay® and Amazon.com® Buying, Selling and Internet Marketing CEU 1.2 (ONLINE) **NEW**

Learn how to buy or sell anything on eBay and Amazon.com and receive a few pointers on how to generate a good profit. Course will be offered online through Zoom on the days/times listed.

\$132 (Tuition \$72 + general fee \$60)

GENI 385-26 W 9/7-10/12 6:30-8:30 p.m. 6 sessions

Introduction to Cryptocurrency and Blockchain Technology CEU 1.0

Learn the key concepts around Cryptocurrency and Blockchain. Topics covered include: how cryptocurrencies work, Blockchain, crypto wallets, how to buy, sell, trade and use cryptocurrencies, the difference between a coin and a token, how to store your cryptocurrencies safely and protect your digital assets, how to make purchases using cryptocurrencies, how to accept cryptocurrencies as payment for goods and services, and much more.

\$110 (Tuition \$60 + general fee \$50)

GENI 402-02 W 10/26-11/23 6:30-8:30 p.m. 5 sessions

NOTE: Courses designated as ONLINE are Remote Live Courses that are instructor-led and held on the scheduled class days and times using a secure online platform, i.e. Zoom or Canvas. Students will need a computer, laptop, tablet, etc., that includes a camera and a microphone and access to the internet.

Introduction to Virtual Reality and the Metaverse CEU 0.6 **NEW**

Virtual Reality (VR) technology is a growing force beyond entertainment and an important tool in education, science, commerce, manufacturing and more. Learn the basics and latest about how VR impacts your world. Understand the Fundamental Mechanism behind the Metaverse. Know the risks involved when entering a Metaverse Platform. Learn about the infrastructure of the Metaverse and explore potential areas of application for Metaverse Technology and the companies you may want to invest in.

Topics include: How VR works, VR techniques and examples, Narrow Metaverse, Broad Metaverse, NFTs, the three main stages of Metaverse, Blockchain, Digital Identity, Free Participation, Decentralization, market transactions, social ethics, metaverse construction and Virtual Real Estate.

\$60 (tuition \$30 + general fee \$30)

GENI 405-01 W 12/7-12/21 6:30-8:30 p.m. 3 sessions

Voices for All: One-on-One Class CEU 0.15 (ONLINE)

Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a script and receive coaching from your instructor, a professional voice actor, to improve your delivery. Onetime, 90 minutes, one-on-one, video-chat class!

Learn more www.voicesforall.com. Class is scheduled for a day and time of your preference. Must be 18 years and older.

\$55 (Tuition \$30 + general fee \$25)

COVO 002-22



COMPUTERS AND TECHNOLOGY CAREERS



Computer Confidence CEU 1.5 (IN-PERSON)

Gain an understanding of what you need to know to be computer confident. Learn about Microsoft applications such as Word, Excel, PowerPoint, and Access, how to search the internet, and create, save and print documents.

\$218 (Tuition \$118 + general fee \$31 + lab fee \$69)

JCSC 365-98 TTh 9/20-10/4 6:30-9:30 p.m. 5 sessions

MICROSOFT OFFICE 2019

Word 2019: Level I CEU 1.2 (IN-PERSON)

Master basics of MS Word and beginning-level skills. Topics include Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables, forms and more.

Prerequisite: Familiarity with computers or successful completion of Computer Confidence.

\$175 (Tuition \$125 + general fee 30 + lab fee \$20)

JCSC 453-17 TTh 10/11-10/20 6:30-9:30 p.m. 4 sessions

Word 2019: Level II CEU 1.2 (IN-PERSON)

Topics include newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents, indexes and more.

Prerequisite: Successful completion of Word 2016: Level I or equivalent knowledge.

\$175 (Tuition \$125 + general fee 30 + lab fee \$20)

JCSC 454-17 TTh 10/25-11/3 6:30-9:30 p.m. 4 sessions

Excel 2019: Level I CEU 1.2 (IN-PERSON)

Become familiar with visualization tools of Excel 2016 and gain an understanding of beginning-level skills. Topics include the improved Ribbon interface, entering and editing data, selecting cells and ranges, creating formulas/functions, formatting cell contents, and inserting and deleting columns, charts, rows and cells.

Prerequisite: Familiarity with computers or successful completion of Computer Confidence.

\$175 (Tuition \$125 + general fee 30 + lab fee \$20)

JCSC 455-16 MW 11/7-11/16 6:30-9:30 p.m. 4 sessions

Excel 2019: Level II CEU 1.2 (IN-PERSON)

Learn about large worksheets and workbooks, tables, outlines, inserting clip art, pictures and SmartArt; templates, digital signatures and adding graphics to worksheets.

Prerequisite: Successful completion of Excel 2016: Level I, or equivalent knowledge.

\$175 (Tuition \$125 + general fee 30 + lab fee \$20)

JCSC 456-17 MW 11/21-11/30 6:30-9:30 p.m. 4 sessions

Excel 2019: Level III CEU 1.2 (IN-PERSON)

Discover how to create fast and effective comparisons from lists of data, and construct workbooks with more visual impact with tiny charts called Sparklines. Topics include PivotTables and macros, financial functions, data analysis, auditing, advanced formatting and analysis tools, collaboration and integration.

Prerequisite: Successful completion of Excel 2016: Level II, or equivalent knowledge.

\$175 (Tuition \$125 + general fee 30 + lab fee \$20)

JCSC 457-17 MW 12/5-12/14 6:30-9:30 p.m. 4 sessions

COMPUTERS AND TECHNOLOGY CAREERS



QUICKBOOKS 2018 CERTIFICATE

Gain comprehensive skills in computerized accounting procedures with QuickBooks. Qualify for the Middlesex College QuickBooks Certificate by completing three required courses: QuickBooks Level I, Level II and Level III. Please note and comply with any prerequisites.

Prerequisites: Familiarity with basic accounting principles and experience working on a PC. A brief, recommended Basic Principles of Accounting course is offered for those without an accounting background.

Required: Textbook for all QuickBooks courses available at College Bookstore.

Discount cost: \$548 (save \$106) for students who enroll with payment for all three QuickBooks courses.

Discount does not include Basic Principles of Accounting.

Basic Principles of Accounting CEU 1.8 (IN-PERSON)

Understand fundamental principles of accounting. Topics include basic principles of a transaction, recording and posting into a general ledger, preparing basic financial statements and more. Successfully complete this course and be ready to move on to QuickBooks Level I.

Required: Textbook available at College Bookstore.
(middlesexcc.bnccollege.com/shop/middlesex-cc/home)

Note: This course is not part of QuickBooks Certificate or discount.

\$188 (Tuition \$117 + general fee \$71)

JCSC 854-41 Sa 9/17-10/8 9 a.m.-2 p.m.

(½ hr break) 4 sessions

QuickBooks 2018: Level I CEU 1.2 (IN-PERSON)

Topics include how to set up a QuickBooks company, transactions and data, working with customers, printer settings/options, data management and security.

Bring a USB flash drive to class.

Prerequisites: Knowledge of basic principles of accounting and PC experience.

\$218 (Tuition \$119 + general fee \$40 + lab fee \$59)

JCSC 460-18 Sa 10/15-10/29 9 a.m.-1 p.m. 3 sessions

QuickBooks 2018: Level II CEU 1.2 (IN-PERSON)

Learn to work with physical inventory and how to use QuickBooks for payroll. Topics include working with estimates, time tracking, balance sheet accounting, and how to correct and customize QuickBooks.

Bring USB flash drive to class.

Prerequisite: Successful completion of QuickBooks Level I or equivalent knowledge.

\$218 (Tuition \$119 + general fee \$40 + lab fee \$59)

JCSC 461-17 Sa 11/5-11/19 9 a.m.-1 p.m. 3 sessions

QuickBooks 2018: Level III CEU 1.2 (IN-PERSON)

Understand how to set-up, run a payroll and manage payroll deductions, errors and corrections. Topics include estimates and tracking; working with balance sheet accounts and budgets; reporting, closing the books and adjusting entries.

Bring USB flash drive to class.

Prerequisite: Successful completion of QuickBooks Level II or equivalent knowledge.

\$218 (Tuition \$119 + general fee \$40 + lab fee \$59)

JCSC 462-17 Sa 12/3-12/17 9 a.m.-1 p.m. 3 sessions

TODAY'S TABLE CULINARY CLASSES

We're back and looking forward to cooking with you!

Mastering any art is a continuing process. Join our professional chefs in our commercial kitchen to learn the art of cooking

LEARN - TASTE - INSPIRE

In-Person Demonstration Classes • In-Person Hands-On Classes

Whether you are a seasoned cook who'd like to add exciting new dishes to your repertoire or you're a beginner just getting started in the kitchen we can't wait to share our favorite recipes with you. Demonstration classes include a generous tasting of food and a copy of the recipes. Menus are subject to change without notice due to market availability.

Please Note: We cannot accommodate participants' food allergies. Gift Certificates Available for Cooking Classes

Food Tour of Italy **NEW**

Follow along with us to discover the secret and delights of the country's regional cuisine.

Sample Menu: Tagliatelle del Magnifico, Broccoli Rabb and Sausage, Grilled Bruschetta with Tomato and Fried Garlic, Olive Oil Cake with Fresh Whipped Cream

\$55 (Tuition \$17 + general fee \$38)

GCUL 602-01 Th 9/29 6:30-9 p.m.

Saturday Brunch and Spirits

Treat yourself to a very special brunch this weekend while our chef teaches you how to recreate the dishes.

Sample Menu: Spiked Apple Cider Sipper, Mascarpone Stuffed Brioche French Toast with Carmel Bananas, Golden Potato Hash with Chorizo (Yukon gold potato, chorizo, yellow peppers), Homemade Sausage

Students must be 21 years old and bring a valid driver's license to class.

\$55 (Tuition \$17 + general fee \$38)

GCUL 614-01 Sat 10/1 11 a.m.-1:30 p.m.

Global Chicken

We have a great line up of chicken dishes that are delicious, but easy enough to enjoy any night of the week.

Sample Menu: Asian inspired Crunchy Noodle Salad with Chicken, Mango and Sesame Dressing, Easy Thai Basil Chicken over Jasmin Rice, Adobo Chicken Wings with Sweet Dipping Sauce, Grilled Pineapple and Caramel Sauce over ice cream.

\$55 (Tuition \$17 + general fee \$38)

GCUL 487-03 Tu 10/18 6:30-9 p.m.

Wine and Dine Parisian Style

Immerse yourself in the "City of Lights" as we cook some of our favorite Parisian style dishes. Join us for an evening where we make classic French dishes.

Sample Menu: Classic Potato leek Soup with Croutons, Sirloins Steak with Julia Child Madera Mushroom Sauce, Asparagus Gratin, Bittersweet Chocolate and Orange Liquor Pots de Crème, and complementary wine.

Students must be 21 years old and bring a valid driver's license to class.

\$55 (Tuition \$17 + general fee \$38)

GCUL 577-02 Th 10/20 6:30-9 p.m.

Weekday Winners **NEW**

All of us are looking for easy weeknight dinners. Let us inspire you with some new ideas for busy weeknights that demand great food without the stress.

Sample Menu: Rigatoni with Sausage, Fennel and Artichokes, Ginger Chicken with Broccoli, Seared Salmon with Basil Cream, Lemon Orzo

\$55 (Tuition \$17 + general fee \$38)

GCUL 604-01 Th 10/27 6:30-9 p.m.

Modern Mexican and Sangria **NEW**

Discover a modern approach to celebrating the food and flavors of Mexico. Expand your Mexican cooking with our innovative recipes.

Sample Menu: Fall Sangria, Grilled Shrimp Tacos with Fire Roasted Pineapple Salsa, Blistered Tomatoes, Chorizo and Ricotta Bruschetta, Crunchy Mango and Avocado Slaw with Cilantro Vinaigrette, Ice Cream with Caramel Rum Sauce

Students must be 21 years old and bring a valid driver's license to class.

\$55 (Tuition \$17 + general fee \$38)

GCUL 605-01 Th 11/3 6:30-9 p.m.

CULINARY

Italian Steak House **NEW**

We invite you to satisfy your cravings for a great Italian dinner. Our well prepared dishes evoke the world's most popular cuisine.

Sample Menu: Portabella Mushroom Bisque, Tuscan Style Grilled Sirloin Steak, Roasted Garlic and Mascarpone Mashed Potatoes, Chocolate, Almond Molten Cake with Ice Cream

\$55 (Tuition \$17 + general fee \$38)

GCUL 606-01 Th 11/10 6:30-9 p.m.

The Best of Spain with Sangria **NEW**

Be prepared to fall in love with the illustrious ingredients of Spain. The Spanish food scene is influenced by its landscape rich in seafood, produce and history.

Sample Menu: Grilled Bread with Tomato and Fried Garlic, Gambas Al Ajillo (shrimp in garlic sauce), Spanish Rice, Grilled Vegetables in the Style of Cádiz, Fall Sangria
Students must be 21 years old and bring a valid driver's license to class.

\$55 (Tuition \$17 + general fee \$38)

GCUL 607-01 Th 12/8 6:30-9 p.m.

HANDS-ON COOKING CLASSES (IN-PERSON)

What to Expect: Our hands-on cooking classes are for everyone join us with a friend, partner, or loved one. In our classes, you'll work together in groups of two in a fun environment led by a professional chef instructor. Each group will create every dish on the menu. To ensure that all our students have the best experience in our classes, on behalf of our chef we kindly ask that you arrive ten minutes prior to the class so we can get started on time.

NOTE: Students must be 18 years or older menus are subject to change due to market availability without notice. Class is limited to 12 students.

Class starts promptly at 6:30 p.m. \$77.00 Per Person. *Hands-on classes are priced per person each person must be registered*

Perfect Paella Hands-On

Join us in our hands-on cooking class with your favorite cooking partner friend, or loved. This is one of our student's favorite classes. Explore a range of cooking approaches important to preparing authentic paella and leave with a batch of cookies to share at home.

Sample menu: Chicken, Shrimp and Chorizo Paella for Two, Roasted Red Pepper in Olive Oil Tapas, Mexican Wedding Cookies

Supplies required: bring containers to take leftovers home.

\$77.00 (Tuition \$30 + general fee \$47) Per Person

GCUL 599-01 Th 10/13 6:30-9 p.m.

French Dinner for Two Hands-On **NEW**

Join us in our hands-on cooking class with a friend, partner, or loved one. We have a delightful menu planned that you will enjoy eating while learning classic French cooking techniques along the way.

Sample Menu: Coq Au Vin Blanc for Two, Pomme Puree Cassoulet (French potato casserole), Flambéed Bananas Foster Crepes

Supplies required: bring 9-inch cake pan and containers to take home leftovers

\$77.00 (Tuition \$30 + general fee \$47) Per Person

GCUL 609-01 Sa 11/5 11 a.m.-1:30 p.m.

Fall Tuscan Pasta Hands-On **NEW**

Join us in our hands – on cooking class with your favorite cooking partner friend, or loved one. It's not a real Tuscan cooking experience without fresh pasta. You will create great memories in the cucina while learning the art of pasta making and leave with cookies to share at home.

Sample Menu: Pan Seared Gnocchi with Pancetta and Brown Butter Sage Sauce, Winter Arugula Salad with Apples and Walnuts, Tuscan Cornmeal and Olive Oil Cookies

Supplies required: bring containers to take home leftovers

\$77.00 (Tuition \$30 + general fee \$47) Per Person

GCUL 608-01 Sa 10/22 11 a.m.-1:30 p.m.

The Italian Baker Hands-On **NEW**

Join us in our hands-on cooking class with a friend, partner or loved one. Enjoy being transported to our Italian Bakery for the afternoon where you will learn new baking techniques. You'll leave with freshly baked cookies and a delightful Apple Crostata.

Sample Menu: Ricotta, Sausage and Pancetta Calzone, Apple Crostata, Golden Almond Amaretto Cookies, Fresh pizza dough

Supplies required: bring containers to bring home baked goods.

\$77.00 (Tuition \$30 + general fee \$47) Per Person

GCUL 610-01 Sa 12/3 11 a.m.-1:30 p.m.

CULINARY

Asian Kitchen Hands-On **NEW**

Join us in our hands-on cooking class with a friend, partner or loved one. Enjoy a night of learning how to create some of everyone's favorite Asian dishes.

Menu: Chinese Dumplings from Scratch, Shrimp Fried Rice, Thai Basil Beef

Supplies required: bring container to take leftovers home
\$77.00 (Tuition \$30 + general fee \$47) Per Person
GCUL 611-01 Th 10/6 6:30-9 p.m.

Homemade Pasta and Pizza Hands-On **NEW**

Join us in our hands-on cooking class with a friend partner, or loved one. Learn how to make two of Italy's favorite dishes pizza and pasta! You'll leave with extra pizza dough and fettuccini for another great dinner.

Sample Menu: Pizza Dough, Thin Crust Pizza with Sausage and Red Onion, Homemade Fettuccini Pasta with Brandy Cream Sauce

Supplies required: container to take leftovers and pizza dough
\$77.00 (Tuition \$30 + general fee \$47)
GCUL 612-01 Th 12/15 6:30-9 p.m. Per Person

Thai Cooking Hands-On **NEW**

Join us in our hands-on cooking class Take this cooking class with a friend, partner or loved one. Our Thai Cooking class is a cultural and culinary experience. You will be greeted with a refreshing Thai drink then prepare 3 Thai dishes.

Sample Menu: Fragrant Thai Basil Chicken and Noodles, Thai Pineapple Fried Rice, Coconut Milk Bananas with Vanilla Ice Cream, Refreshing Masala Chai Tea

Supplies required: bring container to take home leftovers
\$77.00 (Tuition \$17 + general fee \$47) Per Person
GCUL 613-01 Th 11/17 6:30-9 p.m.



Corporate Culinary Team Building Events at Middlesex College

A teambuilding cooking activity is an effective and fun way to bond with colleagues and improve your team's skills and communication.

You are greeted, with a gourmet cheese board and beverages in our state of the art kitchen. We explain the full flow of activities to you, divide your groups into teams and you start your event in our fully prepared kitchen. Each team has its own work station, recipes, and chef assistant to help guide you through the cooking activities. After cooking everyone dines together to feast on their creations.

Please contact Holly Curry 732.548.6000, ext 3250 or hcurry@middlesexcc.edu

Private Events

We offer hands-on cooking and demonstration cooking events for your next special occasion. Fully customized events and parties with menus created by our in-house chef. Birthday Parties, Bridal Shower, Groom Event, Social Event, Special Occasion and Girl and Boy Scout Cooking Badge.

Servsafe® Manager: Exam Prep/Exam **CEU 0.7 (IN-PERSON)**

Prepare for the ServSafe® Manager Exam in this course, featuring instructor-led training and exam (a minimum test score of 75% is needed for food safety certification with the National Restaurant Association Education Foundation). Successfully complete this educational program and be awarded 7 N.J. Public Health Continuing Education Contact Hours (CE's). Food Safety Certification is valid for five years and recognized nationally.

Requirements: two forms of identification (one photo) required to enter class and take exam, #2 pencils only, ServSafe® Manager Book 7th Edition with exam answer sheet for paper and pencil exam (available at College Bookstore (middlesexcc.bncollege.com/shop/middlesex-cc/home))

Pre-class Advance Preparation: Familiarity with required textbook and end-of-chapter questions. Notify Continuing Education office at least three weeks in advance of class start date if you prefer to take exam in Spanish or Chinese.
\$229 (Tuition \$130 + general fee \$99)

CBSS 001-11 W 9/14 9 a.m.-5 p.m. (1 hr break)
CBSS 001-12 W 10/19 9 a.m.-5 p.m. (1 hr break)
CBSS 001-13 TH 11/17 9 a.m.-5 p.m. (1 hr break)

ESL classes are held on the Middlesex College Edison Campus unless noted otherwise.

Continuing Education ESL Placement: Students are required to take a placement test in Continuing Education, Crabiell Hall 110 or at the New Brunswick or Perth Amboy Centers. Call 732.906.2556 for information.

ENGLISH AS A SECOND LANGUAGE

ESL I Level: Low-Beginner CEU 4.2 (IN-PERSON)

For adults with little or no exposure to English, topics include workplace and life skills, language for social interaction, grammar, civics, and American culture.

Required: Textbook needed for FIRST class available at College Bookstore (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$196 (Tuition \$97 + general fee \$99)

BASK 001-10 Sa 9/10-12/10 9 a.m.-12:30 p.m.
(no class 10/8, 11/26) 12 sessions (New Brunswick Center)

BASK 001-20 Sa 9/10-12/10 9 a.m.-12:30 p.m.
(no class 10/8, 11/26) 12 sessions (Perth Amboy Center)

BASK 001-24 MW 9/26-11/14 6-9 p.m.
(no class 10/10) 14 sessions

BASK 001-25 TTh 10/18-12/6 6-9 p.m.
(no class 11/24) 14 sessions

ESL II Level: High-Beginner CEU 4.2 (IN-PERSON)

Learn to communicate in your own words in English through written and spoken language. Emphasis is on English grammar, culture, behavioral expectations at work and in the community, and practical math skills.

Required: Textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$196 (Tuition \$97 + general fee \$99)

BASK 002-10 Sa 9/10-12/10 9 a.m.-12:30 p.m.
(no class 10/8, 11/26) 12 sessions (New Brunswick Center)

BASK 002-20 Sa 9/10-12/10 9 a.m.-12:30 p.m.
(no class 10/8, 11/26) 12 sessions (Perth Amboy Center)

BASK 002-24 MW 9/26-11/14 6-9 p.m.
(no class 10/10) 14 sessions

BASK 002-25 TTh 10/18-12/6 6-9 p.m.
(no class 11/24) 14 sessions



MIDDLESEX COLLEGE'S BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

To purchase books online:
See page 39 for step-by-step guide.

ESL III Level: Low-Intermediate CEU 4.2 (IN-PERSON)

Topics include listening, speaking, reading and writing skills as well as life and math skills, civic concepts and practice with authentic documents encountered in daily life.

Required: Textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$196 (Tuition \$97 + general fee \$99)

BASK 003-10 Sa 9/10-12/10 9 a.m.-12:30 p.m.
(no class 10/8, 11/26) 12 sessions (New Brunswick Center)

BASK 003-20 Sa 9/10-12/10 9 a.m.-12:30 p.m.
(no class 10/8, 11/26) 12 sessions (Perth Amboy Center)

BASK 003-24 MW 9/26-11/14 6-9 p.m.
(no class 10/10) 14 sessions

BASK 003-25 TTh 10/18-12/6 6-9 p.m.
(no class 11/24) 14 sessions

ESL Vocabulary/Word Building CEU 3.0 (IN-PERSON)

Build your vocabulary and spelling skills by reading, writing and participating in word exercises. Learn about word connections and definitions; become familiar with expressions.

\$163 (Tuition \$138 + general fee \$25)

BASK 005-10 M 10/3-12/19 6-9 p.m.
(no class 10/10) 10 sessions (New Brunswick Center)

Conversational English CEU 3.0 (IN-PERSON)

Advanced level ESL students, develop and practice your speaking and listening skills. Vocabulary and grammar associated with each topic is reviewed before discussion begins.

Prerequisite: Near proficiency and ease with conversational English.

\$163 (Tuition \$138 + general fee \$25)

BASK 011-10 W 9/28-12/7 6 p.m.-9 p.m.
(no class 11/23) 10 sessions (New Brunswick Center)

American English Pronunciation CEU 3.0 (IN-PERSON)

Tired of repeating or spelling what you say? Learn to correctly pronounce all the sounds of standard American English and address your pronunciation issues.

Prerequisite: Moderate to advanced proficiency and ease with conversational English.

Required: Textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$163 (Tuition \$138 + general fee \$25)

BASK 013-21 Sa 9/24-12/3 9 a.m.-Noon (no class 11/26)
10 sessions

LANGUAGES



American Sign Language (ASL)

Discount cost: \$548 (save \$109) for students who enroll with payment for the three courses.

Required: Textbook for ASL I, II and III available in College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

American Sign Language I CEU 1.6 (IN-PERSON)

Let your fingers do the talking! Learn to communicate with deaf and hard of hearing coworkers, friends and family members. Receive a basic introduction to ASL, deaf culture and history. Visual-gestural communication activities included with focus on practical applications.

\$219 (Tuition \$194 + general fee \$25)

LASL 001-41 MW 9/19-10/17 6:30-8:30 p.m.

(no class 10/10) 8 sessions

American Sign Language II CEU 1.6 (IN-PERSON)

Learn additional vocabulary, sentence drills and dialogue with practical applications to assist in communications.

Prerequisite: American Sign Language I.

\$219 (Tuition \$194 + general fee \$25)

LASL 002-40 WM 10/19-11/14 6:30-8:30 p.m.

8 sessions

American Sign Language III CEU 1.6 (IN-PERSON)

Topics include ASL grammar and vocabulary, receptive and expressive skill development, dialogue, short stories and conversations.

Prerequisite: American Sign Language I and II.

\$219 (Tuition \$194 + general fee \$25)

LASL 003-40 MW 11/16-12/14 6:30-8:30 p.m.

(no class 11/23) 8 sessions

Beginning Spanish CEU 3.0 (IN-PERSON)

Learn basic reading, writing and speaking Spanish.

Course is appropriate for students with no or very little knowledge of Spanish.

Required: Textbook available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$329 (Tuition \$230 + general fee \$99)

LSPA 032-07 T 10/11-12/13 6-9 p.m. 10 sessions



UNDERSTANDING RETIREMENT

Financial Strategies for a Successful Retirement (ONLINE)

Most people spend time dreaming about the financial freedom to do what they want without knowing how to work toward those goals on a day-to-day basis. Learn effective strategies that address financial realities of retirement. Gain knowledge to make smart choices and be confident about your retirement. Topics include how to determine the amount of money you need to retire, eliminate debt, select a correct retirement plan distribution, minimize taxes, reduce risk, provide for your heirs and inflation-proof your income.

\$66 (Tuition \$56 + general fee \$10)

GFIN 017-27 TTh 10/18-10/27 6:30-9:30 p.m.

4 sessions

Is Social Security Secure? (ONLINE)

Gain an understanding of the importance of Social Security in retirement planning. Decisions you make about Social Security benefits can have a tremendous impact on your financial future. Learn basics on the potential for maximizing your benefits and when to apply.

\$17 (Tuition \$12 + general fee \$5)

GFIN 019-24 T 9/20 6:30-9:30 p.m.

Is Medicare Marvelous? (ONLINE)

Some people think that once you are 65 all medical costs are free. But Medicare is not free and does not cover all medical costs. Learn how Medicare works and explore how much you will potentially spend on health care once you are covered by Medicare. Know the basics so you avoid mistakes in how and when to enroll in Medicare.

\$17 (Tuition \$12 + general fee \$5)

GFIN 018-24 T 10/18 6:30-9:30 p.m.

LIVING WELL

Hatha Yoga: Beginner (IN-PERSON)

Beginner level is for those who are new to yoga or with minimal yoga experience. Learn basics of Hatha Yoga, flow, (vinyasa) and the background of yoga. Classes will build upon each other, progressing steadily, learning the proper way to get into poses and their alignment, flowing from one to the next smoothly, and learning more challenging poses (asana). Ultimately by course end, you will be moving through a complete flow (vinyasa) with understanding and confidence in your practice.

Note: Consult with your physician before starting any new exercise program. Bring a yoga mat to ALL classes; arrive 10 minutes prior to class time to set up your spot.

Purchase and bring to first class these props: Two yoga blocks, a yoga blanket and strap.

\$169 (Tuition \$115 + general fee \$54)

GFIT 004-53 W 9/14-12/21 6-7 p.m.

(no class 11/23) 14 sessions

Stop Smoking with Hypnosis (IN-PERSON)

Smoking cessation is easily and painlessly achieved in a one-hour session through hypnosis, recognized by the American Medical Association for its therapeutic effects.

Note: Bring a small pillow to class. Reinforcement CDs recommended-available for purchase in class.

\$61 (Tuition \$21 + general fee \$40)

GHEL 055-75 W 10/12 6:30-7:30 p.m.

Lose Weight with Hypnosis (IN-PERSON)

Learn how hypnosis can be an effective and empowering technique for managing weight loss.

Note: Bring a small pillow to class. Reinforcement CDs recommended-available for purchase in class.

\$61 (Tuition \$21 + general fee \$40)

GHEL 056-75 W 10/12 7:30-8:30 p.m.

Better Sleep with Hypnosis (IN-PERSON)

Do you have difficulty falling asleep and/or getting back to sleep if you wake up during the night? Learn relaxation techniques and strategies to fall asleep easier.

Note: Bring a small pillow to class. Reinforcement CD recommended-available for purchase in class.

\$61 (Tuition \$21 + general fee \$40)

GHEL 060-14 W 10/12 8:30-9:15 p.m.

PERSONAL ENRICHMENT

DANCE / MUSIC

Beginner Latin and Ballroom Dancing for Adults (IN-PERSON)

Discover four popular ballroom and Latin dances. Learn the waltz and the tango; impress your friends at their wedding or your next social affair. Dance to the beat of awesome Latin music and learn the basics of salsa and cha-cha. This is a beginner level class and you do not need any prior dance experience. Partners preferred but not required.

Class space limited; register now to reserve your spot.

\$165 (Tuition \$115 + general fee \$50)

GDAN 348-22 M 9/12-10/24 7-9 p.m. (no class 10/10)
6 sessions

Guitar for Beginners (IN-PERSON)

Learn to play guitar quickly and easily. Bring your acoustic guitar (not classical or electric), a pick, notebook, folder, pencil and your favorite songs to class; learn about rhythm, strumming, finger picking and chord formation. Topics include tuning a guitar, using a capo, transposing songs and how to coordinate singing and playing simultaneously. Work together as a group and individually. Music includes country, rock, pop, traditional and contemporary.

\$136 (Tuition \$112 + general fee \$24)

GMUS 009-26 T 10/11-11/15 6:30-9 p.m. 6 sessions



CREATE

Ceramics: Hand Building (IN-PERSON)

Be ready to enter a freeing, relaxing and rewarding creative experience. Bring your imagination and enthusiasm. We'll provide the materials, tools and all the technical assistance you'll need whether you've had experience with clay before or are a true beginner. You will learn all the quintessential hand-building techniques and processes you need to know in order to create your own functional and artistic ceramics pieces. This Continuing Education course does not provide students access to open studio hours in the ceramics studio.

\$382 (Tuition \$232 + general fee \$100 + lab fee \$50)

GHOB 366-07 Sa 9/24-12/3 9:30 a.m.-12:30 p.m.
(no class 11/26) 10 sessions

Digital Photography CEU 1.2 (IN-PERSON)

Learn how to use all of your camera's features to enhance, store and print images. Become familiar with your camera inside and out. Topics include camera controls, exposures, capturing images in JPEG, TIFF and RAW, memory sticks, multimedia cards and more!

\$330 (Tuition \$230 + general fee \$100)

GENI 403-02 MW 9/19-9/28 6-9 p.m. 4 sessions

Photoshop CC: Introduction CEU 0.9 (IN-PERSON)

For the amateur photographer and/or aspiring web designer. Topics include how to select and modify images using marque tools, layers, type tool and layer effects. Class offered on PCs but Mac users also welcome; receive shortcuts for both PCs and Macs.

Required: Bring USB flash drive to class.

Prerequisite: Basic knowledge of Windows 7 or equivalent.

\$164 (Tuition \$80 + general fee \$7 + lab fee \$77)

JWEB 020-41 MW 11/14-11/21 6:30-9:30 p.m. 3 sessions

TEST PREPARATION



SAT Prep (grades 8-12) (ONLINE)

Prepare for the SAT exam by reviewing critical math problems, common vocabulary, and writing and great compositions. Learn test tricks, strategies and problem-solving techniques to boost your scores. Two full-length practice tests, an essential part of the preparation process, will be offered.

Required: Latest edition of textbook available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$438 (Tuition \$239 + general fee \$199)

CSYA 022-46 TTh 9/27-11/17 6:30-8:30 p.m. and
Sa 10/1 and 11/12 9 a.m.-1:30 p.m. 18 sessions

Praxis Core Preparation-Math (ONLINE)

Prepare for the Praxis Core Academic Skills Test for Educators (Math portion) required for entry into any teacher preparation program in NJ and many neighboring states. Become familiar with Math content measured on the Core, learn test-taking/study strategies and complete practice tests.

Required: Textbook used for both Math and Reading/Writing Praxis Core Preparation courses is available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

Note: Special discount rate of \$115 for current Middlesex College academic credit students.

\$150 (Tuition \$124 + general fee \$26)

PRAX 002-09 M 10/24-12/5 (no class 10/10)
6:30-8:30 p.m. and Sa 12/3 9 a.m.-2 p.m. 7 sessions

Praxis Core Preparation-Reading and Writing (ONLINE)

Prepare for the Praxis Core Academic Skills Test for Educators (Reading/Writing portion) required for entry into any teacher preparation program in NJ and many neighboring states. Become familiar with Reading/ Writing content measured on the Core, learn test-taking/ study strategies and complete practice tests.

Required: Textbook used for both Math and Reading/Writing Praxis Core Preparation courses available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

Note: Special discount rate of \$115 for current Middlesex College academic credit students.

\$162 (Tuition \$135 + general fee \$27)

PRAX 003-09 W 10/26-12/7 6:30-8:30 p.m. and
Sa 12/3 9 a.m.-2 p.m. 7 sessions

MIDDLESEX COLLEGE'S BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

To purchase books online:

See page 39 for step-by-step guide.



NJ 911 DISPATCHER CERTIFICATION

911-Dispatcher/Telecommunicator (46 hours) 4.6 CEU (ONLINE)

Prepare for the 40-hour 9-1-1 *Officer Basic Dispatcher National Certification* in this course, which covers the skills and knowledge needed to work as a basic 911 Dispatcher. Receive overviews of Police, Fire, and EMS functions. Hone your interpersonal communications skills and telephone techniques. Learn about the telecommunicator role in public safety, radio broadcasting rules and procedures, and enhanced 9-1-1 systems and operating procedures. Gain an understanding of public safety telecommunications and records systems, as well as telecommunicator legal issues. Course includes role-play and simulations involving 911 calls. Hours for pre-requisite FEMA courses included in total CEUs.

Students completing this non-credit course can obtain 3 college credits for POL 202 Police Operations at Middlesex College.

Note: Attendance at all sessions is mandatory and participants must successfully pass a written and practical exam in order to receive certification.

Prerequisites: High school diploma or GED. Copy of your Certificate of Completion for no-cost online FEMA courses, IS-100.c *Introduction to Incident Command System*, ICS 100 (2 hours) and IS 200.C, *Basic Incident Command System for Initial Response*, ICS 200 (4 hours). <https://training.fema.gov/is/>

\$573 (Tuition \$248 + general fee \$325) includes textbook

DISP 001-03 MW 9/14-11/2 (no class 10/10) 6:30-9:30 p.m. 14 sessions

NJ EMERGENCY MEDICAL DISPATCHER CERTIFICATION

Emergency Medical Dispatcher (32.5 hours) 3.25 CEU (ONLINE)

Gain the skills and knowledge needed to be an Emergency Medical Dispatcher (EMD). Prepare for the secondary level of certification required for any officer or dispatcher who will answer 9-1-1 medical calls. Topics include EMD responsibilities, legal/liability issues, interpersonal communications, providing proper medical instructions by phone, and use of emergency medical guide cards. This course includes role-play and simulations involving 911 calls.

Note: Attendance at all sessions is mandatory and participants must successfully pass a written exam and practical exam in order to receive certification.

Prerequisite: Current Healthcare Provider Level CPR certification and successful completion of approved 40-hour *911-Dispatcher/Telecommunicator Program*

\$434 (Tuition \$159 + general fee \$275) includes text book

DISP 002-03 MW 11/7-12/12 6:30-9:30 p.m. 11 sessions

Note: Students completing non-credit 911-Dispatcher/Telecommunication 46-hour program and Emergency Medical Dispatcher (32 hours) can receive 3 college credits for POL 202 Police Operations and 3 college credits for PED 225 First Aid, CPR and Safety Education at Middlesex College. Courses can be used to complete Middlesex College Public Safety Telecommunications Certificate (PST.CER) and Middlesex College Police Science A.S. or Homeland Security A.S. degrees.

TRADE CAREERS



CONSTRUCTION MANAGEMENT CERTIFICATE

If you are a construction worker, contractor, subcontractor, building owner, facility manager or architect who would like to learn to manage construction projects in a more professional way, this program is for you. Enroll in the courses on an individual basis or qualify for the Construction Management Certificate of Completion by successfully completing the five required courses below. Please comply with any listed prerequisites.

Discount cost: \$956 (save \$324) for students who enroll with payment for all five courses.

Construction Project Management CEU 1.2 (IN-PERSON)

Learn to successfully manage a small-or medium-sized construction project, including site survey and engineering, building design, budget analysis, bid procedures and scheduling.

Prerequisite: Basic knowledge of small construction projects.

\$253 (Tuition \$233 + general fee \$20)

CNMC 935-61 Sa 9/17-9/24 9 a.m.-4 p.m.
(1 hr break) 2 sessions

Construction Methods and Materials CEU 1.2 (IN-PERSON)

Topics include footings and foundations; concrete, wood and steel framing; pre-cast concrete, masonry and roofing; solar and conventional heating systems; fire protection and suppression; radon mitigation and construction codes.

Prerequisite: Construction Project Management

\$253 (Tuition \$233 + general fee \$20)

CNMC 937-61 Sa 10/22-10/29 9 a.m.-4 p.m.
(1 hr break) 2 sessions

Cost Estimating and Administration CEU 1.2 (IN-PERSON)

Learn to prepare cost estimates by evaluating labor, material, equipment and other direct and indirect costs.

Prerequisite: Construction Project Management or equivalent knowledge.

\$253 (Tuition \$233 + general fee \$20)

CNMC 938-61 Sa 12/3-12/10 9 a.m.-4 p.m.
(1 hr break) 2 sessions

Construction Site Safety CEU 1.5 (IN-PERSON)

Topics include uniform construction and fire codes, safety regulations and enforcement procedures, techniques to reduce risk, safety in confined spaces and hazardous areas, delegating responsibility, right to know and hazard communication standards.

\$316 (Tuition \$241 + general fee \$75)

CNMC 939-61 Sa 11/5-11/19 8:30 a.m.-1:30 p.m.
3 sessions

Construction Contracts CEU 1.2 (IN-PERSON)

Topics include legal issues that may arise on a construction project, including public and private contract requirements; bonding and obligations; commonly used contract provisions; presentation and defense of contract; and claims, liens and dispute resolution.

\$253 (Tuition \$233 + general fee \$20)

CNMC 936-61 MW 11/14-11/23 6-9 p.m. 4 sessions

TRADE CAREERS

NEW JERSEY UNIFORM CONSTRUCTION CODE

The N.J. Uniform Construction Code requires candidates for licensure to complete specified educational programs. Licensing is based on a combination of education, experience and testing. Call Department of Community Affairs at 609.984.7834 for information on specific licensing requirements. Students must follow established prerequisites.

Up to 100% of student tuition may be refunded (subject to availability of State funding) provided students adhere to NJ state guidelines.

Required: Book for first night of class in all CC courses: *The Uniform Construction Code Act and Regulations* (blue book). To order call, 609.984.0040 or visit www.state.nj.us/dca/divisions/codes and click on **publications**. Allow 4-6 weeks for delivery.

SubCode Official CEU 4.5 (ONLINE)

Prerequisite: For licensing, students must have a license in at least one technical course.

\$446 (Tuition \$389 + general fee \$57)

JCDE 940-54 MW 10/3-11/16 6:30-9:30 p.m.

Sa 11/19 8 a.m.-2:30 p.m. (no class 10/10) 14 sessions

Plumbing Inspector ICS CEU 12.0 (ONLINE)

Additional required book: 2018 National Standard Plumbing Code Illustrated.

Prerequisite: At least 5 years' work experience under a master plumber.

\$1,049 (Tuition \$650 + general fee \$399)

JCDE 948-31 TTh 10/4/22-1/31/23 6-10 p.m.

(no class 11/24, 12/20, 12/22, 12/27, 12/29) 30 sessions

Construction Official CEU 4.5 (ONLINE)

Prerequisite: SubCode Official

\$447 (Tuition \$390 + general fee \$57)

JCDE 94-52 TTh 10/25-12/6 6:30-9:30 p.m.

Sa 12/10 8 a.m.-2:30 p.m.

(no class 11/24) 14 sessions

Technical Assistant CEU 4.5 (HYBRID)

Satisfy the NJ state requirement for certification as a Technical Assistant while you learn about uniform construction code law and administration, technical problem solving, violation notices, stop-work orders and certificates of occupancy. Increase your on-the-job knowledge and skills, and expand career opportunities.

\$473 (Tuition \$391 + general fee \$82)

JCDE 989-24 W 9/28-11/16 6:30-8:30 p.m. (online)

and Sa 10/1, 10/8, 11/5, 11/12 8:30-11:30 a.m. (online)

0/15, 10/22 8:30-2:30 p.m. (in-person)

and 10/29 8:30-3 p.m. (in-person)

(1 hr break) 15 sessions

Building Inspector RCS CEU 9.0 (ONLINE)

Prerequisite: For licensing, five years of construction work experience.

\$867 (Tuition \$742 + general fee \$125)

JCDE 942-58 MW 9/7-12/21 6:30-9:30 p.m.

(no class 10/10) 30 sessions

Building Inspector ICS CEU 7.5 (ONLINE)

Prerequisite: Building Inspector RCS and for licensing, seven years of construction experience.

\$709 (Tuition \$634 + general fee \$75)

JCDE 943-54 TTh 9/13-12/8 6:30-9:30 p.m.

(no class 11/24) 25 sessions

Fire Inspector ICS CEU 12.0 (ONLINE)

Required: Textbook available at www.iccsafe.org

\$1,049 (Tuition \$650 + general fee \$399)

JCDE 946-33 TTh 9/27/22-2/14/23 6:30-9:30 p.m.

(no class 11/24) 40 sessions

REGISTER NOW!

Register now with your
Visa, Master Card, or Discover

Middlesexcc.edu/ContinuingEd

VISA



DISCOVER

TRADE CAREERS

PERSONAL TRAINER

Personal Trainer: National Certification CEU 3.6 (HYBRID – Some sessions on line and some sessions in person)

Become a Certified Personal Trainer! Topics include elements of exercise science, client screening, program design and methods of training, injury prevention, exercise physiology, cardio, respiratory fitness, nutrition and weight control. National certification exam given on last class day.

Note: Adult CPR/AED is required for certification and may be taken before, during or after the course.

Required: Textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

Attendance rate and final grade of 80% or higher required to pass course. Questions about course content and certification? Call Greg Mahadeen at 732.695.1649.

\$629 (Tuition \$329 + general fee \$300)

AFIT 003-45 TTh 9/20-10/20 (online) Th 10/27 6:30-9:30 p.m. (in-person) Th 11/3 6-9 p.m. (in-person) 12 sessions

Nutrition Specialist Certification CEU 2.4 (ONLINE)

Learn successful strategies for effective nutritional guidance. Topics cover essentials of nutrition and dynamics of the dietary supplement industry. Curriculum meets the training of Sports Dietitians and Nutritionists' Nutrition Specialist (AASDN) credential. Online certification exam will be given during the last week of the class.

Required: Textbook needed for FIRST class available through info@aasdn.org. For additional information about course content and certification, contact Greg Mahadeen at 732.695.1649.

\$723 (Tuition \$334 + general fee \$389)

AFIT 009-12 Sa 10/8-10/29 9 a.m.-3:30 p.m. (1 hr break) 4 sessions

SPECIAL ONLINE PROGRAMS

ED2Go Online Courses

Our Ed2Go instructor-facilitated online courses are informative, fun, convenient and highly interactive. Complete any course entirely from your home or office, any time of day or night.

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- Courses run for 6 weeks (with a 10-day grace period at the end).
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Popular Courses:

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

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Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences and you'll be engaging in conversational Spanish in no time.

GRE Preparation-Part 1 (Verbal and Analytical)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services and other industries.

Computer Skills in the Workplace

Gain a working knowledge of computer skills you'll need to succeed in today's job market.

More online courses available at: Ed2go.com/middlesex

WORKFORCE DEVELOPMENT TRAINING DEPARTMENT OFFERINGS

For information on our offerings, call 732.906.4231

Hybrid Microsoft Office Applications Specialist (180 hours)

Master the complete Microsoft Office Suite 2019 (Word, Excel, Access and PowerPoint) beginning with basic concepts. Training includes webpage design using HTML and career development. Learn: MS Word: create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted. MS Excel: spreadsheet layout, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros. MS Access: database functions, i.e. tables, query tables, forms, reports, Macros and switchboard-emphasis on relational query tables and formulas. MS PowerPoint: customize and animate presentations. MS Outlook: maintain schedules, navigate emails and organize contact lists. HTML: develop, design, and publish a webpage. Textbooks included.

Classes meet 9 a.m.-1 p.m. Combination of in-person and online sessions.

\$2,300 (Tuition \$1,200 + general fee \$250 + lab fee \$700 + materials fee \$150)

CSTC 244-31 MTWThF 9/7/22-11/9/22
CSTC 244-32 MTWThF 9/28/22-12/6/22
CSTC 244-33 MTWThF 10/20/22-1/9/23
CSTC 244-34 MTWThF 11/14/22-1/30/23
CSTC 244-35 MTWThF 12/7/22-2/22/23
CSTC 244-36 MTWThF 1/9/23-3/14/23

Hybrid Microsoft Office Word and Excel Applications (120 hours)

MS Word>Create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted. MS Excel-Learn spreadsheet layouts, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros. Textbook included.

Classes meet 9 a.m.-1 p.m. Combination of in-person and online sessions.

\$1600 (Tuition \$800 general fee \$250 + lab fee \$500 + materials fee \$50)

CSTC 240-11 MTWThF 9/7/22-10/19/22
CSTC 240-12 MTWThF 11/14/22-1/6/23

Hybrid Microsoft Office Word Application (60 hours)

Create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted. Textbook included.

Classes meet 9 a.m.-1 p.m. Combination of in-person and online sessions.

\$900 (Tuition \$ 450 general fee \$150 + lab fee \$250 + materials fee \$50)

CSTC 241-11 MTWThF 9/7/22-9/27/22
CSTC 24-12 MTWThF 11/14/22-12/6/22

Hybrid Microsoft Office Excel Application (60 hours)

Learn spreadsheet layouts, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros. Textbook included.

Classes meet 9 a.m.-1 p.m. Combination of in-person and online sessions.

\$900 (Tuition \$ 450 general fee \$150 + lab fee \$250 + materials fee \$50)

CSTC 242-08 MTWThF 9/28/22-10/19/22
CSTC 242-09 MTWThF 12/7/22-1/6/23

Hybrid Computerized Accounting Program with MS Office (360 hours)

Topics include accounting terminology, accounts receivable/payable, transaction analysis, general journal and ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016. Prepare for workforce demands and become proficient with Microsoft Office 2019 (Word, Excel, Access, PowerPoint and Outlook). Textbooks included.

Classes meet 9 a.m.-1 p.m. Combination of in-person and online sessions.

\$4,000 (Tuition \$2,600 + general fee \$250 + lab fee \$800 + materials fee \$350)

CSTC 245-31 MTWThF 9/7/22-1/30/23
CSTC 245-32 MTWThF 9/28/22-2/22/23
CSTC 245-33 MTWThF 10/20/22-3/14/23
CSTC 245-34 MTWThF 11/14/22-4/5/23
CSTC 245-35 MTWThF 12/7/22-4/27/23
CSTC 245-36 MTWThF 1/9/23-5/17/23

TRADE CAREERS

Hybrid Computerized Accounting Systems

(180 hours)

Topics include accounting terminology, accounts receivable/payable, transaction analysis, general journal and ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016. Textbooks included. Classes meet 9 a.m.-1 p.m. Combination of in-person and online sessions. \$2,300 (Tuition \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250)

CSTC 246-11 MTWThF 9/7/22-11/9/22

CSTC 246-12 MTWThF 11/14/22-1/30/23

Hybrid QuickBooks and Sage Applications with Microsoft Office (300 hours)

Gain skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable/payable, maintaining payroll information and processing checks, preparing and analyzing financial reports. Prepare for workforce demands and become proficient with Microsoft Office 2016 (Word, Excel, Access, PowerPoint and Outlook). Textbooks included.

Classes meet 9 a.m.-1 p.m. Combination of in-person and online sessions.

Prerequisite: Knowledge of accounting principles.

\$3,000 (Tuition \$1,900 + general fee \$200 + lab fee \$600 + materials fee \$300)

CSTC 247-11 MTWThF 9/28/22-1/30/23

CSTC 247-12 MTWThF 12/7/22-4/5/23

Hybrid QuickBooks and Sage Applications

(120 hours)

Gain skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable/payable, maintaining payroll information and processing checks, preparing and analyzing financial reports. Textbooks included.

Prerequisite: Knowledge of accounting principles.

Classes meet 9 a.m.-1 p.m. Combination of in-person and online sessions.

\$1,400 (Tuition \$600 + general fee \$100 + lab fee \$500 + materials fee \$200)

CSTC 248-11 MTWThF 9/28/22-11/9/22

CSTC 248-12 MTWThF 12/7/22-1/30/23

Supply Chain Management Principles Module

(24 hours) (Hybrid)

The Supply Chain Management Principles certification track is a great place to start and is considered to be a 'launching pad' to begin your supply chain educational and certification process. It provides a high-level overview of each of the functions in a supply chain.

\$1300 (Tuition \$1000 + general fee \$150 + materials \$150)

CSTC 256-01 9/12-9/28/22

Remote Classes MTh 6-9 p.m. In-Person W 6-9 p.m.

Warehousing Operations Module (24 hours) (Hybrid)

The Warehousing Operations certification track provides the basics of warehousing operations, including distribution centers and fulfillment centers.

\$1300 (Tuition \$1000 + general fee \$150 + materials \$150)

CSTC 257-01 10/17-11/2/22

Remote Classes MTh 6 p.m.-9 p.m. In-Person W 6-9 p.m.

Customer Service Module (10 hours) (Hybrid)

Customer service is woven into every aspect of the supply chain; therefore, customer satisfaction and customer retention are of paramount importance for every company. This certification track discusses the basics of customer service; sound communications; advice for dealing with challenging customers; the customer order and return processes (reverse logistics); jobs in customer service; and legal concerns.

\$600 (Tuition \$350 + general fee \$100 + materials \$150)

CSTC 258-01 11/14-11/21/22

Remote Classes MTh 6-8:30 p.m. In-Person W 6-8:30 p.m.

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DISCOVER

CHILDREN AND YOUTH

Musical Theater Workshop (IN-PERSON)

The Musical Theater Workshop at Middlesex College is for children/youth ages 12-18 years old. This five-week course will dive deep into all the elements of musical theatre. We will focus on acting/character development, vocal technique, movement/dancing for the actor, and also some musical theatre history. If you children have an interest in theater and want to hone their craft, this course is the best thing for them. This workshop will meet once a week for an hour and a half taught by Kerri McNeill. Space is limited!

\$137 (Tuition \$62 + general fee \$75)

CHTW 001-02 W 10/19-11/16 6-7:30 p.m. 5 sessions

SAT Prep (grades 8-12) (ONLINE)

Prepare for the SAT exam by reviewing critical math problems, common vocabulary and writing and great compositions. Learn test tricks, strategies and problem-solving techniques to boost your scores. Two full-length practice tests, an essential part of the preparation process, will be offered.

Required: Latest edition of textbook available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$438 (Tuition \$239 + general fee \$199)

CSYA 022-46 TTh 9/27-11/17 6:30-8:30 p.m. and
Sa 10/1 and 11/12 9 a.m.-1:30 p.m. 18 sessions

Black Rocket STEAM Courses for Youth (ages 8-14) (ONLINE)

Join us on Saturdays and during the week for virtual live, instructor-ed STEAM courses offered in partnership with Black Rocket. Choose Coding, Academy and explore coding languages like HTML, CSS, JavaScript, and Python. Discover your voice in YouTube Content Creators, and learn to build 3D models in ROBLOX Makers.

To explore Middlesex College Black Rocket course descriptions, dates, times, and prices, and to register, visit: blackrocket.com/online/Middlesex





CORPORATE EDUCATION AND TRAINING

**Customized course offerings to address the specific needs of your company.
Classes delivered at your workplace or on our nearby campus.**

Mobile computer lab available for training at your site.

- Basic Written Communications
- Improved Customer Service
- Basic Mathematics
- Basic Measurement
- MS Office Windows
- MS Word, Excel, PowerPoint, Access
- MS Outlook
- Workplace Spanish
- ESL
- Electromechanical Maintenance
- CNC/Metal Fabricating
- Six Sigma
- Quality and Inspection
- Lean Manufacturing
- Problem Solving
- Supervisory Skills
- Team Building and Team Leadership
- Executive Coaching
- Certified Production Technician
- Business Etiquette
- Critical Incident Management - Surviving an Active Shooter Incident
- Time Management

TRANSPORTATION, LOGISTICS AND DISTRIBUTION

- Supply Chain Management
- Warehouse Operations
- Inventory Management
- Transportation Operations
- Procurement and Demand Planning
- Manufacturing/Service Operations
- Certified Logistics Associate/Technician (CLA/CLT)

We also offer Needs Assessments and Apprenticeship Training Opportunities

Developing the Skills of your Workforce to Succeed in the 21st Century

Call or email today - 732.906.4681 - AVega@middlesexcc.edu

Ask us about potential grant programs to support your training needs!

GENERAL INFORMATION

NOTE: Continuing Education courses are limited to students 18 years and older unless otherwise noted.

HOW TO REGISTER FOR COURSES

Online

Register online for select courses.

Visit middlesexcollege.edu/workforce-development.

Mail

Continuing Education, Crabiel Hall 110, Middlesex College,
2600 Woodbridge Ave., P.O. Box 3050, Edison, NJ
08818-3050

Payment Method

Check, Money Order, Visa, MasterCard, Discover or
Purchase Order.

Payment Procedure

Full payment is due at the time of registration.

Telephone

Call 732.906.2556. Use Visa, MasterCard, Discover.

In-Person

Continuing Education, Crabiel Hall 110, Middlesex College,
2600 Woodbridge Ave., Edison, NJ 08837.
Call 732.906.2556 for hours.

Fax

24 Hours Fax 732.906.2521. Use Visa, MasterCard,
Discover or Purchase Order.

Prerequisites

It is the student's responsibility to comply with established
prerequisites. Failure to comply will not qualify you for
a refund.

Course Confirmation and Location

Confirmation letters will be generated once your
registration is processed. Classes meet at the main
College campus or other community sites. Registrations
are processed daily, but in the event that you have not
received your confirmation within five days of the start
date, call the department at 732.906.2556.

**There will be no refunds because you did not receive
a confirmation letter.**

Certificates

Continuing Education awards a Certificate of Completion
to students who fulfill the basic requirements of most
courses that carry CEU's.

Credit Courses

For information please call 732.548.6000, ext. 3848.

TUITION WAIVER INFORMATION

College Employees

Middlesex College employees should contact Human
Resources for information regarding course waivers.

Senior Citizen

Middlesex County residents, 65 years of age or older,
are eligible for a course waiver, which covers tuition only,
and is on a space-available basis, to a maximum of \$125.
Student must pay all fees at the time of registration. In-
person registration is required with proof of age and full
payment. Students must telephone 24 hours before the
start of class to check on availability.

Note: Students will not be reimbursed and allowed to apply
the waiver to any registration that was previously paid.

Unemployment

Certain courses may be available for unemployment
tuition waivers. If you are unemployed and planning to
enroll in a course with an unemployment tuition waiver,
you are required to submit an application for financial
aid and receive a decision prior to submitting the waiver.
Submit documentation to Continuing Education in Crabiel
Hall, Room 110, from the NJ Department of Labor as proof
of eligibility. Documentation must be dated no earlier
than 30 days prior to the first day of class. In addition,
complete the appropriate Middlesex College Registration
Form and include payment for all fees. Register 24 hours
before course begins if space is available and if tuition-
paying students constitute the minimum number required
for the course. Please be prepared to pay any balance
and/or fees at the time of registration.

Note: Students will not be reimbursed and permitted to
apply the waiver to any previously paid registration.

Volunteer

Volunteer firefighters, first aid and rescue squad members
and their spouse or dependent children may qualify for
a tuition waiver. The volunteer shall agree to serve as a
member volunteer for a minimum of four years. Following
each year of volunteer service performed, the person
or family member is entitled to receive a maximum of
\$600 per academic year of tuition credit. The cumulative
maximum tuition credit is \$2,400. The student must
complete a waiver form available in the Student Accounts
Office each semester. All remaining expenses must be
paid by the regular due date.

Note: Students will not be reimbursed and allowed to apply
the waiver to any registration that was previously paid.

COLLEGE POLICIES

Veteran and Military Benefits

Middlesex College is approved by the NJ Department of Military and Veterans Affairs State Approving Agency, under Title 38, U.S. Code Section 1775 for veterans' training. GI Bill benefits may be used for certain programs. Questions concerning eligibility and certification may be directed to The Veterans Services Center by calling 732.906.7770 or by emailing Vets@middlesexcc.edu.

Refund and Cancellation Policy

We are pleased to offer you a refund or credit for a class from which you withdraw if you notify us at least five working days before the start of class. No refunds will be issued thereafter. Refunds and credits are processed upon the receipt of an official Withdrawal Form. Call 732.906.2556 to request the form. A \$20 processing fee will be deducted from your refund. The College reserves the right to limit registration for courses, to cancel courses where there is insufficient enrollment, to combine or divide sections and to change time, day and instructor. In these situations, students are eligible for a complete refund. The Workforce Development Training Department Refund and Cancellation Policy may significantly differ from the above; contact the Workforce Development Training Department at 732.906.4231 for this information.

Late Registration Fee

Register before the first day of the course in order to avoid a late fee of \$20.

Change Fee

We will accept your course change with a \$20 fee.

Student Rights: FERPA

Middlesex College complies fully with the Family Educational Rights and Privacy Act of 1974. This act is intended to protect the privacy of your educational records. Copies of complete policy are available in the FERPA section of most recent e-Catalog: <http://www.course-catalog.com/mcc/C/2021-2022>. Click on Students' Rights and Responsibilities, then click on FERPA. For questions concerning the Family Educational Rights and Privacy Act, call Registration at 732.906.2523.

Student Rights and Responsibilities: Code of Student Conduct

In order to provide for the maximum safety and well-being of the College community, including guests, certain standards of behavior have been established at the College. These standards of conduct apply to students engaging in College sponsored activities both on-and off-campus.

For more information, see Code of Student Conduct section under Students' Rights and Responsibilities in the most recent Middlesex College e-Catalog: www.course-catalog.com/Middlesex College/2020-2021.

Emergency Closings

The College is in full operation every scheduled class day. In certain cases, the interest of all concerned is best served by cancellation or delayed openings of classes. Announcements are made on the College website, www.middlesexcc.edu. You may also call the Middlesex College Information Line at 732.906.2555.

All announcements should be noted carefully. On certain occasions, morning, afternoon, or evening classes only may be delayed or canceled.

Parking

Free parking is available to students who register for courses located on the Edison campus. Other course locations may be subject to local parking fees.

Students with Disabilities

Middlesex College provides reasonable accommodation for qualified individuals with disabilities. However, all students must meet the essential functions of the program. Students are advised to consult the College's Disability Services Policies and Procedures. For more information, call 732.906.2546.

College Bookstore

The College Bookstore carries required books as indicated in course descriptions. For current operating hours and general information, call 732.906.2539. To purchase books online, visit the Bookstore at <https://middlesexcc.bncollege.com/shop/middlesexcc/home> and select Shop Textbooks. Under TERM, select FALLNONCREDIT 21, then select Department, Course number and Section for each course. Choose your textbook format (New, Used, or Digital) and go to Checkout.

REGISTRATION FORM

DATE

--	--	--	--	--	--

BIRTH DATE

--	--	--	--	--	--

SOCIAL SECURITY NO.

--	--	--	--	--	--	--	--	--	--

GENDER

☐ Male ☐ Female

Last Name

First Name

Middle Initial

Street Address

Apt. #

City

State

Zip

County

Home Phone

Cell Phone

Business Phone

E-mail address

Education: ☐ HS diploma/GED ☐ Some College ☐ Associate degree ☐ Bachelor's degree ☐ Master's degree or higher

Are You Hispanic/Latino?

Select One or More:

☐ Yes ☐ No

☐ American/Alaska Native ☐ Asian ☐ Black or African American

☐ Hawaiian/Pacific Islander ☐ White

How did you hear about these courses? ☐ Opportunities Bulletin ☐ Email Announcement ☐ Postcard

☐ Middlesex College Web Page ☐ Flyer ☐ Other (describe) _____

COURSE NUMBER	COURSE TITLE	START DATE	COURSE TOTAL
SEND OR FAX YOUR REGISTRATION FORM WITH PAYMENT TO:			TOTAL \$

Continuing Education - Crabiel Hall

Middlesex College, 2600 Woodbridge Avenue P.O. Box 3050, Edison, NJ 08818-3050

Fax: 732.906.2521 (If transmission problems occur, please mark second fax as a duplicate.)

METHOD OF PAYMENT:

☐ I am enclosing a check/money order payable to **Middlesex College - Continuing Education** in the amount of \$_____

☐ Purchase Order (please include registration form) ☐ Tuition Waiver

☐ Check or P.O. Number _____

If paying by Discover, MasterCard, or Visa, please provide the credit card information below:

Cardholder's Name (please print)

Street Address

City

State

Zip

County

☐ VISA

☐ MasterCard

☐ DISCOVER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Credit Card Number

Expiration Date

X

Authorized Signature

Date

\$

Amount

Workforce Development and Lifelong Learning Registration Questions? Call 732.906.2556

Make The Grade

GED to College Made Simple



Get your GED or HSE, and we'll pay YOU to attend Middlesex College.

You can earn up to \$1,000:

- \$500 upon completion of your first semester at Middlesex College
- \$500 upon completion of your second semester at Middlesex College

When you get close to finishing the GED (General Educational Development) or HSE (High School Equivalency) program at Middlesex College, an Enrollment Navigator will help you apply for admission to Middlesex College and identify all sources of financial aid. It's very possible that you can get a college degree for free if you make \$65,000 or less.

Start your college journey and get rewarded. You'll be glad you did. People who have completed high school have significantly higher earning potential than those who have not, and those with a college degree have even higher earning potential.

Let Us Invest In YOU!

LEARN MORE AT

middlesexcollege.edu/make-the-grade/

CONTACT US

TMontani@middlesexcc.edu



Middlesex College is here for you to **Explore, Grow, Thrive ...**
No matter where you are in life.

Tuition is free if you make less than \$65,000.

With transfer agreements with nearly 50 colleges and universities,
we make transitioning to a four-year college seamless.

Schedule classes around your life. We offer courses days, evenings and weekends
at our Edison, New Brunswick and Perth Amboy locations ... and even online.

Visit middlesexcollege.edu to learn how you can

EXPLORE GROW THRIVE





For more information, visit

middlesexcollege.edu

Edison Campus

2600 Woodbridge Ave., Edison, NJ 08837

P: 732.906.2556

New Brunswick Center

140 New St., New Brunswick, NJ 08901

P: 732.745.8866

F: 732.249.7306

E: infoNB@middlesexcc.edu

Perth Amboy Center

60 Washington St., Perth Amboy, NJ 08861

P: 732.906.7755

F: 732.442.7811

E: Perth_Amboy_Center@middlesexcc.edu

The mission of Middlesex College is to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social and cultural life of the community.