

Spring/Summer 2023

Workforce Development and Lifelong Learning

Looking to **CONTINUE YOUR EDUCATION, ADVANCE YOUR CAREER, CHANGE CAREERS** or are you a **LIFELONG LEARNER**?



Visit middlesexcollege.edu/workforce-development
or scan the QR Code





CAMP MIDDLESEX SUMMER 2023

Youth Programs at Middlesex College, Edison, NJ Campus

In-Person June 26 - August 18

middlesexcc.edu/camp-middlesex

For children entering grades 2-9 (in Sept.), plus new offerings for grades K-1

**Arts & Crafts & Design | Black Rocket Computer Tech | Diplomat Chess
Musical Theater Camp | Super Science for Kids | and More!**

For details (dates, times) and to register, please see class information-to be posted on website February 2023

Save the date and come to our **Open House** on Sunday, March 19, 1-3 p.m.

We can't wait to see you!



JUNIOR CHEF CAMP 2023

A Culinary Camp Experience for Youth and Teens

June 26-July 28, 2023 Monday-Friday 9 a.m. - 12:30 p.m.

Campers will have the opportunity to cook a variety of meals and bake a variety of treats.

Ages 11-13 Grades 6-8 (three one-week sessions)

Ages 14-17 Grades 9-11 (two one-week sessions)

Registration to be posted on Middlesex College website in February 2023.

TABLE OF CONTENTS

APPRENTICESHIP PROGRAMS	7
NJ Healthworks	7
Career Advance USA-Advanced Manufacturing	7
BUSINESS	8
Cannabis Dispensaries Certificate	9
Management Certificate	10
Human Resource Management Certificate	12
Meeting and Event Planning Certificate	14
Computers and Technology	15
Computer Confidence	16
Microsoft Word	15
Microsoft Excel	15
Agile Project Management NEW	16
Social Media Marketing for Businesses NEW	16
CULINARY ALL NEW RECIPES	17
Demonstration	18
Live Well Eat Well	18
Cooking with Alcohol	18
The Cuisine of Southern Italy and Sicily	18
Eastern European Comfort Food	18
Celebrate Black History Month	18
Global Vegetarian Winter Edition	18
Instant Pot – The Art of Pressure Cooking	19
Middle Eastern Fusion	19
Must Try Asian Noodle Dishes	19
The Natural Kitchen	19
Cinco de Mayo	19
Rotisserie Rotation	20
Indian Spice House	20
The Best of Quick and Easy Pasta Dishes	20
Summer Cream of the Crop with Watermelon Mojito	20
Hands On	21
Couples Cooking Celebrate Valentine's Day Hands-On	22
The Artistry of Southern Baking Hands-On	22
Bread Baking for Beginners Hands-On	22
Mom and Me Mother's Day Celebration Hands-On	22
The Greek Isles Hands-On	22
Tuscan Cooking Hands-On	23
Panning the Globe Hands-On	23
Three Pasta Sauces Hands-On	23
ED2GO ONLINE COURSES AND PROGRAMS	26

TABLE OF CONTENTS

ESL	27
ESL I	28
ESL II	28
ESL III	28
Conversational English	29
ESL Vocabulary/Word Building	29
American English Pronunciation	29
HEALTHCARE CAREERS	30
911 Dispatcher	32
Administration of Local Anesthesia for Dental Hygienist	34
Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher	33
Administration for Local Anesthesia for the Dental Hygienist: Didactic Refresher	33
Certified Dental Assistant Review – CDA Review	33
Certified Nursing Assistant	34
Community Health Worker	34
ECG/EKG	35
Medical Assistant Program	36
Mental Health Technician NEW	39
Medical Billing and Coding Certificate	39
Pharmacy Technician	40
Phlebotomy	41
PERSONAL ENRICHMENT	43
Art	44
Beginner Latin and Ballroom Dancing for Adults	44
Ceramics: Hand Building	44
Introduction to Fusible Glass	44
Guitar for Beginners	45
Beginning Watercolors	45
Sewing for Beginners	45
Voices for All: One-on-One Class	45
Civics	46
Citizenship Preparation Course NEW	46
Power Civics 101	46
Financial	47
Financial Strategies for a Successful Retirement	47
Financial Planning for Special Needs	47
Hypnosis	47
Losing Weight with Hypnosis	47
Stop Smoking with Hypnosis	47
Languages	48
Hindi for Everyday Use	48
Beginning Spanish	48
Personal Trainer	48
Personal Trainer Certification	48

TABLE OF CONTENTS

Technology	49
eBay and Amazon.com – Buying and Selling Internet Marketing	49
Introduction to Cryptocurrency and Blockchain Technology	49
Introduction to Virtual Reality and the Metaverse	49
TRADE	50
Construction Management Certificate	51
Construction Project Management	51
Construction Methods and Materials	51
Cost Estimating and Administration	51
Construction Site Safety	51
Construction Contracts	51
Major Appliance Technician Certificates	52
Electro-Mechanical Technician	52
Major Home Appliance Technician	52
New Jersey Uniform Construction Code	54
Plumbing Inspector ICS	54
Plumbing Inspector HHS	54
Technical Assistant	54
Building Inspector RCS	54
Building Inspector ICS	54
Fire Inspector HHS	54
AWS MIG Welding	55
Culinary Arts Foundation Certificate	55
SERVESafe Manager: Exam Prep/Exam	55
WORKFORCE DEVELOPMENT	56
Hybrid Microsoft Office Applications Specialist	60
Hybrid Microsoft Office Word and Excel Applications	60
Hybrid Microsoft Office Word Applications	61
Hybrid Microsoft Office Excel Applications	61
Hybrid Computerized Accounting Program with MS Office	61
Hybrid Computerized Accounting Systems	61
Hybrid QuickBooks and Sage Applications with Microsoft Office	62
Supply Chain Management Principles Module – 24 hours	62
Warehouse Operations Module – 24 hours	62
Customer Service Module – 10 Hours	63
CompTIA A+ Hardware Preparation	63
CompTIA A+ Software Preparation	63
CompTIA Security + Preparation	63
CompTIA Cloud + Preparation	64
YOUTH	65
Saturday Super Science for Kids	00
Chemical Wizardry	65
Super Science Stem Challenges	65
Black Rocket Classes (ONLINE)	65



Workforce Development and Lifelong Learning Courses Offered at the Middlesex College Centers

Courses at the New Brunswick Center

ESL Courses

BASK 001-10	ESL I	Sa	2/4-5/6 (no class 2/18, 4/8)	9 a.m.-12:30 p.m.
BASK 002-10	ESL II	Sa	2/4-5/6 (no class 2/18, 4/8)	9 a.m.-12:30 p.m.
BASK 003-10	ESL III	Sa	2/4-5/6 (no class 2/18, 4/8)	9 a.m.-12:30 p.m.
BASK 011-10	Conversational English	W	2/15-4/26 (no class 2/12)	6-9 p.m.
BASK 011-10	Conversational English	T	5/23-8/1	6-9 p.m.

Health Care Careers

AHPH 001-83	Phlebotomy I	M-F	4/5-4/21 (no class 4/7)	9 a.m.-2:30 p.m.
AHPH 002-12	Phlebotomy II	M-F	4/24-5/10	9 a.m.-2:30 p.m.
AHPH 009-11	Externship (Phlebotomy)	Th	5/11	

Courses at the Perth Amboy Center

Business Course

GESM 002-01	Social Media Marketing for Businesses	M	3/6-3/37	6-9 p.m.
-------------	--	---	----------	----------

Citizenship Courses

GENI 406-01	Citizenship Preparation Course	MTh	2/6-4/13	6-8 p.m.
GENI 406-02	Citizenship Preparation Course	MTh	5/1-7/6	6-8 p.m.

ESL Courses

BASK 001-20	ESL I	Sa	2/4- 5/6 (no class 2/18, 4/8)	9 a.m.-12:30 p.m.
BASK 002-20	ESL II	Sa	2/4- 5/6 (no class 2/18, 4/8)	9 a.m.-12:30 p.m.
BASK 003-20	ESL III	Sa	2/4-5/6 (no class 2/18, 4/8)	9 a.m.-12:30 p.m.
BASK 011-20	Conversational English	TTh	5/16-6/15	6-9 p.m.

Healthcare Careers

AHCW 001-11	Community Health Worker	M-F	4/3-5/30 (no class 4/7, 5/29)	9 a.m.-12:30 p.m.
-------------	----------------------------	-----	----------------------------------	-------------------

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 USDOLETA 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 CE_registration@middlesexcc.edu

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

AT-A-GLANCE - BUSINESS

Cannabis Dispensaries Training Certificate

CBGE 009-03	Medical Cannabis Dispensaries Training Certificate	M	4/3-5/1	6-9 p.m.
-------------	--	---	---------	----------

Management Certificate (6 required courses, plus need two additional courses)

CBMA 706-25	The Role of a Manager	Sa	3/4	9 a.m.-4 p.m.
CBMA 711-15	The Planning Process	Sa	3/11	9 a.m.-4 p.m.
CBMA 709-27	Effective Communication	Sa	3/18	9 a.m.-4 p.m.
CBMA 712-15	Managing Your Staff and Team	Sa	3/25	9 a.m.-4 p.m.
CBMA 713-15	Key Human Resource Issues for Non-HR	Sa	4/1	9 a.m.-4 p.m.
CBEL 908-14	Financial Skills of Managers	Sa	4/22	9 a.m.-4 p.m.

Human Resource Management Certificate

CBHR 735-60	Human Resource Management	Sa	4/22	9 a.m.-4 p.m.
CBHR 737-60	Employment Relations	Sa	4/29	9 a.m.-4 p.m.
CBHR 739-60	Compensation: Salary and Benefits	Sa	5/6	9 a.m.-4 p.m.
CBHR 738-60	Training and Development	Sa	5/13	9 a.m.-4 p.m.
CBHR 724-60	Recruiting and Selecting: Hire Right the First Time	Sa	5/20	9 a.m.-4 p.m.
CBEL 909-16	A Toolbox to Retain Valuable Employees	Sa	6/3	9 a.m.-4 p.m.
CBEL 758-57	Managing Difficult People and Situations	Sa	6/10	9 a.m.-4 p.m.
CBEL 901-18	Employment Law	Sa	6/17	9 a.m.-4 p.m.

Meeting and Event Planning Certificate

COEV 006-12	Event Planning Primer	M	5/1	6-9 p.m.
COEV 077-12	Program Development	W	5/3	6-9 p.m.
COEV 088-12	Marketing the Event	M	5/8	6-9 p.m.
COEV 099-12	Developing the Event	W	5/10	6-9 p.m.

Technology

JCSC 365-99	Computer Confidence	TTh	2/7-2/21	6:30-9:30 p.m.
JCSC 453-18	Word 2019: Level I	TTh	2/28-3/9	6:30-9:30 p.m.
JSCS 454-18	Word 2019: Level II	TTh	3/14-3/23	6:30-9:30 p.m.
JSCS 455-17	Excel 2019: Level I	TTh	3/28-4/6	6:30-9:30 p.m.
JSCS 456-18	Excel 2019: Level II	TTh	4/18-4/27	6:30-9:30 p.m.

Project Management

BSPM 012-01	Agile Project Management	Sa	3/4-3/25	9 a.m.-Noon
-------------	--------------------------	----	----------	-------------

Social Media Marketing

GESM 002-01	Social Media Marketing for Businesses (Perth Amboy Center)	M	3/6-3/27	6-9 p.m.
-------------	--	---	----------	----------

CANNABIS DISPENSARIES

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 009-03 M 4/3-5/1 6-9 p.m. (5 Sessions)



MANAGEMENT CERTIFICATE

If you are being asked to manage, supervise or lead a team, or want to refine your management skills, have no formal supervisory training, are about to be promoted, or are just thinking about management as a career path, this program is for you. Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

To qualify for the Middlesex College Management Certificate of Completion, you must complete eight (8) courses:

- Six required courses and
- Two courses from the Human Resource Certificate Program or the Meeting and Planning Event Planning Certificate Program (one from each or two from either for a total of two)

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

MANAGEMENT CERTIFICATE COURSES

The Role of the Manager CEU 0.6 (IN-PERSON)

The key to managerial success – how to achieve positive results from your staff or team – is the highlight of this foundational course. Learn to identify your management style, its effect on others and how to adapt your style as necessary. Exercises and discussion will reinforce critical administrative roles and responsibilities – planning, organizing, controlling, motivating and leading.

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

CBMA 706-25 Sa 3/4 9 a.m.-4 p.m. (1 hour break)

The Planning Process CEU 0.6 (IN-PERSON)

The ability to successfully plan and manage new and ongoing projects is at the core of a manager's responsibilities. Some steps in the process are intuitive, while others are more complex and require extra time and resources. Through activities and discussion, learn about the typical phases in the planning process and guidelines to ensure that the planning and implementation of a project are both successful.

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

CBMA 711-15 Sa 3/11 9 a.m.-4 p.m. (1 hour break)

Effective Communication CEU 0.6 (IN-PERSON)

Communication is not just about speaking; it is about listening and understanding what others are saying, as well as knowing how to bridge communication gaps that often detract from meeting goals and objectives. The most successful managers, supervisors and team leaders are excellent communicators. They know how to motivate, empower and influence to facilitate the desired workplace outcomes.

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

CBMA 709-27 Sa 3/18 9 a.m.-4 p.m. (1 hour break)

Managing Your Staff and Team CEU 0.6 (IN-PERSON)

Today's managers must be effective team builders in order to remain relevant. Through lecture and activities, learn strategies to transform a group into a team and maximize the potential of individuals. Practice techniques to build an environment that stimulates creativity, engages and sustains employee interest and commitment, uses conflict constructively, and is able to overcome resistance to change.

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

CBMA 712-15 Sa 3/25 9 a.m.-4 p.m. (1 hour break)

Key Human Resource Issues for Non-HR Managers CEU 0.6 (IN-PERSON)

In this practical and interactive session, learn how to identify and address employment issues that every manager should know about – racial bias and sexual harassment in the workplace, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and part-time hour maximums. Additional topics include hiring for success by using proven interviewing techniques and methods to coach and counsel employees and turn corrective action into a positive experience

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

CBMA 713-15 Sa 4/1 9 a.m.-4 p.m. (1 hour break)

Financial Skills for Managers CEU 0.6 (IN-PERSON)

Do you wince when you hear terms like cash flow, balance sheet, depreciation and (worst of all!) budgets? These are important concepts to understand if you are going to succeed as a supervisor in today's business world. Topics include understanding key reports, financial terms, the accounting cycle, budgeting basics, and debits and credits. By the time you complete this course, financial terms and concepts will no longer be as scary as they seem now.

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

CBEL 908-14 Sa 4/22 9 a.m.-4 p.m. (1 hour break)



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, you must complete the Eight (8) required courses.

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

HUMAN RESOURCE 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 735-60 Sa 4/22 9 a.m.-4 p.m. (1 hour 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 737-60 Sa 4/29 9 a.m.-4 p.m. (1 hour 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 739-60 Sa 5/6 9 a.m.-4 p.m. (1 hour 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 738-63 Sa 5/13 9 a.m.-4 p.m. (1 hour 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 724-60 Sa 5/20 9 a.m.-4 p.m. (1 hour 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 909-16 Sa 6/3 9 a.m.-4 p.m. (1 hour 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 758-57 S 6/10 9 a.m.-4 p.m. (1 hour 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 901-18 Sa 6/17 9 a.m.-4 p.m. (1 hour break)



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 006-12 M 5/1 6-9 p.m.

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 007-12 W 5/3 6-9 p.m.

Marketing the Event CEU 0.3 (ONLINE)

Become familiar with event marketing strategies.

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

COEV 008-12 M 5/8 6-9 p.m.

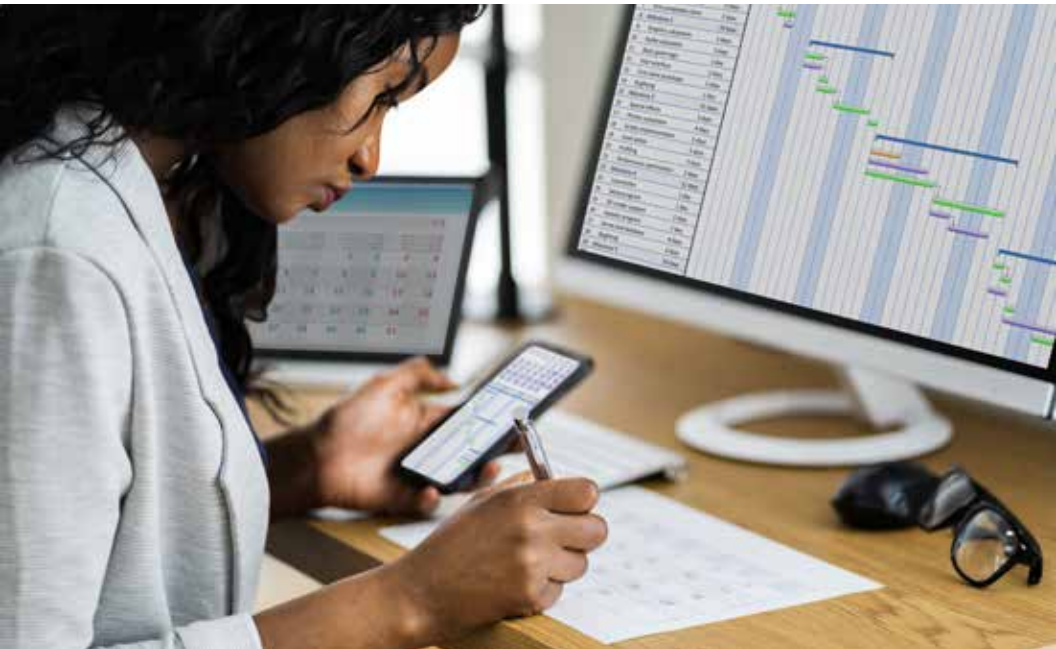
Developing the Event CEU 0.3 (ONLINE)

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 009-12 W 5/10 6-9 p.m.



TECHNOLOGY

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 365-99 TTh 2/7-2/21 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 453-18 TTh 2/28-3/9 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 454-18 TTh 3/14-3 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 455-17 TTh 3/28-4/6 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 456-18 TTh 4/18-7/27 6:30-9:30 p.m. (4 sessions)

PROJECT MANAGEMENT

Agile Project Management CEU 1.2 (IN-PERSON)

This course will be based on the practices identified in the PMI book: “Agile Practice Guide” produced by the Project Management Institute of Newtown Square PA. It will include study of the Practice Guide along with collaborative exercises aimed at providing experience in developing and implementing Agile project teams. It will include a review of the “Agile Manifesto” that founded the Agile movement in project management. Participants will learn the vocabulary of Agile project management and practice implementing the Agile methodology to accomplish project objectives. They will learn how to become “Servant Leaders” who skillfully lead “self-directed” efforts to achieve many different objectives.

The course will consist of Four (4) separate sections as follows:

- Introduction to the Agile method: principles, values, and common practices. Uncertainty and complexity; the Stacy Complexity Model.
- Project life cycle and Creating an Agile Environment.
- Delivering in an Agile Environment.
- Organizational considerations for project agility

\$425 (Tuition \$325 + general fee \$100)

BSPM 012-01 Sa 3/4-3/25 9 a.m.-Noon (4 sessions)

SOCIAL MEDIA MARKETING

Social Media Marketing for Business CEU 1.2 (IN-PERSON)

The course will provide business owners with an overview of the various social media platforms and help them to understand the use of these platforms in promoting their business. In addition, the course will help the participants to design their own social media campaign.

\$250 (Tuition \$150 + general fee \$100)

GESM 002-01 M 3/6-3/27 6-9 p.m. (Perth Amboy Center)



TODAY'S TABLE CULINARY CLASSES

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

Learn – Taste – Inspire – Experience

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 due to market availability.

Gift Certificates Available for Demonstration and Hands-On Cooking Courses

Note: We cannot accommodate participants' food allergies

Note: Students must be 18 years or older

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.

Demonstration

GCUL 586-02	Live Well Eat Well	T	1/24	6:30-9 p.m.
GCUL 421-03	Cooking with Alcohol	T	1/31	6:30-9 p.m.
GCUL 731-01	The Cuisine of Southern Italy and Sicily	Th	2/2	6:30-9 p.m.
GCUL 505-03	Eastern European Comfort Food	T	2/7	6:30-9 p.m.
GCUL 732-01	Celebrate Black History Month	Th	2/9	6:30-9 p.m.
GCUL 733-01	Global Vegetarian Winter Edition	Th	3/2	6:30-9 p.m.
GCUL 734-01	Instant Pot – The Art of Pressure Cooking	T	3/14	6:30-9 p.m.
GCUL 735-01	Middle Eastern Fusion	T	4/18	6:30-9 p.m.
GCUL 736-01	Must Try Asian Noodle Dishes	Th	4/20	6:30-9 p.m.
GCUL 483-07	The Natural Kitchen	Th	4/27	6:30-9 p.m.
GCUL 029-03	Cinco de Mayo	Th	5/4	6:30-9 p.m.
GCUL 563-02	Rotisserie Rotation	T	5/16	6:30-9 p.m.
GCUL 497-03	Indian Spice House	Th	6/1	6:30-9 p.m.
GCUL 737-01	The Best of Quick and Easy Pasta Dishes	T	6/13	6:30-9 p.m.
GCUL 738-01	Summer Cream of the Crop with Watermelon Mojito	Th	8/10	6:30-9 p.m.

Discount Option: Choose any three Demonstration classes, and pay only \$150.
(Only \$50 per class, and save \$15)

IN-PERSON DEMONSTRATION COOKING CLASSES

Live Well Eat Well *NEW RECIPES*

Recipes that help you meet your health and wellness goals and inspire you to enjoy a balance, nutritious diet. What you eat has an impact on all dimensions of wellness.

Sample Menu: Satisfying Butternut Squash Minestrone Soup with homemade pesto, Thai Style Chicken lettuce Wraps with Dipping Sauce, Whole Grain Farro Salad with apples, walnuts and lemon vinaigrette.

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

GCUL 586-02 T 1/24 6:30-9 p.m.

Cooking with Alcohol *NEW RECIPES*

Cooking with alcohol is a great way to amplify almost any dish. Learn which types of alcohol to use and how to pair alcohol with different foods.

Sample Menu: Caribbean Style Steamed Mussels with sofrito rum sauce, Provencal Vegetable Soup with white wine and basil pesto, French Chicken Bouillabaisse

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

GCUL 421-03 T 1/31 6:30-9 p.m.

The Cuisine of Southern Italy and Sicily *NEW*

Experience the true essence regional southern Italian dishes.

Sample Menu: Three Cheese and Artichoke Bruschetta, Pasta Puttanesca, Lemoncello Mousse with Fresh Berries

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

GCUL 731-01 Th 2/2 6:30-9 p.m.

Eastern European Comfort Food *NEW RECIPES*

Every foodies dream on a cold winter day is comfort food. Satisfy your winter blues with our Eastern European dinner.

Sample Menu: Chicken Paprikash, Homemade Noodles, Grandma's Potato Pancakes, Homemade Applesauce

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

GCUL 505-03 T 2/7 6:30-9 p.m.

Celebrate Black History Month *NEW*

African American immigrant cooks have brought their inspiration to today's African-American cuisine offering insight into flavor and spice diversity.

Sample Menu: Creole Chicken with Coconut Rice, Flakey Buttermilk Biscuits, Slow Cooked Green Beans with Smoky Bacon

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

GCUL 732-01 Th 2/9 6:30-9 p.m.

Global Vegetarian Winter Edition *NEW*

Our meatless approach to making a shift towards eating more vegetables is inspiring. Featuring vegetarian recipes that are boldly flavorful and satisfying.

Sample Menu: Middle Eastern Style Vegetable Fritters with Herb Dipping Sauce, Andalusian Chickpeas and Spinach, Greek Vegetable Orzotto with Feta Cheese.

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

GCUL 733-01 Th 3/2 6:30-9 p.m.

Instant Pot the Art of Pressure Cooking **NEW**

With the option for lightning fast cooking why, wouldn't it make sense to use your pressure cooker? Join us for an informative class and put your fears to rest by learning the all of the basics of pressure cooking.

Sample Menu: 8-Minute Beef Chili, Greek Braised Chicken with Zucchini and Wine, Never Fail Mushroom Risotto

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

GCUL 734-01 T 3/14 6:30-9 p.m.

Middle Eastern Fusion **NEW**

A food style rooted in Middle Eastern and Mediterranean traditions. Enjoy dining on a memorable meal while discovering new ingredients and flavors.

Sample Menu: Chicken Swarma Kabob with white sauce, tahini sauce and pita, Jeweled Couscous with cherry tomatoes and fresh herbs, Mediterranean Cucumber Tomato and Feta Cheese Salad with Sumac

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

GCUL 735-01 T 4/18 6:30-9 p.m.

Must Try Asian Noodle Dishes **NEW**

Get ready to twirl and slurp your way through an Asian roadmap of noodles.

Sample Menu: Sichuan Dan Dan Pork Noodles, Korean Beef Bulgogi Noodles, Coconut Thai Shrimp Noodles

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

GCUL 736-01 Th 4/20 6:30-9 p.m.

The Natural Kitchen **NEW**

Find ways that work to feed your family wholesome, healthy ingredients. Discover recipes that naturally, nourish our bodies and make us feel good about what we are eating.

Sample Menu: Broccoli salad with Avocado Dressing, Roasted Vegetable Couscous with Tahini Drizzle, Asian Style Chicken Salad with Sichuan Dressing

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

GCUL 483-07 Th 4/27 6:30 p.m.-9 p.m.

Cinco de Mayo **NEW**

Bring a friend and sit back, unwind and relax in our fun Cinco de Mayo Fiesta class.

Sample Menu: Sparkling White Sangria, Chorizo and Potato Taco, Creamy Gazpacho, Mexican Style Rice, Sopaipillas (cinnamon sugar puffs)

Students must be 21 years of age and bring a valid driver's license

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

GCUL 029-03 Th 5/4 6:30-9 p.m.

Rotisserie Rotation **NEW**

Are you looking for a quick weeknight dinner? All of our shortcut creations are prepared with store bought rotisserie chicken to get you out of the in a flash.

Sample Menu: Nona's Chicken and Tortellini Soup, BBQ Chicken Pizza with Caramelized Onion, Chicken and Dumpling

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

GCUL 563-02 T 5/16 6:30-9 p.m.

Indian Spice House **NEW**

Spend an evening discovering Indian spices and cooking techniques from various regions.

Sample Menu: Butter Chicken (Murg Makhani), Aloo Gobi (cauliflower and potatoes), Cumin Scented Basmati Rice

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

GCUL 497-03 Th 6/1 6:30-9 p.m.

The Best of Quick and Easy Pasta Dishes **NEW**

Learn how to make pasta like Italian's do. We teach you how to make good ingredients work for you with our collection of simple and delicious regional pastas.

Sample Menu: Pasta Gricia from the region of Lazio, Orecchiette with Sausage and Broccoli from the region of Puglia, Amalfi Spaghetti al Lemone from the region of Campania.

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

GCUL 737-01 T 6/13 6:30-9 p.m.

Summer Cream of the Crop with Watermelon Mojito **NEW**

Great summer dishes with fresh, colorful, and tasty fruits and vegetables are perfect for summer entertaining.

Sample Menu: Watermelon Mojito, Grilled Monterey Chicken (chicken breast, grilled onion, bacon and jalapeno jack cheese), Corn on the Cob with Cotija Cheese and Cilantro Lime Butter, Nectarine and Blackberry Cobbler with vanilla ice cream

Students must be 21 years of age and bring a valid driver's license

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

GCUL 738-01 Th 8/10 6:30-9 p.m.



IN-PERSON HANDS-ON COOKING CLASSES

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. Class starts promptly at 6:30 p.m.

Hands-on classes are priced \$77 per person and each person must be registered
Gift Certificates Available for demonstration and hands-on cooking courses

Note: We cannot accommodate participants' food allergies

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

Hands On

GCUL 706-04	Couples Cooking Celebrate Valentine's Day Hands-On	T	2/14	6:30-9 p.m.
GCUL 739-01	The Artistry of Southern Baking Hands-On	Sa	2/25	11 a.m.-1:30 p.m.
CGUL 512-03	Bread Baking for Beginners Hands-On	Sa	3/11	11 a.m.-2 p.m.
CGUL 523-04	Mom and Me Mother's Day Celebration Hands-On	Sa	5/13	11 a.m.-1:30 p.m.
GCUL 740-01	The Greek Isles Hands-On	Th	5/25	6:30-9 p.m.
CGUL 741-01	Tuscan Cooking Hands-On	Th	6/8	6:30-9 p.m.
CGUL 742-01	Panning the Globe Hands-On	Sa	4/29	11 a.m.-1:30 p.m.
CGUL 743-01	Three Pasta Sauces Hands-On	Th	8/17	6:30-9 p.m.



Couples Cooking Celebrate Valentine's Day Hands-On

Join us in our hands-on cooking class with your favorite cooking partner, friend, or loved one for a special evening out.

Sample Menu: Puff Pastry Pizza Amore, Shrimp and Bucatini Pasta, Chocolate Brownie Molten Cake for Two

\$77 (Tuition \$30 + general fee \$47) Per Person

GCUL 706-04 T 2/14 6:30-9 p.m.

Note: bring containers to class for leftovers

The Artistry of Southern Baking Hands-On **NEW**

Join us in our hands-on cooking class with your favorite cooking partner, friend or loved one. The south is rich in many traditions, one of the most important is baking. From baking the perfect biscuit to our sinful, spiced sweet potato cupcakes southern baking is about more than just creating something delicious, it's about sharing special times with family and friends.

Sample Menu: Sunday's Best Flaky Buttermilk Biscuits, Spiced Sweet Potato Cupcakes with Cream Cheese Frosting, Momma's Crackling Bacon Cornbread.

\$77 (Tuition \$30 + general fee \$47) Per Person

GCUL 739-01 Sa 2/25 11 a.m.-1:30 p.m.

Note: bring containers to class for leftovers

Bread Baking for Beginners Hands-On **NEW**

In this 3 hour class you will learn how to prepare Potato Dinner Rolls these pillowy soft rolls are a great introduction to yeasted bread baking. If you have always dreamed of pulling warm, sweet, raisin bread out of the oven, then you've come to the right place.

Sample Menu: Potato Dinner Rolls, Sweet Irish Raisin Bread

\$87 (Tuition \$30 + general fee \$57) Per Person

GCUL 512-03 Sa 3/11 11 a.m.-2 p.m.

Note: bring containers to class for leftovers

Mom and Me Mother's Day Celebration Hands-On **NEW**

Calling all Mom's and their budding chefs to celebrate Mother's Day in a very special way. Alongside mom in our hands-on cooking class you'll prepare each dish while practicing cooking skills.

Sample Menu: Norwegian Pancakes with chantilly cream and jam, Homemade Sausage Patties, Strawberry Cream Cheese Pizza

\$77 (Tuition \$30 + general fee \$47) Per Person

GCUL 523-04 Sa 5/13 11 am.-1:30 p.m.

Note: Parent/adult guardian must be registered and present. Bring containers to class for leftovers and Tart

The Greek Isles Hands-On **NEW**

Join us in our hands-on cooking class with your favorite cooking partner friend, or loved one while learning classic Greek cooking techniques.

Sample Menu: Baked Spanakopita Dip for Two served with pita, Greek Meatballs in Tomato Sauce with Orzo, Greek Kouramdides Cookies

\$77 (Tuition \$30 + general fee \$47) Per Person

GCUL 740-01 Th 5/25 6:30-9 p.m.

Note: bring containers to class for leftovers and cookies

Tuscan Cooking Hands-On **NEW**

Join us in our hands-on cooking class with your favorite cooking partner, friend, or loved one for a special night out. Learn how to make homemade ricotta gnocchi and so much more.

Sample Menu: Ricotta Gnocchi with Blistered Tomato Sauce, Arugula Salad with Apples and Walnuts, Tuscan Olive Oil Cake

\$77 (Tuition \$30 + general fee \$47) Per Person

GCUL 741-01 Th 6/8 6:30-9 p.m.

Note: Bring one 9-inch cake pan to class and containers for leftovers.

Panning the Globe Hands-On **NEW**

Join us in our hands-on cooking class with your favorite cooking partner, friend, or loved one. It's an exciting time in the kitchen learning how to work with incredible, spices and ingredients from around the globe.

Sample Menu: Chicken Tagine with Olives and Chickpeas, Moroccan Carrot and Chickpea Salad with Orange Blossom Water and Cumin Vinaigrette, Lemoncello Mousse for Two with Macerated Blueberries

\$77 (Tuition \$30 + general fee \$47) Per Person

GCUL 742-01 Sa 4/29 11 a.m.-1:30 p.m.

Note: bring containers to class for leftovers

Three Pasta Sauces Hands-On **NEW**

Join us in our hands-on cooking class with your favorite cooking partner, friend, or loved one. Learn how to make pasta like Italian's do. We teach you how to make good ingredients work for you with our collection of simple and delicious regional recipes.

Sample Menu: Fusilli with Roasted Tomato and Ricotta, Pasta Gricia, Spaghetti alla Scampi (with shrimp)

\$77 (Tuition \$30 + general fee \$47) Per Person

GCUL 743-01 Th 8/17 6:30-9 p.m.

Note: bring containers to class for your leftovers





CORPORATE CULINARY TEAM BUILDING EVENTS AT MIDDLESEX COLLEGE

**Have you ever thought about a cooking experience
as a team building activity?**

A team building cooking activity is an effective and fun way to bond with colleagues and improve your team's skills and communication. This experience can be tailored to the needs of your team.

The team is greeted with a cheese board and beverages in our state-of-the-art culinary lab. We explain the flow of activities to you, divide you into teams and you start cooking 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 on their creations.

If you are interested in having a corporate culinary team building event, please contact: Holly Curry, 732.548.6000 ext 3250, or via email at hcurry@middlesexcc.edu.



PRIVATE EVENTS

Are you looking for a way to celebrate a special occasion in your life in a unique way? How about a one-of-a-kind cooking experience?

We offer hands-on and demonstration cooking classes for your next special occasion in our state-of-the-art culinary lab. We work with you to create a memorable experience by developing a fully customized menu. We will work with you to bring some of your favorite foods to your special occasion. Cooks from beginners to experts will enjoy the opportunity to either watch a cooking demonstration or participate in the hands-on cooking experience.

Come celebrate your one-of-a-kind birthday party, bridal shower, grooms' event, social event or any special occasion with us.

If you are interested in having a private cooking event, please contact: Holly Curry, 732.548.6000 ext 3250, or via email at hcurry@middlesexcc.edu.

ED2GO EXCLUSIVELY ONLINE COURSES

Please visit the Ed2go website to learn more about these and all their other course offerings.
ed2go.com/middlesex

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.

Courses for Professional Development

Web Design Professional

This course will teach you the fundamentals of web design. You will learn the technology, philosophy, and techniques that bring online creativity to life. You will also gain practical skills for planning, managing, and developing a web project.

Professional Translator

Learn professional translation skills for English and Spanish and prepare for the American Translators Association (ATA) certified exam.

A to Z Grant Writing

This course provides students with the hands-on experience and knowledge they need to successfully begin the planning process for projects in need of grants.

Courses for Youth Development

Child Development Associate – Center-Based

Learn the principles of child growth and development from birth through age five and how they align with the eight Child Development Associate (CDA) competencies and National Association of Education and Young Children (NAEYC) professional standards.

Read, Set Read!

A learning specialist shows you how to raise a successful reader and writer.

Writing Courses

Beginning Writer's Workshop

If you have a story that needs to be written, an online writing workshop is a great place to start. This course will help you improve your writing skills and discover new ways to stretch your creative muscles.

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your books and articles published.

Language Courses

Beginning Conversational French

This course will teach you the proper pronunciation of French words that you can use in your travels and cultural tips about France and other French-speaking countries.

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

ENGLISH AS A SECOND LANGUAGE (ESL)

AT-A-GLANCE - ENGLISH AS A SECOND LANGUAGE (ESL)

ESL classes are held on the Middlesex College Edison Campus, New Brunswick Center and Perth Amboy Center.

Workforce Development and Lifelong Learning ESL Placement: Students are required to take a placement test at the Workforce Development and Lifelong Learning Office located in Crabiel Hall 110 or at the New Brunswick or Perth Amboy Centers. Call 732.906.2556 for information.

Edison Campus

BASK 001-27	ESL I	MW	3/6-4/24 (no class 4/10)	6-9 p.m.
BASK 001-28	ESL I	TTh	5/9-6/22	6-9 p.m.
BASK 001-29	ESL I	W	5/31-8/30	6-9 p.m.
BASK 002-26	ESL II	MW	1/9-3/1 (no class 1/16, 2/20)	6-9 p.m.
BASK 002-27	ESL II	MW	3/6-4/24 (no class 4/10)	6-9 p.m.
BASK 002-28	ESL II	TTh	5/9-6/22	6-9 p.m.
BASK 002-29	ESL II	W	5/31-8/30	6-9 p.m.
BASK 003-27	ESL III	MW	1/9-3/1 (no class 1/16, 2/20)	6-9 p.m.
BASK 003-28	ESL III	MW	3/6-4/24 (no class 4/10)	6-9 p.m.
BASK 003-29	ESL III	TTh	5/9-6/22	6-9 p.m.
BASK 003-30	ESL III	W	5/31-8/30	6-9 p.m.
BASK 005-07	ESL Vocabulary/Word Building	TTh	5/16-6/15	6-9 p.m.
BASK 013-22	American English Pronunciation	W	5/24-7/26	6-9 p.m.
BASK 011-18	Conversational English	Sa	1/21-4/1 (no class 2/18)	9:30 a.m.-12:30 p.m.

New Brunswick Center

BASK 001-10	ESL I	Sa	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.
BASK 002-10	ESL II	Sa	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.
BASK 003-10	ESL III	Sa	2/4-5/6 (no 2/18 or 4/8)	9 a.m.-12:30 p.m.
BASK 011-10	Conversational English	W	2/15-4/19	6-9 p.m.
BASK 011-10	Conversational English	T	5/23-8/1	6-9 p.m.

Perth Amboy Center

BASK 001-20	ESL I	Sa	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.
BASK 002-20	ESL II	Sa	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.
BASK 003-20	ESL III	Sa	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.
BASK 011-20	Conversational English	TTh	5/16-6/15	6-9 p.m.

ENGLISH AS A SECOND LANGUAGE (ESL)

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	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.	(12 Sessions)
(New Brunswick Center)				
BASK 001-20	Sa	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12 p.m.	(12 Sessions)
(Perth Amboy Center)				
BASK 001-27	MW	3/6-4/24 (no class 4/10)	6-9 p.m.	(14 Sessions)
BASK 001-28	TTh	5/9-6/22	6-9 p.m.	(14 Sessions)
BASK 001-29	W	5/31-8/30	6-9 p.m.	(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	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.	(12 Sessions)
(New Brunswick Center)				
BASK 002-20	Sa	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.	(12 Sessions)
(Perth Amboy Center)				
BASK 002-26	MW	1/9-3/1 (no class 1/16, 2/20)	6-9 p.m.	(14 Sessions)
BASK 002-27	MW	3/6-4/24 (no class 4/10)	6-9 p.m.	(14 Sessions)
BASK 002-28	TTh	5/9-6/22	6-9 p.m.	(14 Sessions)
BASK 002-29	W	5/31-8/30	6-9 p.m.	(14 Sessions)

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	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.	(12 Sessions)
(New Brunswick Center)				
BASK 003-20	Sa	2/4-5/6 (no class 2/18 or 4/8)	9 a.m.-12:30 p.m.	(12 Sessions)
(Perth Amboy Center)				
BASK 003-27	MW	1/9-3/1 (no class 1/16, 2/20)	6-9 p.m.	(14 Sessions)
BASK 003-28	MW	3/6-4/24 (no class 4/10)	6-9 p.m.	(14 Sessions)
BASK 003-29	TTh	5/9-6/22	6-9 p.m.	(14 Sessions)
BASK 003-30	W	5/31-8/30	6-9 p.m.	(14 Sessions)

ENGLISH AS A SECOND LANGUAGE (ESL)

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 005-07 TTh 5/16-6/15 6-9 p.m. (10 Sessions)

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 011-18 Sa 1/21-4/1 (no class 2/18) 9:30 a.m.-12:30 p.m. (10 Sessions)

BASK 011-10 W 2/15-4/19 6-9 p.m. (10 Sessions) (New Brunswick Center)

BASK 011-10 T 5/23-8/1 6-9 p.m. (10 Sessions) (New Brunswick Center)

BASK 011-20 TTh 5/16-6/15 6-9 p.m. (10 Sessions) (Perth Amboy 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 013-22 W 5/2-7/26 6-9 p.m. (10 Sessions)



AT-A-GLANCE - HEALTHCARE CAREERS

911 Dispatcher

DISP 001-04	911 Dispatcher: 911 Dispatcher/ Telecommunicator	MW	3/6-4/19	6:30-9:30 p.m.
DISP 002-04	911 Dispatcher: Emergency Medical Dispatcher	MW	4/24-5/31	6:30-9:30 p.m.

Dental

ADEN 009-02	Certified Dental Assistant Review – CDA Review	Th	2/2-3/9	6-9 p.m.
ADEN 009-03	Certified Dental Assistant Review – CDA Review	Th	3/16-4/20	6-9 p.m.
ADEN 009-04	Certified Dental Assistant Review – CDA Review	Th	5/4-6/8	6-9 p.m.
ADEN 004-21	Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher NJ DENTAL	W	5/24	6-10 p.m.
ADEN 005-22	Administration of Local Anesthesia for the Dental Hygienist: Didactic Refresher NJ DENTAL	Th	6/1	6-10 p.m.
ADEN 003-17	Administration of Local Anesthesia for the Dental Hygienist. NJ Dental	T	4/18-6/6	5:30-9:30 p.m.

Certified Nursing Assistant

CNGR 001-33	Certified Nursing Assistant	T-Th	5/30-8/19	4:30-8:45 p.m.
-------------	-----------------------------	------	-----------	----------------

Community Health Worker

AHCW 001-11	Community Health Worker (Perth Amboy Center)	M-F	4/3-5/30	9 a.m.-12:30 p.m. (no class 4/7 or 5/29)
-------------	---	-----	----------	---

ECG/EKG Certificate

AHEK 001-74	ECG/CKG	M-Th	5/22-6/7	9 a.m.-2:30 p.m.
-------------	---------	------	----------	------------------

Medical Assistant Certificate

AHMA 002-38	Anatomy & Physiology	M-F	2/6-3/7	9 a.m.-2:30 p.m.
AHMA 012-27	Healthcare Office Procedures	M-F	3/6-3/28	9 a.m.-2:30 p.m.
AHMA 013-26	Pharmacology	M-F	3/29-4/5	9 a.m.-2:30 p.m.
AHMA 024-24	Blood-borne Pathogens	M	4/10	9 a.m.-1 p.m.
AHMA 025-23	BLS/CPR	T	4/11	9 a.m.-1:30 p.m.
AHMA 026-21	Standard First Aid, Level II	W	4/12	9 a.m.-4:30 p.m.
AHMA 006-35	Career Preparation for HCP	Th-W	4/13-4/19	9 a.m.-2:30 p.m.
AHMA 015-27	Clinical Procedures	Th-W	4/20-5/17	9 a.m.-2:30 p.m.
AHMA 016-31	Externship (MA)		6/26	

Mental Health Technician **NEW**

AHMH 001-01	Mental Health Technician	TWTh	3/7-6/6	6-9 p.m.
AHMH 002-01	Mental Health Technician Certification Exam	Th	6/8	6-9 p.m.

Medical Billing and Code Certificate

AMRC 826-17	Medical Coding and Billing: Medical Terminology and Anatomy for ICD-10	T-Th	2/7-4/27	6:30-9:30 p.m.
AMRC 829-11	Medical Coding and Billing: Medical Billing and Insurance	Sa	2/11-5/6 (no class 4/3)	8:30 a.m.-2 p.m.
AMRC 824-16	Medical Coding and Billing: ICD-10-CM/PMS Medical Coding	T-Th	5/2-7/18 (no class 7/4)	6:30-9:30 p.m.
AMRC 818-68	CPT-4 Coding I	TTh	7/20-8/17	6:30-9:30 p.m.
AMRC 819-57	CPT-4 Coding II	TTh	8/22-9/7	6:30-9:30 p.m.

Pharmacy Technician

APTC 218-05	Pharmacy Technician	T-Th	2/7-5/11	6-9:30 p.m.
-------------	---------------------	------	----------	-------------

Phlebotomy

AHPH 001-10	Phlebotomy I (New Brunswick Center)	M-F	4/5-4/21 (no class 4/7)	9 a.m.-2:30 p.m.
AHPH 002-10	Phlebotomy II (New Brunswick Center)	M-F	4/24-5/10	9 a.m.-2:30 p.m.
AHPH 009-10	Externship (Phlebotomy)	Th	5/11	
AHPH 001-82	Phlebotomy I	M-Th	6/7-6/22	9 a.m.-2:30 p.m.
AHPH 002-11	Phlebotomy II	M-Th	6/26-7/17 (no class 7/3 or 7/4)	9 a.m.-2:30 p.m.
AHPH 002-11	Externship (Phlebotomy)	T	7/18	9 a.m.-2:30 p.m.



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, and a 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 001-04 MW 3/6-4/19 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 002-04 MW 4/24-5/31 (no class 5/29) 6:30-9:30 p.m. (11 sessions)

College Credit: 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.

DENTAL

Certified Dental Assistant Review – CDA Review

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) (18 Hours/6 weeks)

ADEN 009-02	Certified Dental Assistant Review – CDA Review	Th	2/2-3/9	6-9 p.m.
ADEN 009-03	Certified Dental Assistant Review – CDA Review	Th	3/16-4/20	6-9 p.m.
ADEN 009-04	Certified Dental Assistant Review – CDA Review	Th	5/4-6/8	6-9 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 004-21 W 5/24 6-10 p.m.

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 005-22 Th 6/1 6-10 p.m.

Administration of Local Anesthesia for the Dental Hygienist NJ Dental CEUs 32

Consisting of 20 hours of instruction and 12 hours of clinical training, the course meets the NJ State Board of Dentistry requirements for education and training of licensed dental hygienists to administer local anesthesia to patients during the course of dental treatment. Topics include: fundamentals of anatomy of the 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, basis life support, selection of appropriate anesthetic agents, and techniques for administering local anesthesia.

Required: Textbook available through the College Bookstore.

Requirements for first night of class: Proof of current NJ Registered Dental Hygiene License, and an up-to-date certificate in BLS CPR. NJ Board of Dentistry approved instructors.

\$999 (Tuition \$838 + general fee \$100 + lab fee \$25 + liability insurance \$36)

ADEN 003-17 T 4/18-6/6 6-10 p.m.

CERTIFIED NURSING ASSISTANT

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. 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 001-33 TWTh 5/30-8/19 4:30-8:45 p.m. (35 sessions)

Note: Successful completion of the State of New Jersey certification exam is required to become a Certified Nursing Assistant (CNA) in NJ.

COMMUNITY HEALTH WORKER

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 M-F 4/3-5/30 (no class 4/7 or 5/29) 9 a.m.-12:30 p.m. (40 Sessions)

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 COURSE

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.bnccollege.com/shop/middlesex-cc/home)

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

AHEK 001-74 M-Th 5/22-6/7 9 a.m.-3:30 p.m. (10 Sessions)

College Credit: Three (3) credits toward a Middlesex College degree through the Health Science option may be awarded to students who successfully complete all requirements of the ECG/ EKG program. For additional information regarding potential college credit ONLY, call 732.906.2502.



MEDICAL ASSISTANT CERTIFICATE

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 & 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.

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.

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 ASSISTANT COURSES

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 002-38 M-F 2/6-3/7 (no class 2/20) 9 a.m.-2:30 p.m. (21 Sessions)

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 012-27 M-F 3/8-3/28 9 a.m.-2:30 p.m. (15 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 013-27 M-F 3/29-4/5 (no class 4/6) 9 a.m.-2:30 p.m. (6 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 M 4/10 9 a.m.-1 p.m. (1 Session)

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 4/11 9 a.m.-1:30 p.m. (1 Session)

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

HEALTHCARE CAREERS

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 4/12 9 a.m.-4:30 p.m. (1 Session)

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

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 M-F 4/13-4/19 9 a.m.-2:30 p.m. (5 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 015-27 M-F 4/20-5/17 9 a.m.-2:30 p.m. (20 Sessions)

Medical Assistant students will also need to complete the following courses in order to receive the Medical Assistant Certificate:

1. Phlebotomy I
2. Phlebotomy II
3. ECG/EKG Technician

Please look at the schedule for the Healthcare Career courses to see when these courses are offered.

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 6/29 (200 Hours)

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.

MENTAL HEALTH TECHNICIAN COURSE

Mental Health Technician **NEW** CEU 12.0

Learn to care for mentally impaired or emotionally disturbed people in a variety of healthcare settings. Topics include, patient hygiene, patients' pulse, temperature and respiration, maintain accurate patient records, issuing medication from a dispensary, lead individual and group therapy session and assist patients with daily living activities. At the completion of this course, participants will be prepared to take the Mental Health Technician exam offered by the American medical Certification Association.

\$1,500 (Tuition \$1,075 + General Fee \$425)

AHMH 001-01 3/7-6/6 TWTh 6-9 p.m. (Hybrid) (40 Sessions)

MEDICAL BILLING AND CODING CERTIFICATE

Entrance Requirements:

- Proficiency in spoken and written English
- Basic computer skills

Qualify for this certificate after you successfully complete the five (5) 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
- CPT-4 Coding I
- CPT-4 Coding II

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

MEDICAL BILLING AND CODING COURSES

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 \$540 + general fee \$299)

AMRC 826-17 TTh 2/7-4/27 6:30-9:30 p.m. (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 829-11 Sa 2/11-5/6 (No 4/8) 8:30 a.m.-2 p.m. (12 Sessions)

ICD-10-CM/PCS Medical Coding CEU 6.6 (ONLINE)

Gain knowledge about the approximately 69,000 ICD-10-CM/PCS codes. This course will be taught via lecture, discussion and worksheets.

Prerequisite: Successful completion of Medical Terminology and Anatomy for ICD-10 or experience with ICD-10 coding. Required: Textbook needed for FIRST class available at College Bookstore. (middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$999 (Tuition \$600 + general fee \$399)

AMRC 824-16 TTh 5/2-7/18 (No 7/4) 6:30-9:30 p.m. (22 Sessions)

CPT-4 Coding I CEU 2.7 (ONLINE)

Learn to code medical procedures for physicians, outpatient clinics and emergency rooms.

Required: Textbook needed for FIRST class available at College Bookstore.

(middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$399 (Tuition \$300 + general fee \$99)

AMRC 818-68 TTh 7/20-8/17 6:30-9:30 p.m. (9 Sessions)

CPT-4 Coding II CEU 1.8 (ONLINE)

Practice coding with sample emergency room charts, endoscopy reports and outpatient procedures.

Required: Textbook needed for FIRST class available at College Bookstore.

(middlesexcc.bncollege.com/shop/middlesex-cc/home)

\$275 (Tuition \$200 + general fee \$75)

AMRC 819-57 TTh 8/22-9/7 6:30-9:30 p.m. (6 Sessions)

PHARMACY TECHNICIAN CERTIFICATE

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 218-05 TWTh 2/7-5/11 6-9:30 p.m. (42/144 Hours) (Hybrid)

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.

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).

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.

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.



PHLEBOTOMY COURSES

Phlebotomy I CEU 6.0 (IN-PERSON)

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 001-10 M-F 4/5/-4/21 (no class 4/7) 9 a.m.-2 p.m. (12 Sessions) (New Brunswick Center)

AHPH 001-82 M-TH 6/7-6/26 (no class 6/19) 9 a.m.-2:30 p.m. (10 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 M-F 4/24-5/9 9 a.m.-2 p.m. (13 Sessions) (New Brunswick Center)

F 5/10 9 a.m.-1 p.m.

AHPH 002-11 M-Th 6/26-7/17 9 a.m.-2:30 p.m. (11 Sessions)

T 7/18 9 a.m.-1 p.m.

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 5/11 (New Brunswick Center)

AHPH 009-11 7/19

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.

AT-A-GLANCE - PERSONAL ENRICHMENT

Art

GDAN 348-23	Beginner Latin and Ballroom Dancing for Adults	M	3/13-4/17	7-9 p.m.
GHOB 366-08	Ceramics: Hand Building	Sa	3/4-5/13 (no class on 4/8)	9 a.m.-12:30 p.m.
GHOB 368-03	Introduction to Fusible Glass	Th	4/6, 4/20, 4/27	6-9 p.m.
GMUS 009-27	Guitar for Beginners	T	4/18-5/23	6:30-9 p.m.
GHOB 365-06	Beginning Watercolors	Sa	4/15-5/20	9:30 a.m.-12:30 p.m.
GENI 406-01	Sewing for Beginners	Th	4/20-5/25	6-8:30 p.m.
COVO 002-23	Voices for All: One-on-One Class		(day and time of your preference)	

Civics

GENI 407-01	Citizenship Preparation Course	MTh	2/6-4/17	6-8 p.m.
GENI 407-02	Citizenship Preparation Course Power Civics ((ONLINE) (FREE)	MTh	5/1-7/20	6-8 p.m.

Financial

GFIN 029-10	Financial Planning for Special Needs	T	4/11	6:30-9 p.m.
GFIN 017-28	Financial Strategies for a Successful Retirement (ONLINE)	TTh	4/18-4/27	6:30-9:30 p.m.

Hypnosis

GHEL 055-76	Stop Smoking with Hypnosis	W	1/11	6:30-7:30 p.m.
GHEL 056-75	Losing Weight with Hypnosis	W	1/11	7:30-8:30 p.m.
GHEL 055-77	Stop Smoking with Hypnosis	W	4/19	6:30-7:30 p.m.
GHEL 055-76	Losing Weight with Hypnosis	W	4/19	7:30-8:30 p.m.

Languages

LSPA 032-08	Beginning Spanish	T	4/18-6/20	6-9 p.m.
LHIN 002-04	Hindi for Everyday Use	W	3/15-4/19	6-8 p.m.

Personal Trainer

AFIT 003-46	Personal Trainer: National Certification	TTh	2/21-4/4 (3/28 and 4/4 - in-person)	6:30-9:30 p.m.
-------------	---	-----	--	----------------

Technology

GENI 385-27	eBay and Amazon.com – Buying and Selling Internet Mktg. (ONLINE)	W	2/1-3/8	6:30-8:30 p.m.
GENI 402-03	Introduction to Cryptocurrency and Blockchain Technology (ONLINE)	W	3/22-4/19	6:30-8:30 p.m.
GENI 405-02	Introduction to Virtual Reality and the Metaverse (ONLINE)	W	5/3-5/17	6:30-8:30 p.m.

ART

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 348-23 M 3/13-4/17 7-9 p.m. 6 sessions

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 course does not provide students access to open studio hours in the ceramics studio.

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

GHOB 366-08 Sa 3/4-5/13 (no class on 4/8) 9:30 a.m.-12:30 p.m. (10 sessions)

Introduction to Fusible Glass (IN-PERSON)

Create your own glass art! The fundamentals of fusible glass will be taught, with a project made during each of the three sessions. Learn the different types of art glass that can be used: cathedral glass, opal, iridescent, luminescent and dichroic glass and how to use them to make a piece of art. The instructor will take all pieces to her studio, fire them, and return them to Middlesex College for student pickup. Glass fusing is an enormously fun medium and is easy to pick up. A first-time fuser can make beautiful pieces in the very first session. There is no experience necessary for this course.

\$250 (Tuition \$75 + general fee \$100 + materials fee \$75)

GHOB 36-03 Th 4/6, 4/20, 4/27 6-9 p.m. (3 sessions)



Guitar for Beginners (IN-PERSON)

Learn to play guitar quickly and easily. Bring your tuned 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 009-27 T 4/18-5/23 6:30-9 p.m. (6 sessions)

Beginning Watercolors (IN-PERSON)

Express yourself creatively in this fun and relaxed introduction to watercolor painting course. Learn how to choose the appropriate brushes, papers and paints, and explore basic watercolor skills such as wet into wet and dry brush. Class will be a mixture of demonstration and one-on-one attention, with time for practice. A supply list will be sent to you upon registration; please bring all materials with you to the first class.

\$254 (Tuition \$139 + general fee \$100 + laboratory fee \$15)

GHOB 365-06 Sa 4/15-5/20 9:30 a.m.-12:30 p.m. (6 Sessions)

Sewing for Beginners (IN-PERSON)

In this class you will enjoy learning basic sewing techniques done on a sewing machine. You will learn how to thread a machine, use it for alterations, and complete easy to sew projects. Do not purchase fabric and patterns prior to the first class. Information and suggestions will be shared to avoid having complicated projects for beginners.

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

GENI 406-01 Th 4/20-5/25 6 p.m.-8:30 p.m. (6 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 002-23 (day and time of your preference)

CIVICS

Citizenship Preparation Course in Spanish CEU 4.0 (IN-PERSON) **NEW**

This course will assist participants in learning all 100 civics questions, in English, while enhancing the participant's ability to read and write the required vocabulary for the citizenship test. In addition, the course will prepare participants to answer, in English, the personal questions on the form N-400. Participants will practice, in English, all relevant conversations to pass the interview for naturalization. The class instruction is completely in Spanish with all materials and practices in English.

Cursos de Preparación Para La Ciudadanía en Español

Este curso ayudará a los participantes a aprender las 100 preguntas de educación cívica en inglés, al mismo tiempo que mejora la capacidad del participante para leer y escribir el vocabulario requerido para el examen de ciudadanía. Además, el curso preparará a los participantes para responder, en inglés, las preguntas personales en el formulario N-400. Los participantes practicarán en inglés todas las conversaciones pertinentes para aprobar de manera satisfactoria la entrevista de naturalización. Las instrucciones de las clases serán totalmente en español y todas las practicas y materiales en inglés.

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

GENI 407-01 MTh 2/6-4/17 (no class 2/20) 6-8 p.m. (20 Sessions) (Perth Amboy Center)

GENI 407-02 MTh 5/1-7/20 ((no class 5/26) 6-8 p.m. (20 Sessions) (Perth Amboy Center)

Power Civics (ONLINE)

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 101

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

GENI 400-01 Self-Paced Online Power Civics Course (No Charge)

bit.ly/PowerCivics

FINANCIAL

Financial Strategies for a Successful Retirement (In-Person)

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.

\$50 (Tuition \$40 + general fee \$10)

GFIN 017-28 TTh 4/18-4/27 6:30-9:30 p.m.

Financial Planning for Special Needs (In-Person)

The focus of the financial planning for special needs may span several generations. The instructor, a parent of a special needs adult, will share his personal experiences and help you to develop a roadmap going forward. Topics include: SSI (Supplemental Security Income); Social Security Disability Benefits and when to apply for them; Guardianship and conservatorship; an ABLE account – what it is and how to fund it, and how to use it; what is a Special Needs or Supplemental Needs Trust and who should prepare it; Funding a trust – various alternatives; what other family members need to know if they wish to provide resources to a special needs individual; and how financial planning for special needs changes your personal financial planning.

\$50 (Tuition \$40 + general fee \$10)

GFIN 029-11 T 4/11 6:30-9:30 p.m.

HYPNOSIS

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.

\$60 (Tuition \$20 + general fee \$40)

GHEL 056-76 W 1/11 7:30-8:30 p.m.

GHEL 056-77 W 4/19 7:30-8:30 p.m.

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.

\$60 (Tuition \$20 + general fee \$40)

GHEL 055-76 W 1/11/22 6:30-7:30 p.m.

GHEL 055-77 W 4/19/22 6:30-7:30 p.m.

LANGUAGES

Hindi for Everyday Use CEU 1.2 (ONLINE)

Learn vocabulary and basic grammar for conversing in Hindi for travel and social interactions. Explore the culture and everyday life in India. Learn about places and people, Indian food and festivals. No prior knowledge of the Hindi language is needed for this course.

\$199 (Tuition \$100 + General Fee \$99)
LHIN 002-04 W 3/15-4/19 6-8 p.m. (6 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.bnccollege.com/shop/middlesex-cc/home)

\$329 (Tuition \$230 + general fee \$99)
LSPA 032-08 T 4/18-6/20 6-9 p.m. (10 sessions)

PERSONAL TRAINER

Personal Trainer: National Certification CEU 3.6 (HYBRID – on line and 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.bnccollege.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 003-46 TTh 2/21-3/23 6:30-9:30 p.m. (12 Sessions)
(Online)
Th 3/28 6:30-9:30 p.m.
(in-person)
Th 4/4 6:30-9:30 p.m.
(in-person)

TECHNOLOGY

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

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 385-27 W 2/1-3/8 6:30-8:30 p.m. (6 sessions)

Introduction to Cryptocurrency and Blockchain Technology CEU 1.0 (ONLINE)

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 402-03 W 3/22-4/19 6:30-8:30 p.m. (5 sessions)

Introduction to Virtual Reality and The Metaverse CEU 0.6 (ONLINE)

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 405-02 W 5/3-5/17 6:30-8:30 p.m. (3 sessions)



AT-A-GLANCE - TRADE

Construction Management Certificate

CNMC 935-62	Construction Project Management	Sa	4/1, 4/15	9 a.m.-4 p.m.
CNMC 937-62	Construction Methods and Materials	Sa	4/22, 4/29	9 a.m.-4 p.m.
CNMC 938-62	Cost Estimating and Administration	Sa	5/6, 5/13	9 a.m.-4 p.m.
CNMC 939-62	Construction Site Safety	Sa	5/20, 6/3, 6/10	8:30 a.m.-1:30 p.m.
CNMC 936-61	Construction Contracts	MW	6/12-6/21	6-9 p.m.

Major Appliance Technician Certificates

ELEC 013-08	Introduction to Electricity and Electronics	M-TH	2/27-3/2	6-10 p.m.
ELEC 014-08	Introduction to Key Components	M-TH	3/6-3/9	6-10 p.m.
ELEC 015-08	Introduction to Technical Documentation	M-Th	3/13-3/16	6-10 p.m.
ELEC 016-08	Introduction to Live Testing (<i>Electro-Mechanical Technician Required</i>)	M-Th	3/20-3/23	6-10 p.m.
ELEC 018-08	Electronic/Electro-Mechanical Troubleshooting and Repair (<i>Major Home Appliance Technician Required</i>)	MW	3/27-5/24	6-10 p.m.
ELEC 019-08	Home Appliances Troubleshooting and Repair	Th	3/30-6/1 (no class 4/13)	6-10 p.m.

New Jersey Uniform Construction Code

JCDE 948-32	Plumbing Inspector ICS (Online)	TTh	2/12-6/1	6-10 p.m.
JCDE 949-30	Plumbing Inspector HHS (Online)	Sa	3/4-5/13 (no class 4/8)	8:30 a.m.-3 p.m.
JCDE 949-31	Plumbing Inspector HHS (Online)	TTh	7/6-8/31 (no class 7/25, 7/27)	6-10 p.m.
JCDE 989-25	Technical Assistant (Online and In-person)	Sa	2/11-4/29 (no class on 3/18, 4/8)	8:30-11:30 a.m.
		W	2/8-4/5	6-8 p.m.
JCDE 942-59	Building Inspector RCS (Online)	MW	2/11-5/17 (no class on 2/20)	6:30-9:30 p.m.
JCDE 943-54	Building Inspector ICS (Online)	TTh	2/9-5/4	6:30-9:30 p.m.
JCDE 947-27	Fire Inspector HHS (Online)	TTh	3/7-4/25	6-10 p.m.

Welding

CSTC 259-02	AWS MIG Welding	MTWTh	6/5-8/7	6-10 p.m.
-------------	-----------------	-------	---------	-----------

Culinary Arts Foundation Certificate

CSTC 255-02	Culinary Arts Foundation Certificate	MTWThF	2/27-5/22	9 a.m.-1 p.m.
-------------	--------------------------------------	--------	-----------	---------------

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

CBSS 001-14	W	3/22	9 a.m.-5 p.m. (1 hour break)
CBSS 001-15	W	4/19	9 a.m.-5 p.m. (1 hour break)
CBSS 001-16	W	5/24	9 a.m.-5 p.m. (1 hour break)

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 935-62 Sa 4/1 and 4/15 9 a.m.-4 p.m. (1 hour 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 937-62 Sa 4/22 and 4/29 9 a.m.-4 p.m. (1 hour 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 938-62 Sa 6/17 and 6/24 9 a.m.-4 p.m. (1 hour break) (2 sessions)

Construction Site Safety CEU 1.5 (ONLINE)

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 939-62 Sa 5/20, 6/3, 6/10 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 936-62 MW 6/12-6/26 6-9 p.m. (no class 6/19) (4 sessions)

MAJOR APPLIANCE TECHNICIAN CERTIFICATES

The Appliances Technician program explains the operation, troubleshooting, maintenance and repair of key electronic/electrical circuits and electro-mechanical systems commonly used in all major household appliances. These Technicians possess specialized technical knowledge and skills needed to repair gas/electric clothes dryers, gas/electric ranges and ovens, clothes washers, dishwashers, microwave ovens and refrigerators. Common job locations include: large electronics/appliance retail stores; energy companies and public utilities; building contractors or home owner association of condos/town-houses/single-family developments; large independent repair centers; resorts, hotels and public housing developments; And there are countless small-business owners operating private repair shops in every state.

Note: All books, manuals and other instructional materials will be supplied by the instructor at no additional cost. Tools, test equipment, parts and practice machines used in class will also be supplied by the instructor at no additional cost.

Pre-requisites: No previous knowledge of electronics or electricity needed to enroll; high-school diploma or equivalent required; English proficiency; solid understanding of basic math; basic PC skills such as web navigation/checking e-mail and MS office; Good eye-hand coordination, arm-hand steadiness, attention to detail and analytic thinking skills.

Training provided by: Santronics, Inc.

ELECTRONICS/ELECTRO-MECHANICAL TECHNICIAN PROGRAM

This program explains the operation, troubleshooting, maintenance and repair of fundamental electronic/electrical circuits and electro-mechanical systems commonly used in a wide variety of industrial, commercial, and consumer machines permeating multiple sectors of the economy.

Required courses:

ELEC 013-08 Introduction to Electronics and Electricity (16 hours)

ELEC 014-08 Introduction to Keys Components (16 hours)

ELEC 015-08 Introduction to Technical Documentation (16 hours)

ELEC 016-08 Introduction to Live Testing (16 hours)

ELEC 018-08 Electronic/Electro-Mechanical Troubleshooting and Repair (72 hours)

MAJOR HOME APPLIANCES TECHNICIAN PROGRAM

This program explains the operation, troubleshooting, maintenance and repair of key electronic/electrical circuits and electro-mechanical systems commonly used in residential electric and gas clothes dryers, stoves and ovens, clothes washers, dish washers, microwave ovens, and refrigerators.

Required courses:

ELEC 013-08 Introduction to Electronics and Electricity (16 hours)

ELEC 014-08 Introduction to Keys Components (16 hours)

ELEC 015-08 Introduction to Technical Documentation (16 hours)

ELEC 016-08 Introduction to Live Testing (16 hours)

ELEC 019-08 Home Appliances Troubleshooting and Repair (36 hours)

MAJOR APPLIANCES COURSES

Introduction to Electricity & Electronics CEU 1.6

Learn the fundamental technical concepts and vocabulary needed to understand and apply the troubleshooting process to repair today's high-tech machines.

\$350 (Tuition \$150 + general fee \$200) (16 Hours)

ELEC 013-04 M-Th 2/27-3/2 6-10 p.m.

Introduction to Key Components CEU 1.6

Understand the general operation, typical applications, and testing techniques and procedures associated with the major electronic, electrical, photonic, magnetic, and electro-mechanical components used in today's machines.

\$350 (Tuition \$150 + general fee \$200) (16 Hours)

ELEC 014-04 M-Th 3/6-3/9 6-10 p.m.

Introduction to Technical Documentation CEU 1.6

Understand how to interpret and use functional block diagrams, layout diagrams, wiring diagrams and schematic diagrams; other technical documents commonly used in the field are also discussed.

\$350 (Tuition \$150 + general fee \$200) (16 Hours)

ELEC 015-04 MTWTh 3/13-3/16 6-10 p.m. (4 sessions)

Introduction to Live Testing CEU 1.6

Learn to use a Digital or Analog Multimeter and the oscilloscope to measure AC and DC voltage, current, frequency and other time-related signals. Other testing equipment is also discussed.

\$350 (Tuition \$150 + general fee \$200) (16 Hours)

ELEC 016-04 MTWTh 3/20-3/23 6-10 p.m. (4 sessions)

Electronic/Electro-Mechanical Troubleshooting and Repair CEU 7.2

Learn to assemble complete electronic circuits and electro-mechanical systems following written instructions and diagrams; understand the operation and troubleshooting process for key analog and digital circuits found in a wide variety of consumer and commercial machines. *Required for Electro/Mechanical Repair Certificate*

\$900 (Tuition \$200 + general fee \$700) (72 Hours)

ELEC 018-04 MW 3/27-5/24 6-10 p.m. (18 sessions)

Home Appliance Troubleshooting and Repair CEU 3.6

Understand the operation, troubleshooting, and repair of key electronic/electrical circuits and electro-mechanical systems commonly used in all the major home appliances (both gas and electric). *Required for Major Home Appliance Certificate*

\$600 (Tuition \$200 + general fee \$400) (36 Hours)

ELEC 019-04 Th 3/30-6/01 6-10 p.m. (9 sessions) (no class 4/13)

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 state.nj.us/dca/divisions/codes and click on publications. Allow 4-6 weeks for delivery.

Plumbing Inspector ICS CEU 12.0 (ONLINE)

Additional required book: 2021 National Standard Plumbing Code Illustrated.

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

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

JCDE 948-32 TTh 2/12-6/8 6-10 p.m. (no class 4/11, 4/13) (30 sessions)

Plumbing Inspector HHS CEU 6.0 (ONLINE)

Additional required book: 2021 National Standard Plumbing Code Illustrated.

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

\$550 (Tuition \$468 + general fee \$82)

JCDE 949-30 Sa 3/4-5/13 (no class 4/8) 8:30 a.m.-3 p.m. (15 Sessions)

JCDE 949-31 TTh 7/6-8/31 (no class 7/25, 7/27) 6-10 p.m.

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 989-25 Sa 2/11-4/29 (no class on 3/18 or 4/8) 8:30-11:30 a.m. (9 Sessions)

W 2/8-4/5 6-8 p.m.

Building Inspector RCS CEU 9.0 (ONLINE)

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

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

JCDE 942-59 MW 2/11-5/17 (no class on 2/20) 6:30-9:30 p.m. (20 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 943-55 TTh 2/9-5/4 6:30-9:30 p.m. (25 Sessions)

Fire Inspector HHS CEU 6.0 (ONLINE)

Required: Textbook available at www.iccsafe.org

Prerequisite: Fire Inspector ICS

\$550 (Tuition \$468 + general fee \$82)

JCDE 947-27 TTh 3/7-4/25 6-10 p.m. (15 Sessions)

AWS MIG Welding

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 are taught. The course provides the basics and principles of major joining and cutting process and the concepts of 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 259-02 MTWTh 6/5-7/24 6-10 p.m. (no class 7/4-7/6)

Culinary Arts Foundations Certificate (240 hours) (in-person)

This course is for those interested in a career in food science. 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 science, 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 \$200 + materials \$300 + supplies and tools \$500)

CSTC 255-02 MTWThF 2/27-5/22 9 a.m.-1 p.m.

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 the Workforce Development and Lifelong Learning 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 001-14 W 3/22 9 a.m.-5 p.m. (1 hour break)

CBSS 001-15 W 4/19 9 a.m.-5 p.m. (1 hour break)

CBSS 001-16 W 5/24 9 a.m.-5 p.m. (1 hour break)



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 732.906.4231 for additional information
and to register for courses.**

Funding is available for students who qualify.

AT-A-GLANCE - WORKFORCE DEVELOPMENT TRAINING

For information on our offerings, please call 732.906.4231

Microsoft Office Applications (180 Hours)

CSTC 244-36	Hybrid Microsoft Office Applications Specialist	M-F	1/9-3/14	9 a.m.-1 p.m.
CSTC 244-37	Hybrid Microsoft Office Applications Specialist	M-F	1/31-4/4	9 a.m.-1 p.m.
CSTC 244-38	Hybrid Microsoft Office Applications Specialist	M-F	2/22-4/26	9 a.m.-1 p.m.
CSTC 244-39	Hybrid Microsoft Office Applications Specialist	M-F	3/15-5/17	9 a.m.-1 p.m.
CSTC 244-40	Hybrid Microsoft Office Applications Specialist	M-F	4/5-6/9	9 a.m.-1 p.m.
CSTC 244-41	Hybrid Microsoft Office Applications Specialist	M-F	4/27-7/5	9 a.m.-1 p.m.
CSTC 244-42	Hybrid Microsoft Office Applications Specialist	M-F	5/18-7/26	9 a.m.-1 p.m.
CSTC 244-43	Hybrid Microsoft Office Applications Specialist	M-F	6/12-8/16	9 a.m.-1 p.m.
CSTC 244-44	Hybrid Microsoft Office Applications Specialist	M-F	7/6-9/26	9 a.m.-1 p.m.
CSTC 244-45	Hybrid Microsoft Office Applications Specialist	M-F	7/27-10/18	9 a.m.-1 p.m.

Microsoft Office Word and Excel (120 Hours)

CSTC 240-13	Hybrid Microsoft Office Word and Excel Applications	M-F	1/13-3/14	9 a.m.-1 p.m.
CSTC 240-14	Hybrid Microsoft Office Word and Excel Applications	M-F	4/5-5/17	9 a.m.-1 p.m.
CSTC 240-15	Hybrid Microsoft Office Word and Excel Applications	M-F	6/12-7/26	9 a.m.-1 p.m.

Microsoft Office Word (60 Hours)

CSTC 241-13	Hybrid Microsoft Office Word Applications	M-F	1/31-2/21	9 a.m.-1 p.m.
CSTC 241-14	Hybrid Microsoft Office Word Applications	M-F	4/5-4/26	9 a.m.-1 p.m.
CSTC 241-15	Hybrid Microsoft Office Word Applications	M-F	6/12-7/5	9 a.m.-1 p.m.

Microsoft Office Excel (60 Hours)

CSTC 242-10	Hybrid Microsoft Office Excel Applications	M-F	2/22-3/14	9 a.m.-1 p.m.
CSTC 242-11	Hybrid Microsoft Office Excel Applications	M-F	4/27-5/17	9 a.m.-1 p.m.
CSTC 242-12	Hybrid Microsoft Office Excel Applications	M-F	7/6-7/26	9 a.m.-1 p.m.

AT-A-GLANCE - WORKFORCE DEVELOPMENT TRAINING

Computerized Accounting Program with MS Office (360 Hours)

CSTC 245-36	Hybrid Computerized Accounting Program with MS Office	M-F	1/9-5/17	9 a.m.-1 p.m.
CSTC 245-37	Hybrid Computerized Accounting Program with MS Office	M-F	1/31-6/9	9 a.m.-1 p.m.
CSTC 245-38	Hybrid Computerized Accounting Program with MS Office	M-F	2/22-7/5	9 a.m.-1 p.m.
CSTC 245-39	Hybrid Computerized Accounting Program with MS Office	M-F	3/15-7/26	9 a.m.-1 p.m.
CSTC 245-40	Hybrid Computerized Accounting Program with MS Office	M-F	4/5-8/16	9 a.m.-1 p.m.
CSTC 245-41	Hybrid Computerized Accounting Program with MS Office	M-F	4/27-9/26	9 a.m.-1 p.m.
CSTC 245-42	Hybrid Computerized Accounting Program with MS Office.	M-F	5/18-10/18	9 a.m.-1 p.m.
CSTC 245-43	Hybrid Computerized Accounting Program with MS Office	M-F	6/12-11/8	9 a.m.-1 p.m.
CSTC 245-44	Hybrid Computerized Accounting Program with MS Office	M-F	7/6-12/5	9 a.m.-1 p.m.
CSTC 245-45	Hybrid Computerized Accounting Program with MS Office	M-F	7/27-1/4/24	9 a.m.-1 p.m.

Computerized Accounting Systems (180 Hours)

CSTC 246-13	Hybrid Computerized Accounting Systems	M-F	1/31-4/4	9 a.m.-1 p.m.
CSTC 264-14	Hybrid Computerized Accounting Systems	M-F	4/5-6/9	9 a.m.-1 p.m.
CSTC 264-15	Hybrid Computerized Accounting Systems	M-F	6/12-8/16	9 a.m.-1 p.m.

QuickBooks and Sage Applications with Microsoft Office (300 Hours)

CSTC 247-13	Hybrid QuickBooks and Sage Applications with Microsoft Office	M-F	2/22-6/9	9 a.m.-1 p.m.
CSTC 247-14	Hybrid QuickBooks and Sage Applications with Microsoft Office	M-F	4/27-8/16	9 a.m.-1 p.m.
CSTC 247-15	Hybrid QuickBooks and Sage Applications with Microsoft Office	M-F	7/6-11/9	9 a.m.-1 p.m.

QuickBooks and Sage Applications (120 Hours)

CSTC 248-13	Hybrid QuickBooks and Sage Applications	M-F	2/22-4/4	9 a.m.-1 p.m.
CSTC 248-14	Hybrid QuickBooks and Sage Applications	M-F	4/27-6/9	9 a.m.-1 p.m.
CSTC 248-15	Hybrid QuickBooks and Sage Applications	M-F	7/6-11/8	9 a.m.-1 p.m.

Supply Chain Management Principles Module (24 Hours) (Hybrid)

CSTC 256-02	Supply Chain Management Principles Module – 24 Hours (Hybrid)	MTh	3/13-3/29 (Wed – In-Person)	6-9 p.m.
CSTC 256-03	Supply Chain Management Principles Module – 24 Hours (Hybrid)	MTh	6/12-6/28 (Wed – In-Person)	6-9 p.m.

AT-A-GLANCE - WORKFORCE DEVELOPMENT TRAINING

Warehouse Operations Module (24 Hours) (Hybrid)

CSTC 257-02	Warehouse Operations Module – 24 Hours (Hybrid)	MTh	4/17-5/3 (Wed – In-Person)	6-9 p.m.
CSTC 257-03	Warehouse Operations Module – 24 Hours (Hybrid)	MTh	7/10-7/26 (Wed – In-Person)	6-9 p.m.

Customer Service Module (10 Hours) (Hybrid)

CSTC 258-02	Customer Service Module – 10 Hours (Hybrid)	MTh	5/15-5/22 (Wed – In-Person)	6-8:30 p.m.
CSTC 258-03	Customer Service Module – 10 Hours (Hybrid)	MTh	8/7-8/14 (Wed – In-Person)	6-8:30 p.m.

CompTIA A+ Hardware Preparation Course (40 Hours)

CSTC 260-02	CompTIA A+ Hardware Preparation Course	Sa	3/4-4/29 (no class 4/8)	9 a.m.-2:30 p.m.
CSTC 260-03	CompTIA A+ Hardware Preparation Course	TTh	6/6-8/1 (no class 7/4)	6:30-9 p.m.

CompTIA A+ Software Preparation Course (40 Hours)

CSTC 261- 01	Comp TIA A+ Software Preparation Course	Sa	3/4-4/29 (no class 4/8)	9 a.m.-2:30 p.m.
CSTC 261-02	Comp TIA A+ Software Preparation Course	TTh	6/6-8/1 (no class 7/4)	6:30-9:30 p.m.

CompTIA Network+ Preparation Course (40 Hours)

CSTC 262-01	CompTIA Network + Preparation Course	MW	2/27-4/19	6:30-9 p.m.
CSTC 262-02	CompTIA Network + Preparation Course	MW	5/1-6/26	6:30-9 p.m.

CompTIA Security+ Preparation Course (40 Hours)

CSTC 263-01	CompTIA Security+ Preparation Course	MW	2/27-4/19	6:30-9 p.m.
CSTC 263-02	CompTIA Security+ Preparation Course	MW	5/1-6/26 (no class 5/29)	6:30-9 p.m.

CompTIA Cloud + Preparation Course (40 Hours)

CSTC 264-01	CompTIA Cloud+ Preparation Course	MW	2/27-4/19	6:30-9 p.m.
CSTC 264-02	CompTIA Cloud+ Preparation Course	MW	5/1-6/26 (no class 5/29)	6:30-9 p.m.

Culinary Arts Foundation Certificate (240 Hours) (In-person)

CSTC 255-02	Culinary Arts Foundation Certificate	M-F	2/27-5/22	9 a.m.-1 p.m.
-------------	---	-----	-----------	---------------

Welding

CSTC 259-02	AWS MIG Welding	M-Th	6/5-7/24 (no class 7/4-7/6)	6-10 p.m.
-------------	-----------------	------	--------------------------------	-----------

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 244-36	MTWThF	1/9-3/14
CSTC 244-37	MTWThF	1/31-4/4
CSTC 244-38	MTWThF	2/22-4/26
CSTC 244-39	MTWThF	3/15-5/17
CSTC 244-40	MTWThF	4/5-6/9
CSTC 244-41	MTWThF	4/27-7/5
CSTC 244-42	MTWThF	5/18-7/26
CSTC 244-43	MTWThF	6/12-8/16
CSTC 244-44	MTWThF	7/6-9/26
CSTC 244-45	MTWThF	7/27-10/18

Hybrid Microsoft Office Word & 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.-1p.m. Combination of in-person and online sessions.

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

CSTC 240-13	MTWThF	1/31-3/14
CSTC 240-14	MTWThF	4/5-5/17
CSTC 240-15	MTWThF	6/12-7/26

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 241-13 MTWThF 1/31-2/21

CSTC 241-14 MTWThF 4/5-4/26

CSTC 241-15 MTWThF 6/12-7/5

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 242-10 MTWThF 2/22-3/14

CSTC 242-11 MTWThF 4/27-5/17

CSTC 242-12 MTWThF 7/6-7/26

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 245-36 MTWThF 1/9-5/17

CSTC 245-37 MTWThF 1/31- 6/9

CSTC 245-38 MTWThF 2/22-7/5

CSTC 245-39 MTWThF 3/15-7/26

CSTC 245-40 MTWThF 4/5-8/16

CSTC 245-41 MTWThF 4/27-9/26

CSTC 245-42 MTWThF 5/18-10/18

CSTC 245-43 MTWThF 6/12-11/8

CSTC 245-44 MTWThF 7/6-12/5

CSTC 245-45 MTWThF 7/27-1/4

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 246-13 MTWThF 1/31-4/4

CSTC 246-14 MTWThF 4/5-6/9

CSTC 246-15 MTWThF 6/12-8/16

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 2019 (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 247-13 MTWThF 2/22-6/9

CSTC 247-14 MTWThF 4/27-8/16

CSTC 247-15 MTWThF 7/6-11/9

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 248-13 MTWThF 2/22-4/4

CSTC 248-14 MTWThF 4/27-6/9

CSTC 248-15 MTWThF 7/6-11/8

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 256-02 Remote Classes MTh 3/13-3/29 6-9 p.m. In-Person W 6-9 p.m.

CSTC 256-03 Remote Classes MTh 6/12-6/28 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 257-02 Remote Classes MTh 4/17-5/3 6-9 p.m. In-Person W 6-9 p.m.

CSTC 257-03 Remote Classes MTh 7/10-7/26 6-9 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 258-02 Remote Classes MTh 5/15-5/22 6-8:30 p.m. In-Person W 6-8:30 p.m.

CSTC 258-03 Remote Classes MTh 8/7-8/14 6-8:30 p.m. In-Person W 6-8:30 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 260-02 Sa 3/4-4/29 9 a.m.-2:30 p.m. (30 minute break) (no class 4/8)

CSTC 260-03 TTh 6/6-8/1 6:30-9 p.m. (no class 7/4)

CompTIA A+ Software Preparation Course (40 hours)

This course will prepare you for the CompTIA A+ Certification Exam 220-1102 which covers installing, configuring, and maintaining PCs, mobile devices, and software for end users; understanding the basics of networking and security forensics, scripting, virtualization, desktop imaging, and deployment; diagnosing, resolving, and documenting common hardware and software issues; applying troubleshooting skills; and providing appropriate customer support.

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

CSTC 261-01 Sa 3/4-4/29 9 a.m.-2:30 p.m. (30 minute break)

CSTC 261-02 TTh 6/6-8/1 6:30-9 p.m.

CompTIA Network+ Preparation Course (40 hours)

Learn to troubleshoot, configure and manage common network devices; establish basic network connectivity; understand and maintain network documentation; identify network limitations and weaknesses; and implement network security, standards, and protocols. This course prepares you for the CompTIA Network+ (N10-008) Certification Exam.

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

CSTC 262-01 MW 2/27-4/19 6:30-9 p.m. (no class 4/8)

CSTC 262-02 MW 5/1-6/26 6:30-9 p.m. (no class 7/4)

CompTIA Security+ Preparation Course (40 hours)

Learn to identify risk and respond quickly to threats and attacks. This course will prepare you to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable governance and compliance. This course prepares you for the CompTIA Security+ (SY0-601) Certification Exam.

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

CSTC 263-01 MW 2/27-4/19 6:30-9 p.m.

CSTC 263-02 MW 5/1-6/26 6:30-9 p.m. (no class 5/29)

CompTIA Cloud+ Preparation Course (40 hours)

This course will prepare you to understand cloud concepts, models, computing, architecture and design; deploy cloud services and solutions; maintain, secure and optimize a cloud environment; troubleshoot common issues related to cloud management. This course prepares you for the CompTIA Cloud+ (CV0-003) Certification Exam.

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

CSTC 264-01 MW 2/27-4/19 6:30-9 p.m.

CSTC 264-02 MW 5/1-6/26 6:30-9 p.m. (no class 5/29)

Culinary Arts Foundations Certificate (240 hours) (in-person)

This course is for those interested in a career in food science. 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 science, 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 \$200 + materials \$300 + supplies and tools \$500)

CSTC 255-02 MTWThF 2/27-5/22 9 a.m.-1 p.m.

AWS MIG Welding

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 are taught. The course provides the basics and principles of major joining and cutting process and the concepts of 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 259-02 MTWTh 6/5-7/24 6-10 p.m. (no class 7/4-7/6)



Chemical Wizardry (In-Person)

Get ready for a fun-filled “magical” laboratory experience Harry Potter style. Enjoy making Flubber, Instant “Snow”, Super Hi-Bounce balls, and more. All campers will take home a mini-chemistry kit and recipe booklet. Ages 6-12. All classes on the Middlesex College, Edison Campus.

Parents, please be on-time for drop off and pick up.

\$45 (Tuition \$20 + general fee \$25)

CHSS 029-01 Sa 2/11 9 a.m.-12 p.m.

Super Science STEM Challenges (In-Person)

In this engineering camp, you will have fun designing a wide range of gadgets, inventive machines, towers, crazy contraptions, and more. This program is designed to bring out the engineer in you! Ages 7-12. All classes on the Middlesex College, Edison Campus. Parents, please be on-time for drop off and pick up.

\$45 (Tuition \$20 + general fee \$25)

CHSS 030-01 Sa 3/11 9 a.m.-12 p.m.

Black Rocket Classes (On-line)

Join us for remote classes after school and on Saturdays. Instructor-led STEAM remote courses offered in partnership with Black Rocket. Discover cutting-edge courses in coding, game design, eSports, digital music production, and more.

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

**SPRING BREAK PROGRAMMING**

Looking for something for your Elementary and Middle School child to do during Spring Break?

In February 2023, please visit our website
middlesexcollege.edu/community-programs
 to see our offerings for the following Spring Break Weeks:

Monday, April 3-Thursday, April 6, 2023

and

Monday, April 10-Friday, April 14, 2023

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 \$80,000 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

NOTE: Workforce Development and Lifelong Learning 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

Workforce Development and Lifelong Learning, Crabiel Hall 110, Middlesex College, 2600 Woodbridge Ave., 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

Workforce Development and Lifelong Learning, Crabiel Hall 110, Middlesex College, 2600 Woodbridge Ave., Edison, NJ 08818-3050. Call 732.906.2556 for hours.

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

Workforce Development and Lifelong Learning 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 Workforce Development and Lifelong Learning 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.

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. For more information visit middlesexcollege.edu/privacy/ferpa

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:

course-catalog.com/mcc/C.

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, middlesexcollege.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 middlesexcc.bncollege.com/shop/middlesexcc/home and select Shop Textbooks. Under TERM, select FALL/NONCREDIT 21, then select Department, Course number and Section for each course. Choose your textbook format (New, Used, or Digital) and go to Checkout.



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)

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 ■ Six Sigma
- Electromechanical Maintenance
- CNC/Metal Fabricating
- 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!



For more information, visit

**[middlesexcollege.edu/
workforce-development/](http://middlesexcollege.edu/workforce-development/)**

or scan the QR Code



Edison Campus

2600 Woodbridge Ave., Edison, NJ 08818-3050

P: 732.906.2556

E: ce_registration@middlesexcc.edu

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.