OPPORTUNITIES Spring/Summer 2019

www.middlesexcc.edu

Credit & Non-Credit Courses, Classes and Programs

SUCCESS STARTS HERE
Middlesex County College  Spring/Summer 2019 Opportunities

Call 732.906.2556

Full-Day Kindergarten
8:30 a.m.-4:00 p.m.
Before and after care available

Part-Day Kindergarten
Enhanced to compliment your public school K-12 program
Flexible schedule
Certified staff  •  Small group learning
Math and Literacy Program
New playground

Limited Space
Call for a tour today 732.906.2542
(located in Room 185 Edison Hall on MCC campus)
CONTENTS & INFORMATION

CULINARY................................................. 4-14
ALLIED HEALTH........................................ 15-29
BUSINESS & MANAGEMENT .............. 30-44
TRADE CAREERS...................................... 45-50
LICENSE & CERTIFICATION............... 51-56
COMPUTERS & TECHNOLOGY .............. 57-67
UNDERSTANDING RETIREMENT.......... 68-69
ONLINE COURSES................................. 70-72
COLLEGE CREDIT..................................... 73-82
LIVING WELL......................................... 84-85
PERSONAL ENRICHMENT..................... 86-87
CREATE.................................................. 88-91
CHILDREN & YOUTH.............................. 92-93
TEST PREPARATION.............................. 94
LANGUAGES........................................... 95
ENGLISH AS A SECOND LANGUAGE (ESL) 96-102
K-12 PARTNERSHIPS............................... 103
CORPORATE EDUCATION & TRAINING...... 105

NEW COURSES FOR 2019!

Chef’s Table Experience - Four Course Meal pgs. 5, 7
Inventory Management pg. 30
Six Sigma pgs. 32, 33
Workplace Readiness pg. 86
Introduction to Fusible Glass pg. 88
Spanish I & II pg. 95

FOR MORE INFORMATION
732.906.2556, middlesexcc.edu/ContinuingEd

INFORMATION

How to Register................................. 106
College Policies................................. 108
General Information.......................... 109
Campus Map/Location Info................. 110, 111
Index............................................. 112, 113
Youth Permission Form...................... 114
Registration Form ......................... 115
CULINARY

TODAY’S TABLE: Classes for Contemporary Cooks Demonstration Cooking Classes

The following cooking classes are demonstration and include a generous tasting of food prepared by the chef and a copy of the evening recipes. Menus are subject to change without notice due to market availability.

Payment Options:
Register for our Tasting Menu: Choose any three regular demonstration classes and pay only $120 (just $40 per class.) You save $15.
Note: some classes do not qualify for Tasting Menu pricing.
Savings are available to students who register with payment for three classes at the same time.
Register a la carte: Pay as You Go for individual demonstration cooking courses at $45 per class.

Super Bowl Snack Attack NEW RECIPES
Kick-off your Super Bowl Sunday party right with an impressive assortment of wings and things as well as variations of your favorite snacks. Snacking Menu: Smoky Tex Mex Wings with Cool Cilantro Lime Dipping Sauce, Garlic Herb Cheese Sirloin Steak and Tomato Concasse Crostini, Tandoori Chicken Naan Pizza, and Tiramisu Dip with Biscotti and Fruit.
Tuition: $10 + general fee $35. Total $45
GCUL 005-03 Tuesday 6:30-9 p.m., January 22

Healthy and Delicious Sensational Soups and Salads NEW
Start the New Year with a healthy approach and some new fantastic recipes. Learn the skills to make your everyday meal choices tastier by incorporating more veggies, grains and lean proteins. Curried Carrot and Sweet Potato Soup, Mediterranean Chickpea, Carrot and Raisin Salad, Italian Vegetable and Chicken Sausage Soup and Asian Noodle Salad with Vietnamese Dressing.
NOTE: class is not vegetarian
Tuition: $10 + general fee $35. Total $45
GCUL 557-01 Thursday, 6:30-9 p.m., January 31

The Best of Italy Taste and Techniques NEW
We are thrilled to introduce our new Taste and Techniques class. If you’ve always wanted to master making the Italian classics yourself, then join us for a very special techniques class. Learn all about three fundamental Italian dishes with the guidance of Chef Holly Curry. Menu: handcrafted Potato Gnocchi, Wild Mushroom and Pancetta Risotto and Chocolate Almond Biscotti.
Tuition: $10 + general fee $35. Total $45.
GCUL 555-01 Thursday, 6:30-9 p.m., January 24

Surf and Turf: Latin Edition NEW
Learn the secrets to cooking restaurant style-quality steaks and seafood in the comfort of your own home, featuring a Latin inspired complete meal. Menu: Start with luscious Cabo San Lucas Shrimp with Tropical Salsa, Grilled Sirloin Steaks with classic Chimichurri Sauce, Creamy Mac and Cheese Mexicano, and for dessert Natillas de Leche (rich custard served with berries).
Tuition: $10 + general fee $35. Total $45
GCUL 558-01 Tuesday, 6:30-9 p.m., February 5
Chef’s Table Experience I: Four Course Meal NEW

Chef Holly Curry and our guest chef are honored to present a multi course interactive dining experience prepared exclusively for you. Savor the wonderful flavors and aromas of Italian cuisine cooked right in front of you in our open kitchen. The chefs bring their signature, artful use of regional ingredients while you enjoy a delightful and delicious culinary experience. The interactive cooking demonstrations provide an opportunity to get expert advice through Q and A’s. Recipes are provided so you can re-create the dishes at home for family and friends. The meal would not be complete without two wine pairings.

Chef Holly attended culinary training classes in Italy and has traveled extensively through the country, which influences her knowledge and passion for Italian food.

A detailed, fascinating tapestry of history, customs and food trends await you—so with that in mind let us present the menu.

First Course
Fire Roasted Pepper Salad Crostini
Fire Roasted Red and Orange Peppers/Sicilian Capers/ Olives/ Creamy Semi-Soft Robiola Cheese

Second Course
Handmade Gnudi Spinaci
Ricotta and Spinach Dumplings/ Tomato Basil Sauce/Pecorino Romano Cheese

Entrée
Grilled Toscana Baby Lamb Chops
Tender Baby Lamb Chops/ Tuscan Herbs and Garlic

Dessert
Chocolate Hazelnut Panna Cotta
Guittard Chocolate/ Hazelnut Liquor/ Freshly Whipped Cream

NOTE: This class is not eligible for tasting menu discount. Students must be 21 years old and bring a valid driver’s license to class.

Tuition: $10 + general fee $45. Total $55
GCUL 559-01 Thursday, 6:30-9 p.m., February 7

Winter in the Alps NEW

A satisfying meal inspired by Europe’s alpine region awaits you. The majestic mountain chain spans across France, Italy, Switzerland, Germany and Austria. This area captures the essence of comfort foods. Alpine Menu: Comforting Alsatian Root Vegetable and Apple Soup, Swiss Alps Pork Braised with beer and mushrooms, in Kartoffelsalat (warm potato salad with bacon) and French Rustic Apple Galette.

Tuition: $10 + general fee $35. Total $45
GCUL 560-01 Tuesday, 11 a.m-1:30 p.m., February 12

Modern Asian Inspirations NEW

Modern Asian cuisine focuses on contemporary ways to utilize Asian fusion ingredients. Food lovers will enjoy a beautiful relaxing afternoon sipping Asian Pear Mimosa’s while dining on a delicious lunch!

Menu: Chicken Satay Flat Bread Pizza topped with Scallions and Cilantro, Crunchy Chinese Shrimp Salad, Quick Chicken and Noodle Pho Soup and for dessert Grilled Pineapple and Coconut Ice Cream.

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

Tuition: $10 + general fee $35. Total $45
GCUL 561-01 Saturday, 11 a.m.-1:30 p.m., February 23

Rotisserie Rotation: Making the Most of your Rotisserie Chicken NEW

Without the energy to whip up dinner, the rotisserie chicken is a great go-to solution. With all the hard work already done, discover ways to make the most of your, bird, right down to the bones. Menu: Barbecue Chicken Pizza with Caramelized Onions and Smoked Mozzarella, Nana’s Chicken Tortellini Soup with homemade chicken stock, Creamy Chicken and Dumplings with loads of veggies and Warm Apple Crisp with Vanilla Ice Cream for dessert.

Tuition: $10 + general fee $35. Total $45
GCUL 563-01 Thursday, 6:30-9 p.m., February 28
Know Your Dumplings NEW
Become familiar with the universal culinary contrast of dumplings. Almost every culture has some form of savory or sweet dumpling with a vast array of fillings, wrappers, shapes and sizes. Menu: German Chicken and Potato Dumpling Soup, Asian Pork Dumplings and Amish Apple Dumplings.
Tuition: $10 + general fee $35. Total $45
GCUL 565-01 Thursday, 6:30-9 p.m., March 7

Sweet Tooth NEW
There is nothing like ending a meal with a delicious dessert, a sweet note that satisfies your sweet tooth! Topics include: tips and tricks for handmade marshmallows, using a pastry bag, filling cookies with cream, forming the perfect lace cookie and proper folding techniques for light and fluffy mousse. Menu: Handmade Strawberry Marshmallows, Chocolate Mousse, Florentine Lace Cookies, and Cream Filled Italian Pizzelli.
Tuition: $10 + general fee $35. Total $45
GCUL 566-01 Tuesday, 6:30-9 p.m., March 12

Saturday Brunch and Champagne NEW RECIPES
Rise and dine this weekend for the ultimate champagne brunch! Sit back and enjoy, as each dish is prepared in front of you. Feel free to ask questions as our chef describes the techniques used in each dish. Menu: French Herb Baked Eggs with Toast Points, Three Cheese and Artichoke Torte, Smoked Salmon Breakfast Quesadilla, Banana Muffins with Country Crumb Topping. Includes a complimentary champagne mimosa.
NOTE: Students must be 21 years old and bring a valid driver's license to class.
Tuition: $10 + general fee $35. Total $45
GCUL 481-02 Saturday, 11 a.m.-1:30 p.m., March 16

Quick Weeknight Skillet Suppers: Italian Style NEW
We are going beyond basics and showing you how to create Italian-inspired weeknight meals that are quick to prepare for family but sophisticated enough for entertaining! Skillet supper Menu: Creamy Pesto Chicken with Veggies, Shrimp Risotto alla Parmigiana, Orecchiette with Sausage and Swiss Chard, and finishing with quick dessert Oven Baked Cinnamon Sugar Puff Pastry Donuts.
Tuition: $10 + general fee $35. Total $45
GCUL 567-01 Tuesday, 6:30-9 p.m., March 19

Fish Market Cookery NEW RECIPES
Learn how to select and prepare quality seafood and shellfish while exploring a vast array of cuisines and cooking styles. Each dish expresses our chef's many years of experience enhancing your understanding of seafood cookery. Menu: Smoked Salmon Quesadillas, Seafood En Papillote (seasonal seafood baked with white wine, herbs, tomatoes and olives), Shrimp Pot Pie with Puff Pastry Cap, and Warm Apple Crisp with Crunchy Crumb Topping and vanilla ice cream.
Tuition: $10 + general fee $35. Total $45
GCUL 482-03 Tuesday, 6:30-9 p.m., April 9
Chef’s Table Experience II:  
Four Course Meal NEW
Chef Holly Curry and our guest chef are honored to present a multi-course interactive dining experience prepared exclusively for you. Savor the wonderful flavors and aromas of Italian cuisine cooked right in front of you in our open kitchen. The chefs bring their signature, artful use of regional ingredients while you enjoy a delightful and delicious culinary experience. The interactive cooking demonstration provides an opportunity to get expert advice through Q and A’s. Recipes are provided so you can re-create the dishes at home for family and friends. The meal would not be complete without two wine pairings. Chef Holly attended culinary training classes in Italy and has traveled extensively through the country, which influences her knowledge and passion for Italian food. A detailed, fascinating tapestry of history, customs and food trends await you-so with that in mind let us present the menu.

First Course
Insalata Trentino
Baby Arugula/Apples/Walnuts/Blue Cheese/Cider Vinaigrette

Second Course
Ravioli Alla Genovese
Ricotta Ravioli/Pesto Genovese/Reduced Cream/Pecorino Romano Cheese/Pine Nuts

Entrée
Prosciutto Roasted Cod
Wild Caught Cold Water Cod/Prosciutto di Parma/Roasted Butternut Squash, Parsnips and Carrots/Soft Mascarpone Polenta

Dessert
Chocolate Hazelnut Custard
Guittard Chocolate/Amaretti Crumbs/Freshly Whipped Cream

NOTE: This class is not eligible for tasting menu discount. Students must be 21 years old and bring a valid driver’s license to class.

Tuition: $10 + general fee $45. Total $55
GCUL 568-01 Thursday, 6:30-9 p.m., April 11

Ultimate Burgers, Sliders and Sides NEW
If you’re on a mission to create the tastiest, juiciest, most ultimate burgers ever then here’s the class for you! We’ll have plenty of napkins for our dishes dripping with flavor. Menu: Bacon Bomb Slider, with a side of Southern Potato Salad, Fajita Burger with guacamole, peppers, onions, Colby Jack cheese on Texas toast with a side of Black Bean and Corn Salad.

Tuition: $10 + general fee $35. Total $45
GCUL 569-01 Tuesday, 6:30-9 p.m., April 16

Classic Recipe Makeovers NEW RECIPES
This informative class is for those who want to learn more about healthy food choices that fit their lifestyle and taste. Our Registered Dietitian teaches you how to lighten up your favorite dishes with our healthy makeover versions that won’t sacrifice flavor. Menu: Italian Garden Vegetable Soup with Pesto, Grilled Shrimp and Veggie Fajitas, Heirloom Tomato and Avocado Salad with Quick Pickled Cucumbers and Yogurt Green Goddess Dressing,

Tuition: $10 + general fee $35. Total $45
GCUL 552-02 Tuesday 6:30-9 p.m., May 7

Exploring the U.S. through Seafood NEW
We will visit some of the country’s most historic cities through seafood. From a light creamy chowder from the coast of Maine to the Cajun specialties of New Orleans: Featured Menu: Light and Creamy New England Style Chowder, Cheddar Buttermilk Biscuits, Cajun Pot Pie with Puff Pastry Cap, South of the Border Mussels with Chorizo.

Tuition: $10 + general fee $35. Total $45
GCUL 573-01 Tuesday, 6:30-9 p.m., May 14
Risotto and Polenta NEW
Once you get the hang of risotto and polenta, the possibilities are endless. Both risotto and polenta once known as peasant food are now on restaurant menus across the world. Uncover the secrets for success including what types are ideal, cooking techniques, and how to flavor your dish for your own signature creation. Menu: Abruzzo Grilled Polenta with Mushroom Ragu, Classic Creamy Polenta with Sausage and Greens, Spring Asparagus Risotto and Panna Cotta for dessert.
Tuition: $10 + general fee $35. Total $45
GCUL 574-01 Thursday, 6:30-9 p.m., May 16

Simply Thai NEW
Thai food can be intimidating to cook at home, but we will show you how easy it is to prepare. Learn how to make some of Thailand’s most loved dishes, and have an even better time eating it! Menu: Thai Street Noodles with Long Beans, Beef with Chiles and Basil over Coconut Rice, Lemon Grass Green Curry Chicken and Summer Rolls.
Tuition: $10 + general fee $35. Total $45
GCUL 575-01 Tuesday, 6:30-9 p.m., May 21

More Weeknight Skillet Suppers NEW
This class is for those who don’t want to spend a lot of time in the kitchen. Our skillet suppers can be made in 30 minutes. They are perfect for those times when you have to get weeknight dinner on the table in a hurry but sophisticated enough for company! Menu: Creamy Tuscan Chicken, Sausage and Broccolini over Linguini, One Dish Shrimp and Rice, Ultra-Fast Cherry Tomato and Ricotta Salata Pasta.
Tuition: $10 + general fee $35. Total $45
GCUL 576-01 Thursday, 6:30-9 p.m., May 23

Wine and Dine: Parisian Style NEW
Immerse yourself in the “City of Lights” as we cook some of our favorite dishes that this charming city has to offer. Join us for an evening where we make classic French dishes that never go out of style. Featured Menu: Classic Potato leek Soup with Cheese Crouton, Sirloin Steak with Julia Childs Sautéed Mushrooms and Madeira Sauce, Asparagus and Mushroom Gratin, Bittersweet Chocolate and Orange Liquor Pots de Crème. Includes complementary wine.
NOTE: Students must be 21 years old and bring a valid driver’s license to class.
Tuition: $10 + general fee $35. Total $45
GCUL 577-01 Tuesday, 6:30-9 p.m., June 4

Southern Comfort Foods NEW
This is the taste of the south you’ve been waiting for. We are teaching you nothing but down-home comfort foods that you would find on every corner of the south. Menu: Charleston Pimento Cheese, Florida Sweet Corn and Bacon Chowder, Rich Southern Chicken Stew and Biscuits and a good ol’ Skillet Black Berry Cobbler with Vanilla Ice Cream.
Tuition: $10 + general fee $35. Total $45
GCUL 578-01 Thursday, 6:30-9 p.m., June 6

Growing Up Italian NEW
Growing up in an Italian household, an appreciation for food usually starts at an early age, helping our mothers and Nonnas prepare their homemade dishes. Join us at the table so we can pass on some of our traditional Italian dishes to you. Menu: Fried Cauliflower with Lemon Aioli, Sunday Potato Gnocchi with Tomato, Basil Ricotta Sauce, Chicken with Porcini and White Wine, and for dessert Nonna’s Almond Cake with Amaretto Whipped Cream.
Tuition: $10 + general fee $35. Total $45
GCUL 579-01 Tuesday, 6:30-9 p.m., June 11
A New Way with Grains NEW

By now, we know that eating grains is an integral part of a healthy lifestyle, and supermarkets are stocked with a greater variety than ever before. Our registered dietitian will provide an overview of some of the most popular grains. Walk away with new ideas, inspiration and a greater understanding of the health benefits of grains. Mediterranean Quinoa and Chickpea Salad, Spicy Thai Brown Rice and Chicken Bowl, Farro Cannellini Bean and Greens Stew, Barley Risotto with Corn and Pecorino Cheese.

NOTE: This class is not vegetarian

Tuition: $10 + general fee $35. Total $45
GCUL 580-01 Thursday, 6:30-9 p.m., June 13

Live to Travel, Love to Eat NEW

Gourmet globetrotters, look no further. Here’s a class for foodies who want to experience European travel destinations on a plate. We will bring to life some of Europe’s most well-known dishes from France, Greece, Italy and Germany. Menu: French Onion and Fennel Soup Gratin, Greek Chicken Souvlaki, Pappardelle with Truffle Butter and Warm German Chocolate Cake.

Tuition: $10 + general fee $35. Total $45
GCUL 581-01 Tuesday, 6:30-9 p.m., June 18

The Mediterranean Kitchen NEW RECIPES

Come with your friends for a delicious evening sampling super fresh foods that evoke the summer season and the spirit of the Mediterranean. Enjoy a variety of Mediterranean specialties. Menu: Manchego Cheese Tapas, Composed Salmon Nicoise Salad with Dijon Vinaigrette, Mediterranean Trio: Roasted Red Peppers, Whipped Feta Cheese, and Tzatziki and Grilled Peaches, Mascarpone and lavender Honey.

Tuition: $10 + general fee $35. Total $45
GCUL 543-02 Tuesday, 6:30-9 p.m., July 9

A New Way with Vegetables NEW

Learn how to make the most of vegetables. We will show you how to bring out more flavor and taste to some of your beloved veggies. Menu: Fresh Tomato, Basil and Mozzarella Tart, Creamy Tomato Soup with Basil Pesto, Meatless Nicoise Salad with Dijon Vinaigrette and Dairy-Free Creamed Spinach.

Tuition: $10 + general fee $35. Total $45
GCUL 582-01 Thursday, 6:30-9 p.m., July 11

Celebrating Summer: Cream of the Crop NEW

Experience our over the top cream of the crop summer recipes. Our chef prepares an incredible summer meal using flavor combinations that will get you cooking like a pro! Featured Menu: Red White and Blue Salad consisting of Romaine, Arugula, Sun Ripened Tomatoes, Candied Spiced Nuts and Maytag Blue Cheese Vinaigrette, Grilled Monterey Chicken with bacon, pepper jack cheese, grilled onions and Pico de Gallo, Fresh Corn and Aged Cheddar Skillet Bread, Warm Blueberry Peach Crisp with Ice Cream and complementary Watermelon Mojito.

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

Tuition: $10 + general fee $35. Total $45
GCUL 583-01 Thursday, 6:30-9 p.m., July 18

Surf and Turf Appetizers NEW RECIPES

Summer is here and the eating is casual….with delicious ingredients from sea and land. Learn to cook restaurant-quality appetizers in the comfort of your own home. Featured Appetizers: Buffalo Chicken Grilled Cheese Sandwich, Bacon Bomb Slider, Caribbean Grilled Shrimp with Mango Sauce and for dessert, Cherry Clafoutis.

Tuition: $10 + general fee $35. Total $45
GCUL 530-02 Tuesday, 6:30-9 p.m., July 23
Global Pizza NEW
Pizza is a family favorite, but tonight’s class is all about mixing it up a bit. Move over plain old cheese pie and make room for our global pizza with unique flavor combinations! Global Pizza Menu: Thai Chicken Satay Pizza, Herb Mascarpone with Bacon-Onion Confit Flat Bread, Fresh Corn, Basil, Mozzarella, Ricotta Salata Flat Bread Pizza, and Cookie Crust Dessert Pizza.
Tuition: $10 + general fee $35. Total $45
GCUL 584-01 Thursday, 6:30-9 p.m., July 25

Indian Spice House NEW RECIPES
Spices are the hallmark of Indian food, and to get the real flavors of this aromatic cuisine you have to understand how to use spices. This is the perfect class to learn about the core ingredients of modern Indian food. Menu: Indian Spiced Butternut Squash Soup, Roti (Indian flat bread), Quick Chicken Curry and Vegetable Korma.
Tuition: $10 + general fee $35. Total $45
GCUL 497-02 Tuesday, 6:30-9 p.m., July 30

Summer Farm to Table Feast NEW
Join us for an amazing night out for a class focused on Farm Fresh ingredients. Our talented chef will take your taste buds on a tour featuring the best of the summer harvest ingredients. The dinner will be perfectly paired with wine. Menu: Farmers Market Grilled Vegetable Tapenade with Rustic Bread, Sweet Summer Corn and Bacon Chowder, Orecchiette with Tender Broccolini, Crumbled Italian Sausage and Pecorino Cheese.
NOTE: Students must be 21 years old and bring a valid driver’s license to class. Class is not vegetarian.
Tuition: $10 + general fee $35. Total $45
GCUL 585-01 Thursday, 6:30-9 p.m., August 1

Plant Power for a Better You NEW
We are taking plant-based cooking to the next level, not only will the dishes be delicious, but they are satisfying and nutrient-dense. Learn from our Registered Dietitian how to enjoy eating more plant-based foods and, if you choose, how to add a little chicken, fish or meat. Menu: Farmers’ Market Chopped Kale and Herb Salad with Asian Peanut Vinaigrette, Herb Marinated Summer Veggie Kabobs with Lemon-Yogurt Sauce, Whole Grain Barley Tabbouleh Salad, and Peach Crisp with Country Oat Crumble.
NOTE: class is not vegan.
Tuition: $10 + general fee $35. Total $45
GCUL 686-01 Thursday, 6:30-9 p.m., August 22

All About Bacon: It’s Back NEW RECIPES
If you love bacon and want to find new ways to incorporate it into your favorite dishes, then this is the class for you! Savory, Sweet and Everything in between. Bacon rules and lucky for you there is a bacon recipe for every course. Menu: Corn and Bacon Chowder, BLT Salad, Bacon Burger with Bacon Jam, Apple Dutch Baby with Caramelized bacon and vanilla ice Cream.
Tuition: $10 + general fee $35. Total $45
GCUL 453-03 Tuesday, 6:30-9 p.m., August 27

Delicious Destinations: Spain NEW RECIPES
After a day in the sun, unwind and relax with our Spanish inspired menu. Learn some new and creative dishes perfect for outdoor dining. Menu: Crispy Manchego Cheese Flatbread topped with Tomatoes and Thyme, refreshing Summer Gazpacho, Smoky Roasted Red pepper Salad, Spanish Chorizo and Shrimp Paella, and Almond Cake with Whipped Mascarpone Cream.
Tuition: $10 + general fee $35. Total $45
GCUL 492-02 Thursday, 6:30-9 p.m., August 29
CULINARY
Hands-On Cooking Classes

Cook side-by-side with a professional chef and learn hands-on kitchen skills directly from the expert. If you are 18 years or older, we invite you to join us – to cook, chat and sharpen your skills.

PLEASE NOTE
Hands-on Cooking courses do not qualify for the discount “Tasting Menu” for Today’s Table.

Living Well Workshop | NEW Hands-On and Discussion
Feel satisfied and energized with a fresh, new approach to cooking and wellness. Learn from our registered dietitian that eating healthy doesn’t mean giving up all the foods you love. Discover how to give your body the nutrient-dense fuel it needs. The class will be a mix of hands-on cooking, and discussion led by one of our Registered Dietitians. Menu: Lean Greek Chicken and Low fat Feta Cheese Burgers, Whole Grain Farro Salad with Crisp Apples, Green Tofu Smoothie.

NOTE: Please bring containers for leftovers. Register early, space is limited to 12. Students may work in groups of two.
Tuition: $20 + general fee $47. Total $67
GCUL 539-02 Tuesday, 6:30-9:30 p.m., January 29

Cooking for Couples: Valentine’s Day | NEW Hands-On
Enjoy our hands-on cooking class and a delicious dinner all in one evening. Surprise your cooking partner with an extraordinary evening of fun in the kitchen. Each couple will make the entire meal, while learning valuable cooking skills. Menu: Shellfish and Chorizo Stew, Pan Roasted Tuscan Lemon Chicken, Homemade Caesar Salad, and for dessert Tiramisu Mousse.

NOTE: Please bring containers for leftovers. Class size is limited to 6 couples.
Tuition: $20 + general fee $47. Total $67 per person
GCUL 572-01 Thursday, 6:30-9:30 p.m., February 14

Techniques Class Topic: Yeast Bread, Muffins, Scones | NEW Hands-On
This class is focusing on three essential baking techniques. An all hands-on class will increase your knowledge and skill level for each specially chosen recipe. Learn from beginning to end how to bake classic French yeast bread, how to mix and form tender scones and creating moist, flavorful muffins. Featured Recipes: Classic French Boule, Dried Cherry and Almond Scones and Oodles of Banana Muffins with Country Crumb Topping.

NOTE: Please bring containers for leftovers. Register early space is limited to 12.
Tuition: $20 + general fee $47. Total $67
GCUL 562-01 Tuesday, 6:30-9:30 p.m., February 26

Roti and Curries | NEW Hands-On
The influence of curry is huge in Caribbean cuisine. Each island has its own special cuisine, learn how to use spices and turn them into delicious curries and turn your own homemade dough into perfect flatbreads. Menu: Dahl Puri (Indian inspired Caribbean flat bread), Roti (flatbread), Makhani Murgh (butter chicken), and Aloo Gobhi Ki Sabzi (Vegetarian potato and cauliflower with Indian spices).

NOTE: Please bring containers for leftovers. Register early space is limited to 12. Students may work in groups of two.
Tuition: $20 + general fee $47. Total $67
GCUL 564-01 Tuesday, 6:30-9:30 p.m., March 5
Living Well Workshop II NEW Hands-On and Discussion
Feel satisfied and energized with a fresh, new approach to cooking and wellness. Learn from our Registered Dietitian that eating healthy doesn’t mean giving up all the foods you love. Discover how to give your body the nutrient-dense fuel it needs. The class will be a mix of hands-on cooking, and discussion led by one of our Registered Dietitians. Menu: Chicken Parmesan make-over (lighter version with grilled chicken, fresh tomatoes and low fat cheese), satisfying Spinach and Chickpea Stew, Roasted Sweet Potato Wedges and Light chipotle Mayo dipping Sauce.
NOTE: Please bring containers for leftovers. Register early space is limited to 12. Students may work in groups of two.
Tuition: $20 + general fee $47. Total $67
GCUL 540-02 Thursday, 6:30-9:30 p.m., March 21

Pizza and Flatbread Workshop NEW Hands-On
Pizza and flatbreads are blank canvases for chefs. Discover new ingredients and approaches that reach all over the globe for inspiration. Our instructor will walk you through the steps of preparing dough from scratch and show you how to create unique flavor combinations. Here’s what you will make in class: Homemade Pizza Dough, Homemade Pizza Sauce, Pizza Margarita, California Flatbread with Caramelized Onions, Figs and Smoked Mozzarella, Tandoori Chicken Roti Bread Pizza.
NOTE: Please bring one 9 X 13 X 2 inch metal baking pan and containers for leftovers. Register early space is limited.
Tuition: $20 + general fee $47. Total $67
GCUL 570-01 Tuesday, 6:30-9:30 p.m., April 30

Baking Basics for Beginners Hands-On
A wonderful starting point for those who are new to baking or just do not like to experiment in the kitchen, this class will teach you the essentials of baking: proper ingredient measuring, mixing of ingredients, making tart and cookie dough and so much more. Recipes: Decadent-Super Rich Brownies, Strawberry Shortcake Tart and Snickerdoodle Cookies.
NOTE: Please bring containers for leftovers. Register early space is limited.
Tuition: $20 + general fee $47. Total $67
GCUL 520-02 Thursday, 6:30-9:30 p.m., May 2
Junior Chef Kid’s Pizza Party
(Ages 10-15) NEW Hands-On
Are you looking for a fun and delicious activity for your kids on the weekend? Our instructor will walk you through the steps of preparing all sorts of pizzas. Work alongside classmates learning about ingredients and cooking skills to create some oh-so delicious pizzas. Practice skills such as kitchen safety, appropriate food handling, food preparation, cooking and baking techniques, proper measuring and presentation. Menu: for starters Yummy Pizza Pull Apart Bread with Tomato-Cheese Dipping Sauce, Homemade Meatballs, Grand Mom’s Meatball Pizza, and for dessert Jumbo Cookie S’mores Pizza.

NOTE: Please bring containers for leftovers. Register early space is limited to 12. Students may work in groups of two.
Tuition: $10 + general fee $47. Total $57 (for one child)
GCU 553-02 Saturday, 11 a.m.-2 p.m., April 27

Mom and Me Mother’s Day Celebration
(Ages 10-15) NEW RECIPES Hands-On
Calling all Moms and their budding chefs. Get ready to celebrate this special day together! Experience a fun-filled class and receive a well-rounded approach that teaches the culinary skills needed to develop a love of cooking. Practice skills such as kitchen safety, appropriate food handling, food preparation, cooking and baking techniques, proper measuring and presentation. Recipes: Peanut Butter Banana Chocolate Chip Muffins, Spring Strawberry Salad, and Puff Pastry Tart.

NOTE: Please bring one 12-count regular size cupcake pan and containers to bring your baked goods and leftovers home. Register early space is limited to 12.
Tuition: $10 + general fee $47. Total $57 (per person)
GCU 523-02 Saturday, 11 a.m.-2 p.m., May 11
GIRL AND BOY SCOUTS BADGE PROGRAM

Looking for a fun and educational outing for your Scout troop?

Scouting badges are a great way for girls and boys to explore interests and learn new skills. Have fun in the kitchen in these hands-on cooking sessions. Our professional chefs will provide a well-rounded approach as you learn the culinary skills necessary to develop a love of cooking. Complete steps toward earning your badge as you explore topics such as kitchen safety, proper food handling, healthy meals, cooking, baking, snacks, measuring, and mixing.

For more information, and to schedule your 2½ hour session, please contact Holly Curry at 732.548.6000, ext. 3250 or Email: hcurry@middlesexcc.edu

NOTE: Junior Chef Scout classes have an eight-child minimum and 12-child maximum. Each participating scout must be accompanied by one parent/adult guardian.

Tuition: $10 + general fee $35. Total $45 (for one child + one parent/adult guardian - adults observe)

CULINARY TEAM BUILDING EVENTS

Middlesex County College creates a unique learning experience that is going to get your team cooking. Our corporate team building cooking classes put everybody into the kitchen for an extraordinary offsite activity. They’ll bond and have fun as they prepare a delicious meal together.

We offer hands-on cooking classes for small groups of 8-12 to maximize learning, participation and fun.

Here’s how it works:

• Choose a customized menu for the three-hour cooking session
• Minimum of 8 people are required for an event
• Costs cover full-course meal, chef instructor, chef assistant, still and sparkling water, recipe to take-home, meeting room, specially designed exercises and lots of information and lively conversation.
• Location offers meeting room for up to 4 hours.

Just give us the date- we’ll take care of the rest. Please call 732.548.6000 ext. 3726.
ALLIED HEALTH
Medical Assistant Certificate

Entrance Requirements:
Proficiency in spoken and written English

Program Requirements:
In addition to successfully completing the 12 courses in the Medical Assistant Program, you must:
• Wear a complete set of Blue scrubs to each class.
• White lab coat is required for Phlebotomy II and III.
• Wear closed toe shoes daily.
• Purchase textbook(s) for first day of class. EKG calipers are required for EKG. All are available for purchase at College Bookstore.
• Successfully complete a criminal background check prior to entering the MA Externship. Information provided on the first day of class.
• Provide immunization records and personal health insurance card prior to entering MA Externship. Information provided on the first day of class.

Please Note:
An attendance rate and final grade of 80 percent or higher is required to pass each class.

Medical Assistant Waiver
For additional 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.

Course Requirements for the 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

Payment Options:
New Medical Assistant Student Discount:
Total cost for eight (MA 1-8) of the 12 required courses: $3,438 (Save $264)
Savings are available to students who enroll, with payment, for eight of the 12 required Medical Assistant courses offered this semester.
Pay as You Go for NEW Medical Assistant students: $3,702

REGISTER EARLY. SEATS FILL QUICKLY.
Need additional information regarding the Medical Assistant Certificate Program?
Call Monday-Friday, 732.906.7740 or 732.906.2556.
Anatomy, Physiology and Terminology for Healthcare Providers
CEU 10.5
Learn basic anatomy and physiology and terminology used in the medical office.
Required: Textbook(s) required for FIRST class, available at College Bookstore.
Tuition: $801 + general fee $159. Total $960
AHMA 002-27 Monday-Friday, 9 a.m.-2:30 p.m., March 4-April 1 (1/2 hr. lunch), (21 sessions)

Healthcare Office Procedures
CEU 7.5
Become familiar with how to run a successful practice, policies and procedures, scheduling, insurance, billing and collection. Gain knowledge of the basic uses of Medisoft software and Spring Charts electronic health records.
Required: Textbook required for FIRST class, available at College Bookstore. Basic computer skills.
Prerequisite: Successful completion of Anatomy, Physiology and Terminology for Healthcare Providers.
Tuition: $600 + general fee $120. Total $720
AHMA 012-17 Monday-Friday, 9 a.m.-2:30 p.m., April 2-23 (1/2 hr. lunch) (no class April 19) (15 sessions)

Career Preparation for Healthcare Providers
CEU 2.5
Topics include identifying jobs, writing a resume, interviewing and communication skills.
Required: Bring a flash drive to first class.
Tuition: $175 + general fee $50. Total $225
AHMA 006-27 Monday-Friday, 9 a.m.-2:30 p.m., April 24-30 (1/2 hour lunch) (5 sessions)

Pharmacology for Healthcare Providers
CEU 3.0
Learn the families of drugs, side effects, prescriptions, the proper administration of medications, and regulatory compliance.
Required: Textbook required for FIRST class, available at College Bookstore.
Prerequisite: Successful completion of Anatomy, Physiology and Terminology for Healthcare Providers and Healthcare Office Procedures.
Tuition: $200 + general fee $100. Total $300
AHMA 013-17 Monday-Friday, 9 a.m.-2:30 p.m., May 6-13 (1/2 hr. lunch), (6 sessions)

Clinical Procedures for Healthcare Providers
CEU 10.0
Topics include bandaging, eye and ear irrigation, heat and cold therapy, obtaining, analyzing and transporting specimens, and maintaining laboratory instruments.
Required: Textbook required for FIRST class, available at College Bookstore.
Tuition: $750 + general fee $349 + consumables fee $75. Total $1,174
AHMA 015-17 Monday-Friday, 9 a.m.-2:30 p.m., May 14-June 11 (1/2 hr. lunch), (no class May 27) (20 sessions)
PLEASE NOTE:
The following three classes (Bloodborne Pathogens Certification, Basic Life Support CPR and Standard First Aid Level 2) are co-sponsored with Community Safety Consultants. Classes may meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen, NJ.

Bloodborne Pathogens Certification
CEU 0.4
Topics include OSHA Bloodborne Standard safeguards and management. OSHA Bloodborne Pathogen certification through the American Health and Safety Institute (AHSI) will be issued.
Instructor: Community Safety Consultants
Tuition: $45 + general fee $80. Total $125
AHMA 024-16 Wednesday, 9 a.m.-1 p.m., January 2
(returning MA students)
AHMA 024-17 Monday, 9 a.m.-1 p.m., July 8

Basic Life Support CPR
CEU 0.45
Healthcare Provider BLS CPR is designed to meet the needs of health care professionals.
Instructor: Community Safety Consultants
Tuition: $15 + general fee $70. Total $85
AHMA 025-12 Thursday, 9 a.m.-1:30 p.m., January 3
(returning MA students)
AHMA 025-13 Tuesday, 9 a.m.-1:30 p.m., July 9

Standard First Aid Level 2
CEU 0.7
Standard First Aid Level 2 is designed to meet the needs of health care professionals.
Prerequisite: Successful completion of Basic Life Support CPR.
Instructor: Community Safety Consultants
Tuition: $34 + general fee $65. Total $99
AHMA 026-12 Friday, 9 a.m.-4:30 p.m., January 4
(returning MA students)
AHMA 026-13 Wednesday, 9 a.m.-4:30 p.m., July 10

Externship for the Medical Assistant
CEU 20.0
Perform the duties of a medical assistant under supervision, at a clinic or other medical facility. You are required to work 200 hours.
Prerequisites: Successful completion of all 12 Medical Assistant Certificate courses.
Tuition: $850 + general fee $149. Total $999
AHMA 016-23 Monday, 9 a.m.-Noon, January 7
AHMA 016-24 Thursday, 9 a.m.-Noon, July 11

PLEASE NOTE
Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment. Bring all documents to your orientation.

COLLEGE CREDIT
Sixteen credits toward a Middlesex County College degree, through the Health Science option, may be awarded to students who successfully complete all requirements of the Medical Assistant program.
For additional information regarding potential college credit only contact Theresa O’Reilly: 732.906.2502 or TOReilly@middlesexcc.edu.
Entrance Requirements:
Proficiency in spoken and written English

Program Requirements:
In addition to successfully completing the three Phlebotomy Technician Program courses, you must:

- Wear a complete set of blue scrubs to each class.
- Closed toe shoes are required daily.
- Wear a white lab coat for Phlebotomy PHL II and III.
- Purchase the mandatory textbook and workbook for first day of class, available at College Bookstore.
- Maintain an attendance rate and final grade of 80 percent or higher for each class.

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

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

Phlebotomy 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.

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

Payment Options With Externship:
Total cost for Phlebotomy I, II and III: $2,599 (save $462)
Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:
Phlebotomy I, II, III: $3,061 if paid separately
Phlebotomy I

CEU 6.0
Receive an introduction to the phlebotomy profession, infection control, patient care and professional ethics.

Textbook and workbook required for FIRST class, available at College Bookstore.
Tuition: $500 + general fee $213 + liability insurance $36. Total $749
AHPH 001-66 Monday-Friday, 9 a.m.-2:30 p.m. (1/2 hour lunch), January 14-30 (no class January 21) (12 sessions)
AHPH 001-67 Tuesday, Wednesday & Thursday, 6:30-9:30 p.m., March 19-May 1 (20 sessions)
AHPH 001-68 Monday-Thursday, 9 a.m.-3:30 p.m. (1/2 hour lunch), July 15-30 (10 sessions)

Phlebotomy II

CEU 6.4
Topics include proper techniques and methods to safely handle samples. Initially, you will practice venipuncture and finger sticks on an artificial arm. Once proficiency is achieved, you’ll practice venipuncture and finger sticks on each other under the supervision of the instructor.

Prerequisites: Successful completion of Phlebotomy I.
Tuition: $579 + general fee $371 + consumables fee $175. Total $1,125
AHPH 002-67 Monday-Friday, 9 a.m.-2:30 p.m., February 4-20 (1/2 hour lunch) 9 a.m.-1 p.m., February 21 (13 sessions)
AHPH 002-68 Tuesday, Wednesday and Thursday, 6:30-9:30 p.m., May 7-June 18 and Wednesday and Thursday, 6-9:30 p.m., June 19 and 20 (21 sessions)
AHPH 002-69 Monday-Thursday, 9 a.m.-3:30 p.m., July 31-August 15 (1/2 hour lunch) 9 a.m.-1 p.m., August 19 (11 sessions)

Phlebotomy III: 126-hour Externship

CEU 12.6
At a hospital or other facility, you will collect samples and perform other duties associated with phlebotomy.

Prerequisites: Successful completion of Phlebotomy I & II and BLS CPR, criminal background check and physical examination with current immunizations and personal health insurance coverage.
NOTE: Most externships are available only during the day.
Tuition: $950 + general fee $237. Total $1,187
AHPH 009-17 Tuesday, 9 a.m.-Noon, February 25 (Orientation-Required)
AHPH 009-18 Wednesday, 6:30-9:30 p.m., June 26 (Orientation-Required)
AHPH 009-19 Tuesday, 9 a.m.-Noon, August 20 (Orientation-Required)

For additional information about the Phlebotomy Technician Certificate Program, call 732.906.7740 or 732.906.2556.

COLLEGE CREDIT
Ten credits toward a Middlesex County College degree through the Health Science option may be awarded to students who successfully complete all requirements of the Phlebotomy program.
For information regarding potential college credit only contact Theresa O’Reilly: 732.906.2502 or TOReilly@middlesexcc.edu.
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.
• You must be certified in BLS CPR prior to EKG course completion.

Please Note:
An attendance rate and final grade of 80 percent or higher is required to pass the class.
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 examination 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 to be in compliance with the Federal HIPAA Law (Health Insurance Portability and Accountability Act).

ECG/EKG Technician
CEU 6.0
Topics include anatomy and physiology of the heart, set-up and operation of an ECG/EKG machine, identification and description of basic waveforms and placement of electrodes.

Required: EKG calipers and Textbook required for FIRST class, available at College Bookstore.
Tuition: $495 + general fee $75 + lab fee $429. Total $999
AHEK 001-60 Monday-Friday, 9 a.m.-2:30 p.m., February 28-March 15 (1/2 hour lunch) (12 sessions)
AHEK 001-61 Monday-Friday, 9 a.m.-2:30 p.m., June 17-July 2 (1/2 hour lunch) (12 sessions)

For additional information about the ECG/EKG Technician Certificate Program, call 732.906.7740 or 732.906.2556.

COLLEGE CREDIT
Three credits toward a Middlesex County College degree, through the Health Science option, may be awarded to students who successfully complete all requirements of the ECG/EKG program.
For information regarding potential college credit only contact Theresa O’Reilly: 732.906.2502 or TOReilly@middlesexcc.edu.
ALLIED HEALTH

Medical Coding and Billing Certificate NEW

Entrance Requirements:
Proficiency in spoken and written English

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

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

Please Note:
An attendance rate and final grade of 80 percent or higher is required to pass each course.

Medical Billing and Insurance NEW
CEU 6.0
Understand health insurance and medical billing and reimbursement practices, along with HIPAA, medical law and ethics, and analysis of patients' records to be able to assign appropriate codes for billing purposes. Medicare, Medicaid and other State programs, Tricare, CHAMPVA and hospital billing will be discussed. Students will learn to use Medisoft software and will gain hands on experience entering a sample patient through the electronic medical billing cycle.

Prerequisite: Medical Terminology and Anatomy for ICD-10
Required: Textbook available at College Bookstore.
Instructor: T. Scott
Tuition: $500 + general fee $299. Total $799
AMRC 829-02 Saturdays, 8:30 a.m.-2 p.m., (½ hour break) January 12-March 30 (12 sessions)

ICD-10-CM/PCS Medical Coding
CEU 6.6
Gain knowledge about the approximately 69,000 ICD-10-CM/PCS codes. This course will be taught via lecture, discussion and worksheets.

Required: Textbook required for FIRST class, available at College Bookstore.
Prerequisite: Successful completion of Medical Terminology and Anatomy or experience with ICD-9 coding.
Instructor: M. Vargas
Tuition: $600 + general fee $399. Total $999
AMRC 824-11 Tuesdays & Thursdays, 6:30-9:30 p.m., April 9-June 20 (22 sessions)
CPT-4 Coding I
CEU 2.7
Learn to code medical procedures for physicians, outpatient clinics and emergency rooms.  
**Required:** Textbooks required for **FIRST** class, available at College Bookstore.  
**Prerequisite:** Medical Terminology and Anatomy for ICD-10 and ICD-10-CM/PCS Medical Coding  
**Instructor:** M. Vargas  
**Tuition:** $300 + general fee $99. Total $399  
**AMRC 818-63** Tuesdays & Thursdays, 6:30-9:30 p.m., July 9-August 6 (9 sessions)

CPT-4 Coding II
CEU 1.8  
Practice coding with sample emergency room charts, endoscopy reports and outpatient procedures.  
**Required:** Bring your CPT-4 Coding I textbooks to class.  
**Prerequisite:** CPT-4 Coding I  
**Instructor:** M. Vargas  
**Tuition:** $200 + general fee $75. Total $275  
**AMRC 819-52** Thursdays & Tuesdays, 6:30-9:30 p.m., August 8-27 (6 sessions)

**COLLEGE CREDIT**
Credits toward a Middlesex County College degree, through the Health Science option, may be awarded to students who successfully complete all requirements of the Medical Coding and Billing certificate program.

For information regarding potential college credit only contact Theresa O’Reilly: 732.906.2502 or TOReilly@middlesexcc.edu.
ALLIED HEALTH PROGRAM CREDENTIAL OPPORTUNITIES

American Society of Clinical Pathologists (ASCP)
Middlesex County College meets the requirements for a formal structured Phlebotomy Program with the American Society of Clinical Pathologists (ASCP) Board of Certification. For more information regarding national certification examinations, please contact ASCP directly at www.ascp.org/certification.

National Certified Insurance and Coding Specialist (NCICS)
Upon completion of the Medical Coding and Billing Program, you are eligible to sit for the National Certified Insurance and Coding Specialist (NCICS) certification examination.

Middlesex County College is approved by American Medical Technologists (AMT). www.americanmedtech.org
Upon successful completion of the Medical Assistant Certificate Program, you may sit for the AMT’s Registered Medical Assistant (RMA) certification exam. The RMA is accredited by the National Commission for Certifying Agencies (NCCA).

Upon successful completion of the Phlebotomy Technician Certificate Program, you may sit for the AMT’s Registered Phlebotomy Technician (RPT) certification exam. The RPT is accredited by the NCCA.

Middlesex County College has been acknowledged by the National Center for Competency Testing (NCCT), with Route 1 Eligibility status for the following programs:

Medical Assistant Program – Upon completion of the Medical Assistant Certificate Program, you are eligible to sit for the NCMA national certification examination.

Phlebotomy Technician Certificate – Upon completion of the Phlebotomy Technician Certificate Program, you are eligible to sit for the NCPT national certification examinations.

ECG/EKG Certificate Program – Upon completion of the ECG/EKG Certificate Program, you are eligible to sit for the NCET national certification examinations.

Middlesex County College has been approved and recognized by the National Healthcareer Association (NHA). National Healthcareer Association (NHA) is a division of Assessment Technologies Institute L.L.C. (ATI)
Upon successful completion of the Medical Assisting Program, you may sit for NHA’s Certified Clinical Medical Assistant (CCMA) certification examination.

Upon successful completion of the Phlebotomy Technician Certificate Program, you may sit for NHA’s Certified Phlebotomy Technician (CPT) certification examination.

 Upon successful completion of the ECG/EKG Technician Program, you may sit for NHA’s Certified EKG Technician (CET) certification examination.

Upon successful completion of the Medical Coding and Billing Program, you may sit for NHA’s Billing and Coding Specialist Certification (CBCS) examination.
ALLIED HEALTH

Certified Nursing Assistant (Preparation Program)

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

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

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

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

Certified Nursing Assistant (CNA)
CEU 9.0
Topics include anatomy, physiology and medical terminology, patient and staff safety, patient hygiene, basic nursing care procedures, infection control practices, applicable laws and regulations related to the role of the CNA. Program consists of 50 hours of classroom with 40 hours of clinical rotations in our host facility. Classes are conducted at Roosevelt Care Center in Edison, NJ.

Required: Textbook required for FIRST class, available at College Bookstore.
Tuition: $1,500 + general fee $149 + lab fee $171. Total $1,820
CNGR 001-19 Monday-Friday, 9 a.m.-2:30 p.m., January 7-February 8 (no class January 21) (24 sessions)
CNGR 001-20 Tuesday, Wednesday, Thursday, 6:30-9:30 p.m., February 12-May 14 (40 sessions)
CNGR 001-21 Monday-Friday, 9 a.m.-2:30 p.m., July 8-August 8 (24 sessions)

NOTE: Successful completion of the State of New Jersey certification exam is required to become a certified nursing assistant (CNA) in the state of New Jersey.

MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

FOR CURRENT OPERATING HOURS:
Call 732.906.2540

FOR GENERAL INFORMATION:
Call 732.906.2539

TO PURCHASE BOOKS ONLINE:
Go to middlesexcc.bncollege.com
See page 103 for detailed instructions.
ALLIED HEALTH

Patient Care Technician Certificate

Entrance Requirements:
Proficiency in spoken and written English, completion of medical exam and proof of immunizations, fingerprinting and criminal background check, high school diploma or equivalency required.

Program Requirements:
• Successful completion of all three sub-component programs: Certified Nursing Assistant, ECG/EKG Technician, and Phlebotomy Technician. Please refer to the requirements of each of those programs individually.
• Purchase textbook(s) for the first day of class for each component class; available at College Bookstore.
• Wear a complete set of blue color scrubs and closed-toes shoes to each class every day. MCC ID card required.
• Successful completion of all coursework, maintain the appropriate grade point average and attendance specific to each class.
• You must be certified in BLS CPR prior to the externship component. Certificates for ECG/EKG and Phlebotomy will not be awarded without proof of valid BLS CPR.

Please Note:
The Patient Care Technician (PCT) Certificate requires the successful completion of all three component courses: Certified Nursing Assistant, ECG/EKG Technician and Phlebotomy Technician. The PCT start date is the date of the first available component program. Total hours for the program will be combined hours of each course for a total of 374 hours.
You do not need to complete courses in a specific sequence. A certificate for Patient Care Technician will be awarded upon completion of the three component courses.

Patient Care Technician (PCT)
AHPC 001-02 Processing fee for certificate $75

For additional information about the Patient Care Technician Program, call 732.906.7740 or 732.906.2556.

FREE ESL and GED TRAINING

The Career Training Center offers:
• ESL Training during the day
• GED Training during the day and on Saturdays

Call 732.906.4231 for details.
Allied Health

Pharmacy Technician Certificate

Entrance Requirements:
• Proficiency in spoken and written English.
• An attendance rate and final grade of 80 percent or higher is required to pass this course.

Please Note:
Refunds may only be provided for this class if you withdraw more than five working days before the start date. No refunds will be given after this time.

Pharmacy Technician
CEU 5.0
Prepare to work as a pharmacy technician in retail or other pharmacy settings, and to take the Pharmacy Technician Certification Board’s PTCB exam.

Course content includes: Pharmacy medical terminology, the history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Review dosage calculations, drug classifications, the “top 200 drugs,” I.V. flow rates, sterile compounding dose conversions, aseptic techniques, and the handling of sterile products.

Total Program Length: 50 hours
Tuition: $240 + general fee & textbook $959.
Total $1,199

APTC 217-12 Tuesdays & Thursdays, 6-9:30 p.m.,
March 5-April 23 (15 sessions)
APTC 217-13 Tuesdays & Thursdays, 6-9:30 p.m.,
June 4-July 25 (no class July 4) (15 sessions)

Register Now!
Register now with your Visa, Master Card, Discover
Call 732.906.2556
Dialysis Technician Certificate

Requirements:

Proficiency in spoken and written English. An attendance rate and final grade of 80 percent or higher is required to pass the course.

Please Note:

Refunds may only be provided for this class if you withdraw more than five working days before the start date. No refunds will be given after this time.

Dialysis Technician Certificate

CEU 5.0

If you are a health care provider who wants to specialize in dialysis therapy and understand the principles of kidney failure, this essential training program is for you. Dialysis is the complex process of cleansing the blood of accumulated waste products and requires a team of highly trained professionals. Dialysis technicians are also referred to as renal dialysis, hemodialysis and nephrology technicians. Receive information from the instructor regarding the national certification examinations given by the Board of Nephrology Examiners Nursing and Technology (BONENT) and the American Nephrology Nurses Association (ANNA).

Tuition: $200 + general fee and textbooks $799. Total $999

AHDT 001-14 Wednesdays, 6-9:30 p.m., February 27-June 5 (15 sessions)

AHDT 001-15 Wednesdays, 6-9:30 p.m., June 12-September 18 (15 sessions)

New Jersey’s Career and Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP)

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

In as little as 12 weeks your degree and/or work experience may qualify you for a career as an educator!

Are you looking for a career change or exploring options outside of your current industry?

Have you earned a degree, but don’t know how to apply it?

New Jersey’s Career and Technical Education Certificate of Eligibility Educator Preparation Program may be just what you are looking for!

Brookdale Community College is New Jersey’s sole provider of the 400- hour CTE CE EPP. The program is delivered in a hybrid format at locations throughout the state. To help with a busy life schedule, most of the work is completed online, with the exception of occasional face-to-face Saturday meetings.

For more information visit us at: www.brookdalecc.edu/cte

Brookdale Community College

Continuing and Professional Studies
Dental Hygiene

Administration of Local Anesthesia for the Dental Hygienist
DENTAL CEUs 32
Consisting of 20 hours of instruction and 12 hours of clinical training, this course meets the New Jersey State Board of Dentistry requirements for the 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, basic life support, the selection of appropriate anesthetic agents and techniques for administering local anesthesia.

Required: Textbook required, available at the College Bookstore.

Requirements for first night of class: Proof of current New Jersey Registered Dental Hygiene License; up-to-date certificate in BLS CPR.

NJ Board of Dentistry approved instructors.

Tuition: $838 + general fee $100 + laboratory fee $25 + liability insurance $36. Total $999

ADEN 003-13
Lectures: Wednesdays, 6-10 p.m., April 17-May 15 (5 sessions)
Clinical: Wednesdays, 6-10 p.m., May 22, 29, June 5 (Total sessions: 8)

Administration of Local Anesthesia for the Dental Hygienist: A Didactic Refresher
DENTAL CEUs 4
This course is designed to meet the NJ State Board of Dentistry requirements for the renewal of trained and licensed dental hygienists who administer local anesthesia to patients for pain management during the course of dental treatment. Review information including the fundamental knowledge of the 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 and basic life support, selection of appropriate anesthetic agents and techniques for administering local anesthesia, and the administration of local anesthetic reversal agents. The course consists of four hours of didactic training. Upon completion, four CEU credits will be awarded.

PLEASE NOTE:
You must provide proof of Dental Hygiene license and successful completion of the state required Administration of Local Anesthesia course (32-hour course).

Instructor: J. Leizer-Wasserman, D.M.D.,
Tuition: $100 + general fee $99. Total $199

ADEN 005-13 Tuesday, 6-10 p.m., May 21
Administration of Local Anesthesia for the Dental Hygienist: A Clinical Refresher

DENTAL CEUs 4

If you are a dental hygienist who has taken the local anesthesia course but may not be comfortable in administering all types of local anesthetic blocks, this course is designed for you. Refresh your knowledge and meet the NJ State Board of Dentistry requirements for the administration of the additional nerve blocks that were not mandated when the course was first offered. The course includes a brief review of the following: 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. The clinical training component includes monitored administration of local anesthesia on laboratory partners and will include both supraperiosteal (infiltration) injections and nerve block anesthesia (with the exception of the maxillary, second division, V2 nerve block). The course consists of one hour of didactic training and three hours of clinical training.

PLEASE NOTE:
You must provide proof of Dental Hygiene license and successful completion of the 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.

Instructor: J. Leizer-Wasserman, D.M.D.

Tuition: $118 + general fee $20 + material fee $25 + liability insurance $36. Total $199

ADEN 004-13 Thursday, 6-10 p.m., May 30
Supply Chain Management

Supply Chain Management Principles Certificate
CEU 4.0
Become familiar with the concept of the supply chain and all of its components, from raw materials extracted from the earth to retail products ready for purchase by consumers. Explore how a supply chain works and the types of careers associated with supply chain management. This course is beneficial for warehouse managers and staff; supply and procurement managers and staff; inventory managers; logisticians, routers and schedulers; and transportation managers; etc.

Participants will have the option of taking the Council of Supply Chain Management Professionals (CSCMP) credentialing exam (for an additional fee) after successful completion of the course.

Instructor: M. Rodriguez
Tuition: $299 + general fee $60. Total $359
SCMP 001-04 Tuesday & Thursday 6:30-9 p.m., February 19-April 11 (16 sessions)

Inventory Management NEW
CEU 4.0
Understand the function of inventory in the overall supply chain processes of an organization. Key elements in this certification course include the importance and use of inventory in the supply chain, exposure to different types of inventory, techniques for effectively managing and controlling inventory levels, the relationship between forecasting and inventory management, and the financial impact of inventory investments. This course will prepare students to pass the Inventory Management National Certification Exam.

Recommended: Supply Chain Management Principles
Instructor: A. Yansaneh
Tuition: $299 + general fee $60. Total $359
SCMP 002-01 Tuesdays & Thursdays, 6:30-9 p.m., April 23-June 13 (16 sessions)

REGISTER NOW!
Register now with your Visa, Master Card, Discover
Call 732.906.2556
BUSINESS & MANAGEMENT

Meeting and Event Planning Certificate NEW

Are you looking for a new career or a way to supplement your income while working from home? Do you currently plan meetings without the skills to be efficient? This is an opportunity for you to learn the basics of successful meeting and event planning. To qualify for the total certificate, you must successfully complete the four courses listed below. Each course, however, is a complete learning experience so you may enroll in an individual course and receive a certificate of completion for that course.

Instructor:
K. Dalina, Ed.D., MCC Event Manager

Event Planning Primer NEW
CEU 0.3
This course provides a systematic guide to planning, organizing and implementing an event. From determining your client’s needs to planning, budgeting, task management and creating realistic timelines, this course will help you to plan anything!
Tuition: $50 + $25 general fee. Total $75
COEV 006-02 Saturday, 9 a.m.-Noon, February 2

Program Development NEW
CEU 0.3
Determining the right concept and defining its objectives is key to an event’s success. Topics include developing the appropriate event, keys to financial success and how to wow the attendees! Where you host your event may make it or break it! Join us and learn about locations, date selection, room set-ups, technology, hospitality, and on-site management.
Tuition: $50 + $25 general fee. Total $75
COEV 007-02 Saturday, 9 a.m.-Noon, February 16

Marketing the Event NEW
CEU 0.3
Become familiar with event marketing strategies, public relations, partnerships, social media and good old fashioned networking opportunities.
Tuition: $50 + $25 general fee. Total $75
COEV 008-02 Saturday, 9 a.m.-Noon, March 9

Developing the Event NEW
CEU 0.3
Using a hypothetical event, create a compelling program, recruit engaging speakers and alternate funding sources, market the event and possibly even implement it.
Tuition: $50 + $25 general fee. Total $75
COEV 009-02 Saturday, 9 a.m.-Noon, April 13
Who Should Attend?
If you are involved with processes and procedures on any level, in any field, including healthcare, education, service, government, nonprofits or manufacturing, this program can benefit you and your organization.

Why You Should Attend:
Become a more valuable employee by learning Six Sigma methodology to decrease defects and failures.

What You Can Expect:
- Preparation for the certification exam sponsored by the American Society for Quality (ASQ). Visit www.asq.org for requirements
- Real-world applications for Six Sigma
- Practical tools and methods to optimize the processes driving your organization
- How to define measure, analyze, improve and control existing processes

Requirements for the Six Sigma Certificate from Middlesex County College:
Successful completion of the following courses:
- Six Sigma: Introduction
- Measurements
- Improve and Control
- Define
- Analyze

Total Program Cost: $999 (Save $121)
Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:
5 required courses: $1,120 if paid separately

Instructor:
C. Allman

Six Sigma: Introduction
CEU 0.6
Learn to help your organization meet its goals by understanding organizational drivers, lean principles and Six Sigma methodology.
Required: Textbook required, available at the College Bookstore.
Tuition: $105 + general fee $35. Total $140
BSSI 001-18 Monday & Wednesday, 6:30-9:30 p.m., February 4, 6

Define
CEU 0.6
Learn to recognize how processes cross various functional areas, the challenges that result for process improvement efforts and project management basics.
Required: Textbook required, available at the College Bookstore.
Tuition: $105 + general fee $35. Total $140
BSSI 002-18 Monday & Wednesday, 6:30-9:30 p.m., February 11, 13

Measure
CEU 1.2
Topics covered include process analyses and documentation, probability and statistics, collecting and summarizing data, probability distribution and measurement system analyses.
Required: Textbook required, available at the College Bookstore.
Tuition: $210 + general fee $70. Total $280
BSSI 003-19 Monday & Wednesdays, 6:30-9:30 p.m., February 25, 27, March 4, 6
Analyze
CEU 1.2
Learn to analyze - the foundation for improvement, redesign and control, including exploratory data analyses and hypothesis testing.

Required: Textbook required, available at the College Bookstore.
Tuition: $210 + general fee $70. Total $280
BSSI 004-19 Monday & Wednesdays, 6:30-9:30 p.m., March 11, 13, 18, 20

Improve and Control
CEU 1.2
Topics include design of experiments (DOE), basic terms, statistical process control (SPC), objectives and benefits, rational sub-grouping, control charts, implementation and validation of solutions and the control plan.

Required: Textbook required, available at the College Bookstore.
Tuition: $210 + general fee $70. Total $280
BSSI 005-19 Monday & Wednesdays, 6:30-9:30 p.m., March 25, 27, April 1, 3

MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540
For general information: Call 732.906.2539
To purchase books online: Go to middlesexcc.bncollege.com
See page 103 for detailed instructions.
BUSINESS & MANAGEMENT

Project Management Certificate

Increase your employment opportunities and boost your job performance by earning the Certified Associate in Project Management (CAPM) or the Project Management Professional (PMP) credential from the Project Management Institute (PMI).

If you are a project manager, project team member, coordinator or assistant, you will benefit by learning the PMI method of project management. Experience a high-quality program, taught by working professionals that is consistent with the PMI body of knowledge and a complete exam preparation program to increase the likelihood of passing the PMI exam.

We welcome all students who are currently performing, or have previously performed, basic project management activities or who have a basic understanding of project management. For PMI certification, additional requirements may apply. See www.pmi.org for complete certification requirements.

Requirements to Earn a Middlesex County College Project Management Certificate:
To earn a Certificate, you must successfully complete 36 hours of instruction by enrolling in Project Management Levels I-X on the following pages.

It is not necessary to enroll in the full certificate program. However, it is important to comply with the prerequisites listed for each course.

Total Program Cost: $999 (Save $191)
Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:
10 required courses: $1,190 if paid separately.

Required Textbook:
There is one textbook required for all courses and it is available at the College Bookstore.

Instructor:
D. Anderson

Project Management I: Introduction, the Project Environment and the Role of the Project Manager
CEU 0.3
Project Management I includes an overview of the guide to the Project Management body of knowledge, the environment in which projects operate, and the role of the project manager.

Tuition: $65 + general fee $34. Total $99
BSPM 001-58 Saturday, 9 a.m.-Noon, January 26
BSPM 001-59 Monday 7-10 p.m., March 18

Project Management II: Project Integration
CEU 0.3
Become acquainted with the fundamentals of taking a project from beginning to end, while using basic project planning, execution and management tools that follow the PMI body of knowledge.

Prerequisite: Project Management I or equivalent knowledge
Tuition: $65 + general fee $34. Total $99
BSPM 002-58 Saturday, 1-4 p.m., January 26
BSPM 002-59 Thursday, 7-10 p.m., March 21

HAVE AN IDEA FOR A COURSE?
Call 732.906.7740 for a Course Proposal form.
Project Management III: Managing the Project Scope  
CEU 0.3  
Project scope management is a method to determine which processes, products and procedures are within the project’s scope and which are not. Main topics include protecting the integrity of the project’s scope through planning, defining and verifying the project’s main focus and by the practice of integrated change management. 
**Prerequisite:** Project Management I and II or equivalent knowledge  
**Tuition:** $65 + general fee $34. Total $99  
BSPM 003-58 Saturday, 9 a.m.-Noon, February 2  
BSPM 003-59 Thursday, 7 p.m.-10 p.m., March 28

Project Management IV: Quality  
CEU 0.3  
If the deliverable doesn’t have the desired result, it has no value, even if it is completed on time, on budget and within the project’s scope. Learn how to prepare and plan for a project’s quality, determine a quality policy, implement quality control, and track the project’s quality process. 
**Prerequisite:** Project Management I-III or equivalent knowledge  
**Tuition:** $65 + general fee $34. Total $99  
BSPM 006-58 Saturday, 1-4 p.m., February 2  
BSPM 006-59 Monday, 7-10 p.m., April 1

Project Management V: Managing the Project Schedule  
CEU 0.6  
The ability to estimate, manage and account for time is a critical skill for the successful project manager. Learn how to meet the project’s completion date by using the Work Breakdown Structure (WBS), estimating time, sequencing activities, finding the critical path and slack, as well as developing and controlling the schedule. 
**Prerequisite:** Project Management I-IV or equivalent knowledge  
**Tuition:** $140 + general fee $59. Total $199  
BSPM 004-58 Saturday, 9 a.m.-4 p.m., February 9  
BSPM 004-59 Thursday & Monday, 7-10 p.m., April 4, 8

Project Management VI: Managing Cost  
CEU 0.6  
A key element in determining the feasibility of projects is cost. Several methods of estimating can be used to prepare a cost estimate: analogous, parametric, bottom-up and top-down. Managing projects also involves determining and controlling the project budget. Join us to learn these essential project management skills. 
**Prerequisite:** Project Management I-V or equivalent knowledge  
**Tuition:** $140 + general fee $59. Total $199  
BSPM 005-58 Saturday, 9 a.m.-4 p.m., February 23  
BSPM 005-59 Thursday & Monday, 7-10 p.m., April 11, 15
Project Management VII: Managing Resources
CEU 0.3
In this course, the focus is on identifying, acquiring and managing the resources needed to accomplish project objectives. Many consider human capital the most essential, the most valuable and the most difficult resource to control. To assist you to effectively lead, you will learn about Maslow’s hierarchy of needs, Herzberg’s theory of motivation, management theories X, Y and Z and expectancy theory.
Prerequisite: Project Management I-VI or equivalent knowledge
Tuition: $65 + general fee $34. Total $99
BSPM 007-58 Saturday, 9 a.m.-Noon, March 2
BSPM 007-59 Thursday, 7-10 p.m., April 18

Project Management VIII: Project Communications and Stakeholder Management
CEU 0.3
The ability to communicate effectively with your project stakeholders is one of the most valuable assets a project manager can have. In addition to learning how to plan, manage and control communications, this course examines the techniques of stakeholder management: how to identify stakeholders, plan stakeholder management and manage and control stakeholder engagement.
Prerequisite: Project Management I-VII or equivalent knowledge
Tuition: $65 + general fee $34. Total $99
BSPM 008-58 Saturday, 1-4 p.m., March 2
BSPM 008-59 Monday, 7-10 p.m., April 22

Project Management IX: Risk Management
CEU 0.3
This course includes learning how to identify risks and plan and implement risk responses for the risks identified. Also included is the examination of the tools used to identify risk, the use of qualitative and quantitative analysis and expectancy theory.
Prerequisite: Project Management I-VIII or equivalent knowledge
Tuition: $65 + general fee $34. Total $99
BSPM 009-58 Saturday, 9 a.m.-Noon, March 9
BSPM 009-59 Thursday, 7-10 p.m., April 25

Project Management X: Project Procurement
CEU 0.3
Upon completion of this course, you will understand the basics of procurement planning, make/buy analysis, vendor selection, choosing a contract type and contract administration. Includes how to monitor and control procurement performance and manage vendors.
Prerequisite: Project Management I-IX or equivalent knowledge
Tuition: $65 + general fee $34. Total $99
BSPM 010-58 Saturday, 1-4 p.m., March 9
BSPM 010-59 Monday, 7-10 p.m., April 29
BUSINESS & MANAGEMENT

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 Management Certificate, you must complete eight courses:

- Five required courses, plus
- Three courses selected from the list of electives on pages 41-42

Total Program Cost for Eight Courses: $898 (Save $302)
Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:
Five required courses and three electives: $1,200 if paid separately ($150 per course).

REQUIRED COURSES

The Role of the Manager
CEU 0.6
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.

Tuition: $125 + general fee $25. Total $150
CBMA 706-20 Saturday, 9 a.m.-4 p.m., February 2

The Planning Process
CEU 0.6
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.

Instructor: J. Ottley
Tuition: $125 + general fee $25. Total $150
CBMA 711-08 Saturday, 9 a.m.-4 p.m., February 9
Effective Communication
CEU 0.6
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.
Instructor: J. Ottley
Tuition: $125 + general fee $25. Total $150
CBMA 709-21 Saturday, 9 a.m.-4 p.m., February 23

Managing Your Staff and Team
CEU 0.6
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.
Instructor: J. Ottley
Tuition: $125 + general fee $25. Total $150
CBMA 712-08 Saturday, 9 a.m.-4 p.m., March 2

Key Human Resource Issues for Non-HR Managers
CEU 0.6
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.
Instructor: J. Ottley
Tuition: $125 + general fee $25. Total $150
CBMA 713-08 Saturday, 9 a.m.-4 p.m., March 9
BUSINESS & MANAGEMENT

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, no formal training or perform various human resource functions within your organization, this certificate program can help you meet your goals. Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

Requirements for the Human Resources Certificate:
To qualify, you must successfully complete eight courses:
- Five required courses, plus
- Three courses selected from the list of electives on pages 41-42

Total Program Cost for Eight Courses: $898 (Save $302)
Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:
Five required courses and three electives: $1,200 if paid separately ($150 per course).

REQUIRED COURSES

Human Resources Management
CEU 0.6
Learn how current issues affect the role of the human resources manager in the areas of hiring, training, development, employment relations and compensation practices. Examine projected skill shortages and cultural diversity as they affect the corporate environment today. Review how external factors, such as the economy, legislation and cultural trends affect the field.
Instructor: G. Goros
Tuition: $125 + general fee $25. Total $150
CBHR 735-52 Saturday, 9 a.m.-4 p.m., February 2

Employment Relations
CEU 0.6
Create a positive working environment in order to maximize productivity and remain competitive! Become familiar with techniques to reduce absenteeism, as well as conflict resolution skills, and coaching and counseling techniques. Discuss the implications of a multicultural workforce, the effect of the glass ceiling on women, and how to create opportunities for career advancement.
Instructor: M. Miller
Tuition: $125 + general fee $25. Total $150
CBHR 737-52 Saturday, 9 a.m.-4 p.m., February 9
Compensation: Salary and Benefits
CEU 0.6
Learn about cost containment strategies, federal and state laws governing compensation, compensation techniques, anti-discrimination laws, unemployment and workers’ compensation issues, as well as changing trends in benefits and the laws that govern them such as COBRA and Family Leave.
Instructor: M. Miller
Tuition: $125 + general fee $25. Total $150
CBHR 739-52 Saturday, 9 a.m.-4 p.m., February 23

Training & Development
CEU 0.6
Gain an understanding of how training and development ensures an organization’s productivity and competitiveness, enhances employee effectiveness and contributes to personal job satisfaction. Learn the basics of a sound training and development plan, principles of adult learning, the role of the trainer, and how to assess training needs, define objectives, and create and evaluate programs.
Instructor: M. Miller
Tuition: $125 + general fee $25. Total $150
CBHR 738-55 Saturday, 9 a.m.-4 p.m., March 2

Recruiting & Selecting: Hire Right the First Time
CEU 0.6
Practice good interviewing and recruiting techniques that ensure you get the best candidate for the position. Understand how to develop job-related questions from job descriptions and resumes, what questions are legal, effective interviewing techniques, and an evaluation process for candidate selection. Bring sample job descriptions for a workshop exercise and see how to implement the concepts you’ve learned.
Instructor: G. Goros
Tuition: $125 + general fee $25. Total $150
CBHR 724-52 Saturday, 9 a.m.-4 p.m., March 9
BUSINESS & MANAGEMENT

Electives for Human Resources and Management Certificates

A wide variety of electives are available to complete the Management and the Human Resources Certificate programs. Select any three electives from the following list. Electives vary each semester and each may be used to complete requirements for only one certificate program. These courses are also open to anyone who wishes to develop their business skills.

A Toolbox to Retain Valuable Employees
CEU 0.6
The Saratoga Institute estimates the cost of losing an employee as equal to the employee’s annual salary. If a company with 300 employees experiences a 10 percent voluntary attrition rate annually and the average yearly salary is $50,000, that is a loss of $1.5 million every 12 months. Leaving a company for a better position is not the main reason why employees resign. In fact, employees are four times more likely to leave a job because of something going on in the office than for an outside opportunity. If you would like to know why and how to avoid voluntary employee attrition, join us to get the answers and learn how to plug up the money drain in your company!

Instructor: M. Miller
Tuition: $125 + general fee $25. Total $150
CBEL 909-06 Saturday, 9 a.m.-4 p.m., March 16

Managing Difficult People and Situations
CEU 0.6
Learn to build trust and confidence with the difficult people in your life, whether that person is a boss, co-worker, employee or customer. Develop techniques to diffuse the anger of others, stabilize resistance and deal with cultural diversity. Learn to manage difficulty by changing conflict into a constructive force and keep difficult people and situations from managing you.

Instructor: J. Ottley
Tuition: $125 + general fee $25. Total $150
CBEL 758-48 Tuesday & Thursday, 6:30-9:30 p.m., March 19, 21

Employment Law
CEU 0.6
Acquire an understanding of the legal implications and practical issues of various laws affecting the workplace. Become familiar with the legal rights and responsibilities of employers and employees, and how to deal with issues concerning discrimination, sexual harassment, the day-to-day implications of the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the NJ Conscientious Employee Protection Act (CEPA) and federal as well as NJ wage and hour laws.

Instructor: G. Savits
Tuition: $125 + general fee $25. Total $150
CBEL 901-08 Saturday, 9 a.m.-4 p.m., March 30
Legally Dismissing the Unsatisfactory Performer
CEU 0.6
Many supervisors and managers fear that they cannot terminate insubordinate or under-performing employees because of the potential for legal retaliation. This sensitive issue requires knowledge and skill. Who needs to be involved? What issues must be raised or avoided? Learn how to legally dismiss a problem employee fairly and in line with company policies. If you manage people and lead teams, this is an essential skill and competency.
Instructor: M. Miller
Tuition: $125 + general fee $25. Total $150
CBEL 894-12 Saturday, 9 a.m.-4 p.m., April 13

Root Cause Analysis (Problem Solving)
CEU 0.6
Because of time constraints or lack of knowledge, many managers respond to problems with a bandage or some other patchwork of quick fixes. Without finding the root cause, that same problem is likely to resurface, beginning the cycle again. Root cause analysis provides a model to logically analyze a problem and identify its underlying cause. Learn to utilize the five Whys, Thought Mapping and the Pareto Chart to get to the root cause of the problem.
Instructor: J. Ottley
Tuition: $125 + general fee $25. Total $150
CBEL 903-08 Tuesday & Thursday, 6:30-9:30 p.m., April 16, 18

Managing Change: The Art of Successful Communication
CEU 0.6
Organizational change is constant, yet many people react to change with denial or resistance. As a change leader, the ability to help people overcome their inertia and get on board with new initiatives is critical to success. Learn practical tools that will enable you to build trust, motivate others and inspire commitment in a manner that inspires optimal productivity.
Instructor: YRM Consulting Group
Tuition: $125 + general fee $25. Total $150
CBEL 911-04 Saturday, 9 a.m.-4 p.m., April 27

Financial Skills for New Supervisors
CEU 0.6
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!
Instructor: D. Pickerell
Tuition: $125 + general fee $25. Total $150
CBEL 908-06 Tuesday & Thursday, 6:30-9:30 p.m., April 30, May 2
BUSINESS & MANAGEMENT

Web Marketing Certificate

It is no longer sufficient to be computer savvy; now, digital fluency is essential. Being left out of the conversation or not knowing that it exists can damage a business or brand. Learn the methods and techniques that allow you to drive your message successfully to your customers. You don’t have to be a web designer or work in IT or marketing to benefit from this series. If you are a marketing professional, graphic designer, business owner, supervisor or manager in any industry or institution, you will find applications for digital marketing.

Web Marketing Certificate Requirements:
Complete the four required courses listed below.

Payment Options:
Discount: Total Certificate Program cost $199 (Save $101).
Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:
Four required courses: $300 if paid separately ($75 per course).

Instructor:
E. Silverstein

Digital Marketing Strategies and Channels of Communication
CEU 0.3
Digital marketing has transformed the way we do business and communicate with our customers. Due to the explosion of digital tools and digitally savvy audiences, it is imperative to understand the new marketing paradigm. Not every social media site is right for you or your business. Join us for this overview, exploring the variety of multi-channel digital platforms that engage a variety of target markets through social media, apps, mobile marketing, Pinterest and YouTube.

Tuition: $50 + general fee $15 + laboratory fee $10.
Total $75
CODM 001-17 Monday 6:30-9:30 p.m., February 25

Social Analytics
CEU 0.3
Analytics is the collection, measurement, analysis and reporting of data to understand and optimize online sales. More than data mining or a customer tracking system, it provides a road map to improve your online presence. Many analytic tools are free and have quality capabilities. Learn how to harness the data at your fingertips into a cogent dialogue between you and your customers.

Tuition: $50 + general fee $15 + laboratory fee $10.
Total $75
CODM 002-17 Wednesday, 6:30-9:30 p.m., February 27

Search Engine Marketing Optimization (SEM/SEO)
CEU 0.3
Ever wonder how to get better positioning in an organic or unpaid web search? A properly designed website using standard SEO methods and tools will help promote your site. Learn how to maximize your online footprint with best practices for search engine marketing.

Tuition: $50 + general fee $15 + laboratory fee $10.
Total $75
CODM 003-17 Monday, 6:30-9:30 p.m., March 4

Writing for the Web
CEU 0.3
Writing for the web is not the same as writing for print. Content should be rich with key words that match the types of online searches conducted by your target market. You do not have much time to grab your readers’ attention and convert them into your customer since the average online reader reviews approximately 20 percent of a webpage within 4-7 seconds.

Tuition: $50 + general fee $15 + laboratory fee $10.
Total $75
CODM 004-17 Wednesday, 6:30-9:30 p.m., March 6
Jump to

Business & Management

Small Business

Starting Your Own Business 101: 10 Steps to Success
CEU 0.6
Starting a small business requires determination, motivation and know-how. When choosing your business, it’s important to determine where your passions lie and to understand your personality type. Gain knowledge about the 10 critical steps to turn your entrepreneurship vision into action.

Instructor: YRM Consulting Group
Tuition: $50 + general fee $25. Total $75
CBGE 005-04 Saturday, 9 a.m.-4 p.m., April 6

eBay and Amazon Buying, Selling and Internet Marketing
CEU 1.0
You’ve seen the commercials and they do not exaggerate their claims. In this very basic introductory seminar, learn how to buy and sell anything on eBay and Amazon.com and receive a few pointers on how to generate a good profit. Additional topics include selling and marketing strategies, communicating with your customers, buyer claims and disputes, feedback and much more!

Instructor: M. DeFeo
Tuition: $50 + general fee $49 Total $99
GENI 385-19 Wednesdays, 6:30-8:30 p.m., April 10-May 8 (5 sessions)

Voiceovers

An Introduction to Voiceovers – Getting Started In Voice Acting
CEU 0.2
Have you ever wanted to be the voice everyone hears on commercials and documentaries? Learn the details of the industry and the importance of a demo tape. You will be coached and recorded and receive a personal evaluation. A professional voice actor in partnership with Voices for All teaches this class.

Tuition: $25 + general fee $25. Total $50
COVO 001-41 Tuesday, 6-8 p.m., March 5
COVO 001-42 Tuesday, 6-8 p.m., June 18

One-On-One Online Voiceover Instruction
CEU 0.15
In this fun and empowering 90-minute, one-on-one introductory workshop, become familiar with the different voiceover types and the tools necessary for industry success. You will be coached and recorded as you read a script so you may receive a professional voice evaluation later. Gain the knowledge to help you decide if this is something you’d like to pursue.

Check out the video at www.voicesforall.com/ooo to get a better sense of how the class works. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

Prerequisite: Include your clearly written email address and telephone with registration. After registration, the instructor will contact you to arrange for your 90-minute class.

Instructor: Voices For All
Tuition: $25 + general fee $25. Total $50
COVO 002-14
TRADE CAREERS
Hands-On Technical Training Programs NEW

"Overall employment of electrical and electronics installers and repairers of commercial and industrial equipment is projected to continue growing to 2022. The median annual wage for electrical and electronics installers and repairers was $55,920 in 2016." (Median hourly wage $26.89)

If you are considering a career change, have recently lost your job, or are thinking about self-employment or business-ownership, you may benefit from this type of IN-DEMAND TRAINING. This is also a great option if you are a high-school graduate who would like to enter the workforce. Upon completion of your desired program, you will receive a Certificate of Completion from Middlesex County College. This type of training may also lead to industry-valued credentials in your chosen field.

Instructor:
Santronics, Inc.

Prerequisites:
High-school diploma or equivalent. Must be proficient in English and have a solid understanding of basic math, and basic PC skills such as MS Office, web navigation/checking e-mail; you should also have good eye-hand coordination, arm-hand steadiness, attention to detail and analytic thinking skills. No previous knowledge of electronics required.

The three technical training programs offered below include the same initial four Foundation courses for the specific program you are interested in pursuing and are listed below in modules. Foundation courses are offered Monday through Thursday from 6-10 p.m. and must be taken in order. After completing the four Foundation courses, you may then specialize in a specific technical occupation based on your interest. These courses are also offered in the evenings.

Industrial Electrical Maintenance Technician
Learn about the operation, troubleshooting, maintenance and repair of fundamental electronic/electrical circuits, electro-mechanical systems, hydraulic systems, and pneumatic systems commonly used in a wide variety of high-tech machines, particularly in the manufacturing sector.

REQUIRED COURSES

Foundation Courses
(Monday-Thursday, 6-10 p.m.)
Module 1 - Introduction to Electronics and Electricity (16 hours)
Module 2 - Introduction to Key Components (16 hours)
Module 3 - Introduction to Technical Documentation (16 hours)
Module 4 - Introduction to Live Testing (16 hours)

Specialization Course
(Tuesdays, 6-10 p.m.)
Prerequisite: Successful completion of the four Foundation courses
Module 5 - Electrical Maintenance/Troubleshooting & Repair (36 hours)
Electronics/Electro-Mechanical Technician
Gain knowledge about the operation, troubleshooting, maintenance and repair of fundamental electronic/electrical circuits and electro-mechanical systems commonly used in a wide variety of machines permeating multiple sectors of the economy.

REQUIRED COURSES

Foundation Courses
(Monday-Thursday, 6-10 p.m.)
Module 1 - Introduction to Electronics and Electricity (16 hours)
Module 2 - Introduction to Key Components (16 hours)
Module 3 - Introduction to Technical Documentation (16 hours)
Module 4 - Introduction to Live Testing (16 hours)

Specialization Course
(Mondays & Wednesdays, 6-10 p.m.)
Prerequisite: Successful completion of the four Foundation courses
Module 6 - Electronic/Electro-Mechanical Troubleshooting & Repair (72 hours)

Major Home Appliance Technician
Learn about the operation, troubleshooting, maintenance and repair of key electronic/electrical circuits and electro-mechanical systems commonly used in all major household appliances.

REQUIRED COURSES

Foundation Courses (Monday-Thursday, 6-10 p.m.)
Module 1 - Introduction to Electronics and Electricity (16 hours)
Module 2 - Introduction to Key Components (16 hours)
Module 3 - Introduction to Technical Documentation (16 hours)
Module 4 - Introduction to Live Testing (16 hours)

Specialization Course (Thursdays, 6-10 p.m.)
Prerequisite: Successful completion of the four Foundation courses
Module 7 - Home Appliances Troubleshooting & Repair (36 hours)

COURSES DESCRIPTIONS

Introduction to Electricity & Electronics (Module 1)
CEU 1.6
Acquire the knowledge necessary to define voltage, current, resistance, capacitance, inductance, impedance, reactance, ohm’s law, power, frequency, DC, and AC; convert quantities of voltage, current, resistance, capacitance, inductance, power, time, and frequency using appropriate unit/prefix of measurement; define and understand series, parallel and combination configurations; define and understand the short and open condition; and identify components based on corresponding schematic symbols.

Tuition: $75 + $200 general fee. Total $275
ELEC 013-02 Monday-Thursday, 6-10 p.m., January 28-31
ELEC 013-03 Monday-Thursday, 6-10 p.m., May 20-23
Introduction to Key Components (Module 2)
CEU 1.6
Gain the necessary knowledge to understand the general operation, typical applications, and routine malfunctions associated with the major electronic, electrical, photonic, magnetic, electro-mechanical, hydraulic, and pneumatic components; physically/visually identify each individual component removed from a circuit board; identify and locate components on the hardware, and corresponding schematic/wiring/layout diagram, based on the component’s identification letter and location number; and test each component in and out of a circuit board (without power applied) using a Digital Multimeter.
Tuition: $75 + $200 general fee. Total $275
ELEC 014-02 Monday-Thursday, 6-10 p.m., February 4-7
ELEC 014-03 Monday-Thursday, 6-10 p.m., June 3-6

Introduction to Technical Documentation (Module 3)
CEU 1.6
Learn how to interpret and use functional block diagrams, layout diagrams, wiring diagrams and schematic diagrams; understand and use service manuals, component cross-reference manuals, and various websites commonly used in the field.
Tuition: $75 + $200 general fee. Total $275
ELEC 015-02 Monday-Thursday, 6-10 p.m., February 11-14
ELEC 015-03 Monday-Thursday, 6-10 p.m., June 10-13

Introduction to Live Testing (Module 4)
CEU 1.6
Become familiar with how to perform typical live measurements using the Digital or Analog Multimeter, and the oscilloscope (both hand-held and bench type are used) [other testing instruments are also discussed, as applicable]. Learn how to measure AC and DC voltage and current, as well as frequency and other time-related signals.
Tuition: $75 + $200 general fee. Total $275
ELEC 016-02 Monday-Thursday, 6-10 p.m., February 25-28
ELEC 016-03 Monday-Thursday, 6-10 p.m., June 17-20

Electrical Maintenance/Troubleshooting & Repair (Module 5)
CEU 3.6
Acquire the knowledge necessary to identify and utilize common tools and testing instruments typically used in the field; understand the general operation for key analog/digital/pneumatic/hydraulic and PLC-based circuits/systems typically found in industrial machinery; understand the troubleshooting process for common circuits/system including AC and DC motor/control drives, power supplies, and PLC-based systems; apply procedures and techniques used to diagnose and repair typical malfunctions; interpret and use ladder diagrams and logic tables associated with typical representative circuits/systems; assemble EMR, SSR, and IC-based logic circuits; understand and implement safety-related issues. Actual industrial parts, circuits, and complete assemblies are used in class including various types of switches, relays, thermostats, sensors, DC/AC motors, analog/digital timers, transformers, pumps, heating elements, blowers, and valves.
Tuition: $150 + $400 general fee. Total $550
ELEC 017-02 Tuesdays, 6-10 p.m., March 5-April 30 (9 sessions)
ELEC 017-03 Tuesdays, 6-10 p.m., June 25-August 27 (no class July 2) (9 sessions)
Electronic/Electro-Mechanical Troubleshooting & Repair (Module 6)
CEU 7.2
Learn how to identify and utilize common tools and testing instruments typically used in the field; perform basic soldering, PCB circuit assembly, and component installation/removal; assemble complete electronic circuits and electro-mechanical systems following written instructions and diagrams; understand the operation of key analog and digital circuits commonly found in a wide variety of consumer and commercial machines; understand the troubleshooting process for a wide variety of circuits including linear and switching power supplies, power inverters, amplification circuits, timing and sensing circuits, logic circuits, and microprocessor-based circuitry; interpret and use schematic and layout diagrams associated with each type of circuit; apply procedures and techniques used to diagnose and repair typical circuit failures; understand and implement safety-related issues. Actual consumer and commercial parts, circuits, and complete assemblies are used in class.

Tuition: $200 + $700 general fee. Total $900
ELEC 018-02 Monday and Wednesday, 6-10 p.m., March 4-May 1 (18 sessions)
ELEC 018-03 Monday and Wednesday, 6-10 p.m., June 24-August 28 (no class July 1, 3) (18 sessions)

Home Appliances Troubleshooting & Repair (Module 7)
CEU 3.6
Gain the knowledge necessary to identify and utilize common tools and testing instruments typically used in the field; understand the general operation for each of the main circuits/systems typically found in household appliances, both gas and electric, i.e. clothes dryers and washers, dish washers, microwave ovens, and refrigerators. Learn how to follow and apply typical disassembly/reassembly tricks and techniques; understand the troubleshooting process for each type of appliance; apply procedures and techniques used to diagnose and repair typical malfunctions; interpret and use schematic and layout diagrams associated with each type of appliance; understand and implement safety-related issues. Actual appliance parts, circuits, and complete assemblies are used in class.

Tuition: $150 + $400 general fee. Total $550
ELEC 019-02 Thursday, 6-10 p.m., (9 sessions) March 7-May 2
ELEC 019-03 Thursday, 6-10 p.m., (9 sessions) June 27-August 29 (no class July 4)
TRADE CAREERS

Construction Management Certificate

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

Total Program Cost: $799 (Save $301)
Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:
5 required courses: $1,100 if paid separately ($220 per course)

Project Management for Construction
CEU 1.2
Learn to successfully manage a small-or medium-sized construction project. Topics include site survey and engineering, building design, budget analysis, bid procedures and scheduling.
Instructor: J. Harris
Prerequisite: Basic knowledge of small construction projects.
Tuition: $200 + general fee $20. Total $220
CNMC 935-54 Wednesdays & Mondays, 6:30-9:30 p.m., January 16, 23, 28, 30

Construction Contracts
CEU 1.2
Gain an understanding of legal issues that often arise on a construction project. Topics include: requirements of public and private contracts, bonding and obligations, commonly used contract provisions, presentation and defense of contract claims, liens and dispute resolution.
Instructor: T. Roselli
Tuition: $200 + general fee $20. Total $220
CNMC 936-54 Wednesdays & Mondays, 6:30-9:30 p.m., February 6, 11, 13, 20

Construction Methods and Materials
CEU 1.2
Topics include footings and foundations, concrete, wood and steel framing, pre-cast concrete, masonry and roofing, solar and conventional heating systems, fire protection and suppressions, radon mitigation and construction codes.
Prerequisite: Project Management for Construction
Instructor: A. Victors
Tuition: $200 + general fee $20. Total $220
CNMC 937-54 Saturdays, 9 a.m.-4 p.m., February 23, March 2
Uniform Construction Code Permits Application Process for Contractors and Developers
CEU 0.6
The construction permitting process in the State of NJ is no simple task. It may become daunting to properly complete necessary forms and submit required documents to quickly obtain a construction permit. Thousands of pages of regulations govern the act of filing for construction permits; complex construction codes regulate building projects. Gain an understanding of the necessary steps you must take to obtain a construction permit as quickly as possible and become familiar with laws that regulate the process. Explore ways to save time, money and aggravation in what may easily become a frustrating and costly experience. Learn the differences between procedures for existing structures and new buildings, as well as the licensing of contractors and relevance to the permitting process.
Instructor: C. Eckart with guest speaker S. Winters
Tuition: $50 + general fee $49. Total $99
CNPM 001-05 Monday & Wednesday, 6-9 p.m., April 8, 10

Cost Estimating and Administration
CEU 1.2
Learn to prepare cost estimates by evaluating labor, material, equipment and other direct and indirect costs.
Prerequisite: Project Management for Construction or equivalent knowledge.
Instructor: A. Victors
Tuition: $200 + general fee $20. Total $220
CNMC 938-54 Saturdays, 9 a.m.-4 p.m., March 9, 16

Construction Site Safety
CEU 1.2
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.
Instructor: S. Kazmi
Tuition: $200 + general fee $20. Total $220
CNMC 939-54 Mondays & Wednesdays, 6:30-9:30 p.m., March 18, 20, 25, 27
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 the Department of Community Affairs at 609.984.7834 for information on specific licensing requirements. Students must follow established prerequisites.

**Tuition Reimbursement:**
Up to 75 percent of student tuition may be refunded (subject to availability of State funding) provided students adhere to NJ state guidelines.

**Required Book:**
The Uniform Construction Code Act and Regulations courses. To order call 609.984.0040 or visit www.state.nj.us/dca/divisions/codes and click on publications. Allow four to six weeks for delivery.

---

**Building Inspector RCS - Hybrid**

CEU 9.0

**Required for FIRST night of class:** International Residential and Building Code books 2015, available at www.iccsafe.org

**Prerequisite:** None

**Instructor:** J. Harris

**Tuition:** $700 + general fee $125. Total $825

**JCDE 942-51**

**In Person Sessions:** Monday 6:30-9:30 p.m., February 4 and May 20

**Location:** Edison Campus

**On Line Sessions:** Wednesdays & Mondays, 6:30-9:30 p.m., February 6-May 15 (30 total sessions)

**NOTE:** See Page 52 for Hybrid requirements

**Building Inspector ICS**

CEU 7.5

**Required Book:** Uniform Construction Code from DCA

**Prerequisite:** Building Inspector RCS

**Instructor:** J. Damato

**Tuition:** $600 + general fee $75. Total $675

**JCDE 943-47**

**Tuesdays & Thursdays, 6:30-9:30 p.m.,**
February 19-May 14 (25 sessions)

**Building Inspector HHS**

CEU 6.0

**Required Book:** Uniform Construction Code through DCA

**Prerequisite:** Building Inspector RCS & ICS

**Instructor:** J. Damato

**Tuition:** $468 + general fee $82. Total $550

**JCDE 944-35**

**Mondays & Wednesdays, 6:30-9:30 p.m.,**
March 4-May 8 (20 sessions)

**Plumbing Inspector HHS**

CEU 6.0

**Book Required:** 2015 National Standard Plumbing Code Illustrated

**Prerequisite:** Plumbing Inspector ICS

**Instructor:** S. Kazmi

**Tuition:** $468 + general fee $82. Total $550

**JCDE 949-24**

**Mondays & Wednesdays, 6-10 p.m.,**
April 1-May 20 (15 sessions)

**Subcode Official**

CEU 4.5

**Required:** Textbook required for FIRST night of class. Available at www.iccsafe.org.

**Instructor:** V. Lupo

**Tuition:** $368 + general fee $57. Total $425

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

**JCDE 940-47**

**Tuesdays & Thursdays, 6:30-9:30 p.m.,**
January 29-March 12 (13 sessions) and Saturday, 8 a.m.-2:30 p.m., March 16 (1/2 hour lunch)

(14 sessions total)

**Technical Assistant**

CEU 4.5

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

**Prerequisite:** None

**Instructor:** C. Eckart

**Tuition:** $368 + general fee $82. Total $450

**JCDE 989-17**

**Saturdays, 9:15 a.m.-3:15 p.m.,**
March 2-May 4 (no class April 20) (9 sessions)
Hybrid IN-PERSON & ONLINE
Participate in these courses through a combination of in-person and online sessions. See specific dates and times listed below. In-person classes are held on the Middlesex County College Edison campus.

Fire Inspector HHS Hybrid
CEU 6.0
Prerequisite: Fire Inspector ICS
Instructor: B. Miller
Tuition: $468 + general fee $82. Total $550
JCDE 947-23

In-Person Sessions
Dates: Saturday, 9 a.m.-3 p.m., March 9 and Saturday, 9 a.m.-Noon, May 4
Location: Edison Campus
Field Trip: Saturday, 9 a.m.-3 p.m., April 27

Online Sessions
Dates: Tuesdays & Thursdays, 6:30-9:30 p.m., March 12-April 30

Technical Requirements:
Computer with speaker and microphone; valid email address

System Requirements:
Computer with Chrome browser

Learning platform:
Canvas

Student log-In and additional Canvas information:
Provided prior to the start of class

NJ Uniform Construction Code
 classes are offered at NJ community colleges across the state.

Visit www.middlesexcc.edu/continuing-education/ for current schedule of courses.

If you do not see what you are looking for, contact MCC Continuing Education at 732.906.7740.
LICENSE & CERTIFICATION

Animal Control Officer

New Jersey State Certified Animal Control Officer
CEU 4.9

Enroll in this Certified Animal Control Officer (ACO) course, approved by the NJ Department of Health, and receive instruction regarding animal control from eight of the foremost experts in NJ. If you are interested in animal welfare personally, or as part of your profession — current kennel manager, shelter worker, rescue group personnel or volunteer — or if you are seeking an exciting career in animal control, this course is for you. Topics include: The role and authority of an Animal Control Officer; the criminal justice system as it relates to animal control; animal behavior and breed recognition; equipment usage; shelter operations and NJ statutes; animal disease recognition and prevention; officer safety; and first aid for injured animals.

Successfully complete this course and meet the requirements of the N.J.A.C. 8:23A-2.2 statute for appointment as an ACO by a NJ Municipality. Also, this is the only Certified ACO course whose graduates receive certification for Incident Command Systems 100 & National Incident Management 700 by the National Wildlife Fire Coordinating Group, as well as Pet First Aid.

Successful completion of the course requires attendance at all classes and a passing grade of 70 percent or higher. In addition to the classroom component, you must arrange for, and complete, a 20-hour field training in order to receive certification.

Prerequisites: None

Instructors: Provided by Career Development Institute

Tuition: $186 + general fee $743. Total $929
COAC 001-08 Saturdays, 9 a.m.-5 p.m., March 9-April 27 (No class April 20) (7 sessions)

NOTE: No refunds are available for this course once the class has begun; however, if you miss a class, you may make it up the next time the course is offered. Contact CDI at 800.244.6921 for details.

Corporate Education and Training
Customized Training and Basic Skills Training

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

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

CALL OR EMAIL TODAY!
732.906.4681
tdallavalle@middlesexcc.edu
LICENSE & CERTIFICATION

Personal Training

Personal Trainer: National Certification
CEU 3.6

Become a certified personal trainer in just six weeks! There has never been a better or more exciting time to be part of the fitness industry. With a growing emphasis on physical activity, an increasing number of people are making fitness an integral part of their lives. Topics include elements of exercise science, client screening, program design, methods of training, injury prevention, exercise physiology, cardio respiratory fitness, nutrition and weight control. On the last day of class, the national certification exam is given.

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

Required: Textbook required for FIRST class, available at College Bookstore. Also, an attendance rate and final grade of 80 percent or higher is required to pass the course.

For more information about course content and certification, call Greg Mahadeen at 732.695.1649.

Instructor: Professional trainer from W.I.T.S., (World Instructor Training Schools)

Tuition: $299 + general fee $300. Total $599

AFIT 003-36 Tuesdays & Thursdays, 6:30-9:30 p.m., February 12-March 21 (12 sessions)
AFIT 003-37 Tuesdays & Thursdays, 6:30-9:30 p.m., June 4-July 18 (no class July 2, 4) (12 sessions)

Nutrition Specialist Certification
CEU 2.4

This comprehensive certification course will enable you to implement successful strategies for effective nutritional guidance. It will cover the essentials of nutrition and explore the dynamics of the dietary supplement industry. Case studies and methods for practical application and coaching techniques will be discussed. The curriculum meets the training program standard for the American Academy of Sports Dieticians and Nutritionists’ Nutrition Specialist (AASDN) credential. The online certification exam will be given on the last week of the class.

Required: Textbook required for FIRST class, available through info@aasdn.org.

Prerequisites: None

Instructor: Professional trainer from W.I.T.S. (World Instructor Training Schools).

Tuition: $300 + general fee $389. Total $689

For additional information regarding course content and certification, contact Greg Mahadeen at 732.695.1649.

AFIT 009-05 Saturdays, 9 a.m.-4 p.m., April 6, 13, 27, May 4 (1 hour lunch)

Exercise Program for Special Populations
CEU 0.6

This course will explore modifications for clients with specific health concerns such as hypertension, heart disease, diabetes, osteoporosis, and more. Many fitness professionals are now working with clients who are living with chronic diseases or conditions but have received clearance from their physician to participate in a non-clinical exercise program. These clients have special needs that have to be considered when designing an exercise program. This six-hour lecture/workshop goes over selected everyday chronic diseases and shows you how to design safe and effective exercise programs for them.

Instructor: Co-Sponsored with World Instructor Training Schools (W.I.T.S.)

Tuition: $55 + general fee $70. Total $125.

AFIT 008-07 Tuesday & Thursday, 6:30-9:30 p.m., April 9, 11
LICENSE & CERTIFICATION

ServSafe

Requirements:
- Two forms of identification (one photo) required to enter class and take exam.
- #2 Pencils only

Advanced Preparation:
Familiarity with required textbook and end-of-chapter questions.

ServSafe® Manager: Exam Prep/Exam
CEU 0.7
Prepare for the ServSafe Manager Exam. Our seven-hour course features instructor-led training and your exam (a minimum test score of 75 percent is needed for food safety certification with the National Restaurant Association Education Foundation). Successfully complete this educational program and be awarded seven N.J. Public Health Continuing Education Contact Hours (CEs). Food Safety Certification is valid for five years and recognized nationally. ServeSafe® Manager Certification is accredited by the National Restaurant Educational Foundation.

Please notify the Continuing Education office at least three weeks in advance of the start date of your class if you prefer to take the exam in Spanish or Chinese.

Class Trainer and Exam Proctor: J. Lukens, REHS, BS Ed. – FSS Consultants
Tuition: $100 + general fee $99. Total $199
CBSS 001-89 Tuesday, 9 a.m.-5 p.m., March 19
CBSS 001-90 Tuesday, 9 a.m.-5 p.m., April 23
CBSS 001-91 Tuesday, 9 a.m.-5 p.m., May 21
CBSS 001-92 Tuesday, 9 a.m.-5 p.m., June 25
LICENSE & CERTIFICATION

Cardiopulmonary Resuscitation

All CPR and Cardiac Life Support courses listed below meet at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place, Metuchen, NJ.

CPR: American Heart Association Adult and Pediatric
CEU 0.4
Course completion cards will be given to students who attend entire course.
NOTE: Be on time. You will not be admitted if you are 15 minutes late.
Tuition: $21 + general fee $54. Total $75
ACSC 062-30 Tuesday, 6:30-10:30 p.m., January 15
ACSC 062-31 Tuesday, 6:30-10:30 p.m., February 19
ACSC 062-32 Tuesday, 6:30-10:30 p.m., March 19
ACSC 062-33 Tuesday, 6:30-10:30 p.m., April 16
ACSC 062-34 Tuesday, 6:30-10:30 p.m., May 21
ACSC 062-35 Tuesday, 6:30-10:30 p.m., June 18
ACSC 062-36 Tuesday, 6:30-10:30 p.m., July 16
ACSC 062-37 Tuesday, 6:30-10:30 p.m., August 20
ACSC 062-38 Saturday, 8 a.m.-Noon, January 19
ACSC 062-39 Saturday, 8 a.m.-Noon, February 16
ACSC 062-40 Saturday, 8 a.m.-Noon, March 16
ACSC 062-41 Saturday, 8 a.m.-Noon, April 20
ACSC 062-42 Saturday, 8 a.m.-Noon, May 18
ACSC 062-43 Saturday, 8 a.m.-Noon, June 15
ACSC 062-44 Saturday, 8 a.m.-Noon, July 20
ACSC 062-45 Saturday, 8 a.m.-Noon, August 17

CPR: American Heart Association Basic Life Support (BLS) CPR
CEU 0.45
Designed to meet the needs of healthcare professionals, this is the required course based on American Heart Association (AHA) guidelines. Topics include adult and pediatric CPR, foreign-body airway obstruction, two-rescuer CPR and more. Course completion cards will be given to students who attend entire course.
NOTE: Be on time. You will not be admitted if you are 15 minutes late.
Tuition: $15 + general fee $70. Total $85
ACSC 063-30 Tuesday, 6-10:30 p.m., January 8
ACSC 063-31 Tuesday, 6-10:30 p.m., February 12
ACSC 063-32 Tuesday, 6-10:30 p.m., March 12
ACSC 063-33 Tuesday, 6-10:30 p.m., April 9
ACSC 063-34 Tuesday, 6-10:30 p.m., May 7
ACSC 063-35 Tuesday, 6-10:30 p.m., June 11
ACSC 063-36 Tuesday, 6-10:30 p.m., July 9
ACSC 063-37 Tuesday, 6-10:30 p.m., August 13
ACSC 063-38 Saturday, 8 a.m.-12:30 p.m., January 19
ACSC 063-39 Saturday, 8 a.m.-12:30 p.m., February 16
ACSC 063-40 Saturday, 8 a.m.-12:30 p.m., March 16
ACSC 063-41 Saturday, 8 a.m.-12:30 p.m., April 20
ACSC 063-42 Saturday, 8 a.m.-12:30 p.m., May 18
ACSC 063-43 Saturday, 8 a.m.-12:30 p.m., June 15
ACSC 063-44 Saturday, 8 a.m.-12:30 p.m., July 20
ACSC 063-45 Saturday, 8 a.m.-12:30 p.m., August 17
COMPUTERS & TECHNOLOGY

Programming

COBOL Programming Fundamentals
CEU 1.2

COBOL (Common Business-Oriented Language), created in 1959, is one of the oldest and most established programming languages. It is said that COBOL is everywhere, as it runs over 70 percent of the world’s business transactions and it is not going away anytime soon. IBM estimates that more than 200 billion lines of COBOL code are being used today across industries such as banking, insurance and retail. Since COBOL programmers are in demand, COBOL is a great skill to add to your toolkit.

If you are a new or experienced programmer, enroll in this course and learn how to get a COBOL development environment up and running, and how to start programming.

Topics include: COBOL’s data types and constants, control structures, file storage and processing methods, tables and strings. Challenges issued along the way will help you practice what you have learned.


Prerequisite: Basic knowledge of Information Systems or any programming language.

Instructor: M. DeFeo

Tuition: $150 + general fee $49. Total $199

COBL 001-05 Wednesdays, 6:30-8:30 p.m., February 20-March 27 (six sessions)
COMPUTERS & TECHNOLOGY

PHP Programming and Database Certificate

If you are a current web developer or interested in enhancing your web-related programming skills, join us for this unique certificate program. Gain marketable skills to design and build dynamic and customizable web services through effective integration of Structure Query Language (SQL) database functionalities and PHP programming capabilities.

Certificate Requirements:
Qualify for this Certificate by completing three required courses: Database Concepts and Development, PHP Programming and PHP and SQL Database.

Payment Options:
Discount: Total Certificate Program cost $499 (Save $84)
Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:
3 required courses: $583 if paid separately

Instructor:
S. Kapadia

Database Concepts and Development
CEU 1.2
Learn how to design and manage a relational database using the MySQL relational database system. Receive hands-on instruction to design and build databases including how to create table structures, apply data types, and manage information through insert, update, deletion of records, and more. Focus specifically on designing business-related information services.

Required: Bring USB flash drive to class. Textbook required, available at College Bookstore.
Prerequisite: HTML and CSS or equivalent knowledge.
Tuition: $65 + general fee $7 + laboratory fee $103.
Total $175
WEBP 004-42 Tuesdays & Thursdays, 6:30-9:30 p.m., February 5, 7, 12, 14

PHP Programming
CEU 1.2
PHP: Hypertext Processor has emerged as a popular server-side programming language used by many businesses to enhance their websites through unique functionalities that enhance a user’s experience. Learn the basics of PHP syntax and integration of HTML coding to create dynamic web pages by applying variables, expressions, functions, methods and cookies to make a website more than just text and graphics.

Required: Bring USB flash drive to class. Textbook required, available at College Bookstore.
Prerequisite: Experience working with HTML programming and related web authoring software.
Tuition: $65 + general fee $7 + laboratory fee $103.
Total $175
WEBP 005-42 Tuesdays & Thursdays, 6:30-9:30 p.m., February 19, 21, 26, 28
PHP and SQL Database

CEU 1.5

Gain an understanding of how bringing together the power of PHP and integration with MySQL database creates a dynamic web service. Gain hands-on experience building PHP web pages that take advantage of database-driven information delivery and customizable content.

Required: Bring USB flash drive to class. Textbook required, available at College Bookstore.

Prerequisites: Experience working with HTML programming and related web-authoring software, Database Concepts & Development and PHP Programming.

Tuition: $88 + general fee $13 + laboratory fee $132. Total $233

WEBP 006-42 Tuesdays & Thursdays, 6:30-9:30 p.m., March 5-19 (5 sessions)

Social Media 101: Facebook, Instagram, Twitter and Skype

CEU 1.2

If you know nothing or almost nothing about social media, particularly the four major social media platforms, this course is for you! We welcome everyone – from those with absolutely no experience to those with just a little knowledge. Explore the basics of safely setting up a profile and account, finding people and sharing content. Join the 21st century and learn the meaning of hash tagging, friending, liking and tagging. It’s all about communication — with friends, family, colleagues and associates! Learn to upload photos, participate in video chats, transform everyday photos and videos into works of art, keep up with your favorite celebrities or locate long lost friends. Register today and don’t let the social media tsunami leave you behind.

Prerequisite: Familiarity with the internet.

Instructor: S. Martinez

Tuition: $109 + general fee $30 + laboratory fee $20. Total $159

GESM 001-09 Thursdays, 6:30-9:30 p.m., April 4, 11, 18, 25

Enhance Your Present Career
Prepare for a New Career

The Career Training Center offers:

- English As A Second language (ESL)
- Computerized Accounting (QuickBooks, Sage50)
- Microsoft Office Suite
- Professional/Career Development

Call 732.906.4231 for details.

Approved provider for training grants sponsored by the Middlesex County Workforce Development Board (WDB).
COMPUTERS & TECHNOLOGY

Computer Confidence

If you have little or no computer knowledge, Computer Confidence I and II are for you. Once you successfully complete all three courses, you may wish to move on to Microsoft Office. Please note and comply with any listed prerequisites.

Computer Confidence I
CEU 1.5
Welcome all beginners, including the computer phobic, the first-time user and those with a tiny bit of computer knowledge! In this hands-on course, gain an understanding of what you need to know to be on your way to developing computer confidence! View Microsoft applications such as Word, Excel, PowerPoint and Access. Learn to search the internet, and how to create, save and print documents.
Prerequisite: None
Instructor: K. Sadarangani
Tuition: $99 + general fee $31 + laboratory fee $69. Total $199
JCSC 365-89 Tuesdays & Thursdays, 6:30-9:30 p.m., January 15-29 (5 sessions)
JCSC 365-90 Tuesdays & Thursdays, 6:30-9:30 p.m., June 4-18 (5 sessions)

Computer Confidence II
CEU 1.5
Increase your effectiveness and efficiency on the computer. Learn more about spreadsheets, word processing and file manipulation using computer commands. Build a household budget using Excel, and create a basic letter and small newsletter using Clip Art and other functions in Word.
Prerequisite: Computer Confidence I or equivalent knowledge.
Instructor: K. Sadarangani
Tuition: $99 + general fee $31 + laboratory fee $69. Total $199
JCSC 366-75 Tuesdays & Thursdays, 6:30-9:30 p.m., February 5-19 (5 sessions)
JCSC 366-76 Thursdays & Tuesdays, 6:30-9:30 p.m., June 20 –July 9 (no class July 4) (5 sessions)
COMPUTERS & TECHNOLOGY

Microsoft Office 2016

Make yourself more marketable and efficient. If you have little or no knowledge of MS Office products and want to learn more about MS Office, this comprehensive series is for you. Classes meet on the MCC Edison campus unless otherwise noted. Please note and comply with any listed prerequisites.

Word 2016: Level I
CEU 1.2
Master the basics of MS Word and stand out from the crowd! If you are a relatively new computer user or an experienced one who wants to learn about MS Word from the ground up, become familiar with beginning-level skills. Topics include the Ribbon interface, working with text, printing, using proof reading tools, creating bulleted and numbered lists, tables and forms, and more. Successfully complete this course and be ready to face the challenges presented in MS Word 2016: Level 2.
Prerequisite: Familiarity with computers or Computer Confidence I and II.
Instructor: K. Sadarangani
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 453-05 Tuesdays & Thursdays, 6:30-9:30 p.m., February 26, 28, March 5, 7
JCSC 453-06 Tuesdays & Thursdays, 6:30-9:30 p.m., July 16, 18, 23, 25

Word 2016: Level II
CEU 1.2
Bring your best ideas to life in this course. Become familiar with more complex skills than those presented in Level 1. 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 and indexes, and more.
Prerequisite: Successful completion of Word 2016: Level I or equivalent knowledge.
Instructor: K. Sadarangani
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 454-05 Tuesdays & Thursdays, 6:30-9:30 p.m., March 12, 14, 19, 21
JCSC 454-06 Tuesdays & Thursdays, 6:30-9:30 p.m., July 30, August 1, 6, 8

Excel 2016: Level I
CEU 1.2
Get on the road to turning complexity into clarity with the new visualization tools of Excel 2016. If you are a relatively new computer user or an experienced one who wants to learn about MS Excel from the ground up, gain an understanding of beginning-level skills. Topics include the improved Ribbon interface, entering and editing data, selecting cells and ranges, creating formulas and functions, formatting cell contents, inserting and deleting columns, charts, and rows and cells.
Prerequisite: Familiarity with computers or Computer Confidence I and II.
Instructor: S. Kapadia
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 455-05 Mondays & Wednesdays, 6:30-9:30 p.m., March 25, 27, April 1, 3
JCSC 455-06 Mondays & Wednesdays, 6:30-9:30 p.m., July 15, 17, 22, 24

Excel 2016: Level II
CEU 1.2
Learn how to access the right tools, at the right time, in this intermediate Excel course that covers large worksheets and workbooks, tables, outlines, inserting clip art, pictures and SmartArt; templates, digital signatures and adding graphics to worksheets. Complete this course successfully and be ready to face the challenges presented in MS Excel 2016: Level 3.
Prerequisite: Successful completion of Excel 2016: Level I, or equivalent knowledge.
Instructor: S. Kapadia
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 456-05 Mondays & Wednesdays, 6:30-9:30 p.m., April 8, 10, 15, 17
JCSC 456-06 Mondays & Wednesdays, 6:30-9:30 p.m., July 29, 31, August 5, 7
Excel 2016: Level III
CEU 1.2
Discover how to create fast and effective comparisons from lists of data and construct workbooks with more visual impact with tiny charts called Sparklines. Sparklines create a visual summary of your analysis alongside numeric values. Additional topics include PivotTables and macros, financial functions, data analysis, auditing, advanced formatting and analysis tools, collaboration and integration. The new and improved tools of MS Excel may help you be more productive, but only if you are able to find them when you need them!
Prerequisite: Successful completion of Excel 2016: Level II, or equivalent knowledge.
Instructor: S. Kapadia
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 457-05 Mondays & Wednesdays, 6:30-9:30 p.m.,
April 22, 24, 29, May 1
JCSC 457-06 Mondays & Wednesdays, 6:30-9:30 p.m.,
August 12, 14, 19, 21

PowerPoint 2016: Level I
CEU 1.2
MS PowerPoint gives you the ability to create and deliver dynamic presentations. Topics include how to add slide transitions with animation; sound, clip art and graphics; the ribbon interface; document themes; charts and bulleted lists; and how to format text.
Prerequisite: Familiarity with computers or Computer Confidence I and II.
Instructor: K. Sadarangani
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 459-04 Tuesdays & Thursdays, 6:30-9:30 p.m.,
April 9, 11, 16, 18

Access 2016: Level I
CEU 1.2
MS Access allows you to make the most of your information – even if you’re not a database expert. Topics include the Ribbon interface, creating tables in Datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries and more.
Prerequisite: Familiarity with computers or Computer Confidence I and II.
Instructor: S. Kapadia
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 458-04 Mondays & Wednesdays, 6:30-9:30 p.m.,
May 13, 15, 20, 22

HAVE AN IDEA FOR A COURSE?
CALL 732.906.7740 for a Course Proposal form.
COMPUTERS & TECHNOLOGY

QuickBooks Certificate

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

Prerequisites:
Before enrolling in QuickBooks Level I, you must be familiar with basic accounting principles and have experience working on a PC. A brief, recommended Basic Principles of Accounting course is listed below for those without an accounting background.

Payment Options:
Discount: Total Certificate Program cost $498 (Save $99)

Please Note:
Does not include Basic Principles of Accounting. Savings are available to students who enroll, with payment, for the three required certificate courses.

Individual Pricing:
Three required courses if paid separately: $597 ($199 per course)

Basic Principles of Accounting Recommended
CEU 1.8
Understand the fundamental principles of accounting. Topics include: basic principles of a transaction, recording and posting into a general ledger, preparing basic financial statements and more. Successfully complete this course and be ready to move on to QuickBooks Level I.

Required: Textbook required, available at College Bookstore.
NOTE: This course is not part of the certificate discount.
Instructor: D. Pickerell
Tuition: $100 + general fee $71. Total $171
JCSC 854-34 Saturdays, 9 a.m.-2 p.m. (1/2 hr. break), February 9, 16, 23, March 2

QuickBooks: Level I
CEU 1.2
Gain an understanding of the features of QuickBooks. Topics include how to set up a QuickBooks company, transactions and data, working with customers, printer settings and options, data management and security.

Required: Bring USB flash drive to class. Textbook required, available at the College Bookstore.
Prerequisites: Knowledge of basic principles of accounting and PC experience
Tuition: $100 + general fee $40 + laboratory fee $59. Total $199
JCSC 460-07 Saturdays, 9 a.m.-1 p.m., March 9, 16, 23
JCSC 460-08 Tuesdays, 6-10 p.m., March 5, 12, 19

MCC’S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540
For general information: Call 732.906.2539
To purchase books online: Go to middlesexcc.bncollege.com
See page 103 for detailed instructions.
QuickBooks: Level II
CEU 1.2
Continue your study of QuickBooks and learn to work with physical inventory. Become familiar with using QuickBooks for payroll and working with estimates, time tracking, balance sheet accounting, as well as how to correct and customize QuickBooks.
Required: Bring USB flash drive to class. Textbook required, available at the College Bookstore
Prerequisites: Successful completion of QuickBooks Level I or equivalent.
Tuition: $100 + general fee $40 + laboratory fee $59.
Total $199
JCSC 461-07 Saturdays, 9 a.m.-1 p.m., March 30, April 6, 13
JCSC 461-08 Tuesdays, 6-10 p.m., March 26, April 2, 9

QuickBooks: Level III
CEU 1.2
Understand how to set-up, run a payroll, and manage payroll deductions, errors and corrections. Topics include: estimates and tracking; working with balance sheet accounts and budgets; and reporting, closing the books and adjusting entries.
Required: Bring USB flash drive to class. Textbook required, available at the College Bookstore.
Prerequisites: Successful completion of QuickBooks; Level II or equivalent knowledge.
Tuition: $100 + general fee $40 + laboratory fee $59.
Total $199
JCSC 462-07 Saturdays, 9 a.m.-1 p.m., April 27, May 4, 11
JCSC 462-08 Tuesdays, 6-10 p.m., April 23, 30, May 7

For Certified NJ Teachers

Continuing Education Content Specialty Certificate Program:
Gain content specialty training in order to teach upper elementary and middle school content – English, science, social studies, and math. This program is ideal for teachers who want to become qualified to teach middle school and broaden their employment prospects.
Courses may be taken during the Spring, Summer and Fall semesters.

Continuing Education Content Specialty Certificate Program:
• Spring 2019 enrollment begins October 1, 2018 and ends January 4, 2019
• For Summer Sessions, enrollment begins February 25, 2019. Summer I enrollment ends May 1, 2019
• Summer II enrollment ends July 1, 2019
• Fall 2019 enrollment begins March 26, 2019 and ends August 1, 2019
For more information, send an email to cgreen@middlesexcc.edu or call 732.906.4677.
Provide your name, address, phone number, and email address.
COMPUTERS & TECHNOLOGY
The Career Training Center (CTC)

Microsoft Office Applications Specialist

MICROSOFT OFFICE
Master the complete Microsoft Office Suite 2013 (Word, Excel, Access and PowerPoint) beginning with basic concepts. Training includes webpage design using HTML and career development. Students will learn:

• Microsoft Word: Create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents; and create a master document with subdocuments inserted
• Microsoft Excel: Understand spreadsheet layout, develop basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.
• Microsoft Access: Introduce functions of database which includes tables, query tables, forms, reports, Macros and switchboard. Emphasis on relational query tables and formulas.
• Microsoft PowerPoint: Customize and animate presentations.
• Microsoft Outlook: Maintain schedules, navigate emails & organize contact lists
• HTML: Develop, design and publish a webpage

Textbooks are included.
Total Program Length: 225 hours
Tuition: $1,200 + general fee $250 + lab fee $700 + materials fee $150. Total $2,300

CSTC 239-11 Monday-Friday, 9 a.m.-2:30 p.m., January 2, 2019-March 8, 2019
CSTC 239-12 Monday-Friday, 9 a.m.-2:30 p.m., January 28, 2019-April 2, 2019
CSTC 239-13 Monday-Friday, 9 a.m.-2:30 p.m., February 19, 2019-April 24, 2019
CSTC 239-14 Monday-Friday, 9 a.m.-2:30 p.m., March 11, 2019-May 14, 2019
CSTC 239-15 Monday-Friday, 9 a.m.-2:30 p.m., April 3, 2019-June 7, 2019
CSTC 239-16 Monday-Friday, 9 a.m.-2:30 p.m., April 25, 2019-June 28, 2019
CSTC 239-17 Monday-Friday, 9 a.m.-2:30 p.m., May 16, 2019-July 23, 2019
CSTC 239-18 Monday-Friday, 9 a.m.-2:30 p.m., June 10, 2019-August 13, 2019
CSTC 239-19 Monday-Friday, 9 a.m.-2:30 p.m., July 1, 2019-September 24, 2019
CSTC 239-20 Monday-Friday, 9 a.m.-2:30 p.m., July 24, 2019-October 16, 2019
ACCOUNTING

Computerized Accounting Program
This course is designed to teach you accounting and bookkeeping principles. Topics include: accounting terminology, accounts receivable and payable, transaction analysis, general journal and general ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016. Prepare yourself for the workforce demands as you become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook).

Textbooks are included.
Total Program Length: 450 hours
Tuition: $2,600 + general fee $250 + lab fee $800 + materials fee $350. Total $4,000
CSTC 333-81 Monday-Friday, 9 a.m.-2:30 p.m., January 2, 2019-May 14, 2019
CSTC 333-82 Monday-Friday, 9 a.m.-2:30 p.m., January 28, 2019-June 7, 2019
CSTC 333-83 Monday-Friday, 9 a.m.-2:30 p.m., February 19, 2019-June 28, 2019
CSTC 333-84 Monday-Friday, 9 a.m.-2:30 p.m., March 11, 2019-July 23, 2019
CSTC 333-85 Monday-Friday, 9 a.m.-2:30 p.m., April 3, 2019-June 7, 2019
CSTC 333-86 Monday-Friday, 9 a.m.-2:30 p.m., April 25, 2019-June 28, 2019
CSTC 333-87 Monday-Friday, 9 a.m.-2:30 p.m., May 16, 2019-October 16, 2019
CSTC 333-88 Monday-Friday, 9 a.m.-2:30 p.m., June 10, 2019-November 6, 2019
CSTC 333-89 Monday-Friday, 9 a.m.-2:30 p.m., July 1, 2019-December 2, 2019
CSTC 333-90 Monday-Friday, 9 a.m.-2:30 p.m., July 24, 2019-December 23, 2019

Computerized Accounting Systems
This course is designed to teach you accounting and bookkeeping principles. Topics include: accounting terminology, accounts receivable and payable, transaction analysis, general journal and general ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016.

Textbooks are included.
Total Program Length: 225 hours
Tuition: $1,200 + general fee $250 + lab fee $600 + materials fee $250. Total $2,300
CSTC 233-73 Monday-Friday, 9 a.m.-2:30 p.m., January 28, 2019-April 2, 2019
CSTC 233-74 Monday-Friday, 9 a.m.-2:30 p.m., April 3, 2019-June 7, 2019
CSTC 233-75 Monday-Friday, 9 a.m.-2:30 p.m., June 10, 2019-August 13, 2019
QuickBooks and Sage Applications with Microsoft Office
Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016, which includes creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable and payable, maintaining payroll information and processing checks, and preparing and analyzing financial reports. Prepare yourself for the workforce demands as you become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook).
Textbooks are included.
Prerequisite: Knowledge of accounting principles
Total Program Length: 375 hours
Tuition: $1,900 + general fee $200 + lab fee $600 + materials fee $300. Total $3,000
CSTC 433-15 Monday-Friday, 9 a.m.-2:30 p.m., February 19, 2019-June 7, 2019
CSTC 433-16 Monday-Friday, 9 a.m.-2:30 p.m., April 25, 2019-August 13, 2019
CSTC 433-17 Monday-Friday, 9 a.m.-2:30 p.m., July 1, 2019-November 6, 2019

QuickBooks and Sage Applications
Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016, which includes creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable and payable, maintaining payroll information and processing checks, and preparing and analyzing financial reports.
Textbooks are included.
Prerequisite: Knowledge of accounting principles
Total Program Length: 150 hours
Tuition: $600 + general fee $100 + lab fee $500 + materials fee $200. Total $1,400
CSTC 533-15 Monday-Friday, 9 a.m.-2:30 p.m., February 19, 2019-April 2, 2019
CSTC 533-16 Monday-Friday, 9 a.m.-2:30 p.m., April 25, 2019-June 7, 2019
CSTC 533-17 Monday-Friday, 9 a.m.-2:30 p.m., July 1, 2019-August 13, 2019

After completing the Computerized Accounting Program and Computerized Accounting Systems Courses, verify your bookkeeping skills by sitting for the National Association of Certified Public Bookkeepers’ Uniform Bookkeeper Certification Examination.

Upon completion of the Computerized Accounting Program, Computerized Accounting Systems, QuickBooks and Sage with Microsoft Office, and QuickBooks and Sage Applications Courses, show your employers your skills in QuickBooks by sitting for the National Association of Certified Public Bookkeepers’ QuickBooks Certification (Desktop Edition).

Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program
• Improve your literacy and acquire the knowledge and skills you need to obtain/retain employment.
• Prepare to complete your secondary school education or an industry valued credential.
• Gain the necessary skills to become a partner in the education of your children.

You may be eligible for grant-funded courses in Adult Secondary Education and English Literacy/Civics Education at no cost to you.

For more information and to find out if you qualify, contact the MCC Career Training Center at 732.906.4231.
UNDERSTANDING RETIREMENT

Designing Your Retirement - Act Two

NEW

Understand how to create a more meaningful and inspired retirement. Learn about the mind shifts that occur as we age and identify the major mistakes people make in the “Second Half” of their life and how to avoid them. Create an awareness of where you are today and how to move forward using a special step-by-step system to design the rest of your life.

Instructor: S. Teekah
Tuition: $50 + general fee $25. Total $75
GENI 398-01 Saturdays, 9 a.m.-Noon, February 23, March 2, 9

Is Social Security Secure?

Gain an understanding of the importance of Social Security in retirement planning. Social Security retirement benefits are more complicated than most people think and the decisions that you make about Social Security benefits can have a tremendous impact on your financial future. Learn basics of the potential for maximizing your benefits and about when to apply. Considering that you may be retired for 25 or 30 years, knowing your options now is a great step in retirement planning.

Instructor: M.D. Roberts, CPA/CFP(R), L. E. Springer, CFP(R)
Tuition: $10 + general fee $5. Total $15
GFIN 018-17 Tuesday, 6:30-9:30 p.m., January 22
GFIN 018-18 Thursday, 6:30-9:30 p.m., June 13

Is Medicare Marvelous?

Three-quarters of Baby Boomers do not know how Medicare works. Some people think that once you are 65, all medical costs are free. In fact, Medicare is not free and not all medical costs are covered by Medicare. Learn how Medicare works and get a handle on how much you will potentially spend on health care when you are covered by Medicare. Know the basics so that you avoid mistakes in how and when to enroll in Medicare programs.

Instructor: M.D. Roberts, CPA/CFP(R), L. E. Springer, CFP(R)
Tuition: $10 + general fee $5. Total $15
GFIN 018-17 Tuesday, 6:30-9:30 p.m., January 22
GFIN 018-18 Thursday, 6:30-9:30 p.m., June 13

Financial Strategies for a Successful Retirement

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 the financial realities of retirement. Gain the 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 the correct retirement plan distribution, minimize taxes, reduce risk, provide for your heirs and “inflation proof” your income.

Instructors: M.D. Roberts, CPA/CFP(R), L. E. Springer, CFP(R)
Tuition: $50 + general fee $25. Total $75
GFIN 017-19 Tuesdays & Thursdays, 6:30-9:30 p.m., February 26, 28, March 5, 7
GFIN 017-20 Tuesdays & Thursdays, 6:30-9:30 p.m., July 9, 11, 16, 18
Financial Planning for Special Needs
NEW
When you have a family member with special needs, there are unique financial considerations. Without the proper guidance, you may not know about the financial resources that may be available for you and your family. The focus of financial planning for special needs may span several generations. The instructor, the parent of a special needs adult, will share his personal experiences and help you develop a roadmap for 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, 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.
Instructor: M. D. Roberts, CPA/CFP(R)
Tuition: $10 + general fee $5. Total $15
GFIN 029-03 Tuesday, 6:30-9:30 p.m., February 12
GFIN 029-04 Tuesday, 6:30-9:30 p.m., June 25
Online Career Training Programs

- One-On-One Instructor Assistance
- 24/7 Access
- All Materials and Books are Included!

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace, any time of the day or night.

Features:
- Courses start anytime – begin when you wish. A typical program takes 3-6 months to complete.
- Receive a certificate upon successful completion.

Popular Programs:

**Veterinary Assistant**
This intensive course provides information you need to become a productive member of a veterinary team.

**CompTiaA+ Certification**
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians.

**Human Resources Professional**
Master the skills to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

**Medical Transcriptionist and Medical Terminology**
Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

More programs available at:
HTTP://CAREERTRAINING.ED2GO.COM/MCC
Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office, any time of the day or night.

**Features:**
- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**Popular Courses:**

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

**A to Z Grant Writing**
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns and prepare proposals.

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

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

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

**Computer Skills in the Workplace**
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.
ENROLL IN THREE & SAVE
Microsoft Office 2016 Value Suite

If you need or want to learn Microsoft’s newest Office release, we have the online courses for you. When you purchase these 3 titles together, you’ll receive discounted pricing.

- Introduction to Microsoft Word 2016
  Learn how to create and edit documents within Microsoft’s newest version of Word.

- Introduction to Microsoft Excel 2016
  Learn how to create spreadsheets and add data to analyze within Microsoft’s newest release of Excel.

- Introduction to Microsoft PowerPoint 2016
  Prepare presentations within PowerPoint 2016. Learn all of the new features in Microsoft’s newest software release.

- Introduction to Microsoft Access 2016
  Learn how to create and edit databases in Microsoft’s newest release of Access.

www.ed2go.com/Middlesex
Busy people may set their own pace in pursuing six evening degree programs, attending classes that meet after 5 p.m. Join others who need to fit their education needs around work and family responsibilities. Adding online courses provides more options. Our support services assure your success as part of our evening study community.

Apply online today at www.middlesexcc.edu/application to start one of these evening degree programs:

- Business Administration A.S. Degree
- Criminal Justice – Police Science A.S. Degree
- Liberal Arts – Business A.A. Degree
- Liberal Arts – General A.A. Degree
- Liberal Arts – Social Sciences A.A. Degree
- Paralegal Studies A.A.S. Degree

For more information on scheduling, financial aid, transfer credits, prior learning assessment, scholarships and using employer benefits, contact our evening degree advisor, John Kruszewski, at 732.906.2596 or enroll@middlesexcc.edu.
NEW PROGRAMS

Sustainability

With the planet projected to be home to 9 billion by the middle of the 21st century, an environmentally friendly way to support this population is required. Join the conversation with a degree in Sustainability.

The degree will provide a broad foundation in the sciences so that students have a basic understanding of the scientific principles of sustainability and the fundamentals of the scientific approach to problem-solving. Through a rigorous academic program that integrates theory and hands-on practice, graduates will be prepared to transition seamlessly into a four-year Environmental Sustainability program.

CAREER FIELDS INCLUDE:

Aquatic Biologist  •  Biofuel Production Operator  •  Director of Sustainability  
Ecotourism Guide  •  Environmental Public Relations Specialist  •  Landscape Architect  
Soil Conservation Technician  •  Solar Engineer  •  Sustainability Program Coordinator  
Watershed Manager  •  Wetland Specialist  •  Wind Energy Engineer

For more information, contact the Natural Sciences Department at 732.906.2587
ADMISSIONS SPRING/ SUMMER EVENTS:

**Information Sessions**
How to Choose the Correct Major for Your Career Goals
Interested in attending MCC, but feeling undecided about a major? This workshop is for you!
Wednesday, February 27, 2019 – 5:30 p.m.

**2+2 = Savings 4 You!**
Why pay more for the same degree? Start at MCC, transfer all over the nation, and save thousands.
Learn how you can get unbelievable savings and still graduate from your dream college or university!
Thursday, March 7, 2019 – 5:30 p.m.

**Parent Session**
Parent 101: Come learn how to assist your child to navigate the higher education process!
Thursday, May 16, 2019 – 5:30 p.m.

**MCC Spotlight at the Perth Amboy Center**
Whether you want to start or continue your college education or improve your English language skills, Middlesex County College is the right choice!
Come learn about the enrollment process, financial aid, ESL and job training programs.
Wednesday, March 13, 2019 – 6 p.m.

**Adult Students ... A Clear Pathway to Enrollment**
The decision to return to school is never easy, especially if you’ve been out of the classroom for a while. Not sure you can do it? We know you can! Let’s talk!
Wednesday, June 5, 2019 – 5:30 p.m.

**Paying for College**
Interested in attending MCC, but wondering how to pay for college? We have options! Sign up today!
Wednesday, April 24, 2019 – 3 p.m.
Tuesday, June 18, 2019 – 5:30 p.m.

**Admissions Guide to Enrollment Sessions**
“After I submit my MCC application, what’s my next step?”
At these sessions, students will have the opportunity to meet with an admissions representative and learn about the next steps in the enrollment process.
Thursday, February 21, 2019 – 5:30 p.m.
Wednesday, March 27, 2019 – 3 p.m.
Wednesday, May 1, 2019 – 5:30 p.m.
Monday, June 10, 2019 – 10 a.m.
Tuesday, July 16, 2019 – 5:30 p.m.
MCC offers FREE TUITION for eligible students!

In spring 2019, eligible students will receive free tuition and fees.

WHAT YOU SHOULD KNOW

Q: Who will have access to the Community College Opportunity Grant program at Middlesex County College?
A: The Community College Opportunity Grant (CCOG) program will offer free tuition and fees to those students with an adjusted gross income of $45,000 or less. If they take six to eighteen credits in the spring 2019 semester they will be eligible to receive funding to cover tuition and educational fees, after applying all other federal and state grant aid, such as federal Pell grants and New Jersey Tuition Assistance Grants.

Students should visit https://njfams.hesaa.org/NJFAMS to access their student account and review their To Do List.

Q: Am I eligible for CCOG if I am taking remedial courses?
A: Yes, you will be eligible for State financial aid, including CCOG, provided that you meet MCC’s published definition of being a part-time or full-time student.

Q: How do I determine if I am eligible to participate in MCC’s CCOG program?
A: Students with adjusted gross incomes of $45,000 or less who take six to eighteen credits in the spring 2019 semester will be eligible to receive funding. If you are unsure about your eligibility to participate, contact Enrollment Services at FAid@middlesexcc.edu or 732.548.6000, ext. 3520.

The Adjusted Gross Income (AGI) requirements are $45,000 per year or less.

• For a dependent student, the AGI refers to parental AGI as reported on your financial aid application.

• For an independent student, the AGI refers to the AGI reported on the financial application for you and, if applicable, your spouse.

To learn more about adjusted gross income, visit www.irs.gov.

For more information, contact Enrollment Services:
middlesexcc.edu/FreeCC • FAid@middlesexcc.edu • 732.548.6000, ext. 3520
Q: What expenses are covered under the Community College Opportunity Grant program?

A: The MCC CCOG program will cover tuition and educational fees for eligible students, which include:
   • General fees
   • Technology fees
   • Student activity fees
   • Registration fees
   • Lab fees
   • Facility fees
   • Program and course fees

Q: Am I eligible for CCOG if I am in a dual enrollment program?

A: If you are in a dual enrollment program and still in high school, you are NOT eligible to receive CCOG funding. To be eligible, you have to have received a high school diploma or GED.

Q: Why is MCC implementing a Community College Opportunity Grant program?

A: New Jersey Governor Phil Murphy envisions a stronger, fairer New Jersey, one in which financial barriers no longer restrict people from getting the post-secondary education they need to be successful in their careers and lives. The 2019 state budget includes new funding for the first phase of Governor Murphy’s community college initiative, including up to $20 million for Community College Opportunity Grant awards to be applied directly to eligible students.

MCC was selected as a pilot college to implement a free community college program. In today’s ever-changing economy, more and more New Jersey residents will need a post-secondary credential or degree in order to have a career that provides a family sustaining income. MCC provides access to socio-economic mobility and opportunities for the residents of Middlesex County to improve their lives.

Q: When will funding be available to eligible students?

A: The CCOG program will begin in the spring 2019 semester. Current students who have already completed a financial aid application for the fall 2018 semester will be automatically considered for CCOG eligibility if they enroll in at least six credits in the spring 2019 semester. Students who have not yet filed for financial aid for academic year 2018-19 will have until February 15, 2019 to apply for CCOG awards by completing the Federal Application for Federal Student Aid and the supplemental New Jersey state questions (https://fafsa.ed.gov/), or by completing the NJ Alternative Financial Aid Application for New Jersey Dreamers (https://www.hesaa.org/Pages/NJAlternativeApplication.aspx).

Q: Where can I get more information about the free community college program at MCC?

A: For more information about the CCOG program at MCC, visit our website at www.middlesexcc.edu/FREECC. Updates are posted regularly as information becomes available.

Or visit https://www.hesaa.org/pages/ccog.aspx

For more information, contact Enrollment Services:
FAid@middlesexcc.edu
732.548.6000, ext. 3520
or visit please visit www.middlesexcc.edu/FREECC
PERFORMING ARTS AT MCC
THEATRE AND DANCE EVENTS
Join us for some wonderful performances!

SPRING 2019 THEATRE PERFORMANCE
“Circle Mirror Transformation”
by Annie Baker  •  Directed by Anna Sycamore DeMers

Studio Theatre
Thursday, February 21 at 2 p.m. and 7 p.m.
Friday, February 22 at 7 p.m.
Saturday, February 23 at 2 p.m. and 7 p.m.

MCC THEATRE SPRING MUSICAL
“The Toxic Avenger”
Book and Lyrics by Joe DiPietro  •  Music and Lyrics by David Bryan
Based on Lloyd Kaufman’s film of the same name

Performing Arts Center
Thursday, April 4 at 2 and 7 p.m.
Friday, April 5 at 7 p.m.
Saturday, April 6 at 2 and 7 p.m.

SPRING 2019 DANCE ENSEMBLE PERFORMANCE

Studio Theatre
Friday, April 26 at 7 p.m.
Saturday, April 27 at 7 p.m.
NEW PROGRAMS

Culinary Arts

In these new programs, students acquire the necessary practical and theoretical skills for employment in one of the nation’s fastest growing industries.

Employment opportunities are growing in a variety of work settings, including hotels, motels, resorts, restaurants, clubs, cruise ships, catering centers, and health care facilities.

CULINARY ARTS graduates may be employed as a line cook, station chef, assistant pastry chef, assistant restaurant manager, dining room manager, cafeteria production manager, sous chef, or executive chef.

Graduates are eligible for certification in several course areas by the American Hotel and Lodging Association and the National Restaurant Association.

For more information, contact the Hospitality, Culinary Arts, & Dietetics Department at 732.906.2538

Homeland Security

If you would like to protect this nation from threats, the Homeland Security Program is right for you.

The degree is designed for students to learn about securing borders, airports, waterways and seaports; preparing for and responding to natural and man-made disasters; providing counterterrorism and law enforcement intelligence support; and employing the latest security technology.

Career fields include:
- Border Patrol Agent
- CIA Analyst or Officer
- FBI Agent
- Federal Air Marshal
- ICE Agent
- Secret Service Agent
- TSA Screener
- Immigration Enforcement Agent

Many of our graduates may take advantage of our dual admissions agreement with New Jersey City University’s National Security Studies Bachelor of Science program, which is offered on both the NJCU and MCC campus.

For more information, contact the History and Social Sciences Department at 732.906.2590
### CREDIT DEGREES & CERTIFICATES

**Associate Degree Unless Specified**

#### Accounting/Business/Legal
- Accounting
- Accounting Certificate of Achievement
- Business Administration
- Event Planning Management Certificate
- Fashion Merchandising and Retail Management
- Forensic Accounting and Fraud Examination Certificate of Achievement
- Liberal Arts-Business
- Management
- Marketing
- Paralegal Studies
- Paralegal Studies Certificate
- Small Business Management/Entrepreneurial Studies

#### Computer Science
- Business Information Systems
- Computer and Information Systems
- Computer Programming Certificate
- Computer Science Transfer
- Java Programming Certificate of Achievement
- Java and Web Programming Certificate of Achievement
- Network Administration and Support
- Network Administration Certificate

#### Creative Arts (Continued)
- Liberal Arts-Visual Arts
- Liberal Arts-Writing
- Media Arts and Design
- Professional Commercial Photography

#### Education/Protective Services
- Criminal Justice-Correction Administration
- Criminal Justice-Police Science
- Education Transfer
- Fire Science Technology
- Homeland Security
- Liberal Arts-Physical Education and Recreation

#### Technologies
- Automotive Technology
- Civil Engineering Technology
- Civil Engineering Technology Certificate
- Computer Aided Drafting Certificate of Achievement
- Electrical Engineering Technology
- Electrical Engineering Technology Certificate
- Engineering Science
- Mechanical Engineering Technology
- Process Technology
- Surveying Engineering Technology
- Technical Studies

#### Health Programs
- Allied Health Pre-Professional
- Allied Health Pre-Professional Certificate
- Dental Hygiene
- Health Science
- Nursing
- Psychosocial Rehabilitation and Treatment
- Public Health
- Radiography

---

For information about MCC’s credit programs, please call 732.548.6000, ext. 3848
# CREDIT PROGRAMS

Non-Credit Courses continue on pg. 83

## CREDIT DEGREES & CERTIFICATES

**Associate Degree Unless Specified**

### History/Language/Social Science
- Addiction Studies Certificate
- American Sign Language Certificate of Achievement
- Liberal Arts-African-American Studies
- Liberal Arts-Cinema Studies
- Liberal Arts-English
- Liberal Arts-General
- Liberal Arts-Genocide and the Holocaust
- Liberal Arts-Global Studies
- Liberal Arts-History
- Liberal Arts-Human Services/Pre-Social Work
- Liberal Arts-Modern Language
- Liberal Arts-Philosophy
- Liberal Arts-Political Science
- Liberal Arts-Psychology
- Liberal Arts-Social Sciences
- Liberal Arts-Sociology

### Science & Mathematics
- Biology
- Biology Pre-Professional
- Biotechnology
- Chemistry
- Earth Science
- Mathematics
- Physics
- Sustainability Science

### Hospitality, Culinary Arts & Dietetics
- Baking and Pastry Arts Certificate of Achievement
- Culinary Arts Certificate
- Culinary Arts
- Dietetic Technology
- Dietetics
- Hospitality Management

---

For Course Descriptions, see our E-Catalog in the Academic dropdown menu at Middlesexcc.edu

See Continuing Education for Non-Credit Courses, Programs and Certificates

---

Middlesex County College is an equal opportunity institution.
A national Top 10 two-year college for four years in a row, we’re the only community college in New Jersey ranked “Best for Vets.”

We are the only community college in the state of New Jersey to have an on-campus Veterans Administration ‘VetSuccess on Campus’ counselor.

Our Veterans Services Center is staffed by military veterans who are here to ensure that you maximize your educational experience at Middlesex County College and beyond.

We’ll help you:

- Have your GI Bill, National Guard Tuition Waiver or other military education benefits certified and processed
- Find information about VA and academic programs
- Meet with informed counselors on-and off-campus
- With advice on transition and life issues
- Get involved in the campus Student Veterans of America chapter
- Review your Joint Services Transcript or Air Force Community College transcript to ensure you maximize the number of credits you can receive from your military training and experiences.

And most importantly, the Veterans Services Center is a place for you to meet with your fellow vets and veteran family members.

Make it a point to visit the Veterans Services Center staff throughout the semester to keep abreast of your benefits and to meet with other student veterans.

The Veterans Services Center is located in West Hall, Room 101. Our webpage is www.middlesexcc.edu/veterans. Or give us a call at 732.906.7770. Our email address is vets@middlesexcc.edu.

*According to “Victory Media” and “Military Advanced Education”
LIFELONG LEARNING FOR SENIORS

These courses may be of special interest to Seniors, ages 65+

- Today’s Table: Cooking Classes for Contemporary Cooks pgs. 4-14
- Understanding Retirement pg. 68, 69
- Living Well Workshops pgs. 84
- Intro to Fusible Glass pg. 88
- Ceramics pg. 88
- Intro to Drawing & Sketching pg. 88
- Creative Writing pg. 89

“I HAVE A DEGREE. WHAT CAN MIDDLESEX DO FOR ME?”

Upgrade your skills to advance in your job, or start a whole new career.

We offer post-degree Certificate Programs for ambitious people who want to enhance their career opportunities and for those looking for a new career.

Earn an Advanced Certificate in:
- Paralegal Studies
- Forensic Accounting and Fraud Examination
and others, including non-credit certificates.

www.middlesexcc.edu
**LIVING WELL**

**Mindfulness for Well Being**
Gain an understanding of the principles of mindfulness in this secular course. Become familiar with formal and informal experiential practices that may empower you to reduce stress and increase well-being. Sessions include a theme experience, breathwork, and mindfulness practices such as sitting, body scan, and gentle mindful movement. Topics include the physiology of stress and the neuroscience of mindfulness. No previous meditation experience is required.

**Instructor:** S. D’Angelo  
**Tuition:** $20 + general fee $37. Total $57  
**GHEL 061-04** Tuesdays, 6:30-8 p.m., February 5,12,19, 26  
**GHEL 061-05** Tuesdays, 6:30-8 p.m., April 9, 16, 23, 30

**Essential Oils 101 NEW**
Come and find out what Essential Oils are, how they are commonly used and why there is virtually no limit to how they can be utilized in our daily lives. Essential Oils are powerful allies in our quest for overall wellness. Gain the confidence you need to make essential oils a part of your wellness journey in this interactive, fun and fast moving class. Also included is an easy step by step DIY to make a customized wellness blend for your personal use. Materials included in cost of course.

**Tuition:** $15 + general fee $25 + material fee $10. Total $50  
**GHEL 062-03** Thursday, 6:30-8:30 p.m., March 14  
**GHEL 062-04** Thursday, 6:30-8:30 p.m., May 16

**Living Well Workshop I NEW Hands-On and Discussion**
Feel satisfied and energized with a fresh, new approach to cooking and wellness. Learn from our registered dietitian that eating healthy doesn’t mean giving up all the foods you love. Discover how to give your body the nutrient-dense fuel it needs. The class will be a mix of hands-on cooking, and discussion led by one of our Registered Dietitians. Menu: Lean Greek Chicken and Low fat Feta Cheese Burgers, Whole Grain Farro Salad with Crisp Apples, Green Tofu Smoothie.

**NOTE:** Please bring containers for leftovers. Register early; space is limited to 12. Students may work in groups of two.  
**Tuition:** $20 + general fee $47. Total $67  
**GCUL 539-02** Tuesday, 6:30-9:30 p.m. January 29

**Living Well Workshop II NEW Hands-On and Discussion**
Feel satisfied and energized with a fresh, new approach to cooking and wellness. Learn from our Registered Dietitian that eating healthy doesn’t mean giving up all the foods you love. Discover how to give your body the nutrient-dense fuel it needs. The class will be a mix of hands-on cooking, and discussion led by one of our Registered Dietitians. Menu: Chicken Parmesan make-over (lighter version with grilled chicken, fresh tomatoes and low fat cheese), satisfying Spinach and Chickpea Stew, Roasted Sweet Potato Wedges and Light chipotle Mayo dipping Sauce.

**NOTE:** Please bring containers for leftovers. Register early space is limited to 12. Students may work in groups of two.  
**Tuition:** $20 + general fee $47. Total $67  
**GCUL 540-02** Thursday, 6:30-9:30 p.m., March 21
Hatha Yoga: Beginner
This beginner level class is meant for those who are new to yoga, or with minimal Yoga experience. Learn the basics of Hatha Yoga, flow (vinyasa) and the background of Yoga. Classes will build upon each other, progressing steadily, learning the proper way to get into poses and their alignment, flowing from one to the next smoothly and with the breath, and learning more challenging poses (asana) as the class progresses. By the end of the program, ultimately you will be moving though a complete flow (vinyasa) with understanding and confidence in your practice.

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

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

Instructor: A. Costa
Tuition: $100 + general fee $54. Total $154
GFIT 004-48 Wednesdays, 6-7 p.m., February 6-May 8 (14 sessions)

Stop Smoking with Hypnosis
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 are recommended – available in class for purchase for $18.

Instructor: B. Wolfson, Hypnosis Counseling Center
Tuition: $15 + general fee $40. Total $55
GHEL 055-68 Thursday, 6:30-7:30 p.m., January 10
GHEL 055-69 Tuesday, 6:30-7:30 p.m., April 23

Lose Weight with Hypnosis
Hypnosis can be an effective and empowering technique for managing weight loss. This class will teach you how!

Note: Bring a small pillow to class. Reinforcement CDs are recommended – available in class for purchase for $18.

Instructor: B. Wolfson, Hypnosis Counseling Center
Tuition: $15 + general fee $40. Total $55
GHEL 056-68 Thursday, 7:30-8:30 p.m., January 10
GHEL 055-69 Tuesday, 7:30-8:30 p.m., April 23

Better Sleep with Hypnosis
Do you have difficulty falling asleep? Do you have difficulty getting back to sleep if you wake up during the night? Imagine leaving life’s cares and worries behind at the end of each day. Learn relaxation techniques and strategies to fall asleep easier.

Note: Bring a small pillow to class. Reinforcement CD is strongly recommended and available for purchase for $18.

Instructor: B. Wolfson, Hypnosis Counseling Center
Tuition: $15 + general fee $40. Total $55
GHEL 060-06 Thursday, 8:30-9:15 p.m., January 10
GHEL 060-07 Tuesday, 8:30-9:15 p.m., April 23
PERSONAL ENRICHMENT

Workplace Readiness NEW
Today’s Workforce is competitive! In order to be successful and marketable you must possess the tools and skills that have been identified as important to succeed in the workplace. Workplace readiness includes understanding the importance of a Positive Self-Image and how to present yourself professionally by creating a Professional Image. In this interactive course, you will learn how to market yourself with confidence using verbal and personal presentation skills needed to be successful in today's workforce.

Instructor: S. Brown
Tuition: $70 + general fee $29. Total $99
CBGE 008-01 Saturdays, 9 a.m.-1 p.m., March 16, 23, 30, April 6

Beginner’s Latin and Ballroom Dancing for Adults
This class is a combination of the four most popular ballroom and Latin dances. Learn the waltz and the tango and 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 in only six weeks. This class is a beginner level and you do not need any prior dance experience. Partners are preferred but not required. Class space is limited. Register now to reserve your spot.

Instructor: Dance Passion NJ, LLC
Tuition: $100 + general fee $50. Total $150
GDAN 348-16 Mondays, 7-9 p.m., March 4-April 8 (6 sessions)

Get a Job!
Today’s job market is extremely competitive, making it harder for students, recent graduates and individuals returning to the workforce or seeking a career change to find their place. Learn the skills necessary to develop your career including job searching, resume and cover letter writing, social networking and salary negotiation. Gain the tools you need to get hired for the next position in your career.

Instructor: C. Richards-Godet
Tuition: $30 + general fee $10 Total $40
CBGE 007-02 Saturday, 9 a.m.-1 p.m., February 2

Guitar for Beginners
Would you like to learn how to play the guitar quickly and easily? Bring your acoustic guitar (not classical or electric), a pick, a notebook, a folder, a pencil, and your favorite songs to class and learn about rhythm, strumming, finger picking and chord formation. Other topics include tuning a guitar, using a capo, transposing songs, and how to coordinate singing and playing simultaneously. Work together as a group and also individually. Types of music include country, rock, pop, traditional and contemporary music.

Instructor: J. Cimaglia
Tuition: $100 + general fee $24. Total $124
GMUS 009-19 Thursdays, 6:30-9 p.m., January 24-March 7 (no class February 14) (6 sessions)
GMUS 009-20 Thursdays, 6:30-9 p.m., April 11-May 16 (6 sessions)
Pet First Aid for Dogs and Cats
CEU 0.4
Receive information and practice skills in pet first aid for dogs and cats. Topics include: recognizing an emergency with your pet, Pet CPR, choking, diabetes, ticks, bee stings, bleeding, administering medication, poisoning, diseases and much more. Successfully complete the course and receive a course completion card.
NOTE: An additional charge of $10 for book and certification, made payable to “Community Safety Consultants” is due at the beginning of class. Class meets at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place, Metuchen.
Tuition: $25 + general fee $50. Total $75
COVA 007-30 Thursday, 6-10 p.m., January 17
COVA 007-31 Thursday, 6-10 p.m., March 7
COVA 007-32 Friday, 6-10 p.m., May 24
COVA 007-33 Friday, 6-10 p.m., August 16

Defensive Driving – Driver Point Reduction
The NJ Motor Vehicle Commission will apply a two-point reduction toward existing points on your driving record with successful completion of this course. All defensive driving courses meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen. An additional $10 fee is payable to the instructor, Community Safety Consultants.
NOTE: Be on time. Students cannot be admitted if they are 15 minutes late.
Tuition: $34 + general fee $65. Total $99
GENI 060-30 Saturday, 8:45 a.m.-4 p.m., February 9
GENI 060-31 Saturday, 8:45 a.m.-4 p.m., May 4
GENI 060-32 Saturday, 8:45 a.m.-4 p.m., August 24
Introducing to Fusible Glass NEW
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 MCC 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.

Instructor: J. Tyndall
Tuition $50 + general fee $100 + materials fee $90.
Total $240
GHOB 368-01 Thursdays, 6-9 p.m., April 4, 11, 18

Ceramics: Dig Your Hands into Clay!
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 you are a true beginner. Students will learn all the quintessential hand-building techniques and processes they need to know in order to create their own functional and artistic ceramics pieces.

PLEASE NOTE: This Continuing Education course does not provide students access to open studio hours in the ceramic studio.

Tuition: $198 + general fee $100 + laboratory fee $50. Total $348
GHOB 366-03 Saturdays, 9:30 a.m.-12:30 p.m., February 9-April 13 (10 sessions)

Intro to Drawing and Sketching NEW
Acquire a better understanding of the basics of 2D representation, loosely based on the instructor’s Cézanne 101 curriculum. Through demonstrations, brief lectures, in-class exercises and projects, learn rules of composition, develop basic skills for sketching geometric and organic shapes, understand fundamentals of linear perspective, and gain experience drawing elements of the human form such as heads and hands. Develop your confidence in drawing for everyday use, and whet your appetite for college level classes. Graphite and charcoal pencils will be the only tools used. Supply list will be issued prior to class start.

Instructor: M. Giglio
Tuition: $139 + general fee $100 + laboratory fee $15. Total $254
GHOB 365-03 Saturdays, 9:30 a.m.-12:30 p.m., February 23-May 11 (no class March 2, April 20) (10 sessions)
CREATE

Get Hooked on Crocheting: Beginners
Begin your journey to a lifetime of genuine pleasure and relaxation as you create wonderful garments, scarves and gifts. Taught by an experienced crochet artist with LOTS of patience, learn the basics of this centuries-old art – the chain stitch, single and double crochet, and how to increase and decrease.

Required Materials: A skein of light colored worsted weight yarn and size H crochet hook.
Instructor: W. Young
Tuition: $70 + general fee $50. Total $120
GHOB 338-08 Tuesdays, 6-8 p.m., February 5-March 19 (7 sessions)
GHOB 338-09 Tuesdays, 6-8 p.m., May 21-July 2 (7 sessions)

Get Hooked on Crocheting: Intermediate
After you've mastered the basics you'll want to know more! Join us and learn how to create some fabulous and remarkable stitches – half double crochet stitch, picot stitch, the chevron stitch and the crocodile stitch for making mermaid blankets are just a few of the crocheting skills you’ll master in this class. Class size is limited, so register early.

Required Materials: A skein of light colored yarn and size H crochet hook.
Prerequisite: Successful completion of Get Hooked on Crocheting for Beginners or equivalent skills.
Instructor: W. Young
Tuition: $70 + general fee $50. Total $120
GHOB 339-05 Tuesdays, 6-8 p.m., April 2-May 14 (7 sessions)

Creative Writing for Beginning Novelists NEW
Receive an introduction to the basic elements of creative writing and what it takes to write the next best novel! You will begin by writing a short story. Topics include plot, character development, dialogue, and settings. Bring a notebook and a writing instrument to class.

Instructor: J. Calderaro
Tuition: $75 + general fee $24. Total $99
COWR 013-02 Saturdays, 9:30-11:30 a.m., February 23, March 2,9,16, 23 (5 sessions)

Crash Course on Self-Publishing! NEW
Explore the pros and cons of self-publishing. Become familiar with how to edit your book and choose the right platform for publishing, as well as different ways to market your manuscript.

Instructor: T. Yarmush
Tuition: $75 + general fee $24. Total $99
COWR 014-02 Tuesdays, 6-8 p.m., April 2, 9, 16, 30, May 7 (no class April 23) (5 sessions)
CREATE

Photography

Enhance your digital photography skills by enrolling in one or more of the following courses. Register, with payment, for the complete three-course Digital Photography series and save money.

Requirements:
Bring your digital camera, instruction manual and cable connections to class.

Digital Photography Series Discount:
$399 (Save $51)

Individual Pricing:
3 courses: $450 if paid separately ($150 per course)

Instructor:
F. Peluso

Doable Digital Photography: Intro
CEU 0.9
Learn how to use all of your camera’s features to enhance, store and print your images. If you’ve been using a digital camera for less than a year, or infrequently for longer, this is the course for you. Become familiar with your camera, inside and out. Topics include camera controls, exposures, capturing images in JPEG, TIFF and RAW, memory sticks, multimedia cards and more!
Tuition: $100 + general fee $50. Total $150
GENI 261-33 Mondays & Wednesday, 6-9 p.m., March 11, 13, 18
GENI 261-34 Mondays & Wednesday, 6-9 p.m., June 3, 5,10

Doable Digital Photography: Beyond the Basics
CEU 0.9
If you have a good, basic understanding of how to use your digital camera and want to develop a higher degree of expertise, this may be the perfect course for you. Taught by a professional photographer with over 45 years of experience, this course will help you make your images look the way you would like. Topics include camera lenses, exposure controls, composition, multiple flash photography, working in RAW, retouching images, cropping, color and balance.
Prerequisite: Doable Digital Photography Intro or equivalent knowledge
Tuition: $100 + general fee $50. Total $150
GENI 301-31 Wednesdays & Mondays, 6-9 p.m., March 20, 25, 27
GENI 301-32 Wednesdays & Mondays, 6-9 p.m., June 12, 17, 19

Doable Digital Photography: Advanced Techniques
CEU 0.9
If you have been shooting with a digital single-lens reflex (DSLR) or Prosumer digital camera for a while, or have taken the Intro and Beyond the Basics digital photography courses, this course is for you. Taught by a professional photographer with over 45 years of experience, learn advanced computer techniques, how to color balance your monitor, use manual camera settings, work in RAW format and professional lighting techniques and video with DSLRs.
Prerequisite: Doable Digital Photography: Beyond the Basics or equivalent knowledge
Tuition: $100 + general fee $50. Total $150
GENI 392-12 Mondays & Wednesdays, 6-9 p.m., April 1, 3, 8
GENI 392-13 Mondays & Wednesdays, 6-9 p.m., June 24, 26, July 1
Photoshop

Photoshop CC: Introduction
CEU 1.5
If you are an amateur photographer and/or aspiring web designer, this course is for you. Topics include how to select and modify images, using the marque tools, layers, the type tool and layer effects. Class offered on PCs but Mac users are also welcome. Receive shortcuts for both PCs and Macs!

Required: Bring USB flash drive to class.
Prerequisite: Basic knowledge of Windows 7 or equivalent.
Instructor: E. Silverstein
Tuition: $75 + general fee $45 + laboratory fee $120. Total $240
JWEB 020-33 Mondays & Wednesday, 6:30-9:30 p.m., April 15-29 (5 sessions)
JWEB 020-34 Mondays & Wednesday, 6:30-9:30 p.m., July 8-22 (5 sessions)

Photoshop CC: Intermediate
CEU 1.5
Discover how to create masks, fills and overlays to enhance images, special effects for images and text, masking, and saving for the web.

Required: Bring USB flash drive to class.
Prerequisite: Successful completion of Photoshop CC Introduction or equivalent knowledge.
Instructor: E. Silverstein
Tuition: $75 + general fee $45 + laboratory fee $120. Total $240
JWEB 021-33 Wednesdays & Mondays, 6:30-9:30 p.m., May 1-15 (5 sessions)
JWEB 021-34 Wednesdays & Mondays, 6:30-9:30 p.m., July 24-August 7 (5 sessions)

HAVE AN IDEA FOR A COURSE?
CALL 732.906.7740 for a Course Proposal form.
CHILDREN & YOUTH

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

Instructors: S. Rizzo & L. Payne
Tuition: $200 + general fee $199. Total $399
CSYA 022-37 Tuesdays & Thursdays, 6:30-8:30 p.m., January 15-March 7 and Saturdays, 9 a.m.-1:30 p.m., January 19 and March 2 (18 sessions total)
CSYA 022-38 Tuesdays & Thursdays, 6:30-8:30 p.m., June 25-August 15 (no class July 4 - class will be held Wednesday, July 3) and Fridays, 9 a.m.-1:30 p.m., June 28 and August 9 (18 sessions total)

Study Skills for Junior High School Students (grades 7, 8, 9)
Tired of spending hours reviewing for your tests? Looking to take better notes or understand stories better? Then this is the class for you! We will explore ways to be a better student, improve your grades and reduce anxiety by mastering the skills of time management, concentration, listening, note taking, reading and writing and learning about your personal style.

Required: Lunch, pencils, notebook or writing pad.
Instructor: D. Noonan
Tuition: $44 + general fee $55. Total $99
CTYA 027-07 Saturdays, 9 a.m.-12:30 p.m., March 2, 9, 16

ROBLOX® Makers (grades 3-8) NEW
Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program.

Instructor: Black Rocket Productions
Tuition: $30 + general fee $90. Total $120

Magic Saturday (grades 2 through 8) NEW
Have you ever wondered where magic comes from? Join us in the world of the impossible, where magic comes from you. Taught by a professional magician. Learn to perform magic tricks using a deck of cards, coins, common objects, and other pocket-sized props. Each student will receive their own “Box of Fun” containing all of the essential objects needed to begin their magical journey. Learning the fine art of magic elevates a child’s inner confidence, communication skills, and creativity. Register for this course and amaze everyone with your new talent!

Instructor: A. Perricone
Tuition: $44 + general fee $55. Total $99
CHPF 071-01 Saturdays, 9 a.m.-12:30 p.m., March 23, 30, April 6

Note:
Children and Youth Programs Information and Permission Form must accompany all registrations for Children and Youth courses. See page 114.
Junior Chef Courses for Youth (ages 10-15) NEW Hands-On
Join us for our exciting Junior Chef courses! Experience culinary adventures as you explore cooking and baking skills and develop a love of cooking. Each youth registered in a Junior Chef course must be accompanied by one parent/adult guardian who will observe as their child participates in the course. Junior Chef participants must also meet the age requirement indicated for each course.

PLEASE NOTE: We cannot accommodate participants’ food allergies. See pg. 8 for Junior Chef course descriptions

JUNIOR CHEF PROGRAM FOR SCOUTS
Looking for a fun and educational outing for your Scout troop?

Scouting badges are a great way for girls and boys to explore interests and learn new skills. Have fun in the kitchen in these hands-on cooking sessions. Our professional chefs will provide a well-rounded approach as you learn the culinary skills necessary to develop a love of cooking. Complete steps toward earning your badge as you explore topics such as kitchen safety, proper food handling, healthy meals, cooking, baking, snacks, measuring and mixing.

For more information, and to schedule your 2½ hour session, please contact Holly Curry at 732.548.6000, ext. 3250 or Email: hcurry@middlesexcc.edu

NOTE: Junior Chef Scout classes have an eight-child minimum and 12-child maximum. Each participating Scout must be accompanied by one parent/adult guardian who will observe as the Scouts participate in the course.

Tuition: $10 + general fee $35. Total $45 (for one child + one parent/adult guardian)
TEST PREPARATION

SAT Prep
Prepare for the SAT exam by reviewing critical math problems, common vocabulary and writing great compositions. Learn test tricks and strategies, and problem-solving techniques to boost your scores. Two full-length practice tests, an essential part of the preparation process, will be offered.
Instructors: B. Borrus & L. Payne
Tuition: $200 + general fee $199. Total $399
CSYA 022-37 Tuesdays & Thursdays, 6:30-8:30 p.m., January 15-March 7 and Saturdays, 9 a.m.-1:30 p.m., January 19 and March 2 (18 sessions total)
CSYA 022-38 Tuesdays & Thursdays, 6:30-8:30 p.m., June 25-August 15 (no class July 4 - class will be held Wednesday, July 3) and Fridays, 9 a.m.-1:30 p.m., June 28 and August 9 (18 sessions total)

TOEFL ® IBT Preparation
This course is designed to introduce the TOEFL internet-based test. Practice skills specific to improving your TOEFL score, including academic reading, writing, listening and speaking. Also work on developing academic vocabulary. Become very familiar with the test format and working under timed conditions.
Required: Textbook required, available at College Bookstore.
Instructor: R. Roy
Tuition: $200 + general fee $199. Total $399
TEFL 001-04 Saturdays, 12:30-3:30 p.m., January 19-April 27 (no class March 9, April 27) (13 sessions)

GED PREPARATION
Prepare for the GED Exam through lectures, test taking tips, and practice exams. An emphasis will be placed on mathematics, reading and writing.
Total Program Length: 45 hours
Tuition: $325 + general fees $75. Total $400
CSTC 801-19 Tuesdays and Thursdays, 6-9 p.m., February 26, 2019-April 16, 2019

Praxis Core Preparation - Math
Prepare for the Math portion of the Praxis Core Academic Skills Test for Educators (Praxis Core), which is required for entry into any teacher preparation program in NJ and many neighboring states. Become familiar with the math content measured on the Core, learn test-taking and study strategies, and complete practice tests that will prepare you to take that portion of the Praxis Core.
Required: Textbook required, used for both math and reading/writing Praxis Core preparation courses, available at the College Bookstore.
Tuition: $110 + general fee $26. Total $136
NOTE: Special discount rate of $115 for current Middlesex County College academic credit students.
PRAX 002-02 Mondays, 6:30-8:30 p.m., Jan. 28-March 18 and Saturday, March 16, 9 a.m.-2 p.m. (no class February 18, March 11) (7 sessions)

Praxis Core Preparation - Reading and Writing
Prepare for the Reading and Writing portion of the Praxis Core Academic Skills Test for Educators (Praxis Core), which is required for entry into any teacher preparation program in NJ and many neighboring states. Become familiar with the reading and writing content measured on the Core, learn test-taking and study strategies, and complete practice tests that will prepare you to take that portion of the Praxis Core.
Required: Textbook required, used for both math and reading/writing Praxis Core preparation courses, available at the College Bookstore.
Tuition: $120 + general fee $27. Total $147
NOTE: Special discount rate of $120 for current Middlesex County College academic credit students.
PRAX 003-02 Wednesdays, 6:30-8:30 p.m., Jan. 30-March 20 and Saturday, March 16, 9 a.m.-2 p.m. (no class February 18, March 11) (7 sessions)
LANGUAGES

American Sign Language (ASL)

Let your fingers do the talking and learn to communicate with deaf and hard of hearing coworkers, friends and family members.

Series Discount:
Total Cost for all three American Sign Language Courses: $498 (Save $99)
Savings are available to students who enroll, with payment, for all three courses.

Individual Pricing:
Three courses: $597 if paid separately

Required:
Textbook required, available in College Bookstore.
(Same book for ASL I, II, III)

Instructor:
D. Samouski

American Sign Language I
CEU 1.6
Receive a basic introduction to ASL and deaf culture and history. Visual-gestural communication activities are included with special focus on practical applications.
Prerequisite: None
Tuition: $174 + general fee $25. Total $199
LASL 001-36 Mondays & Wednesdays, 6:30-8:30 p.m., January 14-February 11 (no class January 21) (8 sessions)

American Sign Language II
CEU 1.6
Learn additional vocabulary, sentence drills and dialogue with practical applications to assist in communications.
Prerequisite: American Sign Language I
Tuition: $174 + general fee $25. Total $199
LASL 002-35 Wednesdays & Mondays, 6:30-8:30 p.m., February 13-March 13 (no class February 18) (8 sessions)

American Sign Language III
CEU 1.6
Topics include ASL grammar and vocabulary, receptive and expressive skill development, dialogue, short stories and conversations.
Prerequisite: American Sign Language II.
Tuition: $174 + general fee $25. Total $199
LASL 003-35 Mondays & Wednesdays, 6:30-8:30 p.m., March 18-April 10 (8 sessions)

SPANISH

Spanish: Learning the Fast and Fun Way
CEU 3.0
Learn Spanish, the second most spoken language in the world! Learning a new language can be a challenge unless you learn it the fast and fun way! This course focuses on travel and everyday situations.
Required: Textbook required, available at the College Bookstore.
Instructor: D. Quiles
Tuition: $200 + general fee $125. Total $325
LSPA 029-04 Saturdays, 9 a.m.-Noon, January 26-March 30 (10 sessions)

Spanish I NEW
CEU 2.1
If you want to go further than learning Spanish for travel and everyday situations, this course is for you! Reading, writing and speaking Spanish in a more comprehensive manner will be emphasized. Through the use of videos, in-class writing, reading and speaking exercises, you will go beyond the basics and learn Spanish in a new way.
Required: Textbook required, available at the College Bookstore.
Instructor: A. Quintero
Tuition: $125 + general fee $74. Total $199
LSPA 030-01 Tuesdays, 6-9 p.m., January 29-March 12 (7 sessions)

Spanish II NEW
CEU 2.1
Continuation of Spanish I emphasizing in depth reading, writing and speaking of Spanish. Basic knowledge of Spanish recommended.
Required: Textbook from Spanish I, available at the College Bookstore.
Instructor: A. Quintero
Tuition: $125 + general fee $74. Total $199
LSPA 031-01 Tuesdays, 6-9 p.m., March 19-April 30 (7 sessions)
ENGLISH AS A SECOND LANGUAGE
Pathways to English Language Competence

CONTINUING EDUCATION PATHWAY

Open Enrollment Non-Credit Courses for Adults
Vocabulary, Conversation, Listening, Reading, Writing, Grammar & Critical Thinking

Continuing Education ESL
Gain a general knowledge of English language and possibly bridge to Pre-Academic ESL. Acquire integrated skills in vocabulary and word building, listening, reading, writing, grammar, conversation, critical thinking, pronunciation, and/or to prepare for U.S. citizenship. Designed specifically for adults, regardless of nation of origin or previous education. Continuing Education ESL is intended as a complete learning experience or to help you prepare for Pre-Academic ESL and college entry.

Pre-Academic ESL
If you are a degree-seeking student, prepare for the Academic ESL program. Parts 1, 2, 3, and 4 cover reading, speaking, writing, and structure.

Academic ESL
Prepare for college-level degree and certificate programs. Develop the academic English skills you need to be successful in all MCC college programs. Levels I-V cover reading, speaking, writing, and structure.

Language Assessment and Placement Exam
A Language assessment or placement exam is required for all students.

For Continuing Education ESL Placement, call 732.906.2556.

For Pre-Academic and Academic ESL Placement Information, call 732.906.2529.

ESL I Level: Low-Beginner
CEU 4.2
Designed for adults with little or no exposure to English. Classes include workplace and life skills, language for social interaction, grammar, civics, and American culture. Register today and be on your way to living and working successfully in an English-speaking country.

Required: Textbook required for FIRST class, available at College Bookstore.
Tuition: $80 + general fee $99. Total $179
BASK 001-10 Saturdays, 9 a.m.-12:30 p.m., January 26-May 4 (no class February 16, March 9, April 20) (12 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick
BASK 001-05 Tuesdays & Thursdays, 6-9 p.m., March 19-May 2 (14 sessions)
Location: Edison Campus
BASK 001-06 Tuesdays & Thursdays, 6-9 p.m., May 14-June 27 (14 sessions)
Location: Edison Campus,
BASK 001-07 Mondays & Wednesdays, 6-9 p.m., July 8-August 21 (14 sessions)
Location: Edison Campus
ESL II Level: High-Beginner
CEU 4.2
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 required for FIRST class, available at College Bookstore.
Tuition: $80 + general fee $99. Total $179
BASK 002-10 Saturdays, 9 a.m.-12:30 p.m., January 26-May 4 (no class February 16, March 9, April 20) (12 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick.
BASK 002-12 Mondays & Wednesdays, 6-9 p.m., March 18-May 1 (14 sessions)
Location: Edison Campus
BASK 002-11 Tuesdays & Thursdays, 6-9 p.m., May 14-June 27 (14 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick
BASK 002-13 Mondays & Wednesdays, 6-9 p.m., July 8-August 21 (14 sessions)
Location: Edison Campus
BASK 002-14 Tuesdays & Thursdays, 6-9 p.m., July 9-August 22 (14 sessions)
Location: Edison Campus

ESL III Level: Low-Intermediate
CEU 4.2
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 required for FIRST class, available at College Bookstore.
Tuition: $80 + general fee $99. Total $179
BASK 003-10 Saturdays, 9 a.m.-12:30 p.m., January 26-May 4 (no class February 16, March 9, April 20) (12 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick
BASK 003-05 Tuesdays & Thursdays, 6-9 p.m., March 19-May 2 (14 sessions)
Location: Edison Campus
BASK 003-06 Mondays & Wednesdays, 6-9 p.m., May 13-July 1 (no class May 27) (14 sessions)
Location: Edison Campus
BASK 003-07 Mondays & Wednesdays, 6-9 p.m., July 8-August 21 (14 sessions)
Location: Edison Campus
BASK 003-11 Tuesdays & Thursdays, 6-9 p.m., July 9-August 22 (14 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick
ESL Vocabulary/Word Building
CEU 3.0
Build your vocabulary and spelling skills by reading, writing and participating in an assortment of word exercises. Learn about word connections and definitions within a particular context, and become familiar with idiomatic expressions.
Tuition: $124 + general fee $25. Total $149
BASK 005-10 Tuesdays, 6-9 p.m., February 12-April 23 (no class March 12) (10 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick
BASK 005-11 Tuesdays & Thursdays, 6-9 p.m., July 9-August 8 (10 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick

Conversational English
CEU 3.0
If you are an advanced-level ESL student, develop and practice your speaking and listening skills. Vocabulary and grammar associated with each topic is reviewed before the discussion begins.
Prerequisite: Near proficiency and ease with conversational English.
Tuition: $124 + general fee $25. Total $149
BASK 011-10 Thursdays, 6-9 p.m., March 21-May 23 (10 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick
BASK 011-13 Tuesday & Thursdays, 6-9 p.m., May 23-June 25 (10 sessions)
Location: Edison Campus
BASK 011-11 Tuesdays and Thursdays, 6-9 p.m., July 9-August 8 (10 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick

American English Pronunciation
CEU 3.0
Tired of repeating or spelling what you say? Learn to correctly pronounce all the sounds of standard American English and address your particular pronunciation issues.
Prerequisite: Moderate to advanced proficiency and ease with conversational English.
Required: Textbook required for FIRST class, available at College Bookstore.
Tuition: $124 + general fee $25. Total $149
BASK 013-10 Saturdays, 9 a.m.-Noon, February 9-May 4 (no class February 16, March 9, April 20) (10 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick
BASK 013-11 Tuesdays & Thursdays, 9 a.m.-Noon, July 9-August 8 (10 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick

American Culture Reading and Discussion NEW
CEU 3.9
This course is designed for high-intermediate to advanced ESL students. Read about and discuss areas of American culture such as ideas about the American Dream; American ideas about business, government, religion, family, racial and ethnic diversity; and current social issues. This course is an excellent way to prepare for future academic studies or just to be better informed about life in America.
Required: Textbook required for FIRST class, available at College Bookstore.
Instructor: R. Roy
Tuition: $150 + general fee $49. Total $199
BASK 016-02 Saturdays, 9 a.m.-Noon, January 19-April 27 (no class March 9, April 20) (13 sessions)
Location: Edison Campus
ENGLISH AS A SECOND LANGUAGE

Pre-Academic ESL

The Pre-Academic ESL Program will assist degree-seeking students to transition into the MCC Academic ESL program. These courses will help you prepare for the MCC Academic ESL program where you will begin to develop the academic English skills needed to be successful in all MCC college programs. After you successfully complete all four parts of the Pre-Academic ESL program, you may be eligible to move on to the MCC Academic ESL program.

NOTE: The non-credit Pre-Academic Continuing Education ESL courses are not eligible for financial aid.

Who Should Attend?
ESL students who wish to pursue an MCC college degree but who need to strengthen their ESL skill level.

Requirements to Attend Pre-Academic ESL Courses:

- Submit a college application with a $25 application fee. Go to www.middlesexcc.edu/admissions/ and click on “Get a Degree.”
- Take the ESL Placement Test to determine your skill level. Call 732.906.2529 for further information.
- Meet with the ESL Department Chairperson or Associate Chairperson for an interview and placement.
- Register with payment at Crabiel Hall, Room 110 or the Perth Amboy Center at 60 Washington Street.

Is It Necessary to Enroll in all Pre-Academic ESL Courses?
Yes, you must successfully complete each Pre-Academic ESL course, complying with the prerequisites listed.

Program Cost
You may pay separately for each Pre-Academic ESL course. Please register and pay for each course at least five business days before the start of the course. See the course schedule below.

- Pre-Academic ESL, Part 1: $150
- Pre-Academic ESL, Part 2: $150
- Pre-Academic ESL, Part 3: $150
- Pre-Academic ESL, Part 4: $150

Required Textbook:
A required textbook that will be used for all Pre-Academic ESL courses will be available for purchase at the College Bookstore.
Pre-Academic ESL

Pre-Academic ESL combines reading, speaking, writing and grammar skills. Work on your English skills in order to participate in classroom discussions. Practice writing grammatically correct sentences that are descriptive and tell a story. Successfully complete Parts 1, 2, 3 and 4 in order to be considered for enrollment in academic ESL classes.

Pre-Academic ESL Courses, Part 1
Prerequisite: Placement exam.
Required: Textbooks to be used in all Pre-Academic ESL courses available for purchase at the College Bookstore.
Tuition: $100 + general fee $50. Total $150
PREA 003-16 Monday-Thursday, 9:30 a.m.-Noon, January 22-February 13 (14 sessions)
Location: Edison Campus
PREA 003-17 Monday-Thursday, 6-8:30 p.m., January 22-February 13 (14 sessions)
Location: Edison Campus
PREA 003-41 Monday-Thursday, 9:30 a.m.-Noon, January 22-February 13 (14 sessions)
Location: Perth Amboy Center
PREA 003-42 Monday-Thursday, 6-8:30 p.m., January 22-February 13 (14 sessions)
Location: Perth Amboy Center

Pre-Academic ESL Courses, Part 2
Prerequisite: Successful completion of Pre-Academic ESL, Part 1
Required: Use the required textbooks purchased for Pre-Academic ESL Courses, Part 1.
Tuition: $100 + general fee $50. Total $150
PREA 004-16 Monday-Thursday, 9:30 a.m.-Noon, February 19-March 20 (no class March 11-14) (14 sessions)
Location: Edison Campus
PREA 004-17 Monday-Thursday, 6-8:30 p.m., February 19-March 20 (no class March 11-14) (14 sessions)
Location: Edison Campus
PREA 004-41 Monday-Thursday, 9:30 a.m.-Noon, February 19-March 20 (no class March 11-14) (14 sessions)
Location: Perth Amboy Center
PREA 004-42 Monday-Thursday, 6-8:30 p.m., February 19-March 20 (no class March 11-14) (14 sessions)
Location: Perth Amboy Center
Pre-Academic ESL Courses, Part 3
Prerequisite: Successful completion of Pre-Academic ESL, Part 1 and Part 2
Required: Use the required textbooks purchased for Pre-Academic ESL Courses, Part 1
Tuition: $100 + general fee $50. Total $150
PREA 005-16 Monday-Thursday, 9:30 a.m.-Noon, March 25-April 16 (14 sessions)
Location: Edison Campus
PREA 005-17 Monday-Thursday, 6-8:30 p.m., March 25-April 16 (14 sessions)
Location: Edison Campus
PREA 005-41 Monday-Thursday, 9:30 a.m.-Noon, March 25-April 16 (14 sessions)
Location: Perth Amboy Center
PREA 005-42 Monday-Thursday, 6-8:30 p.m., March 25-April 16 (14 sessions)
Location: Perth Amboy Center

Pre-Academic ESL Courses, Part 4
Prerequisite: Successful completion of Pre-Academic ESL, Part 3
Required: Use the required textbooks purchased for Pre-Academic ESL Courses, Part 1
Tuition: $100 + general fee $50. Total $150
PREA 006-16 Monday-Thursday, 9:30 a.m.-Noon, April 17-May 9 (class starts Wednesday) (14 sessions)
Location: Edison Campus
PREA 006-17 Monday-Thursday, 6-8:30 p.m., April 17-May 9 (class starts Wednesday) (14 sessions)
Location: Edison Campus
PREA 006-41 Monday-Thursday, 9:30 a.m.-Noon, April 17-May 9 (class starts Wednesday) (14 sessions)
Location: Perth Amboy Center
PREA 006-42 Monday-Thursday, 6-8:30 p.m., April 17-May 9 (class starts Wednesday) (14 sessions)
Location: Perth Amboy Center

For Certified NJ Teachers

Continuing Education Content Specialty Certificate Program:
Gain content specialty training in order to teach upper elementary and middle school content – English, science, social studies, and math. This program is ideal for teachers who want to become qualified to teach middle school and broaden their employment prospects.
Courses may be taken during the Spring, Summer and Fall semesters.

Continuing Education Content Specialty Certificate Program:
• Spring 2019 enrollment begins October 1, 2018 and ends January 4, 2019
• For Summer Sessions, enrollment begins February 25, 2019. Summer I enrollment ends May 1, 2019
• Summer II enrollment ends July 1, 2019
• Fall 2019 enrollment begins March 26, 2019 and ends August 1, 2019
For more information, send an email to cgreen@middlesexcc.edu or call 732.906.4677.
Provide your name, address, phone number, and email address.
Pre-Academic ESL – Summer Semester

Pre-Academic ESL combines reading, speaking, writing and grammar skills. Work on your English skills in order to participate in classroom discussions. Practice writing grammatically correct sentences that are descriptive and tell a story. Successfully complete Parts 1, 2, 3 and 4 in order to earn your certificate and be considered for enrollment in academic ESL classes. Required textbooks to be used for all Pre-Academic ESL Certificate courses available for purchase at the College Bookstore.

Pre-Academic ESL, Part 1
CEU 3.5
Prerequisite: Placement exam
Tuition: $100 + general fee $50. Total $150
PREA 003-12 Monday-Thursday, 6-8:30 p.m., May 13-June 5 (no class May 27) (14 sessions)
Location: Edison Campus

Pre-Academic ESL, Part 2
CEU 3.5
Prerequisite: Successful completion of Pre-Academic ESL, Part 1
Tuition: $100 + general fee $50. Total $150
PREA 004-12 Monday-Thursday, 6-8:30 p.m., June 10-July 2 (14 sessions)
Location: Edison Campus

Pre-Academic ESL, Part 3
CEU 3.5
Prerequisite: Successful completion of Pre-Academic ESL, Part 1 and Part 2
Tuition: $100 + general fee $50. Total $150
PREA 005-12 Monday-Thursday, 6-8:30 p.m., July 8-July 30 (14 sessions)
Location: Edison Campus

Pre-Academic ESL, Part 4
CEU 3.5
Prerequisite: Successful completion of Pre-Academic ESL, Part 3
Tuition: $100 + general fee $50. Total $150
PREA 006-12 Monday-Thursday, 6-8:30 p.m., July 31-August 22 (14 sessions)
Location: Edison Campus
K-12 PARTNERSHIPS
Middlesex’s Link to the K-12 Sector

Register your high school student today for the High School Scholars program. High School students will be able to experience a college course and earn college credit.

For more information and to download an application, please visit

www.middlesexcc.edu/k-12-partnerships
Full tuition and fees apply.

Questions?
Email us at schoolrelations@middlesexcc.edu

MCC BOOKSTORE INFORMATION

The College Bookstore carries required books as indicated in course descriptions.

For current operating hours, call 732.906.2540.
For general information, call 732.906.2539.

TO PURCHASE BOOKS ONLINE:

1. Go to middlesexcc.bncollege.com and select TEXTBOOKS.
2. Under TERM, select Spring Non-Credit 19, then select DEPARTMENT, COURSE NUMBER, and SECTION. Then click on FIND MATERIALS.
3. Choose your textbook format: NEW, USED, or DIGITAL.
4. Go to CHECKOUT.
Middlesex County College  Spring/Summer 2019 Opportunities

Call 732.906.2556

Full-Day Kindergarten
8:30 a.m.-4:00 p.m.
Before and after care available

Part-Day Kindergarten
Enhanced to compliment your public school K-12 program
Flexible schedule

Certified staff • Small group learning
Math and Literacy Program
New playground

Pre-School Program Activities:
Certified staff • Literacy-rich environment
Outdoor recreation • Open ended art options
Open year round • Creative Curriculum
Visits from Book Mobile

Meals provided, peanut free environment, vegetarian options

Full-day child care options for your 2 ½-6 year-old

Pre-School and Kindergarten Options

Send Your Child To College

Limited Space
Call for a tour today 732.906.2542
(located in Room 185 Edison Hall on MCC 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.

<table>
<thead>
<tr>
<th>Basic Written Communications</th>
<th>ESL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved Customer Service</td>
<td>Supervisory Skills</td>
</tr>
<tr>
<td>Basic Mathematics</td>
<td>Team Building and Team Leadership</td>
</tr>
<tr>
<td>Basic Measurement</td>
<td>Executive Coaching</td>
</tr>
<tr>
<td>MS Office Windows</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>MS Word, Excel, PowerPoint, Access</td>
<td>Time Management</td>
</tr>
<tr>
<td>MS Outlook</td>
<td>Business Etiquette</td>
</tr>
<tr>
<td>Workplace Spanish</td>
<td>Critical Incident Management - Surviving an Active Shooter Incident</td>
</tr>
</tbody>
</table>

**Advanced Manufacturing**

- Electromechanical Maintenance
- CNC/Metal Fabricating
- Six Sigma
- Quality and Inspection
- Lean Manufacturing
- Certified Production Technician

**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 – tdallavalle@middlesexcc.edu

*Ask us about potential grant programs to support your training needs!*
HOW TO REGISTER FOR NON-CREDIT COURSES

Online
You may register Online for select courses. Visit www.middlesexcc.edu/continuing-education.

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

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

Payment Procedure
Full payment is due at the time of registration.

Telephone
Call 732.906.2556. Use Visa, MasterCard, Discover.

In-Person
Continuing Education, Crabel Hall 110, Middlesex County College, 2600 Woodbridge Ave., Edison, NJ 08837

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

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

Course Confirmation and Location
Confirmation letters will be generated once your registration is processed. Classes meet at the main College campus or other community sites.

Registrations are processed daily, but in the event that you have not received your confirmation within five days of the start date, call the department at 732.906.2556. There will be no refunds because you did not receive a confirmation letter.

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

Credit Courses
For information please call 732.548.6000, ext. 3848.

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

College Employees
Full-time MCC employees should contact Human Resources for information regarding course waivers. In the case of vendor programs, College employees are responsible for paying all fees.

Senior Citizen Tuition Waivers
Middlesex County residents, 65 years of age or older, are eligible for a course waiver which covers tuition only, on a space available basis, to a maximum of $125. The 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.

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

Unemployment Tuition Waivers
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. Also submit documentation to the Continuing Education Office in Crabiel Hall, Room 110 from the NJ Department of Labor and Workforce Development 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 MCC Registration Form and include payment for all fees. Register 24 hours before the 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.

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

Veteran and Military Benefits
Middlesex County 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.

Volunteer Tuition Waivers
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.

PLEASE NOTE: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.
COLLEGE POLICIES

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 Career Training Center’s Refund and Cancellation Policy may significantly differ from the aforementioned. For more information, please contact the Career Training Center at 732.906.4231.

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 County College complies fully with the Family Educational Rights and Privacy Act of 1974. This act is intended to protect the privacy of your educational records. Copies of the complete policy are available in the FERPA section of the most recent e-Catalog:

Click on Students’ Rights and Responsibilities, then click on FERPA.

For questions concerning the Family Educational Rights and Privacy Act, call the Registration Office at 732.906.2523.

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

For more information, see the Code of Student Conduct section of the most recent MCC e-Catalog:

Click on Students’ Rights and Responsibilities, then click on Code of Student Conduct.
GENERAL INFORMATION

Students with Disabilities
Middlesex County 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.

Parking
Free parking is available to students who register for courses located on the Edison campus. All other off-site parking may be subject to local parking fees.

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. Appropriate announcements are made on the College’s website, www.middlesexcc.edu.

You may also call the MCC 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 cancelled.

MCC Bookstore
The College Bookstore carries required books as indicated in course descriptions. For current operating hours, call 732.906.2540. For general information, call 732.906.2539.

To purchase books online, visit the Bookstore at middlesexcc.bncollege.com and select Textbooks. Under TERM, select Spring Non-Credit 19, then select Department, Course number, and Section, then click on Find Materials. Choose your textbook format (New, Used, or Digital) and go to Checkout.

CAMP MIDDLESEX
June 24-August 16, 2019
Summer day camp at Middlesex County College in Edison
Safe and attractive environment where having FUN, making new FRIENDS, and LEARNING are our highest priority
Wide variety of half-day and full-day programs, with a pre-camp and after-camp option for working parents

Sample programs:
Theater Camp • Chess • Robotics
Cartooning • Painting • Jewelry-Making
Mosaics • Magic • Creative Writing • Math
Cool Cookin • Volleyball • Basketball
Web Design, and more!

For additional information, contact 732.906.2556
or visit Camp Middlesex at middlesexcc.edu/camp-middlesex/
**Crabel Hall, CB**
This is the home of Lifelong Learning, Today's Table, Corporate Education and Training, and registration and information for non-credit courses and certificate programs. Division of Continuing Education, Culinary Demonstration Kitchen and classrooms are located here.

**MCC Bookstore, BC**
Students may purchase all their books and supplies at the Bookstore. You can also purchase snacks, gifts, cards and MCC gear.

**Billy Johnson Hall, BH**

**Academy for Science, Mathematics & Engineering Technologies High School, AC**
High school students interested in pursuing careers in engineering, science and other areas of technology.

**Main Hall, MH**
Classrooms and labs

**Raritan Hall, RH**
Department Chairpersons - History & Social Science Dept., English Dept., Democracy House, Adjunct Faculty Center, College Assembly.

**L’Hommedieu Hall, LH**
Dean for the Division of Arts and Sciences, Health programs, Dental Hygiene Clinic *(Open to the Public)*

**Physical Education Center, PE**
- The main gym is used for basketball, games, as an indoor track, and for courses such as volleyball, tennis, exercise and fitness.
- Women’s and men’s locker rooms are each equipped with saunas. Also housed in the building is a fitness center, dance studio and 4 racquetball courts. You can view our 6-lane, 25-meter pool. There are three diving boards and the pool varies from 3 to 11½ feet.
- Behind the Physical Education Center, in Thomas Edison Park, the college has use of the park’s 21 tennis courts, 2 soccer fields and the track and field with stadium seating.
- MCC has 2 Basketball teams (M&F) 2 Soccer teams (M&F) Track, Cross Country, Baseball, Softball, Co-Ed Golf team, Wrestling and Women’s Volleyball team.

**College Center, CC**
This building is an integral part of campus life. Located in this building…
- Food Court
- Hospitality, Culinary Arts and Dietetics Department
- Student Activities

**Chambers Hall, CH**
Executive offices, Human Resources, Payroll, Purchasing, Institutional Advancement, Academic and Student Affairs.

**Library, LI**
The library has nearly 87,000 books and 27,000 electronic periodicals and newspapers available in MCC library databases. The main floor has the reference books and databases. The lower floor has books, 8 group study rooms and 3 classrooms. Currently 107 computers are available for students.

**Johnson Learning Center, JL**
This building has the following:
- Testing Center
- Project Connections
- Tutoring Center
- Computer Science and Information Technology Department
- Also located here are computer labs, learning labs and our Media Arts and Design labs.

**Instructional Resource Center, IR**
- This building has computer labs that are used to assist students with reading and math tutoring. There are group study rooms and the language lab.
- Downstairs, IRC mostly comprises computer labs geared toward computer science majors. It has programs such as C++, Java, Linux and Visual Basic.
- ESL Department (English as a Second Language) and Modern Languages Department, Modern Languages lab.
- Johnson Commons Learning Center.

**South Hall**
Natural Sciences labs and offices.

**West Hall**
Enrollment Services: Admissions, Advising, Career Services, Financial Aid, Veterans Services, Dean of Enrollment Management, Dean of Student Affairs, Registration, Student Account Services.

**Edison Hall, ED**
Counseling Services, including Disabilities Services, Business, and Computer Science, Child Care Center and Kindergarten, Visual Arts studios.
INDEX

Access 2016 .......................................................... 62
Accounting, Business & Legal Studies (Credit) .... 80
Admissions Information Sessions (Credit) ......... 75
Admissions Spotlight Events .............................. 78
Advanced Credit Certificates ............................. 83
Allied Health ................................................... 15-29
American Sign Language Courses ................... 95
Animal Control Officer, NJ State ...................... 53
Animal First Aid ............................................... 87
Ballroom Dancing ............................................ 86
Battle Royale .................................................. 93
Bloodborne Pathogens .................................... 17
Building Inspector RCS (Hybrid), ICS, HHS ...... 51
Business Courses .......................................... 30-44
Campus Map ............................................... 110
Career Training Center ................................ 65-67
Certified Nursing Assistant ............................ 24
Ceramics ....................................................... 88
Child Care Center
  Preschool and Kindergarten ......................... 2, 104
Children ....................................................... 92, 93
COBOL Programming .................................... 57
Computer Confidence Courses ...................... 60
Computer Science (Credit) .............................. 80
Content Specialty Program ............................. 64
Construction Management Certificate ............ 49, 50
Construction Permits ...................................... 50
Cooking Classes ............................................ 4-14
Corporate Education and Training .................. 105
Credit Degrees and Certificates ...................... 80, 81
Creative Arts (Credit) ..................................... 80
Creative Writing ........................................... 89
Crocheting .................................................... 89
Culinary Arts (Credit) ..................................... 79
Dance Courses .............................................. 86
Defensive Driving Courses ............................. 87
Dental Hygiene Courses ................................. 28, 29
Dialysis Technician Certificate ....................... 27
Digital Marketing .......................................... 43
Digital Photography Courses ......................... 90
Drawing and Sketching .................................. 88
Driver Point Reduction Courses ..................... 87
eBay® and Amazon.com® Buying and Selling .... 44
ECG/EKG Technician Certificate ..................... 20
Education: Content Specialty Program ............ 64
Education/Protective Services (Credit) ............. 80
Electives- Management, Human Resources ....... 41, 42
Electro Mechanical Technician ....................... 46-48
Engineering Technologies (Credit) ................... 80
English as a Second Language (ESL) ............... 96-102
English as a Second language
  Pre-Academic ............................................. 99-102
Essential Oils ............................................... 84
Evening Degree Programs (Credit) ................... 73
Event Planning ............................................. 31
Excel 2016 .................................................... 61, 62
Exercise for Special Populations ..................... 54
Financial Strategies ....................................... 68
Financial Planning for Special Needs ............... 69
Fire Inspector HHS (Hybrid) ......................... 52
First Aid - Standard Level 2 ......................... 17
Fusible Glass ............................................... 88
GED Courses .............................................. 94
General Information ..................................... 109
Guitar ......................................................... 86
Health Programs (Credit) ............................... 80
History, Languages and Social Sciences (Credit) .. 81
Homeland Security ....................................... 79
Hospitality, Culinary Arts and Dietetics (Credit) .. 81
Human Resources Certificate & Courses .......... 39, 40
Hypnosis Classes .......................................... 85
Industrial Electrical Maintenance Technician
  Certificate .................................................... 45-47
Inventory Management ................................ 30
Job Search ................................................... 86
Junior Chef Courses ...................................... 13
<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12 Partnerships</td>
<td>103</td>
</tr>
<tr>
<td>Language Courses</td>
<td>95</td>
</tr>
<tr>
<td>Latin &amp; Ballroom Dancing</td>
<td>86</td>
</tr>
<tr>
<td>Lifelong Learning</td>
<td>83</td>
</tr>
<tr>
<td>Living Well Workshops</td>
<td>84</td>
</tr>
<tr>
<td>Local Anesthesia, Dental Hygienian</td>
<td>28, 29</td>
</tr>
<tr>
<td>Major Home Appliance Technician</td>
<td>46-48</td>
</tr>
<tr>
<td>Management Certificate &amp; Courses</td>
<td>37, 38</td>
</tr>
<tr>
<td>Map</td>
<td>110</td>
</tr>
<tr>
<td>Medical Assistant Certificate</td>
<td>15-17</td>
</tr>
<tr>
<td>Medical Coding &amp; Billing</td>
<td>21, 22</td>
</tr>
<tr>
<td>Meeting &amp; Event Planning</td>
<td>31</td>
</tr>
<tr>
<td>Microsoft Office 2016</td>
<td>61, 62, 65</td>
</tr>
<tr>
<td>Mindfulness for Well Being</td>
<td>84</td>
</tr>
<tr>
<td>Music Courses</td>
<td>86</td>
</tr>
<tr>
<td>New Jersey Uniform Construction Code</td>
<td>51, 52</td>
</tr>
<tr>
<td>Non-Credit Registration Form</td>
<td>115</td>
</tr>
<tr>
<td>Nutrition Specialist Personal Trainer</td>
<td>54</td>
</tr>
<tr>
<td>Online Career Training</td>
<td>71</td>
</tr>
<tr>
<td>Online Courses</td>
<td>70-72</td>
</tr>
<tr>
<td>Open House Spotlight Events</td>
<td>78</td>
</tr>
<tr>
<td>Painting, Watercolors</td>
<td>88</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>25</td>
</tr>
<tr>
<td>Personal Training Courses</td>
<td>54</td>
</tr>
<tr>
<td>Pet First Aid</td>
<td>87</td>
</tr>
<tr>
<td>Pharmacy Technician Course</td>
<td>26</td>
</tr>
<tr>
<td>Phlebotomy Technician Certificate</td>
<td>18, 19</td>
</tr>
<tr>
<td>Photography and Photoshop Courses</td>
<td>90, 91</td>
</tr>
<tr>
<td>PHP Programming and Database Certificate &amp; Courses</td>
<td>58, 59</td>
</tr>
<tr>
<td>Plumbing Inspector HHS</td>
<td>51</td>
</tr>
<tr>
<td>PowerPoint 2016</td>
<td>62</td>
</tr>
<tr>
<td>Praxis Core Preparation</td>
<td>94</td>
</tr>
<tr>
<td>Project Management Certificate &amp; Courses</td>
<td>34-36</td>
</tr>
<tr>
<td>QuickBooks Certificate &amp; Courses</td>
<td>63, 64</td>
</tr>
<tr>
<td>QuickBooks and Sage Applications</td>
<td>67</td>
</tr>
<tr>
<td>QuickBooks and Sage Applications with MS Office</td>
<td>67</td>
</tr>
<tr>
<td>Registration, Non-Credit</td>
<td>106</td>
</tr>
<tr>
<td>Retirement Planning Courses</td>
<td>68, 69</td>
</tr>
<tr>
<td>ROBLOX Makers</td>
<td>92</td>
</tr>
<tr>
<td>SAT Prep Courses</td>
<td>92, 94</td>
</tr>
<tr>
<td>School Relations Office (now K-12 Partnerships)</td>
<td>103</td>
</tr>
<tr>
<td>Sciences &amp; Mathematics (Credit)</td>
<td>81</td>
</tr>
<tr>
<td>Self Publishing</td>
<td>89</td>
</tr>
<tr>
<td>Seniors</td>
<td>83</td>
</tr>
<tr>
<td>ServSafe® Food Safety Manager</td>
<td>55</td>
</tr>
<tr>
<td>Six Sigma</td>
<td>32, 33</td>
</tr>
<tr>
<td>Spanish Courses</td>
<td>95</td>
</tr>
<tr>
<td>Special Needs, Financial Planning</td>
<td>69</td>
</tr>
<tr>
<td>Starting Own Business 101</td>
<td>44</td>
</tr>
<tr>
<td>Stop Smoking Courses</td>
<td>85</td>
</tr>
<tr>
<td>Study Skills</td>
<td>92</td>
</tr>
<tr>
<td>Subcode Official</td>
<td>51</td>
</tr>
<tr>
<td>Supply Chain Management</td>
<td>30</td>
</tr>
<tr>
<td>Sustainability (Credit)</td>
<td>74</td>
</tr>
<tr>
<td>Technical Assistant</td>
<td>51</td>
</tr>
<tr>
<td>Technical Training Programs</td>
<td>45-48</td>
</tr>
<tr>
<td>Technologies (Credit)</td>
<td>80</td>
</tr>
<tr>
<td>TOEFL® IBT Preparation</td>
<td>94</td>
</tr>
<tr>
<td>Tuition Waivers</td>
<td>107</td>
</tr>
<tr>
<td>Uniform Construction Code, New Jersey</td>
<td>51, 52</td>
</tr>
<tr>
<td>Veterans Services</td>
<td>82</td>
</tr>
<tr>
<td>Voiceovers Courses</td>
<td>44</td>
</tr>
<tr>
<td>Web Marketing Certificate &amp; Courses</td>
<td>43</td>
</tr>
<tr>
<td>Word 2016</td>
<td>61</td>
</tr>
<tr>
<td>Workplace Readiness</td>
<td>86</td>
</tr>
<tr>
<td>Writing, Creative</td>
<td>89</td>
</tr>
<tr>
<td>Yoga Courses</td>
<td>85</td>
</tr>
<tr>
<td>Youth</td>
<td>92, 93</td>
</tr>
<tr>
<td>Youth Permission Form</td>
<td>114</td>
</tr>
</tbody>
</table>
CHILDREN & YOUTH PROGRAMS INFORMATION & PERMISSION FORM

All Fall/Spring Children & Youth Program participants MUST have this form completed by a parent or guardian. Please submit this form with the Course Registration. (This form is not for Camp Middlesex Summer Programs.)

STUDENT INFORMATION (Print clearly and complete all sections.)

<table>
<thead>
<tr>
<th>GENDER:</th>
<th>Male</th>
<th>Female</th>
<th>BIRTH DATE:</th>
<th>CHILD'S AGE:</th>
<th>CURRENT GRADE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Home Phone</th>
<th>Street Address</th>
<th>Apt. #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COURSE CODE &amp; SECTION</th>
<th>COURSE TITLE</th>
<th>COURSE DATE(S) (MM/DD/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PARENT/GUARDIAN DATA

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Preferred Phone</th>
<th>Alternate Phone</th>
<th>E-mail address</th>
</tr>
</thead>
</table>

EMERGENCY CONTACT INFORMATION

If I am not available, I hereby designate the following person(s) to be contacted in an emergency:

Name: ___________________________________________________ Relationship: __________________ Phone: ___________________

Name: ___________________________________________________ Relationship: __________________ Phone: ___________________

Name: ___________________________________________________ Relationship: __________________ Phone: ___________________

The above named child has the following food allergy(ies) and/or medical condition:
______________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

I understand it is the responsibility of the parent/guardian to notify program staff of any change in the above information.

I, ______________________________________________, the legal parent/guardian of the above named Children/ Youth Program participant, will:

(CHOSE ONLY ONE)

- [ ] Pick up my child at the conclusion of his/her scheduled course(s) in the designated location on the Middlesex County College Campus.

- [ ] Permit the following individuals to pick up my child at the conclusion of his/her scheduled course(s) in the designated location on the Middlesex County College Campus. No one other than the named persons below will be permitted to pick up your child.

Name: ___________________________________________________________________ Phone: ___________________

Name: ___________________________________________________________________ Phone: ___________________

I give consent for any photographs taken of my child to be used solely for MCC promotional &/or public information purposes. [ ] Yes [ ] No

WAIVER AND HOLD HARMLESS AGREEMENT

Please read this form carefully and be aware that in having your child registered and participating in this program, you will be waiving and releasing all claims for injuries your child might sustain in this program.

- You agree to waive, release, discharge and/or relinquish all claims or accrued costs you may have as a result of your child participating in this program against Middlesex County College, its Board of Trustees, officers, representatives, agents, faculty and staff.

- You further agree to indemnify, hold harmless, and defend Middlesex County College, its Board of Trustees, officers, representatives, agents, faculty and staff from any and all claims resulting from injuries, damages and losses sustained by your child and arising out of, connected with or in any way associated with the activities of the program.

- In the event of an emergency, you authorize Middlesex County College staff to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for your child's immediate care and agree to be responsible for payment of any and all charges for medical services rendered.

- I understand that the College is not responsible for lost, stolen or damaged property.

- College personnel are not permitted to hold or be responsible for administering any medication during the Fall/Spring Children & Youth program.

- I understand the College may suspend or terminate my child from the program for any reason that is deemed harmful or disruptive to the other participants or for other just cause. Refunds will not be granted if a child is suspended or terminated from the program.

I have read, understand, and agree to the foregoing information.

Parent/Guardian Name (print) ___________________________ Parent/Guardian Signature ___________________________ Date ___________________________
CONTINUING EDUCATION REGISTRATION FORM

DATE ______________________________ BIRTH DATE _______________ SOCIAL SECURITY NO. __________________ GENDER  

Male  Female

Last Name __________________________ First Name ___________________ Middle Initial __________________

Street Address ______________________ Apt. # _____________________ City __________________ State __________ Zip ________ County __________________

Home Phone _________________________ Cell Phone ___________________ Business Phone ___________________ E-mail address __________________

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

Are You Hispanic/Latino? Select One or More:  ☐ American/Alaska Native  ☐ Asian  ☐ Black or African American  

☐ Yes  ☐ No  ☐ Hawaiian/Pacific Islander  ☐ White

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

☐ MCC Web Page  ☐ Flyer  ☐ Other (describe) __________________________________________________________

COURSE NUMBER  COURSE TITLE  START DATE  COURSE TOTAL ____________________________________________

SEND OR FAX YOUR REGISTRATION FORM WITH PAYMENT TO:

Continuing Education - Crabiel Hall
Middlesex County College, 2600 Woodbridge Avenue P.O. Box 3050, Edison, NJ 08818-3050
Fax: 732.906.2521 (If transmission problems occur, please mark second fax as a duplicate.)

METHOD OF PAYMENT:

☐ I am enclosing a check/money order payable to MCC - Continuing Education in the amount of $___________

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

☐ Check or P.O. Number _________________________

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

Cardholder’s Name (please print) ____________________________

Street Address __________________________ City __________________ State __________ Zip ________ County __________________

☐ VISA  ☐ MASTERCARD  ☐ DISCOVER

Credit Card Number _______________ Expiration Date _______________________

$ ______________________  Amount ______________________

Continuing Education Registration Questions? Call 732.906.2556

Please visit middlesexcc.edu/ContinuingEd
20th Annual

CAMP MIDDLESEX
OPEN HOUSE

Sunday, March 3, 2019, 1-4 p.m.

- On-site Registration (bring immunization record)
- Meet Summer Camp Coordinator and camp staff
- Enjoy displays and demonstrations!
- $100 gift certificate drawing

For more information call 732.906.2556

LOCATION: Middlesex County College, Crabel Hall
2600 Woodbridge Avenue, Edison, NJ
Light Refreshments will be served

Mark the dates for Camp Middlesex 2019:
June 24-August 16, 2019

In case of inclement weather, call the Middlesex County College Information Hotline at 732.906.2555.