Send Your Child To College

Pre-School and Kindergarten Options

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

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 Kindergarten
8:30 a.m.-3:30 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)
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FOR MORE INFORMATION
732.906.2556, middlesexcc.edu/ContinuingEd

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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

Payment Options:
- Register for our Tasting Menu: Choose any three demonstration classes and pay only $108 (just $36 per class.) You save $24. 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 $44 per class.

The Food and Wine of Italy NEW
Be prepared to fall in love with the illustrious ingredients of Italy. The cuisine is influenced by its geography, rich in seafood, vegetables, fruit, and cheeses. Menu: Panzanella Salad, a dish from southern Italy consisting of baby artichokes, shaved fennel, white wine and sausage over rigatoni; a lighter version of Chicken Milanese, grilled chicken with tomato, basil, fresh mozzarella and Prosciutto de Parma; and Chocolate Panna Cotta served with complementary wine.

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

Tuition: $10 + general fee $34. Total $44
GCUL 541-01 Tuesday, 6:30-9 p.m., September 25

Grilling Techniques NEW
This collection of recipes showcases grilling secrets and techniques. Discover a variety of grilling methods for vegetables, meat, and even dessert! Menu: Grilled Tomato Bruschetta; Grilled Yucatan Corn with Lime, Cilantro and Cotija Cheese; Tuscan Baby Lamb Chops with Tuscan Bean Salad; and Grilled Peach Melba with Vanilla Ice Cream.

Tuition: $10 + general fee $34. Total $44
GCUL 537-01 Thursday, 6:30-9 p.m., September 27

China and Beyond NEW
China is the world’s third largest country based on area. Immerse yourself in the fascinating cuisine of China and beyond the borders. Menu: Vietnamese Style Streak and Herb Salad; Thai Vegetable Curry; Chicken Stay Lettuce Wraps; and Chinese Almond Cookies.

Tuition: $10 + general fee $34. Total $44
GCUL 538-01 Tuesday, 6:30-9 p.m., October 2

Pizza and Flat Breads NEW RECIPES
Pizza and flatbreads are blank canvases for chefs. Discover new ingredients and approaches that reach all over the globe for inspiration. Learn how to make: California Flatbread with Caramelized Onions, Figs and Smoked Mozzarella; Tandoori Chicken Naan Bread Pizza; Broccoli di Rape, Sausage and Ricotta Pizza; and Fromage Blanc, Herb, and Asparagus Pizza.

Tuition: $10 + general fee $34. Total $44
GCUL 514-02 Thursday, 6:30-9 p.m. October 11

Tuscan Villa NEW RECIPES
Truffles, Pecorino cheese, and polenta are just a few of the simple iconic ingredients coveted in the Tuscan region of Italy. Travel with us to the Italian countryside to learn how to make these traditional dishes: Roasted Sirloin Tip with Rosemary and Garlic served with Aged Balsamic and Red Wine Sauce; Wild Mushrooms with Truffle Butter over Creamy Polenta; Roasted Red Pepper and Olive Salad; and a delightful Tuscan Almond Cake.

Tuition: $10 + general fee $34. Total $44
GCUL 521-02 Tuesday, 6:30-9 p.m., October 16
The Best Noodle Dishes from Around the World NEW
The humble noodle is a diverse food staple that is rich in culture and history, not just in Asia but around the globe. Menu: Cantonese Vegetable Lo Mein; Classic American Macaroni and Shrimp Salad; Pappardelle with Mushroom Sauce; and Quick Asian Noodle Salad with Chicken, Herbs and Vietnamese Dressing.
Tuition: $10 + general fee $34. Total $44
GCUL 542-01 Thursday, 6:30-9 p.m., October 18

The Mediterranean Kitchen NEW
Come with your friends for a delicious evening sampling super fresh foods that evoke the fall season and the spirit of the Mediterranean. Enjoy a variety of Mediterranean specialties such as: Grilled Radicchio and Pear Salad with Ricotta Salata; Mediterranean Kofta Meatball Gyros with Tzatziki; Creamy Butternut Squash Risotto prepared with white wine and finished Pecorino Romano; and Warm Apple Galette with Vanilla Ice Cream.
Tuition: $10 + general fee $34. Total $44
GCUL 543-01 Tuesday, 6:30-9 p.m., October 23

Diabetic Friendly Cooking NEW
Eating healthful meals is an essential part of managing diabetes. Our Registered Dietitian teaches you how to broaden and explore good meal planning that will help you meet your personal goals. Learn how to make Tomato Bruschetta on Multi-Grain Crostini, Farm House Vegetable Soup, Grilled Fish with Mango Salad, Wild Rice and Mixed Berry Parfait.
Tuition: $10 + general fee $34. Total $44
GCUL 546-01 Tuesday, 6:30-9 p.m., October 30

Steak House Favorites NEW
Our instructor will share secrets for everything from searing the perfect steak, to creating a rich creamy cheese sauce. Menu: Grilled BBQ Shrimp Wrapped in Bacon; thick cut juicy Sirloin Steaks with Caramelized Shallot and Red Wine Reduction Sauce; the Ultimate Three Cheese Baked Mac and Cheese; and more.
Tuition: $10 + general fee $34. Total $44
GCUL 545-01 Tuesday, 6:30-9 p.m., November 6

Classic Recipe Makeover NEW
Explore how to make healthy food choices that fit your lifestyle and taste. Our Registered Dietitian teaches you how to lighten up your favorite dishes with recipe makeovers that create more healthful versions without sacrificing flavor. Menu: Krispy Kale Chips (potato chip makeover); Grilled Chicken Parmesan with roasted tomato sauce and low fat mozzarella (chicken parmesan makeover); Summer Squash Spaghetti (spaghetti makeover); and Banana and Chocolate Bread Pudding makeover.
Tuition: $10 + general fee $34. Total $44
GCUL 552-01 Thursday, 6:30-9 p.m., November 15

Braising and Bread Baking NEW
Become familiar with two valuable cooking fundamentals, braising and bread baking. Braising is a combination-cooking method that uses both wet and dry heat. As a perfect complement, learn how to bake savory bread. Menu: Beef Bourguignon; French Cheese Bread; Braised Fennel and Sausage over Rigatoni and Parmesan Cheese; and Herb Bread.
Tuition: $10 + general fee $34. Total $44
GCUL 547-01 Tuesday, 6:30-9 p.m., November 27
Eastern European Comfort Foods NEW RECIPES
The cuisine of Eastern Europe is strongly influenced by its climate, and varies by country. Join us for a comforting, hearty food experience in our kitchen. Menu: Chicken Paprikash; Wild Mushroom Soup; Warm Potato Salad; and more.
Tuition: $10 + general fee $34. Total $44
GCUL 505-02 Thursday, 6:30-9 p.m., November 29

French Dinner with Wine Pairing NEW
Join us for a special evening of classic French dishes that never go out of style, and learn several essential French cooking techniques. Menu: Crock of French Potato Leek Soup with Croton, Dijon and Herb Crusted Roasted Chicken; Bistro Salad with fresh figs, walnuts and Brie; and classic Chocolate Pot’s de Crème. Enjoy a glass of complementary wine.
Note: Students must be 21 years old and bring a valid driver’s license to class.
Tuition: $10 + general fee $34. Total $44
GCUL 548-01 Tuesday, 6:30-9 p.m., December 4

Plant Based Cooking for Healthy Living NEW
Led by our Registered Dietitian, this informative class will help you learn how to integrate more plant-based food into your healthy living lifestyle without sacrificing flavor. Featuring: Farmer’s Market Risotto; Mediterranean Grilled Veggie Pitas; satisfying Persian Barley and Carrot Soup; and Sicilian Cauliflower Salad with Chickpeas and Currents.
Note: recipes are not vegan.
Tuition: $10 + general fee $34. Total $44
GCUL 549-01 Thursday, 6:30-9 p.m., December 6

Instant Party: Small Bites and Wine NEW
Everyone loves a holiday get together, but not the stress. An assortment of well-prepared small bites and entertaining tips are all you need for any size party! Menu: Quick Flatbread Asian Pizza; Mascarpone, Prosciutto and Figs; Roasted Red Pepper, Tomato and Goat Cheese Bruschetta; Clams Casino; Shaved Beef with Horseradish Sauce; Tuscan Artichoke Dip; and Toasted Pita Chips served with complementary wine.
Note: Students must be 21 years old and bring a valid driver’s license to class.
Tuition: $10 + general fee $34. Total $44
GCUL 550-01 Tuesday, 6:30-9 p.m., December 11

Holiday Brunch NEW
Welcome Christmas, the New Year, or any festive day with a delicious brunch. Find many of your favorites along with a few surprises. Featuring French Style Herbed Baked Eggs with Toast Points; Savory Serrano Ham, Mushroom and leek Strata; Smoked Salmon Quesadillas; and Almond Brunch Cake served with complimentary champagne mimosa.
Note: Students must be 21 years old and bring a valid driver’s license to class.
Tuition: $10 + general fee $34. Total $44
GCUL 551-01 Thursday, 6:30-9 p.m., December 13
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.

Menus are subject to change without notice

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

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: Grilled Salmon with Seared Tomato Salsa; Roasted Cauliflower, Green Bean and Chickpea Salad; and Roasted Beet Hummus.

Note: You will work in groups of two. Please bring containers for leftovers. Register early, space is limited.

Tuition: $20 + general fee $47. Total $67
GCUL 539-01 Thursday, 6:30-9:30 p.m., October 4

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: Tomato Bruschetta on Whole Grain Crostini; Chicken with Roasted Red peppers and cannellini Beans.

Note: You will work in groups of two. Please bring containers for leftovers. Register early, space is limited.

Tuition: $20 + general fee $47. Total $67
GCUL 540-01 Thursday, 6:30-9:30 p.m., November 8

Bread Baking for Beginners NEW Hands-On and Discussion
This class is a wonderful starting point for those who are new to bread baking. Become acquainted with the fundamentals of bread baking from beginning to end, using hands-on methods to increase your knowledge. Featured breads: Challah; Yeast Dinner Rolls; and Parmesan and Herb Quick Bread.

Note: Please bring containers or bags for your fresh baked loaves. You will work in groups of two. Register early, space is limited.

Tuition: $20 + general fee $47. Total $67
GCUL 512-02 Saturday, 11:30 a.m.-2:30 p.m., November 3
Junior Chef Courses for Youth
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.

Junior Chef Kid’s Pizza Party
NEW Hands-On (ages 10-15)
In this fun-filled class, create delicious recipes while learning valuable new skills that will help you develop a love of cooking. Topics covered include proper food handling, cooking and baking techniques, and accurate measuring. Menu: Pizza Bread Sticks; Pizza Quesadillas; Pepperoni Pizza Pasta Salad; and Dessert Pizzas.
Note: Parent/adult guardian observes as their child prepares the recipes. Students will work in groups of two youth participants. Please bring containers to bring home your leftovers.
Tuition: $10 + general fee $45. Total $55 (for 1 child)
GCUL 553-01 Saturday, 11:30 a.m.-2:30 p.m., October 13

Junior Chef Fun in the Kitchen
Celebrating Halloween NEW Hands-On (ages 10-15)
In this fun-filled class, create delicious recipes while learning valuable new skills that will help you develop a love of cooking. Topics covered include proper food handling, cooking and baking techniques, and accurate measuring. Menu: Mummy Hot Dogs; Cookies and Cream Candies; Yummy Halloween Toffee; and Build Your Own Ice Cream Sundae.
Note: Parent/adult guardian observes as their child prepares the recipes. Students will work in groups of two youth participants. Please bring containers to bring home your leftovers.
Tuition: $10 + general fee $45. Total $55 (for 1 child)
GCUL 544-01 Saturday, 11:30 a.m.-2:30 p.m., October 27

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 twelve 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)
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
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 002-26 Monday-Friday, 9 a.m.-2:30 p.m. (1/2 hr. lunch), September 10-October 9 (no class October 8) (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 012-16 Monday-Friday, 9 a.m.-2:30 p.m. (1/2 hr. lunch), October 11-31 (class starts Thursday) (15 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 013-16 Monday-Thursday, 9 a.m.-2:30 p.m. (1/2 hr. lunch), November 1-8 (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 015-16 Monday-Friday, 9 a.m.-2:30 p.m., (1/2 hr. lunch), November 13-December 12 (no class November 22, 23) (20 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 006-26 Monday-Thursday, 9 a.m.-2:30 p.m., December 13-19 (5 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, 2019

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: $34 + general fee $65. Total $99  
AHMA 025-12 Thursday, 9 a.m.-1:30 p.m., January 3, 2019

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 p.m., January 4, 2019

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 016-21 Thursday, January 31, 2019 (Orientation)

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.
ALLIED HEALTH
Phlebotomy Technician Certificate

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

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 91 for detailed instructions.
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 001-64** Monday-Friday, 9 a.m.-2:30 p.m. (1/2 hour lunch), September 10-25 (12 sessions)
**AHPH 001-65** Tuesday, Wednesday & Thursday, 6:30-9:30 p.m., September 11-October 24 (20 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 $1125
**AHPH 002-65** Monday-Friday, 9 a.m.-2:30 p.m., (1/2 hour lunch) September 27-October 15 and Tuesday, 9 a.m.-1:30 p.m., October 16 (no class October 8) (13 sessions)
**AHPH 002-66** Tuesday, Wednesday & Thursday, 6:30-9:30 p.m., October 25-December 12 and Thursday & Tuesday, 6:30-9:30 p.m., December 13, 18 (no class November 21, 22) (21 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 009-15** Wednesday, 9 a.m.-Noon, October 17 (Orientation-Required)
**AHPH 009-16** Wednesday, 6:30-9:30 p.m., December 19 (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.
**Prior Learning Assessment:** Prior experience within the field of phlebotomy may lead to additional credits. Determination is made by committee review. 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 confidentially 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 001-59 Monday-Friday, 9 a.m.-2:30 p.m., October 22-November 6 (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.
Prior Learning Assessment: Prior experience within the ECG/EKG field may lead to additional credits. Determination is made by committee review. For information regarding potential college credit only contact Theresa O’Reilly: 732.906.2502 or TOReilly@middlesexcc.edu.

FREE TRAINING
may be available to become a
Certified Nursing Assistant, Medical Assistant, Phlebotomist or EKG Technician!
Please Call 732.906.7735 for more details and dates.
This program is funded through a grant awarded by the NJ. Department of Labor and Workforce Development.
**Entrance Requirements:**
Proficiency in spoken and written English

**Qualify for this certificate after you successfully complete the four required courses:**
- Medical Terminology and Anatomy for ICD-10 (offered Fall and Spring)
- Medical Billing and Insurance (offered Fall and Spring)
- ICD-10-CM / PCS Medical Coding (offered Spring only)
- CPT-4 Coding I (offered Summer only)
- CPT-4 Coding II (offered Summer only)

**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

**Textbook available at College Bookstore.**
**Tuition:** $500 + general fee $299. Total $799
**AMRC 829-01** Saturdays, 8:30 a.m.-2 p.m., (½ hour break) September 15-December 8 (no class November 24) (12 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 TORreilly@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.
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 001-17 Monday-Friday, 9 a.m.-2:30 p.m., September 14-October 19 (26 sessions)
CNGR 001-18 Monday-Friday, 9 a.m.-2:30 p.m., November 2-December 14 (26 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.
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.
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 217-11 Tuesdays & Thursdays, 6-9:30 p.m., September 25-November 13 (15 sessions)
ALLIED HEALTH

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 001-13 Wednesdays, 6-9:30 p.m., September 5-December 19 (no class November 21) (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
**Dental Hygiene**

**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 005-12** Tuesday, 5:30-9:30 p.m., December 4

**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 004-12** Thursday, 5:30-9:30 p.m., December 13
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; logistics, 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 001-03 Tuesday & Thursday 6:30-9 p.m., September 25-November 15 (16 sessions)
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
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 006-01 Saturday, 9 a.m.-Noon, September 29

Program Development
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 007-01 Saturday, 9 a.m.-Noon, October 6

Marketing the Event
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 008-01 Saturday, 9 a.m.-Noon, October 13

Developing the Event
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 009-01 Saturday, 9 a.m.-Noon, October 20
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 001-56 Saturday, 9 a.m.-Noon, September 22
BSPM 001-57 Monday 7-10 p.m., October 29

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 002-56 Saturday, 1-4 p.m., September 22
BSPM 002-57 Thursday, 7-10 p.m., November 1

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 91 for detailed instructions.
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 003-56 Saturday, 9 a.m.-Noon, September 29
BSPM 003-57 Thursday, 7 p.m.-10 p.m., November 5

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 006-56 Saturday, 1-4 p.m., September 29
BSPM 006-57 Thursday, 7-10 p.m., November 8

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 004-56 Saturday, 9 a.m.-4 p.m., October 6
BSPM 004-57 Thursday & Monday, 7-10 p.m., November 15, 19

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 005-56 Saturday, 9 a.m.-4 p.m., October 13
BSPM 005-57 Monday & Thursday, 7-10 p.m., November 26, 29
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 007-56 Saturday, 9 a.m.-Noon, October 20
BSPM 007-57 Monday 7-10 p.m., December 3

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 008-56 Saturday, 1-4 p.m., October 20
BSPM 008-57 Thursday, 7-10 p.m., December 6

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 009-56 Saturday, 9 a.m.-Noon, October 27
BSPM 009-57 Monday, 7-10 p.m., December 10

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 010-56 Saturday, 1-4 p.m., October 27
BSPM 010-57 Thursday, 7-10 p.m., December 13
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 31-32

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.

**Instructor:** S. Martinez
**Tuition:** $125 + general fee $25. Total $150
CBMA 706-19 Saturday, 9 a.m.-4 p.m., September 22

**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 711-07 Saturday, 9 a.m.-4 p.m., September 29
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 709-20 Saturday, 9 a.m.-4 p.m., October 6

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 712-07 Saturday, 9 a.m.-4 p.m., October 13

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 713-07 Saturday, 9 a.m.-4 p.m., October 20
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, have 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 31-32

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: W. Molloy
Tuition: $125 + general fee $25. Total $150
CBHR 735-51 Saturday, 9 a.m.-4 p.m., September 22

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 737-51 Saturday, 9 a.m.-4 p.m., September 29
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 739-51 Saturday, 9 a.m.-4 p.m., October 6

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 738-54 Saturday, 9 a.m.-4 p.m., October 13

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: W. Molloy
Tuition: $125 + general fee $25. Total $150
CBHR 724-51 Saturday, 9 a.m.-4 p.m., October 20
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 909-05 Saturday, 9 a.m.-4 p.m., October 27

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 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 758-47 Tuesday & Thursday, 6:30-9:30 p.m., October 30, November 1

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 901-07 Saturday, 9 a.m.-4 p.m., November 3
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!

Tuition: $125 + general fee $25. Total $150

CBEL 908-05 Tuesday & Thursday, 6:30-9:30 p.m., November 6, 8

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 polices. 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 894-11 Saturday, 9 a.m.-4 p.m., November 10

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 903-07 Tuesday & Thursday, 6:30-9:30 p.m., November 13, 15

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 911-03 Saturday, 9 a.m.-4 p.m., November 17
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. 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 001-16 Monday, 6:30-9:30 p.m., November 26

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 002-16 Monday, 6:30-9:30 p.m., December 3

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 003-16 Monday, 6:30-9:30 p.m., December 10

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 004-16 Monday, 6:30-9:30 p.m., December 17
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: Y. Murry
Tuition: $50 + general fee $25. Total $75
CBGE 005-03 Saturday, 9 a.m.-4 p.m., October 13

eBay® & Amazon.com® Buying and Selling
CEU 1.2
You’ve seen the commercials and they do not exaggerate their claims. In this very basic introductory seminar, learn how to buy or sell anything on eBay and Amazon.com, and receive a few pointers on how to generate a good profit.
Instructor: M. DeFeo
Tuition: $50 + general fee $49. Total $99
GENI 385-18 Wednesdays, 6:30-9:30 p.m., October 31, November 7, 14, 21

Internet Marketing for eBay® and Amazon.com®
CEU 0.6
If you plan to regularly sell online, this course is for you. Learn how to boost your sales, ship your products more efficiently and develop positive customer relations. Additional topics include advanced selling and marketing strategies, communicating with your customers, eBay claims and disputes, Amazon A-Z claims, seller performance standards, feedback and much more!
Note: This course is designed exclusively for students who have successfully completed eBay and Amazon.com Buying and Selling.
Instructor: M. DeFeo
Tuition: $50 + general fee $25. Total $75
GENI 389-12 Wednesdays, 6:30-9:30 p.m., December 5, 12

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 001-40 Wednesday 6-8 p.m., October 24

Voices For All - One-On-One Online 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 as you read a script, and recorded 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 002-13
Gain the skills necessary to stay ahead of the “pack” in the animal care industry. It is not “a walk in the park” but it is a business that is flexible and fun, and may easily increase your income.

Requirements:
To qualify for the Animal Business Certificate, complete the three courses listed below. You may also register for individual courses.

Instructor:
M. Azzarello

Animal-Related Businesses: The Start Up
CEU 0.3
The animal care industry – dog walking, pet sitting and dog grooming – has flourished in recent years, creating new jobs and business opportunities for entrepreneurs and animal lovers alike. Learn the basics of a business start-up that emphasizes business plans, insurance and financials.
Tuition: $35 + general fee $15. Total $50
COAB 001-27 Monday, 6-9 p.m., September 24

Animal-Related Businesses: Management and Operations
CEU 0.3
Learn to develop a reputable business image, how to conduct on-going business promotions and advertising strategies, and how to generate clients, as well as work with different client personalities.
Tuition: $35 + general fee $15. Total $50
COAB 002-27 Monday, 6-9 p.m., October 1

Animal Health Care
CEU 0.4
In addition to learning about feeding animals, sanitation, disease prevention, mandatory vaccinations, illness recognition and animal behaviors, gain knowledge of general first aid and Pet CPR. Successfully complete the course and receive a course completion card.
Tuition: $50 + general fee $25. Total $75
COAB 004-06 Monday, 6-10 p.m., October 15

EARN YOUR GED!
If you:
• Are 16-24 years old
• Reside in Middlesex County
Basic skills and work readiness training are available.
Offered at Perth Amboy and Edison locations.
For additional information, contact 732.906.4231
"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.
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 Keys 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 Keys 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 013-01 Monday-Thursday, 6-10 p.m., September 10-13
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 014-01 Monday-Thursday, 6-10 p.m., September 17-20

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 015-01 Monday-Thursday, 6-10 p.m., September 24-27

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 016-01 Monday-Thursday, 6-10 p.m., October 1-4

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 017-10 Tuesdays, 6-10 p.m., October 9-December 4 (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 018-01 Monday and Wednesday, 6-10 p.m., October 10-December 17 (no class on November 12, 21) (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 019-01 Thursday, 6-10 p.m., October 11-December 13 (no class on November 22) (9 sessions)
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.
Prerequisite: Basic knowledge of small construction projects.
Tuition: $200 + general fee $20. Total $220
CNMC 935-53 Tuesdays & Thursdays, 6:30-9:30 p.m., September 25, 27, October 2, 4

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 suppression, radon mitigation and construction codes.
Prerequisite: Project Management for Construction
Instructor: A. Victors
Tuition: $200 + general fee $20. Total $220
CNMC 937-53 Saturdays, 9 a.m.-4 p.m., October 6, 13

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 936-53 Thursdays & Tuesdays, 6:30-9:30 p.m., October 16, 18, 23, 25
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.
Tuition: $200 + general fee $20. Total $220
CNMC 939-53 Tuesdays & Thursdays, 6:30-9:30 p.m., October 30, November 1, 6, 8

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 938-53 Saturdays, 9 a.m.-4 p.m., December 1, 15

Uniform Construction Code Permit 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 001-03 Monday & Wednesday, 6:30-9:30 p.m., October 1, 3
CNPM 001-04 Monday & Wednesday, 6:30-9:30 p.m., December 3, 6
New Jersey Uniform Construction Code

The N.J. Uniform Construction Code requires candidates for licensure to complete specified educational programs. Licensing is based on a combination of education, experience and testing. Call 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% 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
CEU 9.0
Required for FIRST night of class: International Residential and Building Code books 2015, available at www.iccsafe.org
Prerequisite: None
Instructor: V. Lupo
Tuition: $700 + general fee $125. Total $825
JCDE 942-50 Tuesdays & Thursdays, 6:30-9:30 p.m., September 11-December 18 and Saturday, 8:30 a.m.-2:30 p.m., December 15

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 943-46 Tuesdays & Thursdays, 6:30-9:30 p.m., September 18-December 13 (no class November 22) (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 944-34 Mondays & Wednesdays, 6:30-9:30 p.m., October 1-December 17 (no class October 8, November 12, 21) (20 sessions)

Plumbing Inspector ICS
CEU 12.0
Prerequisite: At least 5 years working experience under a master plumber
Instructor: S. Kazmi
Tuition: $600 + general fee $399. Total $999
JCDE 948-25 Wednesdays & Mondays, 6-10 p.m., October 1-February 13, 2019 (no class October 8, 22, 24, 29, 31, November 12, December 24, 26, 31 and January 21, 2019) (30 sessions)

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 989-16 Saturdays, 9:15 a.m.-3:15 p.m., September 15-December 1 (1 hour lunch, no class October 6, 13, November 24) (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.

Construction Official Hybrid
CEU 4.5
Prerequisite: Subcode Official or knowledge of NJ Uniform Construction Code
Tuition: $368 + general fee $57. Total $425
JCDE 941-46

Fire Inspector ICS Hybrid
CEU 12.0
Prerequisite: None
Tuition: $600 + general fee $399. Total $999
JCDE 946-29

In-Person and Online Sessions
Dates (In-Person): Mondays, 6:30-9:30 p.m., September 24 and November 19
Dates (On-Line): Mondays & Wednesdays, 6:30-9:30 p.m., September 26- November 14
(no class October 8, November 12)

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 — as well as those 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: $176 + general fee $703. Total $879
COAC 001-07 Saturdays, 9 a.m.-5 p.m., October 6-November 17 (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.

Advanced Animal Control Officer NEW
CEU 2.1
If you are an Animal Control Officer (ACO), Animal Cruelty Investigator (ACI) or an ACO or ACI supervisor, this course is for you. Receive the advanced skills necessary to fulfill your responsibilities to animals and the community.
Presented by some of the foremost experts in animal control in the state, topics will include:
• Reviewing your authority and redefining your role
• Search and seizure updates, including criminal and non-criminal warrants, consent and non-consent searches, wellness searches and handling animals locked in parked cars
• Professionalism in the field
• Proper handling of rabies specimens
• Handling wildlife calls and relocation
• Successfully interact with health officers, administrators, police chiefs and elected officials
• Educational tools for the community
• Department of Agriculture Resources

Instructors: Provided by Career Development Institute

Tuition: $58 + general fee $231. Total $289
COAC 005-03 Wednesdays, 9 a.m.-5 p.m., October 31, November 7, 14

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.
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 003-35 Tuesdays & Thursdays, 6:30-9:30 p.m., September 25- November 1 (12 sessions)

Nutrition Concepts for Success
CEU 0.6
Maximize your success as a personal trainer by helping clients with their nutritional needs. Learn more about nutrition, such as how to develop optimal ratios of carbs, fat and protein; how to analyze food labels and help clients change eating patterns. Explore nutritional needs of athletes and the effect of diet on aging. Co-sponsored with World Instructor Training Schools (W.I.T.S.); provides six CEUs for W.I.T.S personal trainers.

Note: Please bring calculator to class.
Instructor: Professional Trainer from W.I.T.S.,

Tuition: $29 + general fee $70. Total $99
AFIT 005-13 Tuesday & Thursday, 6:30-9:30 p.m., November 6, 8
LICENSE & CERTIFICATION

ServSafe

Requirements:
• Two forms of identification (one photo) required to enter class and take exam.
• ServSafe® Manager Book 7th Edition with exam answer sheet for paper and pencil exam, available at the College Bookstore.
• #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 (CE’s). 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 001-87 Tuesday, 9 a.m.-5 p.m., September 25
CBSS 001-88 Tuesday, 9 a.m.-5 p.m., October 30
**SORA Security Officer Training**  
CEU 2.4

To be certified as a Security Officer in New Jersey, you must take a mandatory 24-hour class as prescribed by the NJ State Security Officer Registration Act. In this authorized course, learn about homeland security, counter terrorism measures, emergency response and incident command systems, security officer’s duties and responsibilities, standard operating procedures, ethics and professional conduct, effective communications, NJ Attorney General’s Use of Force Policy, and report writing. Instruction is provided by Pace Consulting Security Solutions, LLC, a NJ company with more than 50 years of combined experience in public and private security operations and training.  

**Note:** You must register for this course at least one week prior to the start date. Late registrations will not be accepted.

**Pre-Registration Instructions**

- **At least three days** in advance of the class, you MUST register with the NJ State Police by visiting [https://eapps.njsp.org/logon.do](https://eapps.njsp.org/logon.do). There will be a $75 fee (in addition to the $125 registration fee). You will be provided with a six-digit temporary SORA code that you will need to provide to your instructors on the first day of class. You will not be permitted to take the class unless you complete this process.

- Students MUST also bring to class at least two forms of proper identification, one of which includes a photo ID. Examples of legitimate forms of ID include: Passport, current driver’s license, Social Security card, birth certificate, student ID, state professional license, NJ firearm purchaser ID card, or valid government employee photo ID card. You will not be permitted to take the class without your valid ID.

- Be prepared to have your photo taken on the first day of training and bring a note pad and pen/pencil. Casual dress is suggested.

- You will also need to be fingerprinted by a state licensed agency within 30 days. You will receive more info about this in class. There is a fee of $62.70 for fingerprinting (in addition to the $125 registration fee).

**Instructor:** Pace Consulting Security Solutions, LLC  
**Tuition:** $25 + general fee $100. Total $125  
**SORA 001-14 Thursday & Friday, 8 a.m.-8 p.m., October 18, 19**
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., September 18
ACSC 062-31 Tuesday, 6:30-10:30 p.m., October 16
ACSC 062-32 Tuesday, 6:30-10:30 p.m., November 20
ACSC 062-33 Tuesday, 6:30-10:30 p.m., December 18
ACSC 062-38 Saturday, 8 a.m.-Noon, September 15
ACSC 062-39 Saturday, 8 a.m.-Noon, October 20
ACSC 062-40 Saturday, 8 a.m.-Noon, November 17
ACSC 062-41 Saturday, 8 a.m.-Noon, December 15

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.
PLEASE NOTE: Be on time. You will not be admitted if you are 15 minutes late.
Tuition: $29 + general fee $70. Total $99
ACSC 063-30 Tuesday, 6-10:30 p.m., September 11
ACSC 063-31 Tuesday, 6-10:30 p.m., October 9
ACSC 063-32 Tuesday, 6-10:30 p.m., November 13
ACSC 063-33 Tuesday, 6-10:30 p.m., December 11
ACSC 063-38 Saturday, 8 a.m.-12:30 p.m., September 15
ACSC 063-39 Saturday, 8 a.m.-12:30 p.m., October 20
ACSC 063-40 Saturday, 8 a.m.-12:30 p.m., November 17
ACSC 063-41 Saturday, 8 a.m.-12:30 p.m., December 15
COMPUTERS & TECHNOLOGY

Programming and Database

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 001-04 Wednesdays, 6:30-9:30 p.m., September 26, October 3, 10, 17

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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

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 004-41 Tuesdays & Thursdays, 6:30-9:30 p.m., September 25, 27, October 2, 4

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 005-41 Tuesdays & Thursdays, 6:30-9:30 p.m., October 9, 11, 16, 18
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 006-41 Tuesdays & Thursdays, 6:30-9:30 p.m., October 23-November 6 (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 hashtagging, 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 001-08 Tuesdays, 6:30-9:30 p.m., November 13, 20, 27, December 4

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
Tuition: $99 + general fee $31 + laboratory fee $69. Total $199
JCSC 365-87 Tuesdays & Thursdays, 6:30-9:30 p.m., September 11-25 (5 sessions)
Instructor: S. Kapadia
JCSC 365-88 Saturdays, 9 a.m.-12:45 p.m., September 15, 22, 29, October 6 (4 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.
Tuition: $99 + general fee $31 + laboratory fee $69. Total $199
JCSC 366-73 Thursdays & Tuesdays, 6:30-9:30 p.m., September 27-October 11 (5 sessions)
Instructor: S. Kapadia
JCSC 366-74 Saturdays, 9 a.m.-12:45 p.m., October 13, 20, 27, November 3 (4 sessions)

REGISTER NOW!
Register now with your Visa, Master Card, Discover
Call 732.906.2556
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.
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 453-04 Tuesdays & Thursdays, 6:30-9:30 p.m., October 16, 18, 23, 25

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 455-04 Mondays & Wednesdays, 6:30-9:30 p.m., October 22, 24, 29, 31

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.
Tuition: $109 + general fee 30 + laboratory fee $20. Total $159
JCSC 454-04 Tuesdays & Thursdays, 6:30-9:30 p.m., October 30, November 1, 6, 8

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 456-04 Mondays & Wednesdays, 6:30-9:30 p.m., November 5, 7, 14, 19
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 457-04** Mondays & Wednesdays, 6:30-9:30 p.m., November 26, 28, December 3, 5

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 458-03** Tuesdays & Thursdays, 6:30-9:30 p.m., November 13, 15, 20, 27

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.  
**Tuition:** $109 + general fee 30 + laboratory fee $20.  
Total $159  
**JCSC 459-03** Tuesdays & Thursdays, 6:30-9:30 p.m., December 4, 6, 11, 13
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)

Instructor:
N. Thakkar

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.
PLEASE NOTE: This course is not part of the certificate discount.
Tuition: $100 + general fee $71. Total $171
JCSC 854-33 Saturdays, 9 a.m.-4 p.m., September 8, 15, 22

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 460-03 Saturdays, 9 a.m.-1 p.m., September 29, October 6, 13
JCSC 460-04 Tuesdays, 6-10 p.m., September 25, October 2, 9

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 91 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 461-03 Saturdays, 9 a.m.-1 p.m., October 20, 27, November 3
JCSC 461-04 Tuesdays, 6-10 p.m., October 16, 23, November 6

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 462-03 Saturdays, 9 a.m.-1 p.m., November 10, 17, December 1
JCSC 462-04 Tuesdays, 6-10 p.m., November 13, 20, 27
COMPUTERS & TECHNOLOGY
The Career Training Center (CTC)

Microsoft Office Applications Specialist
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:

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

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

Computerized Accounting Program with MS Office
Acquire knowledge about 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. Also, prepare for workforce demands as you become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook).

Textbooks included.
Total Program Length: 450 hours
Tuition: $2,600 + general fee $250 + lab fee $800 + materials fee $350. Total $4,000

Computerized Accounting Systems
Acquire knowledge about 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 included.
Total Program Length: 225 hours
Tuition: $1,200 + general fee $250 + lab fee $600 + materials fee $250. Total $2,300
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. Also, prepare yourself for workforce demands as you become proficient with MS Office 2013 (Word, Excel, Access, PowerPoint and Outlook).
Prerequisite: Knowledge of accounting principles.
Textbooks included.
Total Program Length: 375 hours
Tuition: $1,900 + general fee $200 + lab fee $600 + materials fee $300. Total $3,000
CSTC 433-13 Monday-Friday, 9 a.m.-2:30 p.m., September 26, 2018-January 25, 2019
CSTC 433-14 Monday-Friday, 9 a.m.-2:30 p.m., December 4, 2018-April 1, 2019

QuickBooks and Sage Applications
Acquire 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.
Prerequisite: Knowledge of accounting principles.
Textbooks included.
Total Program Length: 150 hours
Tuition: $600 + general fee $100 + lab fee $500 + materials fee $200. Total $1,400
CSTC 533-12 Monday-Friday, 9 a.m.-2:30 p.m., September 26, 2018-November 7, 2018
CSTC 533-13 Monday-Friday, 9 a.m.-2:30 p.m., December 4, 2018-April 1, 2019

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.
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.
Instructors: M.D. Roberts, CPA/CFP(R), L. E. Springer, CFP(R)
Tuition: $10 + general fee $5. Total $15
GFIN 018-16 Thursday, 6:30-9:30 p.m., October 4

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 $10. Total $60
GFIN 017-18 Tuesdays & Thursdays, 6:30-9:30 p.m., October 23, 25, 30, November 1

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 on 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.
Instructors: M.D. Roberts, CPA/CFP(R), L. E. Springer, CFP(R)
Tuition: $10 + general fee $5. Total $15
GFIN 019-16 Tuesday 6:30-9:30 p.m., October 9
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 029-02 Tuesday, 6:30-9:30 p.m., November 20

Is Now the Time to Buy a Home? NEW
If you are considering — or ever dreamed of — purchasing a new home, this course is for you. Geared for the first-time home buyer, learn the process of buying a home, obtaining the right mortgage, finding great deals, and learning the secrets that may save you thousands.
Instructor: J. Pech
Tuition: $35 + general fee $15. Total $50
REAL 325-16 Thursday, 6:30-9:30 p.m., October 11

For Sale by Owner: Sell Your Home on Your Own NEW
Do you want to sell your home and avoid sharing profits with a real estate agent? Join us and learn the selling secrets and basics: little or no-cost marketing and advertising strategies, pricing your home, preparing your home for sale, and managing telephone inquiries, appointments and visitors.
Instructor: J. Pech
Tuition: $35 + general fee $15. Total $50
REAL 317-30 Thursday, 6:30-9:30 p.m., November 8
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

More degree programs are to be added soon.

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.
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
CREDIT PROGRAMS
Non-Credit Courses continue on pg. 71

OPEN HOUSE SHOWCASE
Sunday, April 7, 2019, 10 a.m.-1 p.m.
Meet with MCC students, faculty, deans, staff and alumni!
This is a great day to explore your options!
Please register your attendance today at www.middlesexcc.edu/info-session

ADMISSIONS INFORMATION SESSIONS

Admissions Guide to Enrollment Sessions
“After I submit my MCC application, what’s my next step?”
At these sessions, you will have an opportunity to meet with an admissions representative and learn about the next steps in the enrollment process.
Tuesday, October 30, 2018, 10 a.m.
Wednesday, November 28, 2018, 5:30 p.m.
Thursday, December 20, 2018, 5:30 p.m.
Wednesday, January 16, 2019, 3 p.m.

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!
Monday, October 15, 2018, 5:30 p.m.

Paying for College
Succeeding in college is not something you need to do alone! Come find out about all the support services we offer MCC students such as transfer and career info, academic counseling, internships, picking a major, study skills, and more. Be prepared and get started on the right track!
Thursday, November 15, 2018, 5:30 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, December 5, 2018, 5:30 p.m.

Health Programs
At the Health Programs Information Session, an Admissions Counselor will review the Application Checklist and Program Criteria for all of our selective health programs: Dental Hygiene, Nursing and Radiography Education. All students interested in applying for Fall 2019 should attend. These group sessions are approximately one hour and allow time for students’ questions. Please visit our website for available dates.

International Students
Are you seeking a form I-20 from MCC or interested in changing your nonimmigrant status to an F1 status? Please visit our website for available dates.
CREDIT PROGRAMS

Non-Credit Courses continue on pg. 71

**WINTERSESSION 2019**

December 26-January 11

*Earn 3 Credits in 3 Weeks!*

Choose from a wide range of courses that meet December 26-January 11 on the Edison campus.

*Snow days if necessary on January 5 & January 12*

- Earn credits toward your degree – catch up or get ahead
- Complete 3 credits in 3 weeks
- Best value in the region – tuition is only $112 per credit for Middlesex County residents.

Wintersession financial aid may be available for Middlesex County College students enrolled for Spring ’19. Check with the Financial Aid Office for more information:

financial-aid@middlesexcc.edu, 732.906.2520

**Remember:** Any change of your class schedule may impact your financial aid award. Always check to know how changing, dropping and adding courses affects your award.
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 PROGRAMS

Non-Credit Courses continue
on pg. 71

ADMISSIONS SPOTLIGHT EVENTS

Meet with faculty, students and alumni during our SPOTLIGHT events. Learn in-depth about degree and certificate programs and how they prepare you for a successful career. See our classrooms, laboratories and meet with our team of support services.

All SPOTLIGHT events will be on the evenings of the specified dates.

Tickets are limited. To register, please visit www.middlesexcc.edu/infosession

For additional information, email us at enroll@middlesexcc.edu.

STEM – October 3


Education, Criminal Justice, and Social Sciences – November 7

Education Transfer; Criminal Justice: Correction Administration; Criminal Justice: Police Science; Fire Science Technology; Homeland Security; and Liberal Arts programs in Criminal Justice, Physical Education and Recreation, African American Studies, Global Studies, Human Services-Pre Social Work, Political Science, Psychology, Social Sciences, and Sociology.

Health Programs – December 10

Allied Health, Dental Hygiene, Dietetics, Nursing, Radiography, Dialysis Technician, ECG/EKG Technician, Medical Assistant, Nursing Assistant, Phlebotomy Technician, Medical Coding and Billing, Pharmacy Technician, Patient Care Technician
## 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

### Creative Arts
- Advertising Graphic Design
- Fine Arts-Art
- Fine Arts-Music
- Fine Arts-Theatre
- Gaming and Animation
- Liberal Arts-Communications
- Liberal Arts-Dance
- Liberal Arts-Journalism
- Liberal Arts-Music
- Liberal Arts-Theatre
CREDIT PROGRAMS

Non-Credit Courses continue on pg. 71

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
Board of Chosen Freeholders
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Charles E. Tomaro, Deputy Director
Kenneth Armwood
Charles Kenny
Leslie Koppel
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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 4-8
- Beginning Watercolors
  pg 78
- Digital Photography
  pg 80
- Crocheting for Beginners
  pg 79
- Latin and Ballroom Dance
  pg 76

“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
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.

- Or Purchase Individual Online Courses –

  Introduction to Microsoft Word 2016
  $324 for three

  Introduction to Microsoft Excel 2016
  $129 each

  Introduction to Microsoft PowerPoint 2016
  $129 each

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

www.ed2go.com/Middlesex
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:

**Project Management**
This program will help you improve your project management skills and prepare you for certification as a project management professional.

**CompTIA A+ 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.

**Travel Agent Training**
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, or as a home-based agent!

**Six Sigma Blackbelt**
Take an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

More programs available at:
HTTP://CAREERTRAINING.ED2GO.COM/MCC
Online Courses

• Instructor-Facilitated  • Online Discussion Areas  • 24-Hour Access
• 6 Weeks of Instruction

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:

Project Management Fundamentals
Gain the skills you’ll need to succeed in the fast-growing field of project management.

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.

More programs available at:
WWW.ED2GO.COM/MIDDLESEX
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 061-03 Tuesdays, 6:30-8 p.m., October 16, 23, 30, November 6

Essentially Well – Make & Take Essential Oil NEW
Discover how to use essential oils to enhance your overall wellness. Become familiar with tools, recipes, and the opportunity to make your own wellness blend. Develop 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 062-01 Thursday, 6:30-8:30 p.m., September 27
GHEL 062-02 Thursday, 6:30-8:30 p.m., October 18

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: Grilled Salmon with Seared Tomato Salsa; Roasted Cauliflower, Green Bean and Chickpea Salad; and Roasted Beet Hummus.
Note: You will work in groups of two. Please bring containers for leftovers. Register early, space is limited.
Tuition: $20 + general fee $47. Total $67
GCUL 539-01 Thursday, 6:30-9:30 p.m., October 4

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: Tomato Bruschetta on Whole Grain Crostini; Chicken with Roasted Red peppers and cannellini Beans.
Note: You will work in groups of two. Please bring containers for leftovers. Register early, space is limited.
Tuition: $20 + general fee $47. Total $67
GCUL 540-01 Thursday, 6:30-9:30 p.m. November 8

Hatha Yoga: Beginner
This beginner level class is meant is 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.
PLEASE 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 004-47 Wednesdays, 6-7 p.m., September 19-December 19 (no class November 21) (14 sessions)
Hatha Yoga: Intermediate/Mixed Level  
NEW  
This mixed level class is for those with prior yoga experience or who have previously attended the beginner class. A peaceful, yet challenging & vigorous, vinyasa yoga practice focuses on flowing through poses, maintaining them with proper alignment, moving with the breath and finding stillness in the postures. Base flow will contain basic to intermediate level postures (asana) but will work into more advanced poses (appropriate for your level of practice and ability) as the program progresses.  
PLEASE 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 085-02 Wednesdays, 7:30-8:30 p.m., September 19-December 19 (no class November 21) (14 sessions)
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 348-15 Mondays, 7-9 p.m., September 24-November 5 (No class October 8) (6 sessions)

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 009-18 Thursdays, 6:30-9 p.m., October 4-November 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 007-01 Saturday, 9 a.m.-1 p.m., October 27

Positive Parenting – Ages 2-5 Years
NEW
Gain insight and strategies to create a positive parenting experience for you and your children. As children grow and develop, their needs for various parenting skills change as well. These sessions will promote positive interactions with your children so you may feel successful as a parent. Discussions will include common challenges such as tantrums, bedtime issues, sibling rivalries as well as parental guilt.

Instructor: MJ Tivenan-Mackintosh, MEd. Director, Child Care Center, Middlesex County College
Tuition: $20 + $10 general fee. Total $30
GENI 397-01 Thursdays 6:30-8 p.m., September 13, 20, 27
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.

PLEASE 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 007-29 Thursday, 6-10 p.m. , October 18

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.

PLEASE 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., November 4
CREATE

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 013-01 Saturdays, 9:30-11:30 a.m., September 22-October 20 (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 014-01 Tuesdays, 6-8 p.m., October 23-November 20 (5 sessions)

Beginning Watercolors NEW
Express yourself creatively in this fun and relaxed introduction to watercolor painting course. Learn how to choose the appropriate brushes, papers and paints, and explore basic watercolor skills such as wet into wet and dry brush. Class will be a mixture of demonstration and one-on-one attention, with time for practice. A supply list will be sent to you upon registration; please bring all materials with you to the first class.
Instructor: Monica Giglio
Tuition: $139 + general fee $100 + laboratory fee $15. Total $254
GHOB 365-02 Saturdays, 9:30 a.m.-12:30 p.m., September 29-December 8 (no class November 24) (10 sessions)

Intro to Drawing and Sketching NEW
Acquire a better understanding of the basics of 2D representation, loosely based on the instructor’s Cezanne 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: Monica Giglio
Tuition: $139 + general fee $100 + laboratory fee $15. Total $254
GHOB 367-02 Wednesdays, 6:30 a.m.-9:30 p.m., September 26-December 5 (no class November 21) (10 sessions)
Ceramics: Introduction to Hand Building

NEW

Experiment with basic hand-building techniques such as slab building, coil building, and pinching to create functional and non-functional ceramic pieces. Learn how to select proper tools and apply glazes and slips. Materials will be provided in class. Students will be permitted to fire up and glaze up to four pieces during the course.

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

Tuition: $202 + general fee $100 + laboratory fee $50. Total $352
GHOB 366-02 Saturdays, 9:30 a.m.-12:30 p.m., September 29-December 8 (no class November 24) (10 sessions)

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 338-07 Tuesdays, 6-8 p.m., September 18-October 30 (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 and techniques – 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 339-04 Tuesdays, 6-8 p.m., November 6-December 18 (7 sessions)
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 261-32 Mondays & Wednesday, 6-9 p.m., September 17, 19, 24

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 301-30 Wednesdays & Mondays, 6-9 p.m., September 26, October 1, 3

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 392-11 Wednesdays & Monday, 6-9 p.m., October 10, 15, 17
Outdoor Photography Workshop
CEU 0.6
Review and practice techniques learned in the Doable Digital Photography Basic, Beyond the Basics and Advanced classes. Practice proper exposure measurement and exposure compensation techniques, depth of field, use of creative filters and polarizers, close-up and macro photography, fill flash, synchro-sunlight flash, use of reflectors, action photography and more. The workshop will wrap up with a lab session to go over your work as well as questions & answers.
Instructor: F. Peluso
Tuition: $50 + general fee $25. Total $75
GEPH 002-04 Saturday, 9 a.m.-3:30 p.m., October 6

Photoshop
Photoshop CC: Introduction
CEU 0.9
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: $65 + general fee $7 + laboratory fee $77. Total $149
JWEB 020-32 Mondays & Wednesday, 6:30-9:30 p.m., October 22, 24, 29

Photoshop CC: Intermediate
CEU 0.9
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: $65 + general fee $7 + laboratory fee $77. Total $149
JWEB 021-32 Monday & Wednesdays, 6:30-9:30 p.m., November 5, 7, 14
**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.

**Required:** Latest edition of textbook required, available at College Bookstore.

**Instructors:** B. Borrus & L. Payne

**Tuition:** $200 + general fee $199. Total $399

**CSYA 022-36** Tuesdays & Thursdays, 6:30-8:30 p.m., September 25-November 15 and Saturdays, 9 a.m.-1:30 p.m., September 29, November 10 (18 sessions total)

**Creating Comic Books & Super Heroes (grades 3-6) NEW**
Discover how your favorite comic book characters are created. Create your very own unique character and learn how to tell a story with it, as you experience the same creative process as professional comic creators.

**Instructor:** N. Mockoviak

**Tuition:** $50 + general fee $25. Total $75.

**CHPF 090-02** Saturdays, 9:30 a.m.-Noon, October 6, 13, 27, November 3 (4 sessions)

**Young Novelists (grades 3-6) NEW**
Do you want to be an author someday? Do you enjoy coming up with your own stories? Learn what makes a good novel and how to write your very own short story! Discover what you need to do to create the next bestseller! Develop free-writing skills, concepts for a novel, and by the end of the course complete a five-page short story.

**Instructor:** J. Calderaro

**Tuition:** $50 + general fee $35. Total $85

**CHWJ 008-01** Saturdays, 9 a.m.-12:30 p.m., November 10-December 15 (no class November 24) (5 sessions)

**Advanced Robotics (grades 3-8) NEW**
Your team will learn to program a robot to overcome challenges using visual and text based programming. You and your teammate will apply programming concepts while using the scientific method to formulate, observe, experiment, test and modify your program based on your robot’s observable actions. Projects/videos will be available on a 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:** $19 + general fee $60. Total $79

**CHBR 070-02** Saturdays, 9 a.m.-12:30 p.m., November 10, 17

**Note:**
Children and Youth Programs Information and Permission Form must accompany all registrations for Children and Youth courses. See page 102
Python Programmers: Make Your Own Multiplayer Game! (grades 5-8) NEW

Youtube, Google, Instagram and Spotify – what do they have in common? They were created with Python. Learn how to code with Python and create your first multi-player adventure game. Each lesson takes you step-by-step to start you on a programming path that will let you challenge friends with fun a game you built from start to finish.

Instructor: Black Rocket Productions
Tuition: $19 + $ general fee $60. Total $79
CHBR 072-02 Saturdays, 9 a.m.-12:30 p.m., December 1, 8

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 twelve 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)

REGISTER NOW!

Register now with your Visa, Master Card, Discover
Call 732.906.2556
TEST PREPARATION

SAT Prep
Get ready 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 022-36 Tuesdays & Thursdays, 6:30-8:30 p.m., September 25-November 15 and Saturdays, 9 a.m.-1:30 p.m., September 29, November 10 (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 the College Bookstore.
Instructor: R. Roy
Tuition: $200 + general fee $199. Total $399
TEFL 001-03 Saturdays, 9 a.m.-Noon, September 15-December 15 (no class November 24) (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

Required: Textbook required, available at the College Bookstore.
45 hours
Tuition: $325 + general fees $75. Total $400
CSTC 806-22 Tuesdays and Thursdays, 6-9 p.m., October 23- December 13 (no class November 24)

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 002-01 Mondays, 6:30-8:30 p.m., September 24-November 5 (no class October 8) and Saturday, 9 a.m.-2 p.m., November 3 (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 003-01 Wednesdays, 6:30-8:30 p.m., September 26-November 7, and Saturday, 9 a.m.-2 p.m., November 3 (8 sessions)
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. Sarnouski

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
LASL001-35 Mondays & Wednesdays, 6:30-8:30 p.m., September 17-October 15 (no class October 8) (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
LASL002-34 Wednesdays & Mondays, 6:30-8:30 p.m., October 17- November 14 (no class November 12) (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
LASL003-34 Mondays & Wednesdays, 6:30-8:30 p.m., November 19-December 12 (8 sessions)

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 to help you communicate with Spanish speakers. Gain knowledge of Spanish through engaging exercises, games, group discussions and activities! ¡Nos vemos en clase!
Required: Textbook required, available at the College Bookstore.
Location: Edison campus
Tuition: $200 + general fee $125. Total $325
LSPA 029-02 Instructor: D. Quiles, Saturdays, 9 a.m.-Noon, September 15-November 17 (10 sessions)
LSPA 029-03 Instructor: A. Quintero, Tuesdays, 6-9 p.m., September 25-November 27 (10 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, 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.,
September 15-December 8 (no class November 24)
(12 sessions)
Location: New Brunswick Center, 140 New St, New Brunswick
BASK 001-04 Tuesdays & Thursdays, 6-9 p.m.,
October 16-December 4 (no class November 22)
(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.,
September 15-December 8 (no class November 24)
(12 sessions)
Location: New Brunswick Center, 140 New St, New Brunswick
BASK 002-09 Mondays & Wednesdays, 6-9 p.m.,
October 15-December 5 (no class November 12, 21)
(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., September 15-December 8 (no class November 24) (12 sessions)

**Location:** New Brunswick Center, 140 New Street, New Brunswick

**BASK 003-04** Mondays & Wednesdays, 6-9 p.m., October 15-December 5 (no class November 12, 21) (14 sessions)

**Location:** Edison Campus

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., September 11-November 13 (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., September 13-November 15 (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, September 15-November 17 (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 016-01** Saturdays, 12:30-3:30 p.m., September 15-December 15 (no class November 24) (13 sessions)

**Location:** Edison Campus
ENGLISH AS A SECOND LANGUAGE

Pre-Academic ESL

The Pre-Academic ESL Program was created to 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 develop the academic English skills needed to be successful in all MCC college programs. After you successfully complete all Pre-Academic ESL courses, you may be eligible to move on to the MCC Academic ESL program.

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 an ESL Placement Test to determine your skill level. Call 732.906.2529 for further information.
- Meet with ESL Department Chairperson or Associate Chairperson.
- 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.

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 91 for detailed instructions.
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 003-13 Monday-Thursday, 9:30 a.m.-Noon, September 5-27 (class begins on Wednesday) (14 sessions)
Location: Edison Campus
PREA 003-14 Monday-Thursday, 6-8:30 p.m., September 5-27 (class begins on Wednesday) (14 sessions)
Location: Edison Campus
PREA 003-39 Monday-Thursday, 9:30 a.m.-Noon, September 5-27 (class begins on Wednesday) (14 sessions)
Location: Perth Amboy Center
PREA 003-40 Monday-Thursday, 6-8:30 p.m., September 5-27 (class begins on Wednesday) (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 004-13 Monday-Thursday, 9:30 a.m.-Noon, October 1-24 (no Class October 8) (14 sessions)
Location: Edison Campus
PREA 004-14 Monday-Thursday, 6-8:30 p.m., October 1-24 (no Class October 8) (14 sessions)
Location: Edison Campus
PREA 004-39 Monday-Thursday, 9:30 a.m.-Noon, October 1-24 (no Class October 8) (14 sessions)
Location: Perth Amboy Center
PREA 004-40 Monday-Thursday, 6-8:30 p.m., October 1-24 (no Class October 8) (14 sessions)
Location: Perth Amboy Center
Content Specialty Program – Continuing Education Certificate

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:

- Fall 2018 enrollment continues until August 1, 2018.
- Spring 2019 enrollment begins October 1, 2018 and ends January 4, 2019.
- Summer II enrollment ends July 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.
OFFICE OF SCHOOL RELATIONS

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/schoolrelations

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 Fall Non-Credit 18, then select DEPARTMENT, COURSE NUMBER, and SECTION for each course.
3. Choose your textbook format: NEW, USED, or DIGITAL.
4. Go to CHECKOUT.
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.

Through this program, thousands of employees have received training in:

- Basic Written Communications
- Improved Customer Service
- Basic Mathematics
- Basic Measurement
- MS Office Windows
- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- MS Access 1
- ESL
- Workplace Spanish
- Team Building
- Team Leadership
- Problem Solving
- Time Management

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

Call or Email Today – 732.906.4681 rbucciarelli@middlesexcc.edu

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

Advanced Manufacturing
- Electromechanical Maintenance
- CNC/Metal Fabricating
- Print Reading and GDT
- Six Sigma
- Metrology
- Quality and Inspection

Transportation, Logistics and Distribution
- Supply Chain Management
- Warehouse Operations
- Inventory Management
- Customer Service Operations
- Procurement
- Demand Planning
- Transportation Operations
- Manufacturing /Service Operations
Talent Development Centers
NJ Department of Labor and Workforce Development Grant Funded Partnerships

- Advanced Manufacturing
- Transportation, Logistics and Distribution
- Construction / Utilities
- Healthcare
- Retail, Hospitality and Tourism
- Life Sciences
- Financial Services

EMPLOYERS: Middlesex County College can help you recruit and screen qualified job candidates, as well as provide grant-funded training for new candidates and your incumbent workforce.

JOB SEEKERS: MCC can provide grant-funded training in high demand skills and job placement assistance.

CONTACT: Call 732.906.4681 or email rbucciarelli@middlesexcc.edu.

The New Jersey Talent Development Centers have been established through grants from the New Jersey Department of Labor and Workforce Development.
HOW TO REGISTER FOR NON-CREDIT COURSES

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

Mail
Continuing Education, Cribiel 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, Cribiel 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 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 INFO

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
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 previously paid registration.
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:
http://www.course-catalog.com/mcc/modules/content/?id=Mzc2OA==

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:
http://www.course-catalog.com/mcc/modules/content/?id=Mzc2OMg==
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 Fall Non-Credit 18, then select Department, Course number, and Section for each course. Choose your textbook format (New, Used, or Digital) and go to Checkout.
Crabiel 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.
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Please visit middlesexcc.edu/ContinuingEd
**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>
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<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Home Phone</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>Apt. #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<thead>
<tr>
<th>COURSE CODE &amp; SECTION</th>
<th>COURSE TITLE</th>
<th>COURSE DATE(S) (MM/DD/YY)</th>
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<tbody>
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**PARENT/GUARDIAN DATA**

<table>
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<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
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<table>
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<tr>
<th>Preferred Phone</th>
<th>Alternate Phone</th>
<th>E-mail address</th>
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**EMERGENCY CONTACT INFORMATION**

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

<table>
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<th>Name</th>
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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:

(CHOOS 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.

<table>
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<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone</th>
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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

Last Name First Name Middle Initial

Street Address Apt. # City State Zip County

Home Phone Cell Phone Business Phone E-mail address

Education:  q HS diploma/GED  q Some College  q Associate's degree  q Bachelor's degree  q Master’s degree or higher
Are You Hispanic/Latino? Select One or More:  q American/Alaska Native  q Asian  q Black or African American  q Hawaiian/Pacific Islander  q White

<table>
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<tr>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th>START DATE</th>
<th>COURSE TOTAL</th>
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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:
q I am enclosing a check/money order payable to MCC - Continuing Education in the amount of $___________
q Purchase Order (please include registration form)  q Tuition Waiver
q 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

Credit Card Number Expiration Date

Authorized Signature Date $______________ Amount

Continuing Education Registration Questions? Call 732.906.2556
WINTERSESSION 2019

December 26-January 11
Earn 3 Credits in 3 Weeks!

Choose from a wide range of courses that meet December 26-January 11 on the Edison campus. Snow days if necessary on January 5 & January 12

- Earn credits toward your degree – catch up or get ahead
- Complete 3 credits in 3 weeks
- Best value in the region – tuition is only $112 per credit for Middlesex County residents.

Wintersession financial aid may be available for Middlesex County College students enrolled for Spring ’19. Check with the Financial Aid Office for more information: financial-aid@middlesexcc.edu, 732.906.2520

Remember: Any change of your class schedule may impact your financial aid award. Always check to know how changing, dropping and adding courses affects your award.