



Computerized Accounting Systems

Learn 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. Acquire 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

CSTC 233-66 Monday-Friday, 9 a.m.-2:30 p.m.,
September 6-November 8

CSTC 233-67 Monday-Friday, 9 a.m.-2:30 p.m.,
November 13-January 29, 2018

QuickBooks and Sage Applications with Microsoft Office

Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016. Topics include creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable and payable, maintaining payroll information and processing checks, and preparing and analyzing financial reports. Prepare for workforce demands and become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook).

Textbooks included.

Total Program Length: 375 hours

Prerequisite: Knowledge of accounting principles.

Tuition: \$1,900 + general fee \$200 + lab fee \$600 + materials fee \$300. Total \$3,000

CSTC 433-08 Monday-Friday, 9 a.m.-2:30 p.m.,
September 28-January 29, 2018

CSTC 433-09 Monday-Friday, 9 a.m.-2:30 p.m.,
December 7-April 6, 2018

QuickBooks and Sage Applications

Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable and payable, maintaining payroll information and processing checks, and preparing and analyzing financial reports.

Textbooks included.

Total Program Length: 150 hours

Prerequisite: Knowledge of accounting principles.

Tuition: \$600 + general fee \$100 + lab fee \$500 + materials fee \$200. Total \$1,400

CSTC 533-08 Monday-Friday, 9 a.m.-2:30 p.m.,
September 28-November 8

CSTC 533-09 Monday-Friday, 9 a.m.-2:30 p.m.,
December 7-January 29, 2018

LICENSE & CERTIFICATION



Requirements:

ServSafe® Manager Book 6th Edition with exam answer sheet for paper and pencil exam required to be admitted to class – available at the College Bookstore.

Advanced Preparation:

Familiarity with required textbook and end-of-chapter questions. Two forms of identification (one photo) required to enter class and take exam.

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

TO PURCHASE BOOKS ONLINE:

1. Go to middlesexcc.bncollege.com and select TEXTBOOKS.
2. Under TERM, select Non-Credit 17-18, then select DEPARTMENT, COURSE NUMBER, and SECTION for each course.
3. Choose your textbook format: NEW, USED, or DIGITAL.
4. Go to CHECKOUT.

ServSafe® Food Safety Manager: Exam Prep & Exam

CEU 0.7

Register for this course to comply with New Jersey's mandatory legislation for Risk Type 3 Food Establishments. At least one person in charge must be a certified food protection manager, passing a food safety certification examination administered by an accredited certifying program recognized by the Conference for Food Protection. 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). John Lukens has been approved by the NJ Department of Health and Senior Services as a provider of NJ Public Health Continuing Education Contact Hours (CEs).

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.

Instructor: J. Lukens, FSS Consultants

Tuition: \$100 + general fee \$99. Total \$199

CBSS 001-72 Tuesday, 9 a.m.-5 p.m., September 12

CBSS 001-73 Tuesday, 9 a.m.-5 p.m., November 14

LICENSE & CERTIFICATION



SORA Security Officer Training **NEW** 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 Trend Executive Protection Services, a New Jersey company with more than 50 years of combined experience in public and private security operations and training.

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> 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 will be a fee of \$62.70 for fingerprinting (in addition to the \$125 registration fee).

Instructor: Trend Executive Protection Services

Tuition: \$25 + general fee \$100. Total \$125

SORA 001-06 Thursday & Friday, 8 a.m.-8 p.m.,
September 14, 15

SORA 001-07 Thursday & Friday, 8 a.m.-8 p.m.,
October 19, 20

SORA 001-08 Thursday & Friday, 8 a.m.-8 p.m.,
November 16, 17

SORA 001-09 Thursday & Friday, 8 a.m.-8 p.m.,
December 14, 15

LICENSE & CERTIFICATION

Personal Training

Personal Trainer: National Certification

CEU 3.6

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

PLEASE NOTE: Adult CPR/AED is required for certification and can 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 003-32 Tuesdays & Thursdays, 6:30-9:30 p.m., September 19-October 26 (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.) and provides six CEUs for W.I.T.S personal trainers.

PLEASE NOTE: Please bring calculator to class.

Instructor: Professional Trainer from W.I.T.S.,

Tuition: \$39 + general fee \$70. Total \$109

AFIT 005-12 Tuesday & Thursday, 6:30-9:30 p.m., November 14, 16

MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

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To purchase books online: Go to middlesexcc.bncollege.com

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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.

CPR: American Heart Association Adult and Pediatric

CEU 0.4

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: \$21 + general fee \$54. Total \$75

ACSC 062-30 Tuesday, 6:30-10:30 p.m., September 12

ACSC 062-31 Tuesday, 6:30-10:30 p.m., October 10

ACSC 062-32 Tuesday, 6:30-10:30 p.m., November 14

ACSC 062-33 Tuesday, 6:30-10:30 p.m., December 12

ACSC 062-34 Saturday, 8 a.m.-Noon, September 16

ACSC 062-35 Saturday, 8 a.m.-Noon, October 21

ACSC 062-36 Saturday, 8 a.m.-Noon, November 18

ACSC 062-37 Saturday, 8 a.m.-Noon, December 16



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. Per AHA, renewals are not available at this time due to the new guidelines.

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 12

ACSC 063-31 Tuesday, 6-10:30 p.m., October 10

ACSC 063-32 Tuesday, 6-10:30 p.m., November 14

ACSC 063-33 Tuesday, 6-10:30 p.m., December 12

ACSC 063-34 Saturday, 8 a.m.-12:30 p.m., September 16

ACSC 063-35 Saturday, 8 a.m.-12:30 p.m., October 21

ACSC 063-36 Saturday, 8 a.m.-12:30 p.m., November 18

ACSC 063-37 Saturday, 8 a.m.-12:30 p.m., December 16

ACSC 063-38 Sunday, 10 a.m.-2:30 p.m., September 3

ACSC 063-39 Sunday, 10 a.m.-2:30 p.m., October 1

ACSC 063-40 Sunday, 10 a.m.-2:30 p.m., November 5

ACSC 063-41 Sunday, 10 a.m.-2:30 p.m., December 3

Advanced Cardiac Life Support (ACLS)

CEU 1.5

In this American Heart Association course, learn life-saving concepts to treat adult victims of cardiac arrest and other cardiopulmonary emergencies.

Prerequisite: Knowledge of ECG interpretation and certification in AHA BLS CPR.

Tuition: \$60 + general fee \$250. Total \$310

ACSC 064-39 Thursday & Friday, 8 a.m.-4:30 p.m., September 14, 15

ACSC 064-40 Friday & Saturday, 8 a.m.-4:30 p.m., October 13, 14

ACSC 064-41 Thursday & Friday, 8 a.m.-4:30 p.m., November 9, 10

ACSC 064-42 Friday & Saturday, 8 a.m.-4:30 p.m., December 8, 9



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 New Jersey 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 001-05 Saturdays, 9 a.m.-5 p.m., September 23-November 11 (no class September 30) (7 sessions)

PLEASE 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

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:

- Dealing with potentially dangerous dogs and dog bites
- Arrest 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
- Local government structure and how to successfully interact with health officers, administrators, police chiefs and elected officials
- Educational tools for the community
- Revenue generation and public safety through enhanced licensing programs

Instructors: Provided by Career Development Institute

Tuition: \$58 + general fee \$231. Total \$289

COAC 005-01 Wednesdays, 9 a.m.-5 p.m., October 25, November 1, 8

PLEASE 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.

LICENSE & CERTIFICATION

New Jersey Uniform Construction Code

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

Tuition Reimbursement:

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 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

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

JCDE 942-48 Mondays & Tuesdays, 6:30-9:30 p.m., September 18-January 16, 2018 (no class October 9, December 25, 26, January 1, 2, 15) (30 sessions)

Building Inspector ICS

CEU 7.5

Book Required: Uniform Construction Code from DCA

Prerequisite: Building Inspector RCS

Instructor: J. Damato

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

JCDE 943-44 Tuesdays & Thursdays, 6:30-9:30 p.m., September 19-December 14 (no class November 23) (25 sessions)



Building Inspector HHS

CEU 6.0

Required: Textbook required, Uniform Construction Code through DCA

Prerequisite: Building Inspector RCS & ICS

Instructor: J. Damato

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

JCDE 944-33 Mondays & Wednesdays, 6:30-9:30 p.m., October 2-December 13 (no class October 9, November 22) (20 sessions)

Plumbing Inspector ICS

CEU 12.0

Prerequisite: None

Instructor: S. Kazmi

Tuition: \$600 + general fee \$399. Total \$999

JCDE 948-25 Wednesdays & Mondays, 6-10 p.m., October 11-February 14, 2018 (no class November 22, December 18, 20, 25, 27, January 15) (30 sessions)

Technical Assistant

CEU 4.5

In just nine sessions, you will be able to satisfy the state requirement for certification as a Technical Assistant. Learn about uniform construction code law and administration, technical problem solving, violation notices, stop-work orders and certificates of occupancy. Register today and 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 989-14 Saturdays, 9:15 a.m.-3:15 p.m., September 23-November 18 (1 hour lunch) (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

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

Prerequisite: Subcode Official or knowledge of NJ Uniform Construction Code

Instructor: D. Coppola

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

JCDE 941-45

In-Person Sessions:

Location: Middlesex County College – Edison Campus

Dates: Mondays, 6:30-9:30 p.m. September 25, October 16, November 6, and Saturday 8 a.m.-3 p.m., October 28

Online Sessions:

Dates: Wednesdays & Mondays, 6:30-9:30 p.m., September 27, Oct 2, 4, 9, 11, 18, 23, 25, 30, November 1

Technical Requirements:

Computer with speaker and microphone

System Requirements:

See http://support.citrixonline.com/en_US/training/all_files/G2T010003

Learning Platform:

Go To Training

Student Log-In:

Provided prior to the start of class

Questions on using Go To Training?

Contact the NJ Department of Community Affairs (DCA) at 609.984.7820

Fire Inspector ICS Hybrid

CEU 12.0

Required: Textbook required, available at www.iccsafe.org

Prerequisite: None

Instructor: D. Coppola

Tuition: \$600 + general fee \$399. Total \$999

JCDE 946-28

In-Person Sessions:

Location: Middlesex County College – Edison Campus

Dates: Saturday, 8 a.m.-3 p.m. October 7, 21, November 4, 18, December 2, 16

Online Sessions:

Dates: Tuesdays & Thursdays, 6-10 p.m., October 10-December 21 (no session November 23) (21 sessions)

Technical Requirements:

Computer with speaker and microphone

System Requirements:

See http://support.citrixonline.com/en_US/training/all_files/G2T010003

Learning platform:

Go To Training

Student log-In:

Provided prior to the start of class

Questions on using Go To Training?

Contact the NJ Department of Community Affairs (DCA) at 609.984.7820

NJ Uniform Construction Code classes are offered 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

911 Dispatcher Certification **NEW**

Successfully complete Emergency Telecommunicator and Emergency Medical Dispatch (EMD) listed below and qualify for the 911 Dispatcher Certification.

Emergency Telecommunicator

CEU 4.0

Learn how to dispatch police and fire services in this 40-hour course, which blends the knowledge and skills needed for employment as a basic telecommunicator. Review the most up-to-date information on the technology and issues surrounding today's public safety communications center. Become familiar with roles, responsibilities, legal aspects, interpersonal communications, dispatch equipment, telephone communication techniques and call processing, 911 call handling, radio communication techniques and stress management. Hear actual recordings of 911 calls and emergency radio transmissions. Instructors are all certified dispatchers. National Emergency Communications Institute (NECI).

Tuition: \$100 + general fee \$350. Total \$450
(If Needed -Remediation fee of \$25/hour IS NOT included in course fee, payable to CSC)

Instructor: Community Safety Consultants

Location: (2nd floor Metuchen EMS building), 1 Safety Place, Metuchen, NJ.

ADIS-001-03 Monday-Friday, 8:30 a.m.-4:30 p.m., November 6-10 (5 sessions)



Emergency Medical Dispatch (EMD) – Coming January 2018

CEU 2.1 (21 Electives for EMTs)

The Emergency Medical Dispatcher is the principal link between the public in need of emergency medical assistance and the EMS system. Acquire an understanding of the responsibilities of being an emergency medical dispatcher, including legal aspects, interpersonal communications, giving medical instructions by telephone, resource allocation, and the use of emergency medical dispatch guide cards. Participate in a day-and-a-half of role-playing and simulations involving 9-1-1 calls. Successfully complete the course and gain the fundamentals to start handling 9-1-1 calls that are medical in nature.

Prerequisites: Successful completion of Emergency Telecommunicator and BLS CPR

Tuition: \$100 + general fee \$250. Total \$350

REGISTER NOW!

Register now with your
Visa, Master Card, Discover/Novus

Call 732.906.2556

