Fall/Winter 2015

Credit and Non-Credit Courses

OPPORTUNITIES

For Success • For Career Enhancement
For Personal Enrichment • For Fun!

www.middlesexcc.edu

Includes classes and programs through January 2016
Credit and Non-Credit Courses

OPPORTUNITIES
Make The Most Of Your Future

This bulletin contains information on both our credit and non-credit classes.
LIFELONG LEARNING FOR EVERY MEMBER OF THE FAMILY

Adults - Courses, certificates and degrees for career advancement, personal enrichment and professional development.

Young Adults - HSE/GED and work-readiness programs; high school students earn college credit; study skills & test preparation

Ages 6-16 - Camp Middlesex

Ages 2-5 - Child Care and Preschool

Affordable

- Moderate tuition and fees
- Transfer our associate degree to a 4-year college and save thousands
- Financial aid, payment plans and scholarships for credit programs
- Assistance using military-affiliated entitlements
- Free training – eligibility required
- Free basic skills employee training for businesses

Convenient

- Day, evening, weekend and online courses
- Edison campus, New Brunswick Center and Perth Amboy Center locations
- Fall and Spring Semesters; Winter and Summer Sessions
- Accelerated 7- and 10-week credit courses

More

- A variety of non-credit and credit courses and programs
- Innovative programs taught by industry experts
- Develop and gain new skills to achieve your goals
- Customized Training Programs for businesses and organizations
- Pre-College Teaching Careers & Certification in New Jersey
- Continue some Bachelor Degree programs on the Edison campus

See our website for more details: www.middlesexcc.edu

Call 732.906.2509 for credit programs or 732.906.2556 for non-credit programs.
CONTENTS

Alphabetical index on pages - 85-86

ADMISSIONS EVENTS .............................................. 45

ALLIED HEALTH
Advanced Cardiac Life Support ............................. 39
Alzheimer’s and Dementia Care Certification .... 32
American Registry of Radiologic Technologists
Advanced Placement Assessment ....................... 40
Certifying Agencies: AMT, ASCP, NHA ............. 29
CPR: Basic Life Support, Healthcare Provider,
Healthcare Renewal ........................................... 39
Death and Dying .................................................. 33
Dental Auxiliaries .............................................. 37
Local Anesthesia ................................................ 37
Dental Radiology ............................................... 37
Dialysis Technician ............................................ 31
ECG/EKG Technician .......................................... 30, 31
Health Information Coding ......................... 34, 35
IV Therapy for Nurses ....................................... 40
Medical Assistant Certificate ....................... 25-27
Personal Trainer: National Certification .......... 38
Pharmacy Technician ......................................... 36
Phlebotomy Certificate ....................................... 28, 29

ANIMAL CARE
Animal Care Business Certificate ......................... 24
Animal Control Officer ..................................... 22
Veterinary Assistant ......................................... 24
Wildlife Rehabilitation ..................................... 23

ANIMATION AND GAMING DEGREE ................. 47

BUSINESS SOLUTIONS
Project Management Certificate (PMP) ........ 12, 13

CAMPUS MAP .................................................. 83

CAREER BOOST
Speak Like a Pro ............................................... 21

CAREER OPTIONS & PROFESSIONAL
DEVELOPMENT CERTIFICATES
Management ...................................................... 16, 17
Human Resources ............................................. 17
Electives ........................................................ 18-20

CAREER TRAINING CENTER
Accounting ......................................................... 78, 79
Allied Health .................................................... 78
Microsoft Office .............................................. 77, 78

CHILD CARE CENTER ........................................ 75

CITIZENSHIP
Preparing for U.S. Citizenship ............................ 72

COLLEGE BOUND
SAT Crash ....................................................... 71
SAT Prep ......................................................... 71
Study Skills, Junior High and High School ........ 71

COMPUTER AND NETWORK SECURITY
Computer and Network Security ....................... 6
Computer Forensic Investigations ..................... 6
Ethical Hacking ............................................... 6

COMPUTER CONFIDENCE
Building Knowledge and Confidence:
Levels I, II ..................................................... 59

COMPUTERS: PHP AND DATABASE
CERTIFICATE
HTML and CSS ..................................................... 55
Concepts, Development and Programming .......... 55, 56
Database ........................................................ 56

COMPUTER SOFTWARE
Microsoft Office 2010: Word, Excel, PowerPoint,
Access .......................................................... 60, 61
QuickBooks Pro 2014 Certificate .................... 64

CONSTRUCTION CODE COURSES: NJ
UNIFORM CONSTRUCTION CODE
Building Inspector RCS, ICS, HHS .................. 65
Construction Official ......................................... 65
Fire Inspector HHS ........................................ 65
Plumbing Inspector ICS .................................. 65
Subcode Official ............................................. 65
Technical Assistant ........................................ 65

CONSTRUCTION MANAGEMENT
CERTIFICATE
Construction Contracts ......................................... 66
Construction Methods and Materials ............. 66
Construction Site Safety .................................... 66
Cost Estimating Administration ....................... 66
Green Technology for the Construction
Manager ........................................................ 66
Project Management ....................................... 66
CORPORATE EDUCATION AND TRAINING.........80
CREDIT COURSES AND DEGREES........50, 51
CUSTOMIZED AND BASIC SKILLS TRAINING...80
DENTAL CLINIC SERVICES.................52
DIETETICS DEGREE..........................48
DRIVING POINT REDUCTION...............70
EDUCATION TRANSFER DEGREE..........43
ELECTRONICS AND APPLIANCE REPAIR
Appliance Repair Basics....................14
Introduction to Electronics...............15
Testing Equipment..........................15
Troubleshooting Electronic Systems.....15
ENGLISH AS A SECOND LANGUAGE (ESL)
American English Pronunciation........73
Conversational English...................73
ESL I, II, III...................................72
Word Building..................................73
FOOD SAFETY MANAGEMENT
ServSafe® Food Safety Manager........10
FORENSIC ACCOUNTING...................46
DEFENSIVE DRIVING.......................70
GENERAL INTEREST
Intro to Blogging...........................70
Music: Guitar for Beginners I, II......70
Pets: Pet First Aid..........................70
Driver Point Reduction....................70
HEALTH, FITNESS & DANCE
Beginner Latin and Ballroom Dancing for Adults........69
Hatha Yoga: Beginner.......................69
How to Get Fit at Home....................69
Lose Weight with Hypnosis...............69
Relaxation through Hypnosis.............69
Stop Smoking with Hypnosis...............69
HOME-BASED BUSINESSES
eBay & Amazon...............................21
Internet Marketing for eBay and Amazon...21
Storage Lockers...............................21
Voice Acting....................................21
INDEX........................................85, 86
INFORMATION NIGHTS
Explore Career Options in:
Electronics for High Tech Industries.....14
Dental Radiology for Dental Assistants..37
Local Anesthesia for Registered Dental Hygienists.....37
LANGUAGE
Italian I............................................71
Spanish: Learning the Fast and Fun Way.......71
MONEY MATTERS
Income Protection
Build, Manage and Improve Your Credit ......67
Investments
Financial Planning & Investments..........68
Personal Finances
Personal Finances for Women...............67
Retirement Planning
Financial Strategies........................68
IRA's and Y.O.U...............................68
Medicare.......................................68
Social Security................................68
OFFICE OF SCHOOL RELATIONS.........73
ONLINE COURSES
Instructor Facilitated
ED2Go & Gatlin...............................62, 63
PHOTOGRAPHY & GRAPHICS
Digital Photography........................58
Digital Portraiture..........................58
Photoshop......................................59
PRESIDENTIAL SCHOLARSHIPS........11
PROJECT SPAN...............................74
PUBLIC HEALTH DEGREE.................44
REAL ESTATE
For Sale By Owner..........................67
Introduction to a Real Estate Career......67
Investment for Beginners..................67
Is Now the Time to Buy a Home?.........67
REGISTRATION AND GENERAL
INFORMATION................................81
REGISTRATION FORM.........................87
SENIORS PROGRAMS.........................53
SOCIAL AND VISUAL MEDIA IN THE
DIGITAL AGE
Blogging for Business......................57
Facebook, Twitter and YouTube...........57
Social Media for You and Your Business...56
TODAY’S TABLE..............................7-10
VETERANS’ SERVICES.........................49
WEB
Web Design and Production..................55
Web Marketing Certificate..................54
WINTERSESSION..............................41
Computer Forensic Investigations  New  
CEU 4.0

Who should attend this class?
This is an introductory course for those interested in a career in Information Security. Cybersecurity threats continue to rise as the “Internet of Things” (IoT) becomes a reality, dramatically increasing the need for computer forensics specialists. This class is a must for anyone considering a career in the field of information security. Upon course completion, you will have a solid understanding of computer forensics as it applies to corporate policies and law enforcement practices. Topics include investigative methods, forensic tools, data acquisition, authentication and admissibility; computer forensics examiners - evidence, common tasks and what it takes to be one; incident response, intrusion detection and security policies within an organization; and future compliance issues and challenges.
Instruction provided by real world practitioners: Digital Consulting Associates (DCA).
Tuition $379.80 + general fee $1,519.20. Total $1,899.
JSEC 008-02 Saturdays, 9 a.m.-1 p.m. September 12-November 14 (10 sessions)

Computer and Network Security  New  
CEU 3.6

Who should attend this class?
Network administrators, people looking to enter the security field, network technicians, computer support personnel, security practitioners and people looking to work in cybersecurity for the Department of Defense would benefit from this course.
Prerequisites:
A basic-to-intermediate level of network knowledge is preferred, but not required. All topics will be explained thoroughly.
This intensive course will provide you with the skills necessary to understand the inherent vulnerabilities in computer networks and ways to address them by providing security at different layers. Specific topics include cryptography, access control and wireless security as well as securing data in-transit and at rest. This course will assist you to prepare for the Security + certification offered by CompTIA. CompTIA Security + certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT. Additional study may be required for certification.
Instructor: J. Dalia, Tuition $800 + general fee $199. Total $999.
JSEC 006-02 Saturdays, 9 a.m.-4 p.m., September 12-October 17 (6 sessions)

Ethical Hacking  New  
CEU 4.8

Who should attend this class?
Network administrators, people looking to enter the cybersecurity defense field, network engineers, computer and network support personnel, security practitioners, and people looking to work for the Department of Defense engaging in cybersecurity.
Prerequisites:
Computer and Network Security course (above) or a good understanding of networking and security concepts as well as an understanding of TCP/IP.
This is an intensive and advanced level course that will give you the necessary and much-sought-after skills to become an ethical hacker. More specifically, you will learn about security vulnerabilities such as buffer overflows. You will learn the skills required to find these vulnerabilities and address them. This course will assist you to prepare for the EC-Councilís Certified Ethical Hacker Certification, which is the highest level of technical certification that is recognized by the Department of Defense. Additional study may be required for certification.
Instructor: J. Dalia, Tuition $1,000 + general fee $500. Total $1,500.
JSEC 007-02 Saturdays, 9 a.m.-4 p.m., October 24-December 19 (no class November 28) (8 sessions)
**Italian Taste Explosion**

If you don’t have much time to spend in the kitchen but would like to learn how to make good, healthy and authentic Italian meals with easily obtained ingredients, this is the class for you. Although popular, marinara is not the only type of Italian sauce that is relatively easy to prepare and enjoyed by many. Discover how to prepare five flavorful Italian sauces perfectly suited for entertaining and family gatherings; round out the meal with homemade dressed salad and garlic crostini.

**Chef:** A. Spaziano, **Tuition** $10 + general fee $30. Total $40.

**GCUL 223-02** Tuesday, 6:30-9 p.m., September 15

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**Fungus Among Us**

Prepared correctly, mushrooms can be delicious! Join us and explore how to properly select, cook, store and handle a variety of fresh and dried mushrooms and get the best results imaginable. Learn about their health benefits and how to incorporate mushrooms into soups, salads, stir-fry, tarts and more.

**Chef:** N. Yadin, **Tuition** $10 + general fee $30. Total $40.

**GCUL 225-02** Thursday 6:30-9 p.m., September 17

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**Beginning Burmese Cooking**

Nestled between India and Thailand and cradled by the Bay of Bengal, Burma’s food heritage is a fusion of its neighboring countries. Fresh salads and vegetables and an abundance of spices are a mainstay of Myanmar cooking. Recipes include Burmese ginger salad, fermented green tea salad, Burmese eggplant curry and more!

**Tuition** $10 + general fee $30. Total $40.

**GCUL 398-01** Tuesday, 6:30-9 p.m., September 22

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**Cooking for Bone Health: How to Build Healthy Bones with Real Food**

Healthier bones mean healthier bodies and the foods you choose or do not choose to eat play an important role in maintaining strong and healthy bones. Join integrative nutrition coach, Csilla Bischoff (ShiningHealth.com) and discover techniques and ingredients that stimulate the growth of new connective tissue so you can create delightful, easy to prepare meals that will support optimal nutrition for bone health.

**Chef:** C. Bischoff, **Tuition** $10 + general fee $30. Total $40.

**GCUL 000-01** Thursday, 6:30-9 p.m., September 24

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**Just Beet It!**

Packed with nutrient-rich antioxidants, beetroot comes in shades of red and gold and is sometimes candy striped. Recipes may include chilled borscht shooters, beet and almond hummus, golden beets with avocado and tomatoes, black lentils and barley salad with beets, beet greens and blue cheese, as well as red velvet beet cupcakes. Come taste and see what that beet is all about!

**Chef:** D. Edwards, **Tuition** $10 + general fee $30. Total $40.

**GCUL 400-01** Tuesday, 6:30-9 p.m., September 29

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**Celebrate Oktoberfest**

Explore how to recreate some old-time German recipe favorites and join in the celebration of Oktoberfest, the world’s largest beer festival. Impress your friends with German dishes including: Beer Braised Short Ribs, German Potato Salad, Sweet and Sour Red Cabbage, and Apple Cake.

**Chef:** A. Spaziano, **Tuition** $10 + general fee $30. Total $40.

**GCUL 231-03** Tuesday, 6:30-9 p.m., October 1

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**Eating to Ease Arthritis**

Millions of people suffer from painful and swollen joints associated with arthritis. At one time, arthritis patients were told that dietary changes would not help them; however, new studies show that food may actually be a more frequent contributor to arthritis pain than previously thought. For some people, a healthier menu may be the answer. Join Csilla Bischoff, health coach (www.shininghealth.com) and learn which foods may trigger arthritis pain and which dietary changes may help reduce it. Discover the connection between food sensitivities, intestinal inflammation, certain eating habits, harmful bacteria in the digestive tract and the development of rheumatoid arthritis.

**Chef:** C. Bischoff, **Tuition** $10 + general fee $30. Total $40.

**GCUL 401-01** Tuesday, 6:30-9 p.m., October 6

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**PAYMENT OPTIONS**

Register for Our Tasting Menu: Choose any three classes, and pay only $99

(Just $33 per class. You save $21.)

**NOTE:** All-day Saturday programs count as two classes if discount is applied. All-day Saturday programs count as two classes if discount is applied.

Savings are available to students who register with payment for three classes at the same time.

Register à la carte: Pay as you go for individual courses: $40 per class.

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**Menus Are Subject to Change Without Notice**

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**TODAY’S TABLE**

**Classes For Contemporary Cooks**

All cooking classes are demonstrations and include tastings of food prepared by the chef and a copy of the evening’s recipes.
Professional & Community Programs

GCUL 407-01 Monday, 6:30-9 p.m., November 2
Chef: C Bischoff, Tuition $10 + general fee $30. Total $40.

Sugar Detox: Beat Sugar and Carb Cravings Naturally
The cuisine of Abruzzo, where mountains meet the ocean, reflects a perfect blend of land and sea. Abruzzo is off the beaten path of popular Italian cities...a hidden gem of Italian gastronomy. Traditional Abruzzese cuisine is la panarda, a multi-course feast that can last all night. Join us for some history and a sampling of traditional Abruzzese cuisine.
Chef: D. Squillaro Tuition $10 + general fee $30. Total $40.

The Foods of Senegal
Explore the dishes and flavors of Senegal, with their rich blend of fresh ingredients, flavorful herbs and spices, and influences from France, Portugal and the Middle East. The menu includes: Senegalese tea, saladu nebbe black-eyed pea salad, mâpe ginar (peanut and chicken stew, Thieboudienne (Senegalese fish and rice) Sombi and Coconut rice pudding.

Soup and a Sandwich
Soup and sandwich combinations are a quick and easy fix for a busy work night and a satisfying meal for any lunch or dinner. Although the following recipes may seem a bit extravagant and time consuming, these make-ahead soups are likely to save you time in the long run. Join Chef Andrea and explore the possibilities: Greek-Style lamb pita sandwiches with tzatziaki sauce and avgolemono, which is a lemony chicken soup, soup au pistou and chicken pan bagnat and smoky chipotle shrimp chowder with jibarito and avgolemono, which is a lemony chicken soup, soup au pistou and chicken pan bagnat and easy fix for a busy work night and a satisfying meal for any lunch or dinner. Although the following recipes may seem a bit extravagant and time consuming, these make-ahead soups are likely to save you time in the long run. Join Chef Andrea and explore the possibilities: Greek-Style lamb pita sandwiches with tzatziaki sauce and avgolemono, which is a lemony chicken soup, soup au pistou and chicken pan bagnat and smoky chipotle shrimp chowder with jibarito.

Egg-cellent!
The versatile egg is perfect for breakfast and lunch, or a beautiful presentation for any occasion. Join us and explore some of the incredible endless egg possibilities. The menu: Chawanmushi, a silky, Japanese egg custard with cashews and dash/soy sauce, seafood quiche, Scotch eggs, eggs surrounded by sausage and frittata with seasonal ingredients or things from your pantry. Finish the tasting with an assorted of meringues.

Seasonal Soups
As we enjoy the flavors of autumn, who doesn’t start to think about delicious and versatile pumpkins? Become familiar with delicious pumpkin recipes including Butternut Squash Soup with roasted pears and toasted pumpkin seeds, white bean and roasted Brussel sprout soup with truffle oil, and roasted vegetable bisque with creamy blue cheese.
Puerto Rican Holiday New
Want to escape the hustle and bustle of the holidays? Pack your appetite and head to Today’s Table for a glorious feast! Menu includes: Coquito, (Puerto Rican egg nog), Guineos En Escabeche, (green banana salad) pasteles, bacalaitos fritos (cod fritters), pernil asado (roasted pork).
GCUL 413-01 Tuesday, 6:30-9 p.m.,
November 3

Pears, Apples & Cranberries
The aroma of fresh baked apples and pears lets us know we are in the heart of autumn. Discover delectable uses for fall fruits that come straight from the orchard. Selected dishes include pear and cranberry chopped salad, pork tenderloin medallions with apple cranberry chutney, bacon and apple stuffing, as well as a poached pear and almond tart.
GCUL 244-02 Thursday, 6:30-9 p.m.,
November 5

Thanksgiving Dinner New Recipes
Whether it is your first time preparing Thanksgiving dinner, or you are an experienced holiday host, you will benefit from exploring the Thanksgiving meal, step by step. Chef Anthony will give you pointers and tips about how to take the stress out of the holiday. The menu features roasted turkey with make-ahead gravy, cranberry wild rice stuffing, pomegranate molasses, roasted butternut squash and bourbon-spiked pumpkin pie with candied pecans!
Chef: A Spaziano, Tuition $10 + general fee $30. Total $40.
GCUL 245-02 Tuesday, 6:30-9 p.m.,
November 10

Holiday Desserts
These holiday desserts are sure to hit the spot and dazzle your guests at the holiday table. Mix and match this collection of recipes; there is something for everyone, from traditional favorites to tempting new creations, such as Hassleback sweet potatoes, roasted kabocha squash with pecan miso dressing, green beans with olive oil, poached cherry tomatoes and cranberry walnut port pie.
GCUL 246-02 Thursday 6:30-9:30 p.m.,
November 12

Exploring African Teas New
Africa may not be the first place you imagine when you think about tea, but African teas are definitely worth exploring. Join us as we uncover the unique taste, flavor and aroma of tea and tisanes from Tanzania, Kenya and South Africa and the particular method each country uses to prepare the leaves. A variety of treats made by Chef Edwards will complement each tea. Please join us for this very special tea day.
GCUL 000-01 Saturday, 10 a.m.-12:30 p.m.,
November 14

Thanksgiving Side Dishes New Recipes
Turkey may be the main event but everyone knows the spread of side dishes are what keeps your guests full and happy. Mix and match this collection of recipes; there is something for everyone, from traditional favorites to tempting new creations, such as Hassleback sweet potatoes, roasted kabocha squash with pecan miso dressing, green beans with olive oil, poached cherry tomatoes and cranberry walnut port pie.
GCUL 251-02 Monday, 6:30-9 p.m.,
November 16

Turkey-Free Thanksgiving
Vegetarians rejoice and celebrate the season’s bounty without Tom Turkey on the table! Whether you are a vegetarian or simply want to try something new, these recipes offer delicious alternatives for a flavorful and healthy Thanksgiving meal. Menu highlights are poached pear salad, cranberry chutney, beet risotto, stuffed acorn squash and vegetable lasagna.
GCUL 248-02 Tuesday, 6:30-9 p.m.,
November 17

Latke Extravaganza
Chanukah is just around the corner making it the ideal time to learn to prepare the perfect latke – a traditional Chanukah favorite made with potatoes. The best latkes are crispy on the outside and creamy on the inside. Do you know the trick to achieving the desired result? Join us and learn how to prepare classic latkes with homemade applesauce, spinach feta nut latkes, sweet potato latkes with chive cream, and leek latkes with lemon sauce.
Chef: N. Yadin, Tuition $10 + general fee $30. Total $40.
GCUL 249-03 Thursday, 6:30-9 p.m.,
November 19

Feast of the Seven Fishes New
While the origins of this feast may not be clear, celebrating Christmas Eve with seafood seven ways is clearly an Italian-American family tradition. The significance of seven types of fish has several principles; come celebrate and explore with us. Recipes include salt cod with tomatoes and caper, baked scallops, mussels peperoncino, grilled squid with lemony aioli, seafood stew with clams, scallops and monkfish, and limoncello gelato. Buon Natale!
Chef: D. Squillaro Tuition $10 + general fee $30. Total $40.
GCUL 409-01 Tuesday, 6:30-9 p.m.,
December 1
Chocolates Devotions
There is nothing like ending a dinner with a good chocolate dessert, a sweet note that lingers long after the meal is over. Satisfy your guests with these favorite holiday chocolate desserts, including chocolate ganache cake, double chocolate Godiva cheesecake, white chocolate tart and more.
GCUL 254-04 Thursday, 6:30-9:30 p.m., December 3

Gifts from the Kitchen New
When the holiday season arrives, everyone is sure to enjoy homemade gifts from the kitchen. Share your love with small edible tokens that do not take long to make or break the bank. Menu includes Pumpkin Seed Brittle, Almond Bark, Chocolate Irish Crème and more. Join Rachel Weston, Author of New Jersey Fresh: Four Seasons from Farm to Table for tips, tricks and tastes.
Chef: R. Weston, Tuition $10 + general fee $30. Total $40
GCUL 252-02 Tuesday, 6:30-9 p.m., December 8

Hors d’oeuvres
Cocktail parties are a great way to welcome the holiday season with food, drink, and celebration! A number of small bites are all you need to entertain flawlessly for any size gathering. Chef Denise’s menu is sure to please – duck fat roasted potatoes bites, pirogues, smoked salmon and more.
GCUL 256-03 Thursday, 6:30-9 p.m., December 10

FULL-DAY SATURDAY CLASSES
All-day Saturday programs will count as two classes if discount is applied.

Essentials of Bread Making 101 New
There is nothing like the aroma and comfort of making homemade bread. Discover a range of recipes from simple techniques for quick breads to no-knead yeast breads and more! Chef Donna showcases both sweet and savory breads that are crowd pleasers, including tall and fluffy buttermilk biscuits, scones, dinner rolls and no-knead crusty white loaves and brioche.
Chef: D. Squillaro, Tuition $20 + general fee $55. Total $75.
GCUL 410-01 Saturday, 10 a.m.-3 p.m., September 26

You Take the Cake: Pocket Book Cake New
Are you intimidated by rolled fondant? In this beginner cake decorating class, Chef Denise will demonstrate how to cover and decorate a special occasion cake using rolled fondant and buttercream frosting. Topics include filling and assembling cakes, choosing a cake design, stacking tiered cakes, using rolled fondant and sugar paste, and finishing techniques. Gain the skills necessary to make your next cake look professional!
Chef: D. Edwards, Tuition $20 + general fee $55. Total $75.
NOTE: Counts as 2 classes if discount is applied.
GCUL 411-01 Saturday, 10 a.m.-3 p.m., October 3

FOOD MANAGEMENT

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 by 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). Participants who successfully complete this educational program will be awarded seven N.J. Public Health Continuing Education Contact Hours (CE’s). John Lukens has been approved by the New Jersey Department of Health and Senior Services as a provider of New Jersey Public Health Continuing Education Contact Hours (CE’s).
Requirements: ServSafe® Essentials latest 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.
Instructor: J. Lukens, Tuition $100 + general fee $99. Total $199.
CBSS 001-59 Wednesday, 9 a.m.-5 p.m., September 23
CBSS 001-60 Wednesday, 9 a.m.-5 p.m., October 21
CBSS 001-61 Tuesday, 9 a.m.-5 p.m., November 10
To assist adults who need to prepare for professional career opportunities as quickly as possible, the Presidential Scholarship program is expanded for a limited time. Students enrolling in five non-credit programs are now eligible to receive a scholarship to cover 50 percent of the tuition fee when registering and paying for these complete certificate programs:

- Human Resources
- Management
- Project Management
- Electronics for High Tech Industries
- Microsoft Office User Specialist

This scholarship is valued between $250 and $1150, depending on certificate program of enrollment.

To apply for consideration, contact the Continuing Education Division for details:
Telephone: 732.906.4677
Email: cgreen@middlesexcc.edu

NOTE: Deadline for scholarship applications for the fall non-credit certificate programs is August 13, 2015.

This scholarship was established by Middlesex County College Foundation with support from the Willard T.C. Johnson Foundation.
BUSINESS SOLUTIONS
Project Management Certificate

Why You Should Attend:
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).

Who Should Attend?
Any project manager, project team member, coordinator or assistant will benefit by learning the PMI method of project management.

What You Can Expect:
• A high-quality program, taught by working professionals that is consistent with the PMI body of knowledge.
• A complete exam preparation program to increase the likelihood of passing the PMI exam.

Requirements to Attend:
We welcome all students who are currently, 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.

Is it necessary to Enroll in the Certificate Program?
No. 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: Knowledge Areas and Processes
CEU 0.3
Project Management I includes an overview of the nine knowledge areas designated by PMI: Project integration, scope, time, cost, quality, human resources, communications, risk management, and project procurement.
Tuition $65 + general fee $34. Total $99.
BSPM 001-44 Saturday, 9 a.m.-Noon, September 26

Project Management II: Project Integration
CEU 0.3
Upon completion of this course, you will be 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.
Tuition $65 + general fee $34. Total $99.
Prerequisite: Project Management I or equivalent knowledge
BSPM 002-44 Saturday, 1-4 p.m., September 26

Project Management III: Managing the Project Scope
CEU 0.3
Project scope management is a method to determine which processes and procedures are within the project’s scope and which are not. Main topics include protecting the project’s scope through planning, defining and verifying the project’s main focus as well as associated labor.
Tuition $65 + general fee $34. Total $99.
Prerequisite: Project Management I and II or equivalent knowledge
BSPM 003-44 Saturday, 9 a.m.-Noon, October 3
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. At course completion you will know how to prepare and plan for a project’s quality, determine a quality policy, implement quality control, and how to track the project’s quality process.
Tuition $65 + general fee $34. Total $99.
Prerequisite: Project Management I-V or equivalent knowledge
BSPM 006-44 Saturday, 1-4 p.m., October 3

Project Management V: Managing Time
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.
Tuition $140 + general fee $59. Total $199.
Prerequisite: Project Management I-III or equivalent knowledge
BSPM 004-44 Saturday, 9 a.m.-4 p.m., October 10

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. Join us and learn about the methods listed.
Tuition $140 + general fee $59. Total $199.
Prerequisite: Project Management I-IV or equivalent knowledge
BSPM 005-44 Saturday, 9 a.m.-4 p.m., October 17

Project Management VII: Human Resources
CEU 0.3
Many consider the human capital component of project management as the most essential, the most valuable and the most difficult to control. To assist you to effectively lead, you will learn about Maslow’s hierarchy of needs, Herzberg’s theory of motivation, theory of X and Y, theory Z and expectancy theory.
Tuition $65 + general fee $34. Total $99.
Prerequisite: Project Management I-VI or equivalent knowledge
BSPM 007-44 Saturday, 9 a.m.-Noon, October 24

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 reflects the new PMI knowledge area, stakeholder management. The new module is about learning to identify stakeholders, plan stakeholder management, manage stakeholder engagement and control stakeholder engagement.
Tuition $65 + general fee $34. Total $99.
Prerequisite: Project Management I-VII or equivalent knowledge
BSPM 008-44 Saturday, 1-4 p.m., October 24

Project Management IX: Risk Management
CEU 0.3
This course includes learning how to plan for risk, elements of a plan, tools used to identify risk, the use of qualitative and quantitative analysis and the probability-impact matrix.
Tuition $65 + general fee $34. Total $99.
Prerequisite: Project Management I-VIII or equivalent knowledge
BSPM 009-44 Saturday, 9 a.m.-Noon, November 7

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.
Tuition $65 + general fee $34. Total $99.
Prerequisite: Project Management I-IX or equivalent knowledge
BSPM 010-44 Saturday, 1-4 p.m., November 7

The must-have credential for facility management professionals

Brookdale Community College
brookdalecc.edu/fmp

Call 732.906.2556
www.middlesexcc.edu/profcom
ELECTRONICS AND APPLIANCE REPAIR CERTIFICATES
Appliance Repair Certificate

Why You Should Attend:
According to the Department of Labor, “Job opportunities for home appliance repair technicians are expected to be excellent over the 2008-2018 period, with job openings continuing to outnumber jobseekers.” If you enjoy working with your hands and fixing things, this is the course for you.

Who Should Attend?
The current economic landscape is improving slowly, especially for those with marketable skills for in-demand occupations such as home appliance repair technicians. If you are able to understand, speak and write English well, have a solid understanding of basic math and are motivated to learn a trade, this program may be right for you. No previous knowledge of electronics or electricity is required.

What You Can Expect to Learn:
At the conclusion of this class, you will qualify for an entry-level position as an appliance technician. You will be able to perform typical troubleshooting techniques needed to correct the common problems associated with today’s consumer appliances.

Appliance Repair Basics
CEU 4.0
With instructor-supplied tools and equipment, you will learn the operation and function of each key system in major household appliances, including gas and electric ranges and clothes dryers, dishwashers, refrigerators, washing machines and microwave ovens. By working on the circuitry of actual appliance parts, you will learn to identify and test the main electronic, electrical and electro-mechanical components associated with each appliance. Additionally, you will learn to read the schematic symbols for appliance-related components. At the conclusion of this course, you will be qualified for an entry-level position in the appliance repair field.

NOTE: All materials and equipment will be supplied by the instructor.
Instructor: Santronics Inc., Tuition $225 + general fee $525. Total $750.
Prerequisite: No previous knowledge of electronics or electricity is required.
Required: Must understand, speak and write English well and have a solid understanding of basic math.
ELEC 001-04 Saturdays, 9 a.m.-6 p.m., September 12-October 10 (5 sessions)

INFORMATION NIGHT
Careers in Electronics for High Tech Industries

Learn about the Certificate in Electronics for High Tech Industries

- What is the Career Outlook?
- Is this a good career choice for you?
- Do you have aptitude?
- Meet the Instructor
- Meet industry experts

Tuesday, August 11,
6-7:30 p.m.
Crabiel Hall, Raritan Room
Certificate in Electronics for High Tech Industries

Why You Should Attend:
According to the Bureau of Labor Statistics, “Employment of electrical and electronics installers and repairers of commercial and industrial equipment is expected to grow by 5 percent from 2010 to 2020.” If you want to be a part of this growing field and become an electronics technician, assembler, installer or troubleshooter in the electronics field, this program is for you.

Who Should Attend?
No previous knowledge of electronics is required to register for this program, but you must hold a high-school diploma or equivalent and have a solid knowledge of basic math. Additionally, good eye-hand coordination, arm-hand steadiness, attention to detail and analytic thinking skills will help you succeed.

What You Can Expect to Learn:
At the completion of this three-course program, you will know how to assemble, calibrate, test, maintain, troubleshoot and repair a wide range of electronic, electrical and electromechanical systems.

Introduction to Electronics
CEU 3.2
At the conclusion of this class, you will have a good understanding of key electronics and electricity laws, and the rules and concepts affecting the design, construction, installation, maintenance and troubleshooting procedures for nearly all types of electronics currently available on the market. Using a typical analog and/or digital meter, you will learn to identify and test components both in and out of a circuit board. Basic soldering, circuit assembly and component installation and removal techniques are covered as well as AC/DC signals, current, voltage, resistance, ohm’s law, power law, series and parallel circuits, short and open conditions and so much more.

NOTE: All materials and equipment will be supplied by the instructor.
Instructor: Santronics Inc., Tuition $150 + general fee $450. Total $600.
Prerequisite: No previous knowledge of electronics or electricity is required.
Required: Must understand, speak and write English well and have a solid understanding of basic math.

Testing Equipment and Troubleshooting
CEU 2.0
In this class you will learn to measure frequency and other time-related signals. Additionally, you will learn to use crucial testing equipment to measure AC and DC voltage and current. Careful attention is given to the proper use of the digital and analog multi-meter and the oscilloscope. Several other instruments are discussed and employed throughout this course including the capacitance, ESR and inductance meters, the signal generator, frequency counter and bench DC power supplies. To enhance your understanding of the topics discussed, you will spend considerable time performing typical live measurements on real-life circuits provided for class practice. You will be introduced to the troubleshooting process and learn to apply commonly used procedures and techniques to diagnose and repair circuit failures. You will enhance your understanding of such troubleshooting methods by wiring and/or working on “bugged” circuits provided for class practice.

NOTE: All materials and equipment will be supplied by the instructor.
Instructor: Santronics Inc., Tuition $100 + general fee $200. Total $300.
Prerequisite: Successful completion of Introduction to Electronics.
Required: Must understand, speak and write English well and have a solid understanding of basic math.

Troubleshooting Electronic Systems
CEU 4.4
Upon completion of this module, you will have a practical and realistic understanding of the operation, maintenance and repair of key electronic and electrical circuits commonly found in a wide variety of machines, across multiple fields tied to the electronics industry. Such electrical structures include DC power supplies and inverters, servos and timing, sensing, signal and amplifier, motor drive and logic circuits, microprocessor-based electrical systems, and many other relevant supporting circuits provided for class practice. In this module, you will develop a deeper understanding of the troubleshooting process and learn to apply commonly used procedures and techniques to diagnose and repair typical circuit failures. To enhance your understanding of troubleshooting methods you will build and perform typical measurements and troubleshooting on a wide variety of real-life circuits provided for class practice.

Instructor: Santronics Inc., Tuition $150 + general fee $450. Total $600.
NOTE: All materials and equipment will be supplied by the instructor.
Prerequisite: Successful completion of Testing Equipment and Troubleshooting.
Required: Must understand, speak and write English well and have a solid understanding of basic math.

Call 732.906.2556
The Management Certificate

For Managers, Supervisors, Team Leaders and those who want to be

Why You Should Attend:
This program is designed to assist anyone who is being asked to manage, supervise or lead a team. It is for you if you 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.

What You Can Expect To Learn:
In-class exercises and discussions will help you become a more successful manager. Topics include techniques to gain acceptance as an administrator, effective goal setting methods through the planning process, how to become an outstanding communicator, managing your staff for optimal performance and essential aspects of the human resource function.

Requirements for the Management Certificate:
To qualify, you must complete eight courses: Five required courses below, plus three courses selected from the list of electives on the following pages.

Is it necessary to Enroll in the Certificate Program to Benefit from These Courses?
No. Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

Total Program Cost: $798 (Save $202)
Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:
5 required courses and 3 electives: $1,000 if paid separately ($125 per course).

REQUIRED COURSES

The Role of the Manager Revised
CEU 0.6
The keys 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: G. Bine, Tuition $100 + general fee $25, Total $125.
CBMA 706-13 Saturday, 9 a.m.-4 p.m., September 19

The Planning Process New
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 you will 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: G. Bine, Tuition $100 + general fee $25. Total $125.
CBMA 711-01 Saturday, 9 a.m.-4 p.m., September 26

Effective Communication Revised
CEU 0.6
Communication is not just about speaking; it’s about listening to and understanding what others are saying. It’s about knowing how to bridge communication gaps that often detracts 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: G. Bine, Tuition $100 + general fee $25, Total $125.
CBMA 709-13 Saturday, 9 a.m.-4 p.m., October 3
Managing Your Staff and Team

CEU 0.6
Today’s managers must be effective team builders in order to remain relevant. Learn strategies, through lecture and activities, to transform a group into a team, thereby maximizing 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: G. Bine, Tuition $100 + general fee $25, Total $125.
CBMA 712-01 Saturday, 9 a.m.-4 p.m., October 10

Key Human Resource Issues for Non-HR Managers

CEU 0.6
In this practical and interactive session you will 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.

Tuition $100 + general fee $25. Total $125.
CBMA 713-01 Saturday, 9 a.m.-4 p.m., October 17

Human Resources Certificate

Why You Should Attend:
Gain valuable skills that 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 whatever goals you have.

What You Can Expect to Learn:
The latest trends and directions in the field; information on issues such as sexual harassment, the Americans with Disabilities Act (ADA), drug and alcohol testing and AIDS in the workplace.

Requirements for the Human Resources Certificate:
To qualify, you must successfully complete eight courses: The five required courses below, plus three courses selected from the list of electives on the following pages.

Is it Necessary to Enroll in the Certificate Program to Benefit from These Courses?
No. Each course is designed as a complete learning experience. If you enroll in an individual course, you will receive a certificate of individual course completion.

Total Program Cost: $798 (Save $202)
Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:
5 required courses and 3 electives: $1,000 if paid separately ($125 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. Projected skill shortages and cultural diversity will be examined as they affect the corporate environment today. Examine how external factors, such as the economy, legislation and cultural trends affect the field.

Instructor: W. Molloy, Tuition $100 + general fee $25. Total $125.
CBHR 735-44 Saturday, 9 a.m.-4 p.m., September 19
**Employment Relations**  
**CEU 0.6**  
Learn to create a positive working environment in order to maximize productivity and remain competitive. Learn techniques to reduce absenteeism, conflict resolution, coaching and counseling techniques, 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 $100 + general fee $25. Total $125.*  
**CBHR 737-44** Saturday, 9 a.m.-4 p.m., September 26

**Compensation: Salary and Benefits**  
**CEU 0.6**  
Learn about cost containment strategies, federal and state laws governing compensation, compensation techniques, anti-discrimination laws and unemployment and workers’ compensation issues. Changing trends in benefits and the laws that govern them such as COBRA and Family Leave are included.  
*Instructor: M. Miller, Tuition $100 + general fee $25. Total $125.*  
**CBHR 739-44** Saturday, 9 a.m.-4 p.m., October 10

**Recruiting & Selecting: Hire Right the First Time**  
**CEU 0.6**  
Learn good interviewing and recruiting techniques that ensure you get the best candidate. Learn 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. Malloy, Tuition $100 + general fee $25. Total $125.*  
**CBHR 724-44** Saturday, 9 a.m.-4 p.m., October 3

**Training & Development**  
**CEU 0.6**  
This course demonstrates 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, how to assess training needs, define objectives, and create and evaluate programs.  
*Instructor: M. Miller, Tuition $100 + general fee $25. Total $125.*  
**CBHR 738-47** Saturday, 9 a.m.-4 p.m., October 17

**Conflict Resolution**  
**CEU 0.6**  
Conflict is inevitable, like death and paying taxes, but it need not have a bad outcome for the parties involved. At the conclusion of this one-day course, you will have a toolbox filled with strategies for conflict resolution in the workplace. You will learn about the culture of conflict, how to identify sources of conflict, the difference between negotiation and mediation, how to harness conflict as a source for creativity and, most importantly, how to resolve conflict in a way that satisfies all.  
*Instructor: B. Horne, Tuition $100 + general fee $25. Total $125.*  
**CBEL 872-19** Monday & Wednesday, 6:30-9:30 p.m., October 19, 21

**Legally Dismissing The Unsatisfactory Performer**  
**CEU 0.6**  
Many supervisors and managers fear that they cannot terminate insubordinate or underperforming employees because of the potential for legal retaliation. This is a sensitive issue that requires knowledge and skill. Who needs to be involved? What issues must be raised or avoided? At the completion of this course you will know how to legally dismiss a problem employee with fairness and in line with corporate polices. If you manage people and lead teams, this is an essential skill and competency.  
*Instructor: M. Miller, Tuition $100 + general fee $25. Total $125.*  
**CBEL 894-04** Saturday, 9 a.m.-4 p.m., October 24

**ELECTIVES**

A wide variety of electives are available to complete the Management and Human Resources programs. You may select any three electives from the following list. These courses are open to anyone who wishes to develop their business skills and can be taken individually or as part of one of the Certificate programs. Electives vary each semester. Each elective may be used to complete requirements for only one certificate program.
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 your 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.
Tuition $100 + general fee $25. Total $125.
CBEL 758-40 Monday & Wednesday, 6:30-9:30 p.m., October 26, 28

Employment Law New
CEU 0.6
This course is designed for managers, supervisors, employees and others to understand the legal implications and practical issues of various laws affecting the workplace. Learn 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 New Jersey Conscientious Employee Protection Act (CEPA), and federal and New Jersey wage and hour laws.
Instructor: G. Savits, Tuition $100 + general fee $25. Total $125.
CBEL 901-01 Saturday, 9 a.m.-4 p.m., October 31

The Power of Negotiating
CEU 0.6
Whether you are involved in negotiating a business arrangement or trying to get approval for a day off from your boss, your ability to persuade and influence others will determine if you are successful at achieving your objective or not. Anyone can become a successful negotiator and this course will show you how, with dignity and with no “blood on the floor.” How? By developing the tools of strategic thinking and preparation, win-win techniques, the power of the four Bs and learning when to accept or reject an offer, you too can become a winning negotiator.
Instructor: M. Miller, Tuition $100 + general fee $25. Total $125.
CBEL 820-25 Saturday, 9 a.m.-4 p.m., November 7

Personal Effectiveness
CEU 0.6
This course will help you to improve your effectiveness by addressing the following questions: How are you perceived by others? How do you express yourself in meetings, email, in your tweets, on the phone or face-to-face? Do people at work value your opinion and invite you to participate in problem-solving? Join us and learn to develop a personal strategy of behavior to increase your effectiveness that will help you to achieve your goals.
Instructor: M. Miller, Tuition $100 + general fee $25. Total $125.
CBEL 889-08 Saturday, 9 a.m.-4 p.m., November 14

Leadership and Social Styles New
CEU 0.6
Effective leaders and communicators tend to mirror the characteristics of the person they are with. Whether you realize it or not, people respond better to individuals who are like themselves. They feel a connection with the other person that they might not be able to articulate but they still recognize that the other person “gets them.” For this reason, it is useful to understand and identify your own preferred style of interacting with others, as well as the social styles of your staff, colleagues and supervisors. With this information, you can develop a personal blueprint for effectively working with others in a variety of settings.
Instructor: J. Miraglia, Tuition $100 + general fee $25. Total $125.
CBEL 898-02 Tuesday & Thursday, 6:30-9:30 p.m., December 1, 3

Recruiting on LinkedIn New
CEU 0.6
With 75 percent of the American workforce connected to LinkedIn, it is an essential part of any recruitment initiative. Join us and learn how to effectively source and communicate with potential candidates and build talent communities through LinkedIn. You will practice the LinkedIn techniques taught, using a target job of your choice. You should establish a LinkedIn account prior to class (full profile not necessary).
Instructor: J. Miraglia, Tuition $100 + general fee $25. Total $125.
CBEL 899-02 Tuesday & Thursday, 6:30-9:30 p.m., December 8, 10
Professional & Community Programs

Business Etiquette: Personal Savvy for Professional Success New
CEU 0.6
Learn how to build better, stronger and more successful professional relationships by developing the manners and etiquette that is appropriate for today’s office environment. Course topics include best practices for skyping, texting and emailing; business dining, table manners and networking; and how to build your professional image and personal brand.
Instructor: C. Jenkins, Tuition $100 + general fee $25, Total $125
CBEL 902-01 Monday & Wednesday, 6:30-9:30 p.m. November 16, 18.

Root Cause Analysis (Problem Solving) New
CEU 0.6
Because of time constraints or lack of knowledge, many managers respond to problems with a band aid or some other patchwork of quick-fixes. Without finding the root cause, that same problem is likely to resurface and the cycle begins again. Root cause analysis provides a model to logically analyze a problem and identify the underlying cause. In this class you will learn to utilize the 5 Whys, Thought Mapping and the Pareto Chart to get to the root cause of the problem.
CBEL 903-01 Monday and Wednesday, 6:30-9:30 p.m., November 30, December 2

BUSINESS COMMUNICATION

Business Writing New
ONLINE
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don’t let small gaps in your business writing skills prevent you from reaching your full potential! Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. Presented by: Ed2go.
Cost: $99. Directions: Go to www.ed2go.com/Middlesex. Find this course or another that is right for you. Click on the course and then click Enroll Now.
Note: Registration for all ed2go courses must go through www.ed2go.com/Middlesex.

ATTENTION

Military Veterans and Service Members

You may qualify for funding through the Department of Veterans Affairs for college courses - both non-credit and credit.

Contact the Center for Veterans Services in Chambers Hall as soon as possible.

Vets@middlesexcc.edu or 732.906.7770

ARE YOU:

Unemployed, Underemployed, a Veteran or Working at a Low Paying Job?

If so, you may qualify for free or low cost training in the ALLIED HEALTH Field.

Interested? Curious? Want to Learn More?

Contact us at 732.906.7735 or NNJHPC@middlesexcc.edu AND

You may also qualify for job placement assistance at no charge
HOME-BASED BUSINESSES

Treasure Hunting! Storage Lockers, Flea Markets, Yard Sales For Fun and Profit
Learn how to become successful at buying the contents of valuable storage lockers and selling the contents for a profit. Also, explore how to earn money by selling at flea markets and how to get the most from yard sales. David Carlon, who has 25 years of experience in both buying lockers and selling at flea markets, will walk you through the steps to success. Find out how to select auctions to attend, the keys to bidding and buying great lockers and how to resell the items for profit – in person and online. Today’s treasure hunters make money and have fun doing so!
GENI 388-06 Wednesday 6:30-9:30 p.m., October 14

eBay® & Amazon.com® Buying and Selling
CEU 1.2
You've seen the commercials and they do not exaggerate their claims. You can buy or sell anything on eBay! Join us to learn how in this very basic introduction to buying and selling on eBay and Amazon.com but there are a few things you need to know to generate a good profit.
Instructor: M. DeFeo, Tuition $50 + general fee $49. Total $99.
GENI 385-12 Wednesdays, 6:30-9:30 p.m., September 30, October 7, 14, 21

Internet Marketing for eBay® and Amazon.com®
CEU 0.6
This course is specifically recommended for those who plan to regularly sell online. Learn how to boost your sales, ship your products more efficiently and develop positive customer relations. Additional topics include advanced selling, marketing strategies, communicating with your customers, shipping methods, eBay claims and disputes, Amazon A-Z claims, seller performance standards, feedback and so 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 389-05 Wednesdays, 6:30-9:30 p.m., November 4, 18

Voices for All – One-On-One Online Instruction
CEU 0.15
This fun and empowering 90-minute, one on-one introductory class covers the different types of voiceovers and the tools needed to find success. You’ll be coached as you read a script, and be recorded so you can receive a professional voice evaluation later. With this course, you’ll have the information necessary to help you decide if this is something you’d like to pursue. The course is taught by a professional voice actor from the Voice Acting Training Company, Voices for All.
Required: Include your clearly written email address and telephone with registration. After registration, the instructor will contact you to arrange for your 90-minute class.
Tuition $25 + general fee $25. Total $50.
COVO 002-05

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 001-32 Thursday, 6-8 p.m., October 29

CAREER BOOST

Speak Like a Pro...Without Being Terrified
CEU 2.4
Do you quake at just the thought of giving a public speech? Do you dread giving a presentation to your colleagues or are you dreading the toast you are giving at your best friend’s wedding? Join us in a fun, non-threatening journey from novice to speaking like a pro in only eight sessions. Everyone has butterflies when he or she speaks but pros know how to make them fly in formation!
Instructor: A. Jaffe, Tuition $175 + general fee $75. Total $250.
COWR 006-09 Mondays, 6:30-9:30 p.m., October 19-December 7 (8 sessions)
Professional & Community Programs

ANIMAL CARE

State Approved Courses

New Jersey State Certified Animal Control Officer

CEU 4.9

Middlesex County College is proud to offer the Certified Animal Control Officer (ACO) Course, approved by the New Jersey Department of Health. You will be taught by, interact with, and build relationships with eight of the foremost experts in the State of New Jersey regarding animal control.

Who Should Attend?
Anyone interested in animal welfare personally or as a profession may and should attend. This includes kennel managers, shelter workers, rescue group personnel, volunteers, and those seeking an exciting career in animal control. Additionally, students in our Veterinary Assistant Certificate program will benefit from this course.

Why You Should Attend:
Successful completion of this course meets the requirements of the N.J.A.C. 8:23A-2.2 statute for appointment as an ACO by a New Jersey Municipality. Additionally, 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.

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

Prerequisites
There are no mandatory training or experience prerequisites necessary to attend this course.

What You Can Expect to Learn:
• 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
• First aid for injured animals

Instructors: Provided by Career Development Institute (CDI)
Tuition $157 + general fee $632. Total $789.
COAC 001-01 Saturdays, 9 a.m.-5 p.m., October 24-December 12 (no class November 28) (7 sessions)

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

Look for our Revised Veterinary Certificate Program in Spring 2016!
Wildlife Rehabilitation: The Basic Training  

CEU 4.0

Wildlife rehabilitation is the process of caring for injured, ill and orphaned native wild animals with the goal of releasing each one back to their natural habitat. This course is part of an alternative route program to meet New Jersey State licensing requirements for wildlife rehabilitators. It is approved by the New Jersey Division of Fish & Wildlife of the Department of Environmental Protection. Successful completion of the course will count for 40 hours toward the 200-hour New Jersey apprenticeship licensing requirement. Additionally, this course will benefit anyone interested in learning about native wildlife.

Who Should Attend?
This course is designed for individuals interested in becoming licensed and successful wildlife rehabilitators, rehabilitators who wish to add additional species to their current permit and everyone who wishes to learn about native New Jersey wildlife.

Why You Should Attend:
Successful completion of this course will count for 40 hours toward the 200-hour New Jersey apprenticeship licensing requirement. Additionally, this course will benefit anyone who likes animals and is interested in learning about our wildlife. Over the course of five days, you will learn, interact and build relationships with some of the foremost experts in wildlife rehabilitation.

Requirements
Successful completion of the course requires attendance at all classes and a passing grade of 70 per cent or higher.

Prerequisites
There are no mandatory training or experience prerequisites necessary to attend this course.

What You Can Expect to Learn:
- Administrative code, licensing requirements, regulations and types of permits.
- Mammal rehabilitation:
  - Species identification
  - Proper housing, handling care and nutrition
- Turtle rehabilitation:
  - Species identification
  - Determining age, health and condition
  - Release considerations, criteria & methods
- Snake and amphibian rehabilitation:
  - Species identification – snakes, venomous/non-venomous, frogs/small amphibians
  - Proper diet, feeding methods & equipment
- Wildlife disease recognition and prevention.
- Avian wildlife rehabilitation.
- Species identification – songbirds/passerines, waterfowl/wading birds and raptors/owls.
- Fluid therapy, gavage and wound management.

Instructors: Provided by Career Development Institute (CDI)
Tuition $99 + general fee $400. Total $499.

COAC 003-01 Saturdays, 9 a.m.-5 p.m. October 17-November 14 (5 sessions)

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

Interested in Starting an Animal-Related Business?

See the Animal Business Certificate on page 24
Professional & Community Programs

Veterinary Assistant

This online program will prepare you to become a productive member of a veterinary team. You’ll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs. You’ll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals. Presented by ed2go Career Training Programs.

Cost: $1995. Directions: Go to http://careertraining.com.ed2go/mcc. Find this course (GES118) or another that is right for you via Search Our Programs and follow directions.

Note: Registration for all ed2go Career Training Program courses must go through http://careertraining.com.ed2go/mcc.

Become a Veterinary Assistant

Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals. Presented by Ed2go.

Cost: $99. Directions: Go to www.ed2go.com/Middlesex, Find this course or another that is right for you. Click on the course and then click Enroll Now.

Note: Registration for all ed2go courses must go through www.ed2go.com/Middlesex.

Become a VeterinaryAssistant II: Canine Reproduction

This course provides a guide to the principles of sound dog breeding. If you’re a veterinary assistant or preparing to become one, this course will help you understand the essential facts so you can knowledgeably converse with clients on the complexities of canine reproduction. Presented by: Ed2go.

Cost: $99. Directions: Go to www.ed2go.com/Middlesex, Find this course or another that is right for you. Click on the course and then click Enroll Now.

Note: Registration for all ed2go courses must go through www.ed2go.com/Middlesex.

Animal Business Certificate

Why You Should Attend:
This program will give you the skills necessary to stay ahead of the “pack” in the animal care industry. It’s not “a walk in the park” but it is a business that is flexible and fun, and can easily increase your income.

Requirements for the Certificate:
To qualify for the Animal Business Certificate, you must complete the three courses listed below. If you prefer, registration is also accepted 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 001-21 Monday, 6-9 p.m., October 19

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, how to generate clients as well as working with different client personalities.
Tuition $35 + general fee $15. Total $50.
COAB 002-21 Monday, 6-9 p.m., October 26

The Fundamentals of Animal Care, Health and Behavior
CEU 0.3
Topics include animal feeding, sanitation, disease prevention, mandatory vaccinations and illness recognition. Additional subjects include general first aid and animal behaviors.
Tuition $35 + general fee $15. Total $50.
COAB 003-21 Monday, 6-9 p.m., November 2
ALLIED HEALTH
Medical Assistant Certificate

What is a Medical Assistant?
Medical assistants perform clinical tasks such as basic lab tests and assisting with examinations and procedures as well as administrative tasks such as scheduling appointments, coding, billing and patient education, under the direction of a licensed physician.

Why You Should Attend:
According to the U.S. Bureau of Labor Statistics, medical assisting is projected to be one of the fastest growing occupations in the nation.

Entrance Requirements:
Proficiency in spoken and written English

Program Requirements:
In addition to successfully completing the 12 courses of the Medical Assistant Program, you must:
- Successfully complete a criminal background check prior to entering Clinical Procedures. Information provided on the first day of class.
- Provide immunization records and personal health insurance card prior to entering externship. Information provided on the first day of class.
- Wear scrubs and lab coat with college patch to class (approximate cost $15-$30 per set) available at College Bookstore. White lab coat is required for Clinical Procedures and Phlebotomy II.
- Purchase textbook for first day of class. Medical Assistant Tool Kit is required for Clinical Procedures. Both are available at College Bookstore.

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

NOTE: Wear closed-toe shoes to all classes.

COLLEGE CREDIT
Sixteen (16) 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.

Prior learning Assessment: Prior experience within the medical assisting field may lead to additional credits. Determination is made by committee review.
For additional information regarding college credit only, contact Steve Larkin 732.906.2581 or slarkin@middlesexcc.edu.
Course requirements for the Medical Assistant

1. Anatomy, Physiology & Terminology for the Medical Assistant
2. Today’s Health Care Office
3. Pharmacology for the Medical Assistant
4. Career Preparation
5. Clinical Procedures for the Medical Assistant
6. Bloodborne Pathogens Certification
7. Basic Life Support CPR
8. First Aid for the Medical Assistant
9. Phlebotomy I
10. Phlebotomy II
11. ECG/EKG Technician
12. Medical Assistant Externship

MEDICAL ASSISTANT WAIVER

In certain situations, various Medical Assistant courses may be waived at the discretion of the College. In order to be considered, you must submit appropriate documentation to support your request with a $75 processing fee per course. Call 732.906.7740 for more information.

Note: Register Early. Seats Fill Quickly.

For additional information regarding the Medical Assistant Certificate Program contact
Lori Fragoso, Monday-Friday, 8:30 a.m.-1:30 p.m., 732.906.7740 or
Registration 9 a.m.-4:30 p.m., 732.906.2556

PAYMENT OPTIONS:
NEW MEDICAL ASSISTANT STUDENT DISCOUNT:
Total cost for eight (MA I-MA VIII only) 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

NEW MEDICAL ASSISTANT STUDENTS

MA I: Anatomy, Physiology and Terminology for the Medical Assistant
CEU 10.2
Learn basic anatomy and physiology and the terminology used in the medical office.
Textbook required for FIRST class, available at College Bookstore. Scrubs and closed-toe shoes required for first day of class.
Instructor: A. Pucillo, Tuition $801 + general fee $159. Total $960.
Prerequisite: See Entrance Requirements
AHMA 002-20 Mondays-Thursdays, 9 a.m.-4 p.m., and Fridays 9 a.m.-Noon, September 14-October 8 (19 sessions)

MA II: Today’s Health Care Office
CEU 7.2
Topics include how to run a successful practice, policies and procedures, scheduling, insurance, billing, collection and coding, and the use of medical software.
Textbook required for FIRST class, available at College Bookstore.
Instructor: A. Pucillo, Tuition $600 + general fee $120. Total $720.
Prerequisite: Successful completion of Anatomy, Physiology & Terminology for the Medical Assistant.
AHMA 012-09 Mondays-Thursdays, 9 a.m.-4 p.m., and Fridays 9 a.m.-Noon, October 13-29 (13 sessions)

MA III: Pharmacology for the Medical Assistant
CEU 3.0
Learn about the families of drugs, including benefits and side effects, information contained in prescriptions and regulations for administration.
Textbook required for FIRST class, available at College Bookstore.
Instructor: A. Pucillo, Tuition $200 + general fee $100. Total $300.
Prerequisite: Successful completion of The Healthcare Office
AHMA 013-09 Mondays-Fridays, 9 a.m.-Noon, November 2-November 16 (no class November 11) (10 sessions)

MA IV: Career Preparation
CEU 2.4
Topics include identifying jobs, writing a resume, interviewing and communication skills.
Instructor: A. Pucillo, Tuition $175 + general fee $50. Total $225.
Required: Bring a flash drive to the First class
AHMA 006-20 Mondays-Thursdays, 1-4 p.m., November 2-November 12 (no class November 11) (8 sessions)
MA VI: Clinical Procedures for the Medical Assistant
CEU 11.7
Physicians depend upon medical assistants to perform therapeutic procedures such as bandaging, eye and ear irrigation, and heat and cold therapy. Obtaining, analyzing and transporting quality specimens, and maintaining laboratory instruments and equipment as well as assisting the physician are all part of the job. Students will have an opportunity to practice procedures in a laboratory setting, and learn how to educate, support and comfort patients.

Textbook required for FIRST class, available at College Bookstore.
Instructor: A. Pucillo, Tuition $750 + general fee $349 + consumables fee $75. Total $1,174.
Prerequisite: Successful completion of Medical Assistant Program I-IV, criminal background check, physical examination with current immunizations and personal health insurance coverage.
AHMA 015-09 Mondays-Thursdays, 9 a.m.-4 p.m., and Fridays, 9 a.m.-Noon (December 21, 9 a.m.-Noon), November 18-December 21 (no class November 26, 27) (22 sessions)

MA V: Bloodborne Pathogens Certification
CEU 0.4
Topics include OSHA Bloodborne Standard providing safeguards and management to protect workers against health hazards from exposure to blood and other infectious materials. At the conclusion of the course, you will receive your OSHA Bloodborne Pathogen certification through the American Health and Safety Institute (AHSI).
Instructor: Community Safety Consultants, Tuition $45 + general fee $80. Total $125.
AHMA 024-09 Saturday, 9 a.m.-1 p.m., December 12
Location: Edison Campus

MA VII: Basic Life Support CPR
CEU 0.45
Health Care Provider BLS CPR is designed to meet the needs of health care professionals.
NOTE: Classes are open to current Medical Assistant students only and are co-sponsored with Community Safety Consultants.
Tuition $34 + general fee $65. Total $99.
AHMA 025-09 Monday, 9 a.m.-1:30 p.m., December 19
Location: Edison Campus

MA VIII: First Aid for the Medical Assistant
CEU 0.8
Standard First Aid Level 2 is designed to meet the needs of health care professionals.
NOTE: Classes are open to current Medical Assistant students only and are co-sponsored with Community Safety Consultants. Classes meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen, NJ.
Tuition $34 + general fee $65. Total $99.
Prerequisite: Successful completion of CPR.
AHMA 026-05 Tuesday & Wednesday, 9 a.m.-1 p.m., December 22, 23

ATTENTION MEDICAL ASSISTANT STUDENTS
The remaining Medical Assistant Courses (EKG, Phlebotomy and MA Externship) will be offered in Spring 2016

RETURNING MEDICAL ASSISTANT STUDENTS

MA X: Externship for the Medical Assistant
CEU 20.0
At a clinic or other medical facility, you will perform the duties of a medical assistant under supervision. You are required to work 200 hours.
NOTE: Most externship sites operate during weekday hours only but you may be required to work an alternate schedule. A mandatory three-hour orientation is required prior to the start of fieldwork. Externship coordinator: E. Fishman, Tuition $850 + general fee $149, Total $999.
Prerequisites: Successful completion of MA I-VIII, ECG/EKG and Phlebotomy I & II.
AHMA 016-13 Mandatory Orientation: Wednesday, 9 a.m.-Noon, October 7

NOTE: Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment. You may qualify for job placement assistance at no charge. Questions?
Contact Elliot Fishman at 732.548.6000 ext. 3816.

NOTE: An Elective for Medical Assistant students, Electronic Health Records (EHR) will be offered in January 2016

www.middlesexcc.edu/profcom 27
Phlebotomy Technician Certificate

Why You Should Attend:
According to a report from the American Society of Clinical Pathologists, jobs in this area are plentiful. This is the training you need.

What is Phlebotomy?
Phlebotomists gather and process blood specimens for analysis.

Entrance Requirements:
Proficiency in spoken and written English

Program Requirements:
- White lab coat is required for Phlebotomy II.
- Wear scrubs and closed-toe shoes daily.
- Purchase textbook and workbook for first day of class; available at College Bookstore.
- An attendance rate and final grade of 80 percent or higher is required for each class.

Program Requirements Prior to Entrance into Phlebotomy III:
- Completion of all coursework.
- You must be certified in CPR (BLS Health Care Provider – approximate cost $100).
- Provide immunization records and personal health insurance card prior to entering Phlebotomy III-Externship. Information provided on the first day of Phlebotomy I.
- Successfully complete criminal background check. Information provided on the FIRST day of class.
- Wear scrubs and white lab coat with college patch to externship site.

NOTE: Register Early. Seats Fill Quickly

NOTE: Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment. You may qualify for job placement assistance at no charge. Questions? Contact Elliot Fishman at 732.548.6000 ext. 3816.

PAYMENT OPTIONS WITH 100-HOUR EXTERNSHIP:
Total cost for Phlebotomy I, II, and III: $2,399 (save $474)
Savings are available to students who enroll, with payment, for the complete certificate program.
Individual Pricing: Phlebotomy I, II, III: $2,873 if paid separately

PAYMENT OPTIONS WITH 126-HOUR EXTERNSHIP:
Total cost for Phlebotomy I, II, and III: $2599 (save $462)
Savings are available to students who enroll, with payment, for the complete certificate program.
Individual Pricing: Phlebotomy I, II, III: $3,061 if paid separately

PHLEBOTOMY I WAIVER
In certain situations, Phlebotomy I may be waived at the discretion of the College. For consideration, you must pass an Equivalency Exam and submit a waiver form with a $75 processing fee. Registration is contingent upon space availability. For more information contact Lori Fragoso, 8:30 a.m.-1:30 p.m., 732.906.7740.
NOTE: Priority seating is reserved for students currently enrolled in Phlebotomy I. Therefore a completed waiver application and fee does not guarantee a seat in the current Phlebotomy II class.

Phlebotomy I
CEU 6.0
This course provides an introduction to the phlebotomy profession, infection control, patient care and professional ethics.
Textbook required for FIRST class, available at College Bookstore.
Tuition $500 general fee $213 + liability insurance $36. Total $749.
Prerequisite: See Entrance Requirements
AHPH 001-49 Instructor: L. DiSilvestro, Monday-Friday, 9 a.m.-1 p.m., September 8-September 28 (15 sessions)
AHPH 001-50 Instructor: J. Gilliard, Tuesday, Wednesday & Thursday, 6-9:30 p.m., September 8-October 15 (18 sessions)
Phlebotomy II 
CEU 6.4
Learn 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 practice venipuncture and finger sticks on each other under the supervision of the instructor.
Tuition $579 + general fee $371 + consumables fee $175. Total $1125.

Prerequisites: Successful completion of Phlebotomy I.
AHPH 002-50 Instructor: L. DiSilvestro, Monday-Friday, 9 a.m.-1 p.m., September 30-October 22 (no class October 12) (16 sessions)
AHPH 002-51 Instructor: J. Gilliard, Tuesdays, Wednesdays & Thursdays, 6:30-9:30 p.m., October 20-December 10 (no class November 11, 26) (22 sessions)

Phlebotomy III: Externship
At a hospital or other facility, you will collect samples and perform other duties associated with phlebotomy. Medical assistant students are not required to enroll in the Phlebotomy externship course.
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: Externship sites are available during daytime hours only and can begin as early as 5 a.m.
NOTE: Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment. You may qualify for job placement assistance at no charge. Questions? Contact Elliot Fishman at 732.548.6000 ext. 3816.
Which Externship is Right for Me?
To qualify for certification from the American Medical Transcription association (AMT), you must complete 120 hours of clinical practice. To qualify for an MCC certificate, you must complete 100 hours of clinical practice. Choose below.

Mandatory Orientation for 126-Hour Externship
New
CEU 12.6
In addition to the MCC certificate, to qualify for certification from the American Medical Transcription Association (AMT), you must complete 120 hours of clinical practice.
Tuition $950 + general fee $237. Total $1187.
AHPH 004-01 Instructor: L. DiSilvestro, Tuesday & Wednesday, 9 a.m.-Noon, October 27, 28
AHPH 004-02 Instructor: J. Gilliard, Tuesday & Thursday, 6:30-9:30 p.m., December 15 & 17

Mandatory Orientation for 100-Hour Externship
CEU 10.0
To qualify for an MCC certificate, you must complete 100 hours of clinical practice.
Tuition $850 + general fee $149. Total $999.
AHPH 003-48 Instructor: L. DiSilvestro, Tuesday & Wednesday, 9 a.m.-Noon, October 27, 28
AHPH 003-49 Instructor: J. Gilliard, Tuesday & Thursday, 6:30-9:30 p.m., December 15, 17

COLLEGE CREDITS
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 additional information regarding college credit only, contact Steve Larkin: 732.906.2581 or Slarkin@middlesexcc.edu.
EKG/EKG Technician Certificate

Why You Should Attend:
EKG/EKG technicians are considered to be one of today’s in-demand allied health professions.

What does an EKG/EKG Technician do?
As an EKG/EKG technician, you will perform electrocardiograms, a diagnostic tool used to manage patients with heart conditions. ECG/EKG technicians work in hospitals, private medical practices, nursing homes and insurance companies.

Entrance Requirements:
Proficiency in spoken and written English

Program Requirements:
• You must be certified in CPR (BLS Health Care Provider-approximate cost $100) prior to program completion and successfully complete all coursework.
• Purchase textbook and EKG calipers for first day of class; available at College Bookstore.
• You must wear scrubs to class daily (approximate cost $15-$30 per set) available at the College Bookstore.
• Wear closed-toe shoes every day.
• An attendance rate and final grade of 80 percent is required to pass the class.

Students are required to practice setting up and performing EKGs on each other. The ECG/EKG will be performed behind a screened area on an examination table similar to a physician’s office. Performing an ECG/EKG is necessary for both practice and grading. All tracings will be destroyed to assure confidentiality and to be in compliance with the Federal HIPAA Law (Health Insurance Portability and Accountability Act).

COLLEGE CREDITS

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 additional information regarding college credit only, contact Steve Larkin 732.906.2581 or Slarkin@middlesexcc.edu.

Need additional information regarding the ECG/EKG Technician Certificate Program? Contact Lori Fragoso, Monday-Friday, 8:30 a.m.-1:30 p.m., 732.906.7740 or Registration at 732.906.2556, 9 a.m.-4:30 p.m.
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 the waveform and placement of electrodes.

**Required:** EKG calipers and Textbook required for FIRST class, available at College Bookstore

**NOTE:** This course is not included in the Medical Assistant discount. Tuition $495 + general fee $75 + lab fee $429. Total $999.

AHEK 001-S1 Instructor: L. DiSilvestro, Saturday, 9 a.m.-2 p.m. (1/2 hour lunch)
September 12-December 19 (no class November 28) (14 sessions)

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Dialysis

Dialysis Technician Certificate

CEU 5.25
Dialysis is the process of cleansing the blood of accumulated waste products. It is a complex treatment requiring a team of highly trained professionals. Dialysis technicians are also referred to as renal dialysis, hemodialysis and nephrology technicians. According to the National Kidney Foundation, the leading cause of kidney failure is diabetes. It predicts that the number of Americans with diabetes will rise from 16 million in 2001 to 22 million by the year 2025.

**Who Should Attend?**
This is an essential training program for all health care providers who want to specialize in dialysis therapy and understand the principles of kidney failure. The instructor will provide information about sitting for the national certification examinations given by the Board of Nephrology Examiners Nursing and Technology (BONENT) and the American Nephrology Nurses Association (ANNA).

**Why You Should Attend:**
The growing rate of kidney disease is driving the increased demand for well-trained dialysis technicians. The U.S. Bureau of Labor Statistics predicts that employment in this field is expected to grow by over 30 percent during the next 10 years.

**What You Can Expect to Learn:**
- Key objectives of the leading dialysis technician certification examinations.
- Techniques to manage and operate kidney machines, prepare dialyzer reprocessing and delivery systems, as well as maintain and repair equipment.
- Skills to monitor and record a patient’s vital signs.
- The process for a dialysis team’s administration of local anesthetics and drugs as needed.
- Training of patients for at-home dialysis treatment.

**Required:**
Proficiency in spoken and written English

**Cost:**
Tuition $250 + general fee $749. Total $999.

AHD T 001-01 Tuesdays & Thursdays, 6 p.m.-9:30 p.m., October 20-December 10 (no class November 26) (15 sessions)

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NUTRITION

Nutrition for Optimal Health, Wellness, and Sports

**ONLINE**
Do you want to develop individualized nutritional programs for clients, patients, or yourself? The American College of Sports Medicine has certified this curriculum. Topics include an in-depth examination of contemporary nutritional topics, such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation, and weight management. Presented by ed2go Career Training Programs.

**Cost:** $259.5. **Directions:** Go to [http://careertraining.ed2go.com/mcc](http://careertraining.ed2go.com/mcc). Find this course (GES114) or another that is right for you via Search Our Programs and follow directions

**NOTE:** Registration for all ed2go Career Training Program courses must go through [http://careertraining.ed2go.com/mcc](http://careertraining.ed2go.com/mcc).
Professional & Community Programs

ALZHEIMER’S AND DEMENTIA

Alzheimer’s and Dementia Care Certification

New

CEU 1.2

This National Council of Certified Dementia Practitioners (NCCDP) course and certification is designed for those interested in learning about practical approaches to the diagnosis, treatment and prognosis of Alzheimer’s disease and dementia. Topics covered include effective communication techniques, repetitive and aggressive behaviors, paranoia, hallucinations and end of life issues.

NOTE: To see if you qualify for certification, contact NCCDP at www.nccdp.org before you register.

Why You Should Attend:
This is a required course for those seeking certification as a Certified Dementia Practitioner (CDP). For certification information, please contact the NCCDP at www.nccdp.org. Upon successful completion of this 12-hour course, you will receive a Certified Dementia Practitioner (CDP) application to be submitted to the National Council of Certified Dementia Practitioners (NCCDP) for review.

Who Should Attend?
This is an essential training program for all health care providers as well as family members and caregivers who are interested in obtaining education and proficiency in Alzheimer’s and dementia care.

What You Can Expect to Learn:
• The most comprehensive information about person-centered dementia care and services.
• Overview of dementia, diagnosis, prognosis, treatment options and effective communication strategies.
• Techniques to manage depression, repetitive and aggressive behaviors, paranoia and hallucinations, wandering, hoarding and catastrophic reactions.
• Patient intimacy and sexuality, personal care, nutrition, pain assessment, activities, environmental issues, staff and family support.
• Diversity/cultural competence and end-of-life issues.

Required:
100 percent attendance is mandatory to apply for certification.

Cost:
Tuition $40 + general fee $150 + materials $35 Total $225.

Instructor:
Robyn Barnes, Family Tree Care & Consultation, LLC

AHAD 001-01 Saturdays, 9 a.m.-3:30 p.m., September 26, October 3 (1/2 hr. lunch)
AHAD 001-02 Monday-Thursday, 6-9 p.m., November 16, 17, 18, 19

ONLINE CAREER TRAINING PROGRAMS

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.

SEE PAGE 62-63 for complete details

http://careertraining.ed2go.com/mcc

Professional & Community Programs
DEATH AND DYING

Certified End of Life Specialist (CEOLS) New

ONLINE AHDA 001-01

This video-based, online course and certification is designed to give you practical end-of-life care skills and a working knowledge of the issues surrounding death, dying, grief and loss. The course is delivered in a media-rich approach that includes experiential exercises, films, interviews and more. In order to promote a high level of kindness and understanding, you will be encouraged to reflect on and explore your personal beliefs, fears and limitations concerning death and dying. This course is designed to minimize obstacles that might prevent you from delivering high quality care and companionship to your patient, family member or friend. Learn about the meaning of a “good death” and “dying well” and how to facilitate both.

Why You Should Attend:
As the numbers of baby boomers grow, the need for a humanistic end of life experience also grows. Whether for personal or professional reasons, death eventually affects all of us and it’s never too early to prepare for this ultimate transition.

Who Should Attend?
If you are a personal or professional end-of-life caregiver or would like to be one, this course is appropriate for you. Medical Assistants (MAs), Certified Nursing Assistants (CNAs), Patient Care Technicians (PCTs), Home Health Aides (HHAs), Registered Nurses (RNs), family caregivers, healing and massage therapists, social workers, physical therapists, clergy, mental health professionals, grief counselors and end-of-life coaches will find this course valuable.

What You Can Expect to Learn:
The course consists of 10 modules covering hospice philosophy, end-of-life communication, clinical/pain and symptom management, grief and loss, caregiver roles, ethics and needs of the dying and more. At the conclusion of this course, you will be able to bring new resources to your community by volunteering or caregiving either personally or professionally.

This training meets and exceeds Medicare and the National Hospice and Palliative Care Organization’s (NHPCO) industry requirements that are recommended for hospice volunteering. Certification is awarded by Teaching Transitions upon successful completion of the course.

Program Cost: Tuition $209 + general fee $488. Total $697.

Registration Information: Registration will be accepted on an ongoing basis throughout the semester. Be sure to include a clearly written email address. You will receive login information to access your teaching portal within 10 days of the time the College receives your registration. You will have a maximum of six months to complete the program and qualify for CEOLS certification through Teaching Transitions.

REGISTER NOW
Call 732.906.2556

Register now with your Visa, Master Card, Discover/Novus.
Professional & Community Programs

Health Information Coding Certificate

Why You Should Attend:
Whether or not you are currently in the medical profession, or if you want a career in health information (medical records) coding, this program is for you.

What is Health Information Coding?
Coders interpret doctor-originated information from patient charts, classify it and assign appropriate numerical codes. These codes are necessary for statistics, billing and quality assurance.

Health Information Coding ICD-9 Certificate:
NOTE: This certificate program is recommended if ICD-10–CM/PCS is NOT adopted as planned in October 2015. You qualify for this certificate after successfully completing the six required courses: Anatomy & Physiology, Medical Terminology, Basic ICD-9, Intermediate ICD-9, CPT-4 Coding I, and CPT-4 Coding II.
NOTE: An attendance rate and final grade of 80 percent or higher is required for each class.

Health Information Coding ICD-10–CM/PCS Certificate:
NOTE: This certificate program is recommended if ICD-10–CM/PCS IS adopted as planned in October 2015. You qualify for this certificate after successfully completing the five required courses: Anatomy & Physiology, Medical Terminology, ICD-10-CM / PCS Medical Coding, CPT-4 Coding I, and CPT-4 Coding II.
NOTE: An attendance rate and final grade of 80 percent or higher is required for each class.

WAIVED COURSES
In certain situations, the Anatomy and Physiology and Medical Terminology courses may be waived at the discretion of the College. In order to be considered, you must submit appropriate documentation to support your request along with a waiver request form and a $75 processing fee for each course. Please call Lori Fragoso at 732.906.7740, from 8:30 a.m.-1:30 p.m., for more information.

NEW STUDENTS
The additional required courses will be offered beginning in spring 2016. Courses will be scheduled on either Saturdays or weekday evenings.

Anatomy and Physiology
CEU 3.6
At course completion, you will have a solid understanding of the human body, its parts and how they relate to each other.
Instructor: S. Macik, Tuition $400 + general fee $125. Total $525.
Prerequisite: None
AMRC 810-71 Saturdays, 8:30 a.m.-1 p.m., September 12-November 7 (no class October 10) (8 sessions)

Medical Terminology
CEU 1.8
Explore the language of medicine and learn to define medical prefixes, suffixes and root words as related to the 10 body systems.
Textbook and Quick Reference required for First class, available at College Bookstore.
Instructor: S. Macik, Tuition $200 + general fee $75. Total $275.
Prerequisite: Anatomy and Physiology
AMRC 811-71 Saturdays, 8:30 a.m.-1 p.m., November 14, 21, December 5, 12

RETURNING STUDENTS

Basic ICD-9-CM Medical Coding
CEU 3.6
NOTE: This course is recommended only if ICD-10–CM/PCS is NOT adopted as planned in October 2015. Learn to assign ICD-9-CM codes for diagnosis and procedures via lecture, discussion and worksheets.
Textbooks required for First class, available at College Bookstore.
Instructor: N. Rapolla, Tuition $400 + general fee $125. Total $525.
Prerequisite: Anatomy & Physiology & Medical Terminology
AMRC 812-63 Saturdays, 9 a.m.-Noon, September 12-December 5 (no class November 28) (12 sessions)
ICD-10-CM/PCS Medical Coding

CEU 6.6
On October 1, 2015 ICD-10-CM/PCS is scheduled for adoption by all healthcare facilities. ICD-10-CM/PCS will improve the ability to measure health care services, enhance clinical decision-making, track public health issues, conduct medical research, identify fraud and abuse, and design payment systems to ensure services are appropriately paid. This course will be taught via lecture, discussion and worksheets.

Textbook required for FIRST class, available at College Bookstore.
Instructor: M. Vargas, Tuition $500 + general fee $399. Total $899.
Prerequisite: Successful completion of Anatomy and Physiology and Medical Terminology or experience with ICD-9 coding.

AMRC 824-04 Mondays & Wednesdays, 6:30-9:30 p.m., September 9-November 30 (no class October 12, November 11) (22 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 Health Information Coding certificate program.
For additional information regarding college credit only, contact Steve Larkin 732.906.2581 or SLarkin@middlesexcc.edu.

Health Information Coding Electives

Medical Billing: An Introduction
CEU 2.1
Learn about insurance companies and policies, how to complete claim forms, Medicare reimbursement practices, Explanation of Benefits (EOB’s), HIPAA regulations and payments.
Textbooks required for FIRST class, available at College Bookstore.
Instructor: S. Macik, Tuition $200 + general fee $75. Total $275.

AMRC 881-18 Wednesdays, 6-9:30 p.m. September 23-October 28 (6 sessions)

Electronic Health Records (EHR) Certificate

OFFERED JANUARY 2016

Why you should attend:
The Department of Health and Human Services, Centers for Medicare & Medicaid Services, have published the Stage 3 Meaningful Use Proposed Rule. This rule maintains the requirement that Computerized Provider Order Entry (CPOE) be executed by either a licensed health provider or a credentialed medical assistant, or the equivalent. The Meaningful Use Rule established specific requirements for using Electronic Health Records (EHRs). The Centers for Medicare and Medicaid Services understand that delegating this task to the medical assistants would increase efficiency and free up nurses and doctors. However, only certified Medical Assistants would be allowed to perform this function. With knowledge about EHR technology, you will distinguish yourself from the majority of applicants for a job in the field of Electronic Health Records.

What is EHR Technology?
The terms Electronic Health Record (EHR) and Electronic Medical Record (EMR) are often used interchangeably to describe a system that stores a patient’s history of medical treatment by means of an electronic database.

Who Should Attend?
Medical records coders, medical assistants, clinical and medical clerical staff, nurses, physician assistants, as well as those who are interested in beginning a new career in the field of electronic health records should attend.

Certificate Requirements:
You will qualify for the EHR certificate when you successfully complete the five courses listed below. Course descriptions continue on the following pages.

• Anatomy and Physiology
• Medical Terminology
• EHR Technology

Program Requirements:
An attendance rate and final grade of 80 percent or higher is required for each class.

Prerequisites:
It is your responsibility to comply with established prerequisites. Prerequisites may be waived when proper documentation is provided.
PHARMACY TECHNICIAN

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

Pharmacy Technician Certificate

Why You Should Attend:
According to the U.S. Department of Labor, employment of pharmacy technicians is expected to increase more than 31 percent by 2018.

What is a Pharmacy Technician?
Pharmacy Technicians assist licensed pharmacists in providing medications and other health care products to patients. Employment opportunities exist in retail and mail-order pharmacies, hospitals and assisted living facilities.

What About Licensing?
Upon completion of the Pharmacy Technician Certificate program, you must register with the State of New Jersey in order to gain employment as a Licensed Pharmacy Technician. To learn how to register, contact 973.504.6450 or www.state.nj.us/oag/ca/pharm/form/pharmtech.pdf

What About Certification?
For certification information, contact the Pharmacy Technician Certification Board.
NOTE: Additional study is recommended to prepare for the exam. For more information contact PTCB at 877.782.2888 or www.ptcb.org. Certification is recommended but not mandatory.

Program Requirements:
• High school diploma or GED Proficiency in spoken and written English
• Basic math skills. Course content includes theory-based medical terminology, drug classifications, dosage calculations, prescription interpretation, drug interactions and inventory control.
• Textbook required for First class, available at College Bookstore.
• White lab coat required for all classes.
Recommended: It is strongly suggested that you successfully complete Intermediate Arithmetic for the Pharmacy Technician before continuing with the program.

Intermediate Arithmetic for the Pharmacy Technician Highly Recommended
CEU 3.0
This 30-hour course is highly recommended if you are considering the Pharmacy Technician Program. Pharmacy calculations must be done with 100 percent accuracy. This course will provide you with an understanding of the different types of calculations used in today’s pharmacy setting.
Textbook required for FIRST class, available at College Bookstore.
Instructor: M. Thornhill, Tuition $100, general fee $99. Total $199.
APTC 215-14 Monday-Friday, 9 a.m.-Noon, September 14-25 (10 sessions)

Pharmacy Technician
CEU 8.0
Instructor: M. Thornhill, Tuition $850 + general fee $149. Total $999.
APTC 214-26 Monday-Friday, 9 a.m.-1 p.m., September 28-October 26 (no class October 12) (20 sessions)

Pharmacy Technician Externship
CEU 10.0
At a retail pharmacy, you will provide assistance to the resident Pharmacist and perform other duties associated with pharmacy. To receive full credit for your externship, you are required to work a minimum of 100 hours.
NOTE: Externship sites are available and operate during daytime hours only.
Prerequisites: Proof of successful completion of Pharmacy Technician, BLS CPR, criminal background check and physical examination with current immunizations and personal health insurance coverage prior to receiving an externship assignment.
Tuition $850 + general fee $149. Total $999.
APTC 216-04 Orientation, Wednesday, 9-11 a.m., October 28

COLLEGE CREDITS
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 Pharmacy Technician program
Prior Learning Assessment: Prior experience within the field of phlebotomy may lead to additional credits. Determination is made by committee review.
For additional information regarding college credit only, contact Steve Larkin 732.906.2581 or SLarkin@middlesexcc.edu.
DENTAL AUXILIARIES

Dental Radiology

Dental Assistant
Authentic dental equipment is used to learn about film, digital and panographic X-ray techniques. We use manikins to simulate real-world experiences.

This course is accredited by the New Jersey Radiologic Technology Board of Examiners. It is designed to meet the legislated requirement of dental radiology education as part of the application process for New Jersey licensure. Course participants will learn film, digital and panographic x-ray techniques on manikins that simulate real-life experiences. Successful course completion includes mandatory clinical practice and evaluations performed in a dental practice approved by the N.J. Bureau of X-Ray Compliance.

PLEASE NOTE: You must provide a copy of a United States high school or GED diploma, or its equivalent. You must be employed in an approved New Jersey dental office and provide proof of employment. At the time of course registration, you must be of good moral character and sign a moral character statement. Phone/Fax registrations will NOT be accepted. Attendance at all lecture and laboratory sessions is mandated by the Board of Radiological Technology. If a session is missed, you must attend a make-up session at a cost to be determined by the College.

Textbook required for FIRST class, available at College Bookstore.
Instructor: L. Tobin & faculty, Tuition $375 + general fee $184 + materials fee $40. Total $599.

PLEASE NOTE: Attendance at all lectures and laboratory sessions is mandated by the Board.

ADEN 001-34 Classroom lectures: Tuesdays, 6-9 p.m., September 15, 22, 29, October 6, 13, 20, 27, November 13, 10, 17 (10 sessions)
Labs: Saturdays, 9 a.m.-1 p.m., October 24, 31, November 7, 14, 21 (5 sessions) (Total sessions 15)

Local Anesthesia

Administration of Local Anesthesia: A Clinical Refresher
DENTAL CEU 4
This course is designed to refresh the hygienist who has taken the local anesthesia course and may not be comfortable in administering all types of local anesthetic blocks. It also meets the New Jersey 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 will include a brief review in the following areas: 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 administrations 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 above) and an up-to-date certificate in Basic Life Support (BLS) or CPR for the Healthcare Provider.
Instructor: J. Leizer D.M.D., Tuition $118 + general fee $20 + material fee $25 + liability insurance $36. Total $199.

ADEN 004-05 Wednesday, 5:30-9:30 p.m., December 2

INFORMATION NIGHT
Dental Radiology for Dental Assistants
Local Anesthesia for Registered Dental Hygienists:
Clinical and Class Refresher Courses
Tuesday, August 11, 6:30 p.m., L’Hommedieu Hall, Room 165

Who should take these courses? What can you expect to learn? Are there requirements or prerequisites?

Tour the College’s Dental Hygiene Clinic & see our state-of-the-art dental radiology equipment: Digital x-ray, Darkroom, Panoramic x-ray machine.

Come to LEARN about the program, MEET the instructors and VISIT your classroom and clinic area!

www.middlesexcc.edu/profcom
Administration of Local Anesthesia: Renewal For Dental Hygienists
Dental CEU 4
This course is designed to meet the New Jersey 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. The course will 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, 4 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 above).
Instructor: J. Leizer, D.M.D., Tuition $100 + general fee $99. Total $199.
ADEN 005-05 Wednesday, 5:30-9:30 p.m., December 9

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 the emphasis on physical activity, an increased 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.

Textbook required for FIRST class, available at College Bookstore. An attendance rate and final grade of 80 percent or higher is required to pass the class.
Instructor: Professional trainer from W.I.T.S. (World Instructor Training Schools). Tuition $299 + general fee $300. Total $599. For additional information regarding course content and certification, call Greg Mahadeen at 732.695.1649.
AFIT 003-26 Tuesdays & Thursdays, 6:30-9:30 p.m., September 22-October 29
NOTE: October 8, 22, 29 classes will meet 6-8:30 p.m. (12 sessions)

ONLINE CAREER TRAINING PROGRAMS

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.

SEE PAGE 62-63 for complete details
http://careertraining.ed2go.com/mcc
Cardiopulmonary Resuscitation

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

CPR: Adult and Pediatric Basic Life Support
CEU 0.4
Course completion cards will be given to students who attend entire course.
Tuition $17 + general fee $34. Total $51.
PLEASE NOTE: Be on time. You will not be admitted if you are 15 minutes late.
ACSC 062-30 Tuesday, 6:30-10:30 p.m., September 15
ACSC 062-31 Tuesday, 6:30-10:30 p.m., October 13
ACSC 062-32 Tuesday, 6:30-10:30 p.m., November 10
ACSC 062-33 Tuesday, 6:30-10:30 p.m., December 8
ACSC 062-34 Saturday, 8 a.m.-Noon, September 19
ACSC 062-35 Saturday, 8 a.m.-Noon, October 17
ACSC 062-36 Saturday, 8 a.m.-Noon, November 21
ACSC 062-37 Saturday, 8 a.m.-Noon, December 19

Health Care Provider BLS CPR
CEU 0.45
This course is designed to meet the needs of healthcare professionals. 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, 6:30-11 p.m., September 15
ACSC 063-31 Tuesday, 6:30-11 p.m., October 13
ACSC 063-32 Tuesday, 6:30-11 p.m., November 10
ACSC 063-33 Tuesday, 6:30-11 p.m., December 8
ACSC 063-34 Saturday, 8 a.m.-12:30 p.m., September 19
ACSC 063-35 Saturday, 8 a.m.-12:30 p.m., October 17
ACSC 063-36 Saturday, 8 a.m.-12:30 p.m., November 21
ACSC 063-37 Saturday, 8 a.m.-12:30 p.m., December 19

CPR: Healthcare Provider Renewal
CEU 0.35
This three-hour course will refresh and update the student on the latest CPR skills.
Prerequisite: Expiring BLS CPR Certification Card. Tuition $17 + general fee $50. Total $67.
ACSC 065-30 Tuesday, 7-10:30 p.m., January 20
ACSC 065-30 Tuesday, 7-10:30 p.m., September 22
ACSC 065-31 Tuesday, 7-10:30 p.m., October 20
ACSC 065-32 Tuesday, 7-10:30 p.m., November 17
ACSC 065-33 Tuesday, 7-10:30 p.m., December 22
ACSC 065-34 Saturday, 1-4:30 p.m., September 19
ACSC 065-35 Saturday, 1-4:30 p.m., October 17
ACSC 065-36 Saturday, 1-4:30 p.m., November 21
ACSC 065-37 Saturday, 1-4:30 p.m., December 19

Advanced Cardiac Life Support (ACLS)
CEU 1.5
This American Health Association course is designed to teach the students life-saving concepts to treat adult victims of cardiac arrest and other cardiopulmonary emergencies.
Prerequisite: Knowledge of ECG interpretation and certification in AHA Healthcare Provider CPR (BLS). Class meets at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place, Metuchen
Tuition $60 + general fee $215. Total $275.
ACSC 064-15 Thursday & Friday, 8 a.m.-4:30 p.m., September 17, 18
ACSC 064-16 Thursday & Friday, 8 a.m.-4:30 p.m., October 8, 9
ACSC 064-17 Thursday & Friday, 8 a.m.-4:30 p.m., November 12, 13
ACSC 064-18 Thursday & Friday, 8 a.m.-4:30 p.m., December 3, 4
FOR NURSES

**IV THERAPY**
CEU 0.8
This eight-hour course will give you the theory and practical knowledge necessary to start and maintain intravenous therapy on patients. Topics include proper identification and location of veins, stabilization of IV cath and tubing, complications of IV therapy and proper patient file documentation. Hands-on practice is emphasized.

**Prerequisite:** Current LPN or RN License. Class meets at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place, Metuchen Tuition $66 + general fee $200. Total $266.

**ACSC 067-11** Wednesday 8 a.m.-4:30 p.m. (½ hour lunch) September 16

**ACSC 067-12** Wednesday, 8 a.m.-4:30 p.m. (½ hour lunch) November 18

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**American Registry of Radiologic Technologists (ARRT)**

**Advanced Placement Assessment and Remediation Plan I**
Instructor: Radiography department faculty, Tuition $299 + general fee $700. Total $999.

**ARAD 212-04** Hours to be arranged with Radiography faculty upon registration.

**What is this Program About?**
This program assessment is intended to provide a pathway to ARRT certification eligibility through Advanced Placement in the Radiography Education program at Middlesex County College.

**Are You Eligible for Advanced Placement?**
You may qualify for Advanced Placement if you have completed a radiology program that is not accredited by the ARRT, (such as a U.S. Military program), or finished an accredited program but are no longer eligible for certification due to: Expiration of your ARRT certification, unsuccessful examination results, expiration of eligibility time period.

**How is Eligibility Determined?**
To qualify for advanced placement and determine the appropriate point of entry, the following areas will be assessed by a Middlesex County College faculty member: Your didactic knowledge through a simulated ARRT examination, a review of your credentials, and assessment of your clinical skills.

**What will you gain?**
At the conclusion of your evaluation and assessment, you will receive a personalized action plan that will include either your appropriate point of entry into the College’s Radiography program or a remediation plan in order to gain entrance.

**Prerequisites**
Completion of an ARRT certified program or U.S. military radiography program, high school diploma, (official transcripts are required), New Jersey state license in Radiography. Completion of CPR for the Health Care Worker is required prior to attending the clinical portion of the program. See page 39 for CPR details.

**Note**
Prior permission from James Ferrell, Radiography Department chair, is required. Call 732.906.2583 for authorization.
WINTERSESSION 2015
REGISTRATION BEGINS OCTOBER 26
www.middlesexcc.edu
December 28-January 13

Earn 3 Credits in 3 Weeks!
Choose from a wide range of courses that meet December 28-January 13 on the Edison campus.

- Earn credits toward your degree
- Complete 3 credits in 3 weeks
- Best value in the region – Tuition is only $106 per credit for Middlesex County residents.
NEW COURSES IN CHINESE

CHINESE 121 AND CHINESE 122:
Designed for students with no previous knowledge, or very limited knowledge, of Mandarin Chinese. This fall, CHN 121 is offered on Wednesday and Friday from 9:30-10:50 a.m.

For more information, call: 732.906.2529
Do You Want to Be a Teacher?

MCC Introduces New Education Transfer Degree

We’re excited to introduce the new Education Transfer A.S. Program! This degree prepares students to transfer as a junior to a four-year college or university to become a certified teacher. It will also prepare them for New Jersey certification as a substitute or to go directly into the workforce as a paraprofessional.

The program includes:

• Courses in communication, mathematics, science, technology, social sciences/humanities and education fulfill general education requirements towards transfer.
• Courses in child or adolescent development, educational psychology, and how to teach using technology.
• An introduction to the field of education.
• Two observational field experiences in an educational setting of their choice.

Visit our website: http://www.middlesexcc.edu/education-transfer
NEW PROGRAM AT MCC!

PUBLIC HEALTH
STARTS IN THE FALL OF 2015

Graduates can transfer to Montclair State, Rutgers and William Paterson University.

It is a growing field with good paying jobs!

• Public health professionals
• Investigate and contain disease outbreaks
• Manage environmental hazards
• Educate children and adults about healthy lifestyles
• Protect food supplies
• Provide health education
• Respond to public health emergencies
• Improve global health
• Assure access to preventive care
Thursday, July 16
Admissions Express – Get accepted today! 3 p.m.
Information Session: Financial Literacy, 5 p.m.

Wednesday, July 22
Admissions Express – Get accepted today! 10 a.m.

Wednesday, August 5
Information Session: How to choose the correct major for your career goals, 10 a.m.
Admissions Express – Get accepted today! 3 p.m.

Thursday, August 6
Information Session: Adult students…A clear pathway to enrollment, 5 p.m.

Tuesday, August 11
Admissions Express – Get accepted today! 10 a.m.

Thursday, August 13
Information Session: Parent session, 5 p.m.

Monday, August 17
Enrollment Express, 9:30 a.m.-7 p.m. (Individual appointments)

Wednesday, August 19
Admissions Express – Get accepted today! 10 a.m.
Admissions Express – Get accepted today! 3 p.m.

Wednesday, August 26
Admissions Express – Get accepted today! 10 a.m.
Information Session: Financial Literacy, 3 p.m.

Saturday, August 29
Admissions Express – Get accepted today! 8:30 a.m.-Noon

FALL OPEN HOUSE – Thursday, October 29, 6-8 p.m.
SPRING OPEN HOUSE – Sunday, April 3, 11 a.m.-1 p.m.
The increased scrutiny of financial transactions has led to a need for people specializing in Forensic Accounting, where an accountant’s skills are combined with those of a detective.

For students who already hold a college degree - Associate’s, Bachelor’s or higher - MCC offers a Certificate of Achievement program in Forensic Accounting and Fraud Examination.

The Program offers courses in Auditing, Fraud Examination, Fraud Data Analysis, Fraud and the Law and Advanced Fraud Examination to provide a foundation that will allow graduates to pursue opportunities in this area.

For more information, please contact Nancy Bailey, Chair, Accounting Business and Legal Studies Department, at 732.906.2594.
Create your own magic!!

**ANIMATION & GAMING PROGRAM**

Come study and master a craft seen not only in movies and on your Xbox, but also in advertising, visual effects, product visualization, prototyping and 3D printing, in architecture, industrial design, science, data visualization, medicine and education.

**Students take five animation and gaming courses:**

- **GAM 218**  3D Modeling and Animation Foundations
- **GAM 219**  Game Design Foundations
- **GAM 222**  Animation Workshop
- **GAM 223**  Game Design Workshop
- **GAM 280**  Portfolio

Students also have access to video screen captures of every demo presented in class (and more) to review in their own time. Autodesk Maya (free download for students) is used to create and animate the modeled assets. These are then imported into the game engine Unity (also free) to create an interactive experience.

Take your imagination and create something from nothing. Build your own world and bring it to life.

**If you can think it, you can create it!**

Visit our website:
http://www.middlesexcc.edu/gaming-and-animation/

Like us on Facebook:
https://www.facebook.com/middlesex3d

Follow us on Twitter:
#middlesex3d
Dietetics is the health field that focuses on nutrition and health. Registered Dietitian Nutritionists (RD®/RDN®) and Dietetic Technicians, Registered (DTR®) translate the science of nutrition into practical solutions for healthy living. As integral members of health care teams and food management teams, RDs/RDNs and DTRs advocate for nutritional health and food safety.

Middlesex County College offers two majors in Dietetics:

DIETETIC TECHNOLOGY
Graduates are eligible to complete the national dietetic technology credentialing exam and begin a career in a variety of health care and public health settings as well as schools, wellness centers, and food companies.

DIETETICS TRANSFER
This meets the requirements of the first two years of a Bachelor of Science Degree in the field of dietetics and is designed as a pathway for the MCC student to transfer to a four-year college or university.

*Contact the Hospitality, Culinary Arts, and Dietetics Department at 732.906.2538 for more information.*
The Military Times named Middlesex County College as the #5 two-year college in the nation and highest ranked community college in New Jersey for being “Best for Vets.” Here’s why we rank so highly in this extremely competitive process.

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 two 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 Chambers Hall, Room 124. Our webpage is [www.middlesexcc.edu/veterans](http://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"*
CREDIT COURSES
Certificates and Degrees
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
- Management Support Services Certificate
- Marketing
- Paralegal Studies
- Paralegal Studies Certificate
- Paralegal Studies Certificate of Achievement
- Small Business Management/Entrepreneurial Studies
- Small Business Management/Entrepreneurial Studies Certificate
- Small Business Management/Entrepreneurial Studies Certificate of Achievement

**Computer Science**
- Computer and Information Systems
- Computer Help Desk Administration Certificate of Achievement
- Computer Programming Certificate
- Computer Science
- Information Systems Security Certificate of Achievement
- Java and Web Programming Certificate of Achievement
- Network Administration and Support
- Network Administration Certificate
- Windows/PC Support Certificate of Achievement

**Creative Arts**
- Advertising Graphic Design
- Fine Arts-Art
- Fine Arts-Music
- Fine Arts-Theatre
- Gaming/Animation
- Liberal Arts-Communications
- Liberal Arts-Dance
- Liberal Arts-Journalism
- Liberal Arts-Music
- Liberal Arts-Theatre
- Liberal Arts-Visual Arts
- Liberal Arts-Writing
- Professional Commercial Photography

**Education/Protective Services**
- Criminal Justice-Correction Administration
- Criminal Justice-Correction Administration Certificate
- Criminal Justice-Police Science
- Education Transfer
- Fire Science-Certificate
- Fire Science-Technology
- Liberal Arts-Education
- Liberal Arts-Physical Education/Recreation

**Engineering 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**
- Allied Health Pre-Professional
- Allied Health Pre-Professional Certificate
- Dental Hygiene
- Health Science
- Medical Laboratory Technology
- Nursing
- Psychosocial Rehabilitation and Treatment
- Public Health
- Radiography Education
- Respiratory Care
History/Language/Social Science
Addiction Studies Certificate
Liberal Arts-African-American Studies
Liberal Arts-Cinema Studies
Liberal Arts-English
Liberal Arts-General
Liberal Arts-Genocide and the Holocaust
Liberal Arts-History
Liberal Arts-Modern Language
Liberal Arts-Philosophy
Liberal Arts-Political Science
Liberal Arts-Psychology
Liberal Arts-Social and Rehabilitation Services
Liberal Arts-Social Sciences
Liberal Arts-Sociology

Hospitality, Culinary Arts & Dietetics
Baking and Pastry Arts Certificate of Achievement
Culinary Arts Certificate
Culinary Arts Management
Culinary Arts Certificate
Dietetic Technology
Dietetic
Hotel Operations Certificate of Achievement
Hotel/Motel Management
Restaurant Operations Certificate of Achievement
Restaurant/Food Service Management

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

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

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Carol B. Bellante, Deputy Director
Kenneth Armwood
Charles Kenny
H. James Polos
Charles E. Tomaro
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George J. Lisicki
Laura Morana
John P. Mulkerin
Robert Oras
Eileen Palumbo ’78
Praful Raja
Nicole Risoli ’15
Joann La Perla-Morales, President
Visit Our Dental Clinic

Our Dental Hygiene Program provides comprehensive dental hygiene care from September through May. Services are available to the public as well as students, faculty, alumni and staff.

Every patient is fully evaluated through medical and dental history review, blood pressure screening, oral examination, oral cancer screening, dental and periodontal assessments and dental x-rays. Patients receive oral hygiene instruction, dental scaling and polishing, fluoride treatment, sealants, diet and nutritional review, and other preventive services. A written referral is provided to patients who require further dental treatment. They are charged according to the services rendered.

Treatment at the dental hygiene clinic proceeds more slowly than in private dental practice because patient care is provided by students and thoroughly monitored by the faculty. Preventive treatment appointments are usually three-and-a-half hours in length, and many patients need more than one visit for the completion of services.

Treatment in the Dental Hygiene clinic is by appointment only. The clinic operates Monday, Wednesday, and Friday between September and May, with the addition of Thursday in the spring.

CLINIC HOURS ARE:
8:30 a.m. to Noon and 1:30 to 5 p.m.
Clinic days may vary according to the Dental Hygiene program schedule.

Contact: Departmental Assistant Betsy Giraud at 732.906.2536 to schedule an appointment.
LIFELONG LEARNING
FOR SENIORS

These courses may be of special interest to Seniors, ages 60+

• Today’s Table: Demonstration Classes for Contemporary Cooks pg 7-10
• Introduction to Blogging pg 70
• Digital Photography pg 58
• Photoshop pg 59
• Social Media and You pg 56
• Hatha Yoga pg 69
• Latin and Ballroom Dance pg 69
• Buying and Selling on eBay and Amazon pg 21
WEB
Web Marketing Certificate

Awarded by Middlesex County College
Essential Web Tools for Marketers, Business Owners and Other Professionals

Why Should You Attend?
The digital explosion has created tremendous opportunity. Being left out of the conversation or not knowing that it exists can damage a business or brand. Learn the methods and techniques that allow you to drive the messages to the feet of those who are not simply “kicking the tires.” You don’t have to be a web designer or work in IT or marketing to benefit from this series because it is no longer sufficient to be computer savvy. Now, digital fluency is the essential tool.

Who Should Attend?
Marketing professionals, graphic designers, business owners, supervisors and managers in any industry or institution will find applications for digital marketing in their work.

PAYMENT OPTIONS
Discount: Total Certificate Cost $199 (Save $101)
Savings are available to students who enroll, with payment, for all four courses.

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

Digital Marketing Strategies and Channels of Communication
CEU 0.3
Digital marketing has transformed the way we do business and the ways in which we communicate with our customers. The explosion of digital tools and digitally savvy audiences make it imperative that we 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.
Prerequisites: None
CODM 001-09 Monday, 6:30-9:30 p.m., September 28

Social Analytics
CEU 0.3
Analytics is the collection, measurement, analysis and reporting of data to understand and optimize online sales. Analytics is more than data mining or a customer tracking system. Rather, it provides a road map to improve your online presence. Many analytic tools are free and have quality capabilities. Join us and 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.
Prerequisites: None
CODM 002-09 Wednesday, 6:30-9:30 p.m., September 30

Search Engine Optimization (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 assist in promoting your site. Join us and learn how to maximize your online footprint with best practices for search engine optimization.
Tuition $50 + general fee $15 + laboratory fee $10. Total $75.
Prerequisites: None
CODM 003-09 Monday, 6:30-9:30 p.m., October 5

Writing for the Web
CEU 0.3
Writing for the web is not the same as writing for print. The content should be rich with key words that match the types of online searches conducted by your target market. The average online reader reviews approximately 20 percent of a webpage within a 4-7 second time span, so you do not have very much time to grab your readers’ attention and convert them into your customer.
Tuition $50 + general fee $15 + laboratory fee $10. Total $75.
Prerequisites: None
CODM 004-09 Wednesday, 6:30-9:30 p.m., October 7
Web Design with Dreamweaver CSS: I
CEU 1.5
Discover how to design, develop, and maintain websites and applications comfortably with Dreamweaver. Learn how to define a website, format text, apply images, create and format links, and publish a website. 
Textbook required, available at College Bookstore.
Instructor: E. Silverstein, Tuition $100 + general fee $53 + laboratory fee $146. Total $299.
WEBD 022-33 Tuesdays & Thursdays, 6:30-9:30 p.m., September 15-October 1 (no class September 22) (5 sessions)

Web Design with Dreamweaver CSS: II
CEU 1.5
Discover the power of Dreamweaver to portray complicated ideas in attractive formats. Topics include using color, cascading style sheets (CSS), behaviors, SEO methods, spacer GIFs and templates.
Prerequisite: Successful completion of Dreamweaver CSS: I or equivalent knowledge.
Instructor: E. Silverstein, Tuition $100 + general fee $53 + laboratory fee $146. Total $299.
WEBD 023-32 Tuesdays & Thursdays, 6:30-9:30 p.m., October 6-20 (5 sessions)

Web Design with Dreamweaver CSS: III
CEU 1.5
Take advantage of this world-class web design tool and learn how to manage site assets. Plug in interactive forms and create dynamic web pages. Learn cascading style sheets in greater detail. Topics include registering a domain, setting up hosting and deployment.
Textbook required, available at College Bookstore.
Prerequisite: Successful completion of Dreamweaver CSS: II or equivalent knowledge.
Instructor: E. Silverstein, Tuition $100 + general fee $53 + laboratory fee $146. Total $299.
WEBD 024-32 Thursdays & Tuesdays, 6:30-9:30 p.m., October 22-November 5 (5 sessions)

PHP Programming and Database Certificate
Who Should Attend?
If you are a current web developer or you are interested in enhancing your web-related programming skills, you are invited to participate in this unique certificate program. Upon completion of the three required courses, you will have 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.

Requirements:
To qualify for the PHP Programming and Database Certificate, you must complete the three required courses: Database Concepts and Development, PHP Programming and PHP and SQL Database.

Total Program Cost: $499 (Save $84)
Savings are available to students who enroll, with payment, for the complete certificate program.

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

Instructor: G. Zahid

HTML and CSS
NOTE: This course is HIGHLY RECOMMENDED. It is not part of the certificate program.
CEU 1.2
Learn how to create websites by structuring and styling your pages with HTML and CSS. Topics include HTML and CSS structure, table, div and ID, element and alignment positioning using CSS, HTML and CSS tag description and use and creating a sample website.
NOTE: This class is not included in the cost of the certificate.
Tuition $88 + general fee $13 + laboratory fee $132. Total $233
WEBD 036-03 Mondays & Wednesdays, 6:30-9:30 p.m., October 19, 21, 26, 28
Database Concepts and Development
CEU 0.9
Learn how to design and manage a relational database using the MySQL relational database system. You will receive hands-on instruction to design and build databases that includes how to create table structures, apply data types, and manage information through insert, update, deletion of records, and much more. The focus is specifically on designing business related information services.

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

**Prerequisite:** HTML and CSS class or equivalent knowledge

Tuition $65 + general fee $7 + laboratory fee $103, Total $175

**WEBP 004-33** Mondays & Wednesday, 6:30-9:30 p.m., November 2, 4, 9

PHP Programming
CEU 0.9
PHP: Hypertext Processor has emerged as a popular server-side programming language used by many businesses to enhance their web sites 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 web site more than just text and graphics.

**Required:** Bring 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 005-33** Mondays & Wednesday, 6:30-9:30 p.m., November 16, 18, 23

PHP and SQL Database
CEU 1.2
This course brings together the power of PHP and integration with MySQL database to create a dynamic web service. You will gain hands-on experience building PHP web pages that take advantage of database-driven information delivery and customizable content.

**Required:** Bring 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 006-33** Mondays & Wednesdays, 6:30-9:30 p.m., November 30, December 2, 7, 9

SOCIAL AND VISUAL MEDIA IN THE DIGITAL AGE
What can it do for you?

Social Media and You
CEU 0.3
What is social media and why should you be on Facebook, Twitter, Linked In, Google plus, Pinterest or Instagram? Join us and get introduced to today’s most popular social media platforms through demonstration, lecture and discussion, and learn new ways that will help you personally and professionally.

**Instructor:** E. Silverstein, Tuition $35 + general fee $15, Total $50.

**COSM 001-09** Monday, 6:30-9:30 p.m., November 16

Social Media and Your Business
CEU 0.3
There are many marketing and branding opportunities through social media and this course will show you how to take advantage of them. You will learn how each platform will help you reach a different target audience, how to post, engage and monitor, and how to build relationships that will increase your business.

**Instructor:** E. Silverstein, Tuition $35 + general fee $15. Total $50.

**COSM 002-09** Wednesday, 6:30-9:30 p.m., November 18
Twitter for Business
CEU 0.3
Social media skills are in demand and learning them can help improve your chance of getting a good job in today’s tight job market and help your business to progress. Using Twitter effectively involves much more than having an account. Join us and learn how to build your client and prospect list, stay engaged with your public and best practices in the field.
Instructor: E. Silverstein, Tuition $35 + general fee $15. Total $50.
COSM 006-07 Monday 6:30-9:30 p.m., November 23

Facebook for Professionals
CEU 0.3
Over half the users on the internet have a Facebook account and a quarter of daily internet users are on it each day. Whether you have an active account, you set up an account and haven’t had a chance to use it, or are thinking of trying it out, this hands-on course will work for you. Join us as we go live on Facebook and learn to share status updates that create engagement. In addition, learn to post photos, share articles, set your privacy settings, send messages, post on walls, “like” business pages, set up groups and lists, and much, much more. Bring your questions.
Instructor: E. Silverstein, Tuition $35 + general fee $15. Total $50.
COSM 003-09 Monday 6:30-9:30 p.m., November 30

YouTube and Other Digital Media
CEU 0.3
YouTube is one of the hottest online marketing tools and it’s free (after you produce the video). You can embed a video on your website, use it on eBay to sell your product or sell your product directly. If you currently have or are planning to have an online presence, you should be utilizing YouTube to drive customers to your site. With over 200 million viewers each day, it’s an opportunity not to be missed! YouTube is great, but there are other digital platforms you should explore. Join us to learn about the ones that offer something different and are HOT!
Instructor: E. Silverstein, Tuition $35 + general fee $15. Total $50.
COSM 008-07 Wednesday, 6:30-9:30 p.m., December 2

Blogging for Business
CEU 0.3
Blogging is an easy and inexpensive way to share information with your clients, employees and partners. It is a low-cost alternative to having a web presence. For small business owners without the time to learn web html or the money to hire a designer/developer, blogging offers an inexpensive method to get your company’s name out on the Internet.
Instructor: E. Silverstein, Tuition $35 + general fee $15. Total $50.
COSM 009-06 Monday, 6:30-9:30 p.m., December 7

Social Media and Mobile Marketing Professional with OMCP® Prep ONLINE
Gain a comprehensive overview of online marketing and develop a solid understanding of how each discipline works and how they work together. This is followed by comprehensive Social Media Marketing, Mobile Marketing, and Content Marketing training. Learn about the latest trends in YouTube and Video Marketing, and specialized training in Social Media Advertising in which you’ll learn how to turn Facebook, Twitter, Pinterest, and other forms of social media into massive lead generations and customer communication platforms.
Cost: $1795.
Directions: Go to http://careertraining.ed2go.com/mcc Find this course (GES114) or another that is right for you via Search Our Programs and follow directions
NOTE: Registration for all ed2go Career Training Program courses must go through http://careertraining.ed2go.com/mcc.

REGISTER NOW - Call 732.906.2556
Register now with your Visa, Master Card, Discover/Novus.
PAYMENT OPTIONS
Digital Photography Series Discount: $297 (Save $78)
Savings are available to students, who enroll, with payment, for the complete Digital Photography series, consisting of 3 courses.

Individual Pricing:
3 courses: $375 if paid separately ($125 per course).

Is it Necessary to Enroll in the Complete Series to Benefit from These Courses?
No. Each course is designed as a complete learning experience; however, be sure the course prerequisites or equivalent knowledge criteria are met.

Doable Digital Photography: Intro
CEU 0.9
Would you like to 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. Join us and get to learn your camera inside and out. Topics include camera controls, exposures, capturing images in JPEG, TIFF and RAW, memory sticks, multimedia cards and so much more! Bring your digital camera, instruction manual and cable connections to class and discover the digital artist within.
Instructor: F. Peluso, Tuition $75 + general fee $50. Total $125.
GENI 261-23 Mondays & Wednesdays, 6:30-9:30 p.m., September 14, 16, 21

Doable Digital Photography: Beyond the Basics
CEU 0.9
If you have a good, basic understanding of how to use your digital camera, this may be the perfect course for you. Topics include camera lenses, exposure controls, composition, multiple flash photography, working in RAW, retouching images, cropping, color and balance. Taught by a professional photographer with over 45 years of experience, this course will provide the answers you need to make your images look the way you would like. Bring your digital camera, instruction manual and cable connections to class and discover the digital artist within!
Instructor: F. Peluso, Tuition $75 + general fee $50. Total $125.
Prerequisite: Doable Digital Photography Intro or equivalent knowledge.
GENI 301-21 Wednesdays & Mondays, 6:30-9:30 p.m., September 23, 28, 30

Doable Digital Photography: Advanced Techniques
CEU 0.9
Bring your digital camera, auxiliary lenses and cable connections to class and discover the digital artist within! If you have been shooting with a digital single-lens reflex (SLR) or Prosumer digital camera for a while, or have taken the Intro and Beyond the Basics digital photography courses, this course will take you to the next level. Taught by a professional photographer with over 45 years of experience, you will learn about 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.
Instructor: F. Peluso, Tuition $75 + general fee $50. Total $125.
Prerequisite: Doable Digital Photography: Beyond the Basics or equivalent knowledge.
GENI 392-01 Mondays & Wednesdays, 6:30-9:30 p.m., October 5, 7, 14

Digital Portraiture
The Digital Portrait
Learn to photograph people with skill and confidence as you explore the art of portrait (people) photography along with the self-portrait (selfie). Various lighting techniques will be explored including the use of natural light and flash. Emphasis will be placed on photo shoots, with both in-class, and at home assignments. One session will be devoted to the studio portrait, in which you will be encouraged to bring a subject to photograph. All work will be critiqued during class, discussing composition and style.
Prerequisite: Basic understanding of how your camera and flash operates.
NOTE: Any kind of digital camera, including a cell phone, is acceptable and required for all class sessions. Additionally, a USB drive is needed.
GEPH 001-01 Tuesdays, 6:30-9:30 p.m., September 29, October 6, 13, 20
PHOTOSHOP
Digital Camera Enhancements

Photoshop CS5: Introduction
CEU 0.9
For both amateur photographers and aspiring web designers, this course will get you started with Photoshop. Topics include how to select and modify images, using the marquee tools, layers, the type tool and layer effects.

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

Prerequisite: Basic knowledge of Windows XP or equivalent.

Instructor: E. Silverstein, Tuition $65 + general fee $7 + laboratory fee $77. Total $149.
JWEB 020-23 Mondays & Wednesday, 6:30-9:30 p.m., October 19, 21, 26

Photoshop CS5: 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 flash drive to class. Textbook required, available at College Bookstore.

Prerequisite: Successful completion of Photoshop CS5 Introduction or equivalent knowledge.

Instructor: E. Silverstein, Tuition $65 + general fee $7 + laboratory fee $77. Total $149.
JWEB 021-23 Wednesdays & Monday, 6:30-9:30 p.m., October 28, November 2, 4

COMPUTER CONFIDENCE
Introductory Training

Who Should Register for Computer Confidence?
Computer Confidence I, II and III are for you if you have little or no computer knowledge. After successfully completing all courses, you may elect to move on to Microsoft Comprehensives where you will learn about additional features, tips and tools.

Prerequisites:
It is your responsibility to comply with established prerequisites.

Books:
Required books are available at the College Bookstore. For Bookstore hours call 732.906.2540 or visit its website at www.BlueColtBookstore.com. To make alternate arrangements for purchase, call 732.906.2539.

Computer Confidence I
CEU 1.5
We welcome all beginners: The computer phobic, the first-time user and those with a tiny bit of knowledge. This hands-on course, designed for those with no previous computer experience, will teach you exactly what you need to know to be on your way to developing computer confidence! View Microsoft 2010 applications like Word, Excel, PowerPoint and Access. Learn to search the internet, and how to create, save and print documents.

Textbook required, available at the College Bookstore.

Prerequisite: None
Tuition $99 + general fee $31 + laboratory fee $69. Total $199.

JCSC 365-74 Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., September 8-29
(no class September 15, 22) (5 sessions)
Location: Edison Campus

JCSC 365-10 Instructor: P. Fabiano, Saturdays, 9 a.m.-12:45 p.m., September 12, 19, 26, October 3
Location: New Brunswick Center, 140 New Street, New Brunswick

Computer Confidence II
CEU 1.5
Take this course to increase your effectiveness and efficiency on the computer. Learn more about spreadsheets, word processing and file manipulation using computer commands. You will build a household budget using Excel, and create a basic letter and small newsletter using Clip Art and other functions in Word.

Textbook required, available at College Bookstore.

Prerequisite: Computer Confidence I or equivalent knowledge.
Tuition $99 + general fee $31 + laboratory fee $69. Total $199.

JCSC 366-60 Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., September October 1-15 (5 sessions)
Location: Edison Campus

JCSC 366-10 Instructor: P. Fabiano, Saturdays, 9 a.m.-12:45 p.m., October 10, 17, 24, 31
Location: New Brunswick Center, 140 New Street, New Brunswick
Why Should You Register for MS 2010 Comprehensives?
Every application in the MS 2010 suite has been improved and tweaked in an effort to make your busy days more efficient, but you will need to be ready for a learning curve to get accustomed to Office 2010’s changes. Make that learning curve as short as possible with the following 12-hour courses. Visit www.middlesexcc.edu/profcom and click on Registration to begin your secure and convenient online registration.

Who Should Attend?
The comprehensive series is designed for students with little or no knowledge of MS Office products and for those who want to learn more about MS 2010.

Details

Prerequisites
It is your responsibility to comply with established prerequisites.

Location
Computer classes meet on the main campus in Edison unless otherwise noted.

Books
Required books are available at the College Bookstore. For Bookstore hours call 732.906.2540 or visit its website at www.BluecoltBookstore.com. To make alternate arrangements for purchase, call 732.906.2539.

Word 2010: Level I
CEU 1.2
Mastering the basics of Word 2010 will help you to stand out from the crowd! This course covers beginning-level skills, and is ideal for relatively new computer users who want to become well versed in Word or are experienced, but want to learn about Word 2010 from the ground up. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course, you can successfully face the challenges presented in Microsoft Word 2010: Level 2.

Textbook required, available at the College Bookstore
Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.

Prerequisite: Familiarity with computers or Computer Confidence I and II
JCSC 430-16 Tuesdays & Thursdays, 6:45-9:45 p.m., October 20, 22, 27, 29

Word 2010: Level II
CEU 1.2
This course will help you to bring your best ideas to life! It covers more complex skills than those presented in Level 1 and includes the following topics: 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.

Textbook required, available at the College Bookstore.
Prerequisite: Successful completion of Word 2010: Level I or equivalent knowledge
Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.
JCSC 431-14 Tuesdays & Thursdays, 6:45-9:45 p.m., November 3, 5, 10, 12

Excel 2010: Level I
CEU 1.2
Get on the road to turning complexity into clarity with the new visualization tools of Excel 2010. This course covers beginning-level skills, and is ideal for relatively new computer users who want to become well versed in Excel or are experienced, but want to learn about Excel 2010 from the ground up. 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, rows and cells; charts; and more.

Textbook required, available at College Bookstore.
Prerequisite: Familiarity with computers or Computer Confidence I and II.
Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.
JCSC 433-15 Mondays & Wednesdays, 6:45-9:45 p.m., September 28, 30, October 5, 7
Excel 2010: 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. After completing this course, students can successfully face the challenges presented in Microsoft Excel 2010: Level III.

**Textbook required**, available at the College Bookstore.

**Prerequisite:** Successful completion of Excel 2010: Level I, or equivalent knowledge.

Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.

JCSC 434-13 Mondays & Wednesdays, 6:45-9:45 p.m., October 14, 19, 21, 26

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Excel 2010: Level III
CEU 1.2
With Excel 2010, you can 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 Excel 2010 can help you be more productive, but only if you are able to find them when you need them!

**Textbook required**, available at the College Bookstore.

**Prerequisite:** Successful completion of Excel 2010: Level II, or equivalent knowledge.

Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.

JCSC 435-09 Wednesdays & Mondays, 6:45-9:45 p.m., October 28, November 2, 4, 9

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Access 2010: Level I
CEU 1.2
Access 2010 allows you to make the most of your information – even if you’re not a database expert. Topics in this course 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.

**Textbook required**, available at the College Bookstore.

**Prerequisite:** Familiarity with computers or Computer Confidence I and II.

Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.

JCSC 439-09 Wednesdays & Mondays, 6:45-9:45 p.m., December 2, 7, 9, 14

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PowerPoint 2010: Level I
CEU 1.2
PowerPoint 2010 gives you the ability to create and deliver far more dynamic presentations than ever before. 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.

**Textbook required**, available at the College Bookstore.

**Prerequisite:** Familiarity with computers or Computer Confidence I and II.

Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.

JCSC 436-11 Mondays & Wednesday, 6:45-9:45 p.m., November 16, 18, 23, 30

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MICROSOFT OFFICE 2013

What’s New in Microsoft Office 2013?

**ONLINE**

Get up to speed on the exciting new features of Microsoft Office 2013, including Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher. You’ll learn how to use new features of Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher, using step-by-step, easy-to-follow instructions. With this latest version of the Microsoft Office, you’ll be able to store and share your work “in the cloud” on Microsoft SkyDrive, a great, free online location that lets you access your files from any computer. Presented by: Ed2go.

**Cost:** $99.

**Directions:** Go to [www.ed2go.com/Middlesex](http://www.ed2go.com/Middlesex) Find this course or another that is right for you. Click on the course and then click Enroll Now.

**NOTE:** Registration for all ed2go courses must go through [www.ed2go.com/Middlesex](http://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.

Certified Wedding Planner
This program covers everything you need to know to get started in the business. It provides all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

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, hotels, 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.

Event Management & Design
From planning to pyrotechnics, this program will teach you everything you need to know to create events that are truly special.

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

Features:

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

POPULAR COURSES:

**Introduction To Microsoft Excel 2010**
Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

**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 COURSES AVAILABLE AT: WWW.ED2GO.COM/MIDDLETOWN
Details

Prerequisites:
Before enrolling in QuickBooks Pro 2014: Level I, you must be familiar with basic accounting principles and have experience working on a PC. A brief accounting course is listed below for those without an accounting background. It is a recommended course.

Required:
Bring a memory stick to each class.

PAYMENT OPTIONS:
Total Program Cost: $498 (Save $99)
Savings are available to students who enroll, with payment, for all three courses.
NOTE: Does not include Basic Principles of Accounting.

Individual Pricing:
Three required courses if paid separately: $597 ($159 per course).

Instructor: N. Thakkar

Basic Principles of Accounting

Topics covered include: basic principles of a transaction, recording and posting into a general ledger, preparing basic financial statements and more. At the completion of this course, you will understand the fundamental principles of accounting and be ready to move on to QuickBooks Pro 2014: Level I.

NOTE: This course is not part of the certificate discount.

Textbook required, available at the College Bookstore.

Tuition $100 + general fee $71. Total $171.

JCSC 854-27 Saturdays, 9 a.m.-4 p.m., September 12, 19, 26

QuickBooks Pro 2014: Level I

If you do not want to waste time trying to master the features of QuickBooks Pro 2014 on your own, register for this class and learn them quickly and efficiently from a pro.

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

Textbook required, available at College Bookstore.

Prerequisites: Basic Accounting Principles and PC knowledge.

Tuition $100 + general fee $40 + laboratory fee $59. Total $199.

JCSC 442-07 Saturdays, 9 a.m.-1 p.m., October 3, 10, 24

QuickBooks Pro 2014: Level II

Continue your study of QuickBooks 2014 and learn to work with physical inventory. Additionally, learn to use QuickBooks for payroll and how to work with estimates, time tracking, balance sheet accounting and how to correct and customize QuickBooks.

Textbook required, available at College Bookstore.

Prerequisites: Successful Completion of QuickBooks Level I or equivalent.

Tuition $100 + general fee $40 + laboratory fee $59. Total $199.

JCSC 443-07 Saturdays, 9 a.m.-1 p.m., October 31, November 7, 14

QuickBooks Pro 2014: Level III

Several new features in QuickBooks 2014 will help you to set-up, run a payroll, and manage payroll deductions, errors and corrections. Additional topics include estimates and tracking; working with balance sheet accounts and budgets; and reporting, closing the books and adjusting entries.

Textbook required, available at College Bookstore.

Prerequisites: Successful Completion of QuickBooks; Level II or equivalent knowledge.

Tuition $100 + general fee $40 + laboratory fee $59. Total $199.

JCSC 444-07 Saturdays, 9 a.m.-1 p.m., November 21, December 5, 12
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 and for additional sequencing information. Students must follow established prerequisites.

Tuition Reimbursement: A portion of student tuition will be refunded (subject to availability of State funding) provided students adhere to NJ state guidelines.

Required Code Book: The Uniform Construction Code Act and Regulations (blue book) is required for all UCC courses. To order call DCA at 609.984.0040 or visit www.state.nj.us/dca/divisions/codes and click on publications. Allow four to six weeks for delivery.

Subcode Official

CEU 4.5

Textbook required for FIRST night of class. Instructor: V. Lupo, Tuition $368 + general fee $57. Total $425.

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

JCDE 940-43 Tuesdays & Thursdays, 6:30-9:30 p.m., October 6-November 17 (13 sessions) and Saturday, 8 a.m.-2:30 p.m., November 21 (1/2 hour lunch) (14 sessions total)

Construction Official

CEU 4.5

Textbook required for FIRST night of class. Instructor: D. Coppola, Tuition $368 + general fee $57. Total $425.

Prerequisite: Subcode Official or knowledge of NJ Uniform Construction Code.

JCDE 941-42 Mondays & Wednesdays, 6:30-9:30 p.m., September 21-November 16 (no class October 12, November 11) (15 sessions)

Building Inspector RCS

CEU 9.0


Instructor: P. Reinhold, Tuition $700 + general fee $125. Total $825.

Prerequisite: None

JCDE 942-44 Tuesdays & Mondays, 6:30-9:30 p.m., September 15-January 12 (no class October 12, November 3, 4, December 28, 29) (30 sessions)

Building Inspector ICS

CEU 7.5

Book Required: Uniform Construction Code from DCA, and others available at College Bookstore.

Instructor: J. Damato, Tuition $600 + general fee $75. Total $675.

Prerequisite: Building Inspector RCS

JCDE 943-40 Tuesdays & Thursdays, 6:30-9:30 p.m., October 13-January 26 (No class November 3, 5, 26, December 24, 29, 31) (25 sessions)

Building Inspector HHS

CEU 6.0

Textbook required, Uniform Construction Code through DCA, and others available at College Bookstore.

Instructor: J. Damato, Tuition $468 + general fee $82. Total $550.

Prerequisite: Building Inspector RCS & ICS

JCDE 944-30 Mondays & Wednesdays, 6:30-9:30 p.m., October 19-January 11 (no class November 2, 4, 11, December 28, 30)

Fire Inspector HHS

CEU 6.0

Textbook required, available at the College Bookstore.

Instructional Team Leader: D. Phelan, Tuition $468 + general fee $82. Total $550.

Prerequisite: Fire Inspector ICS

JCDE 947-19 Saturdays, 9 a.m.-4 p.m. October 10-December 19 (no class November 28) (10 sessions)

Plumbing Inspector ICS

CEU 12.0

Textbook required, available at the College Bookstore.

Instructor: S. Kazmi, Tuition $600 + general fee $399. Total $999.

Prerequisite: None

JCDE 948-24 Mondays & Wednesdays, 6-10 p.m., September 28-February 10 (no class October 12, 19, 21, 26, November 11, December 21, 23, 28, 30, January 18) (30 sessions)

Technical Assistant

CEU 4.5

In just 15 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.

Instructor: C. Eckart, (Tuition $368 + general fee $82) Total $450.

Prerequisite: None

JCDE 989-09 Saturdays, 9:15 a.m.-3:15 p.m., October 17-December 19 (no class November 28) (9 sessions)

NJ Uniform Construction Code classes are offered across the state. Visit www.middlesexcc.edu/profcom for current schedule of courses. If you do not see what you are looking for, contact MCC Professional and Community Programs at 732.906.7740
Professional & Community Programs

Why You Should Attend:
If you are a construction worker, contractor, sub-contractor, 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.

Requirements for the Construction Management Certificate
To qualify for the CMC, you must complete the six required courses below.

Total Program Cost: $897 (Save $423)
Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:
6 required courses: $1,320 if paid separately ($220 per course)

Project Management
CEU 1.2
Learn to successfully manage a small- or medium-sized construction project. Topics include site survey and engineering, building design, budget analysis, bid procedures and scheduling.
Instructor: S. Bendoraitis, Tuition $200 + general fee $20. Total $220.
Prerequisite: Basic knowledge of small construction projects
CNMC 935-47 Tuesdays & Thursdays, 6:30-9:30 p.m., September 22, 24, 29, October 1

Construction Contracts
CEU 1.2
Legal issues that often arise on a construction project are simplified by attending this course. 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.
Prerequisite: None
CNMC 936-47 Tuesdays & Thursdays, 6:30-9:30 p.m., October 6, 8, 13, 15

Construction Methods and Materials
CEU 1.2
Topics include footings and foundations, concrete, wood and steel framing, precast concrete, masonry, and roofing, solar and conventional heating systems, fire protection and suppressions, radon mitigation and construction codes.
Prerequisite: Project Management
Instructor: A. Victors, Tuition $200 + general fee $20. Total $220.
CNMC 937-47 Saturdays, 9 a.m.-4 p.m., October 17, 24

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 or equivalent knowledge
Instructor: A. Victors, Tuition $200 + general fee $20. Total $220.
CNMC 938-47 Saturdays, 9 a.m.-4 p.m., November 7, 14

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.
Prerequisite: None
CNMC 939-47 Tuesdays & Thursdays, 6:30-9:30 p.m., November 10, 12, 17, 19

Green Technology for the Construction Manager
CEU 1.2
Learn about sustainability theory, green building practices and the role construction managers play in LEED Certified projects, practical tools for reducing our carbon footprint and the business case for green building.
Prerequisite: Knowledge of construction
Instructor: M. Yuschak, Tuition $200 + general fee $20. Total $220.
CNMC 940-12 Tuesdays & Thursdays, 6:30-9:30 p.m., December 1, 3, 8, 10
REAL ESTATE
Real Estate for Owners, Buyers And Sellers

Real Estate Investment For Beginners
Have you ever wanted to buy an investment property and make a large profit? This course will NOT show you how to be the next Donald Trump but it will help you to identify, evaluate, negotiate and close on a property bought for speculation. Additionally, you will learn how to maximize returns on your real estate investment.

Instructor: B. Parker, Tuition $35 + general fee $15. Total $50.
REAL 333-05 Tuesday, 6:30-8:30 p.m., September 22

Introduction to a Real Estate Career
Now that the real estate market is heating up and the housing recession is ending, it may be time to consider getting a real estate license. This class identifies the NJ Real Estate Commission requirements, areas of study on the licensing exam, and outlines what to expect with a real estate career. Join us and see if a real estate career is right for you. Bruce Parker is an award-winning top producer with over 20 years of real estate sales experience in NJ. He will provide insight and guidance to you about a career as a real estate agent.

NOTE: This is not a licensing class.
Instructor: B. Parker, Tuition $35 + general fee $15. Total $50.
REAL 334-04 Tuesday, 6:30-8:30 p.m., October 6

For Sale by Owner: Sell Your Home on Your Own
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 317-27 Thursday, 6:30-9:30 p.m., October 8

Is Now the Time to Buy a Home?
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 325-13 Tuesday, 6:30-9:30 p.m., November 3

MONEY MATTERS
Income Protection

Build, Manage and Improve Your Credit
In today’s world, having excellent credit is everything. Typically, the better the credit, the better the interest rate on loans, car insurance premiums and credit cards. Some employers won’t even hire you if you have poor credit. Many consumers have a difficult time understanding the information in their credit reports. Join us and get the facts. This class is designed to help you understand your credit report, fix and raise your credit score, avoid identity theft and so much more!

Instructor: J. Pech, Tuition $35 + general fee $15. Total $50.
GFIN 022-03 Tuesday, 6:30-9:30 p.m., October 6

Personal Finances
Finances for Women
Become a smarter investor and gain the confidence to take control of your finances. Learn about stocks, bonds, mutual funds and exchange traded funds. Learn to avoid some common investing mistakes. Hear terminology you need to know before investing. This class is suitable for beginners as well as women who, as a result of a life change, are managing their investments for the first time.

Instructor: Esther Fishman (CFP), Tuition $35 + general fee $15. Total $50.
GFIN 020-05 Tuesdays, 6:30-8:30 p.m., October 22, 29
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. You will learn some 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. The instructors are the same as in Financial Strategies for a Successful Retirement.

Instructors: L. E. Springer, CFP(R), M.D. Roberts, CPA/CFP(R), Tuition $35 + general fee $15. Total $50.

GFIN 019-07 Thursday, 6:30-9:30 p.m., October 15

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. The instructors are the same as in Financial Strategies for a Successful Retirement.

Instructors: L. E. Springer, CFP(R), M.D. Roberts, CPA/CFP(R), Tuition $35 + general fee $15. Total $50.

GFIN 018-07 Tuesday, 6:30-9:30 p.m., October 20

Financial Strategies for a Successful Retirement
Most people spend time dreaming about the financial freedom to do what they want. Join us to learn effective strategies that address the financial realities of retirement. This course will give you 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: L. E. Springer, CFP(R), M.D. Roberts, CPA/CFP(R), Tuition $75 + general fee $50. Total $125.

GFIN 017-08 Tuesdays & Thursdays, 6:30-9:30 p.m., October 27, 29, November 3, 5

IRAs and Y.O.U.
Individual Retirement Accounts (“IRA”) and employer retirement plans such as 401ks are one way to address the challenges of seeking financial security during retirement. The rules can be complex, but with a working knowledge of the regulations, you can avoid costly mistakes when you contribute to an IRA, employer retirement plan, choose investments or withdraw money. Knowledge is power and this course is intended to provide you with a road map to help you avoid the pitfalls of making uninformed decisions.

Instructors: L. E. Springer, CFP(R), M.D. Roberts, CPA/CFP(R), Tuition $35 + general fee $15. Total $50.

GFIN 023-03 Tuesday, 6:30-9:30 p.m., November 17

Investments
Financial Planning and Investment
Topics include how to build a stock portfolio, select the right mutual funds and choose between tax-free income, taxable income and retirement plans.

Tuition $75 + general fee $50. Total $125.

GFIN 175-36 Wednesdays, 6:30-9:30 p.m., October 14, 21, 28, November 4
Stop Smoking with Hypnosis
Smoking cessation is easily and painlessly achieved in a one-hour session through hypnosis, recognized by the American Medical Association for its therapeutic effects.  
**NOTE:** Bring a small pillow to class. Reinforcement CDs are recommended – available in class for purchase for $18.  
Instructor: B. Wolfson, Hypnosis Counseling Center, Tuition $15 + general fee $40. Total $55.  
**GHEL 055-54** Wednesday, 6:30-7:30 p.m., October 14  
**GHEL 055-55** Wednesday, 6:30-7:30 p.m., December 2

Lose Weight with Hypnosis
Weight loss is easily and painlessly achieved through hypnosis, recognized by the American Medical Association for its therapeutic effects.  
**NOTE:** Bring a small pillow to class. Reinforcement CDs are recommended – available in class for purchase for $18.  
Instructor: B. Wolfson, Hypnosis Counseling Center, Tuition $15 + general fee $40. Total $55.  
**GHEL 056-54** Wednesday, 7:30-8:30 p.m., October 14  
**GHEL 056-55** Wednesday, 7:30-8:30 p.m., December 2

Relaxation Through Hypnosis
You can reduce your stress using creative visualization, imagery and hypnosis techniques, improving the quality of your life. Achieve relaxation without much effort or time.  
**NOTE:** Reinforcement CD is recommended and available in class for purchase for $18.  
Instructor: B. Wolfson, Hypnosis Counseling Center, Tuition $15 + general fee $40. Total $55.  
**GHEL 059-09** Wednesday, 8:30-9:15 p.m., October 14  
**GHEL 059-11** Wednesday, 8:30-9:15 p.m., December 2

How to Get Fit at Home
Do you need to exercise but you don’t have the time or the money to join a gym, or enough knowledge to exercise on your own? Cindy Carney, a fitness professional certified by the Aerobics and Fitness Association of America, (AFAA) will help you get a great workout without leaving the house. Topics covered include benefits of aerobic and weight training, simple and complete instructions about recommended exercises, how often to work out and the correct form. Already working out? This class, filled with lecture and hands on training can help you to improve and advance your workouts.  
**NOTE:** Bring a mat or towels and light weights to class.  
Instructor: C. Carney, Tuition $ 50 + $25, Total $75  
**GFIT 087-01** Tuesdays, 6:30-8:30 p.m., September 29, October 6, 13

Hatha Yoga: Beginner
Hatha Yoga will help you achieve a state of mind and body relaxation through deep breathing techniques and yoga postures that help you to gain flexibility and tone your body.  
**NOTE:** Please bring a yoga mat to ALL classes and plan to arrive 10 minutes prior to class time to set up your spot.  
Instructor: M. Tricario, Tuition $150 + general fee $49. Total $199.  
**GFIT 004-41** Wednesdays, 6:30-7:30 p.m., September 16-January 27 (no class November 11, 25)  
(18 sessions)

Beginning 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 beats 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 in class.  
Instructor: I. Dimitrova, Tuition $100 + general fee $50. Total $150.  
**GDAN 348-07** Mondays, 7-9 p.m., September 14-October 26 (no class October 12) (6 sessions)
Introduction to Blogging

CEU 0.9

Looking for a way to share your thoughts and ideas with the world? Blogs are a great tool for personal and professional use. In this class, you will explore the world of blogs, learn to write for online audiences, personalize and post your own blog on the web. Learn the ins and outs of creating and maintaining a blog, including building a blog reputation, getting traffic, and connecting with fellow bloggers.

NOTE: Please bring a USB flash drive to class.

Tuition, $65 + general fee $7 + laboratory fee $77. Total $149.

GWEB 001-02 Tuesdays, 6:30-9:30 p.m., October 6, 13, 20

Music

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. Additional topics include tuning a guitar, using a capo, transposing songs, and how to coordinate singing and playing simultaneously. We will 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 009-11 Thursdays, 6:30-9 p.m., September 17-October 22 (6 sessions)

Guitar for Beginners II

If you have some knowledge of how to tune an acoustic guitar – not classical or electric – play chords and keep a rhythm, this is the course for you. If you have already taken the first Guitar for Beginners course, this one will continue to advance your skills. We will pick out notes, improve strumming, develop finger picking, and work on singing. Every week we will build a repertoire of country, rock, pop, and traditional music. Bring a binder for hand-outs and worksheets, a capo for transposing songs, and a guitar strap for your guitar.

Instructor: J. Cimaglia, Tuition $100 + general fee $24. Total $124.

GMUS 010-06 Thursdays, 6:30-9 p.m., October 29-December 10 (no class November 26) (6 sessions)

Pets

VA VII: Pet First Aid for Dogs and Cats

CEU 0.4

This course provides information and skills practice. Topics include: recognizing an emergency with your pet, Pet CPR, choking, diabetes, ticks, bee stings, bleeding, administering medication, poisoning, diseases and much more. Course completion cards will be given.

NOTE: An additional charge of $10 for book and certification, made payable to “Training for Life, LLC” due at the beginning of class.

Tuition $50 + general fee $45. Total $95.

COVA 007-011 Monday 6-10 p.m., October 26

Driver Point Reduction

Defensive Driving

All defensive driving courses meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen. The New Jersey Division of Motor Vehicles will apply a two-point reduction toward existing points on your driving record with successful completion of this course. 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 $41 + general fee $34. Total $75.

GENI 060-30 Saturday, 8:45 a.m.-4 p.m., November 14
COLLEGE BOUND
SAT 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 on Sundays.

Textbook required, available at College Bookstore.
Instructor: K. Scala, B. Borrus
Tuition 225 + general fee $124. Total $349.
CSYA 022-27 Tuesdays & Thursdays, 6:30-8:30 p.m., September 8-November 3 (no class September 22) (16 sessions) and Saturdays, 9 a.m.-1 p.m., September 12, October 24 (18 sessions total)

The SAT “Crash”
This is the course for you if you don’t have enough time to study. Review all sections of the exam, including test taking skills, and tips and tricks to help you through!

BRING: lunch, pencils, notebook or writing pad and a calculator are mandatory.
Instructor: A. Berse, Tuition $50 + general fee $49. Total $99.
CSYA 023-37 (Prep for SAT test on November 7) Saturday, 9 a.m.-3 p.m., October 24
CSYA 023-38 (Prep for SAT test on December 5) Saturday, 9 a.m.-3 p.m., November 21

Study Skills

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

BRING: Lunch, pencils, notebook or writing pad.
Instructor: D. Noonan, Tuition $80 + general fee $40. Total $120.
CTYA 027-05 Saturdays, 9 a.m.-1:30 p.m., September 26, October 3, 10

LANGUAGES

Italian

Italian for Conversation & Business
CEU 2.0
This course specializes in everyday phrases to help you communicate with speakers of Italian. Learning the language will facilitate your business and travel communication.

Textbook required, available at the College Bookstore.
Instructor: S. Tasy, Tuition $150 + general fee $75. Total $225.
LITA 008-32 Tuesdays, 7:30-9:30 p.m., September 15-November 17 (10 sessions)

Spanish

Spanish: Learning the Fast and Fun Way New
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. You will learn Spanish through engaging exercises, games, group discussions and activities! ¡Nos vemos en clase!

Tuition $200 + general fee $125. Total $325.
LSPA 029-10 Saturdays, 9 a.m.-Noon, September 19-November 21 (10 sessions)
Location: New Brunswick Center
ENGLISH AS A SECOND LANGUAGE (ESL)

Integrated Skills

Vocabulary, Conversation, Listening, Reading, Writing, Grammar and Critical Thinking


**ESL I Level: Low-Beginner**
CEU 4.5
Designed for adults with little or no exposure to English, each class includes a segment on 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.

*Instructor: L. Morales, Tuition $80 + general fee $99 + textbook $35. Total $214.*

*BASK 001-10* Saturdays, 9 a.m.-12:30 p.m., Saturdays, September 12-December 12 (no class November 28) (13 sessions)
*Location: New Brunswick Center, 140 New Street, New Brunswick*

**ESL II Level: High-Beginner**
CEU 4.5
In a student-centered learning environment, you will learn to communicate in your own words, through written and spoken language. Emphasis is placed on English grammar, culture, behavioral expectations at work and in the community and practical math skills.

*Instructor: S. Slovick, Tuition $80 + general fee $99 + textbook $35. Total $214.*

*BASK 002-10* Saturdays, 9 a.m.-12:30 p.m., September 12-December 12 (no class November 28) (13 sessions)
*Location: New Brunswick Center, 140 New Street, New Brunswick*

**ESL III Level: Low-Intermediate**
CEU 4.5
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.

*Instructor: J. L. Missie, Tuition $80 + general fee $99 + textbook $35. Total $214.*

*BASK 003-10* Saturdays, 9 a.m.-12:45 p.m., September 12-December 12 (no class November 7, 28) (13 sessions)
*Location: New Brunswick Center, 140 New Street, New Brunswick*

**English for Specific Purposes (ESP)**


**Preparing for U.S. Citizenship**

*New*
CEU 3.0
This course is designed to prepare adult ESL students for the citizenship test that is required to become a naturalized American citizen. It consists of 10 lessons on topics that include U.S. history, government and civics, current government procedures and regulations and preparation for tackling interview questions. The course is interactive and will build knowledge, confidence and skills. Additionally, practice tests are part of the course.

*Textbook required, available at College Bookstore.*

*Prerequisite: Moderate to advanced proficiency with English.*

*Instructor: M. Kaiserman, Tuition $125 + general fee $25 + workbook $30. Total $180.*

*BASK 015-10* Thursdays, 6-9 p.m., September 10-November 19 (no class November 5) (10 sessions)
*Location: New Brunswick Center*
American English Pronunciation
CEU 3.0
Tired of repeating or spelling what you say? Join us and learn to correctly produce all the sounds of standard American English and address your particular pronunciation issues.
**Prerequisite:** Moderate to advanced proficiency and ease with conversational English.
Instructor: R. Joselson, Tuition $125 + general fee $25 + textbook & CD $49. Total $199.
**BASK 013-10** Saturdays, 9:30 a.m.-12:30 p.m., September 12-November 21 (No class October 24) (10 sessions)
**Location:** New Brunswick Center, 140 New Street, New Brunswick

**BASK 013-11** Tuesdays, 6-9 p.m., September 15-December 1 (no class September 22, November 3) (10 sessions)
**Location:** New Brunswick Center, 140 New Street, New Brunswick

Conversational English
CEU 3.0
Each class includes a discussion in which advanced level students have the opportunity to develop and practice 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.
**BASK 011-10** Instructor: S. Slovick, Mondays, 6-9 p.m., September 21-December 7 (no class October 12, November 30) (10 sessions)
**Location:** New Brunswick Center, 140 New Street, New Brunswick

**BASK 011-11** Instructor: M. Kaiserman, Wednesdays, 6-9 p.m., September 9-December 9 (no class September 23, November 4, 11, 25) (10 sessions)
**Location:** Edison Campus.

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 idiomatic expressions.
Instructor: S. Slovick, Tuition $125 + general fee $25. Total $150.
**BASK 005-10** Wednesdays, 6-9 p.m., September 23-December 9 (no class November 11, 25) (10 sessions)
**Location:** New Brunswick Center, 140 New Street, New Brunswick

OFFICE OF SCHOOL RELATIONS
MIDDLESEX’S LINK TO THE K-12 SECTOR

School Relations is the College’s link to the public, charter, private and parochial schools for teachers, counselors, administrators, students and parents in grades K-12. Programs include:
- High School Scholars program for high school students to earn college credit.
- Professional Development for teachers to include: Dyslexia Workshop, Autism Awareness Workshop, Creative Classroom iPad Training, Flipped Classroom training, etc.
- New Pathways to Teaching in NJ – 24-hour Introduction to Teaching Course, Stage 1 and Stage 2 of NPTNJ alternate route program.

For more information visit [www.middlesexcc.edu/schoolrelations](http://www.middlesexcc.edu/schoolrelations) or email [schoolrelations@middlesexcc.edu](mailto:schoolrelations@middlesexcc.edu).
Project SPAN, a mentoring program bridging the gap between families and community, is a unique community program that recruits and trains volunteers to be mentors, role models, “big brothers/big sisters” or parent aides. Families referred for services by DCP&P (Division of Child Protection and Permanency) have been identified as abusive and/or neglectful.

Volunteers provide friendship, encouragement, information, practical guidance and emotional support for approximately four-to-six hours per week. Under professional supervision, great care is given to making a good match. Volunteers are prepared for this experience through specialized training that covers topics such as the dynamics of abusive families, indicators of child abuse and neglect, communication skills, sensitivity to multiculturalism, community resources, child development, crisis intervention, etc.

The 15-hour training course, required for all SPAN volunteers, takes place in January, May and September. Ongoing supervision is provided to all trained volunteers.

**NOTE:** College students may be eligible to receive fieldwork credit for participating in this program.

You Are Needed

For more information or to volunteer, contact Project SPAN at
732.906.2553
Child Care Center at Middlesex County College
...where we are cared for!
On Campus and Open to the Public
Call 732.906.2542

We’re Flexible
• Part-time and Full-time available
• Great hours: 7:30 a.m.-6 p.m.
• Includes breakfast, lunch and snacks

Programs
• Computers in classes
• Parent participation
• Multicultural activities
• Classes for twos (diapers OK), threes, fours and fives

Staff
• Certified and experienced teachers
• Great teacher to child ratio

Facilities
• Spacious playground
• Developmentally appropriate classrooms
• Newly installed safety surface for outside play area
Enhance Your Present Career
Prepare for a New Career

The Career Training Center offers

- Skills businesses demand
- Computerized Medical Office
- Computerized Accounting (QuickBooks, Peachtree)
- Software Technology Specialist
- Professional/Career Development

Call 732.906.4231 for details.

Approved provider for training grants sponsored by the Middlesex County Workforce Investment Board (WIB).
Software Technology Specialist
Master the complete Microsoft Office Suite (Word, Excel, Access and PowerPoint) beginning with basic concepts. Training includes webpage design using HTML and career development. Students will learn:

- Microsoft Word: Create, enhance and save documents; process mail merge & insert text, tables, charts and images to create a master document
- Microsoft Excel: Open workbooks, develop spreadsheets & design pivot tables & create basic and advanced formulas including VLOOKUP
- Microsoft Access: Create databases, tables, queries, forms & reports; & develop switchboard pages.
- Microsoft PowerPoint: Customize and animate presentations.
- Microsoft Outlook: Maintain schedules, navigate emails & organize contact lists
- HTML: Develop, design and publish a webpage

Textbooks are included. 550 hours
Tuition $2,600 + general fee $250 + lab fee $900 + materials fee $250. Total $4,000.
CSTC 339-59 Monday-Friday, 9 a.m.-2:30 p.m., September 8, 2015-February 29, 2016
CSTC 339-60 Monday-Friday, 9 a.m.-2:30 p.m., November 30, 2015-May 19, 2016

Microsoft Office User Specialist (MOUS)
Prepare yourself for the workforce demands as you become proficient with Microsoft Office (Word, Excel, Access, PowerPoint and Outlook).

- Microsoft Word: Create, enhance and save documents
- Microsoft Excel: Open workbooks, develop spreadsheets, create basic formulas including IF statements
- Microsoft Access: Create databases, tables, queries, forms, & reports
- Microsoft PowerPoint: Customize and animate presentations
- Microsoft Outlook: Maintain schedules, navigate emails & organize contact lists

Textbook is included. 275 hours
Tuition $1,200 + general fee $250 + lab fee $700 + materials fee $150. Total $2,300.
CSTC 016-58 Monday-Friday, 9 a.m.-2:30 p.m., September 8-November 25, 2015
CSTC 016-59 Monday-Friday, 9 a.m.-2:30 p.m., November 30, 2015-February 29, 2016

Microsoft Office User Expert
Improve your intermediate Microsoft Office skills to the Expert Level with this course. Topics include:

- Microsoft Word: Mail merge & master documents
- Microsoft Excel: VLOOKUP, pivot tables & advanced formulas
- Microsoft Access: Create & edit databases and develop a switchboard page
- Microsoft PowerPoint: Create advanced presentations
- HTML: Develop, design and publish a webpage

Textbooks are included. 275 hours
Tuition $1,200 + general fee $250 + lab fee $700 + materials fee $150. Total $2,300.
CSTC 236-55 Monday-Friday, 9 a.m.-2:30 p.m., September 8-November 25, 2015
Prerequisite: Basic knowledge of Microsoft Office Suite
CSTC 236-56 Monday-Friday, 9 a.m.-2:30 p.m., November 30, 2015-February 29, 2016
Prerequisite: Basic knowledge of Microsoft Office Suite

Fundamentals in Microsoft Office
Learn the basics in Microsoft Office 2007:

- Microsoft Word: Produce documents and letters
- Microsoft Excel: Develop spreadsheets, data tables and worksheets
- Microsoft Access: Create databases and set queries
- Microsoft PowerPoint: Design, create and deliver presentations
- Microsoft Outlook: Manage email accounts; maintain schedules and set-up contact lists

Textbook required, available at College Bookstore. 48 hours
Tuition $350 + general fee $100 + lab fee $200. Total $650.
CSTC 140-31 Saturdays, 9 a.m.-1 p.m., September 19-December 19, 2015 (no class October 31 and November 28)
Advanced Concepts in Microsoft Office

• Advance your Microsoft Office 2007 skills.
• Microsoft Word: Generate forms, mailing labels and directories
• Microsoft Excel: Create pivot tables & advanced formulas
• Microsoft Access: Develop a Switchboard page and tables and queries
• HTML: Create web page
• Integrate Microsoft Office applications

48 hours
Tuition $350 + general fee $100 + lab fee $200. Total $650.
Prerequisite: Knowledge of basic Microsoft Office
CSTC 141-31 Saturdays, 9 a.m.-1 p.m., September 19-December 19, 2015
(no class October 31 and November 28)

ALLIED HEALTH

Computerized Medical Office Program
After successful completion of this course, students will be qualified to begin their career as an entry-level medical office specialist. The program includes the following components: medical terminology with basic anatomy and physiology (covering all body systems), introduction to pharmacology, medical billing and insurance, law and ethics, ICD-9-CM and CPT4 coding, Medisoft medical billing/accounting software program including appointment scheduling, basic office procedures and career development. Prepare yourself for the workforce demands as you become proficient with Microsoft Office (Word, Excel, Access, PowerPoint and Outlook).

Textbooks are included. 550 hours
Tuition $2,600 + general fee $250 + lab fee $800 + materials fee $350. Total $4,000.
CSTC 334-54 Monday-Friday, 9 a.m.-2:30 p.m., September 8, 2015-February 29, 2016
CSTC 334-55 Monday-Friday, 9 a.m.-2:30 p.m., November 30, 2015-May 19, 2016

Computerized Medical Office Assistant
After successful completion of this course, students will be qualified to begin their career as an entry-level medical office specialist. The program includes the following components: medical terminology with basic anatomy and physiology (covering all body systems), introduction to pharmacology, medical billing and insurance, law and ethics, ICD-9-CM and CPT4 coding, Medisoft medical billing/accounting software program including appointment scheduling, basic office procedures and career development.

Textbooks are included. 275 hours
Tuition $1,200 + general fee $250 + lab fee $600 + materials fee $250. Total $2,300.
CSTC 234-53 Monday-Friday, 9 a.m.-2:30 p.m., September 8-November 25, 2015
CSTC 234-54 Monday-Friday, 9 a.m.-2:30 p.m., November 30, 2015-February 29, 2016

ACCOUNTING

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

Textbooks are included. 550 hours
Tuition $2,600 + general fee $250 + lab fee $800 + materials fee $350. Total $4,000.
CSTC 333-59 Monday-Friday, 9 a.m.-2:30 p.m., September 8, 2015-February 29, 2016
CSTC 333-60 Monday-Friday, 9 a.m.-2:30 p.m., November 30, 2015-May 19, 2016

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

Textbooks are included. 275 hours
Tuition $1,200 + general fee $250 + lab fee $600 + materials fee $250. Total $2,300.
CSTC 233-57 Monday-Friday, 9 a.m.-2:30 p.m., September 8-November 25, 2015
CSTC 233-58 Monday-Friday, 9 a.m.-2:30 p.m., November 30, 2015 – February 29, 2016
Fundamentals of Accounting
This basic accounting/bookkeeping program prepares participants for entry-level accounting support positions. Students review accounting terminology including T-accounts, trial balances, general journal and general ledger postings. Students are introduced to chart of accounts, account reconciliations, worksheet and financial statements, and will generate postings, reconcile subsidiary ledgers and review banking procedures. Students develop an understanding of the basic accounting cycle: from source documents and transaction analysis through financial statement preparation and the closing trial balance for a sole proprietorship.

Textbook required, available at College Bookstore. 15 hours
Tuition $192 + general fees $33. Total $225.
CSTC 400-45 Wednesdays, 6-9 p.m., September 16-October 14

Payroll & Merchandising
Students learn the various payroll procedures, which includes paying employees, preparing payroll records, maintaining employee records, and recording the payroll and the payroll taxes required of employees and employers. Students become familiar with the government regulations – both federal and state – for withholdings, dates when payments must be made, and forms that must be submitted with payments. Students learn about the following merchandising accounting procedures: depreciation of plant assets, uncollectible accounts receivable, inventories, and notes payable and receivable. Also, students become familiar with financial statements needed for merchandising procedures.

Textbook required, available at College Bookstore. 9 hours
Tuition $113 + general fees $22. Total $135.
CSTC 411-35 Wednesdays, 6-9 p.m., October 21, 2015-November 4, 2015

QuickBooks Applications
Students are taught to effectively use one of the more popular financial information systems. Students will learn to:
• Create a company
• Post transactions and information
• Generate accounting reports
• Manage accounts receivable and payable
• Reconcile accounts
• Maintain payroll information and process checks
• Prepare and analyze financial reports

Textbook required, available at College Bookstore. 20 hours
Tuition $148 + general fees $22 + lab fees $175. Total $345.
Prerequisite: Knowledge of accounting principles
CSTC 406-42 Wednesdays, 6-10 p.m., November 18-December 16

High School Equivalency Preparation (HSE)
Prepare for the High School Equivalency Exam through lectures, test taking tips, and practice exams. An emphasis will be placed on mathematics, reading and writing.

Textbook required, available at College Bookstore. 40 hours
Tuition $225 + general fees $75. Total $300.
CSTC 800-06 Saturdays, 9 a.m.-1 p.m., September 19-November 21
CSTC 800-07 Tuesdays and Thursdays, 6-10 p.m., September 15-October 15
CSTC 800-08 Tuesdays and Thursdays, 6-10 p.m., October 29-December 3

WE WANT YOU FOR FREE TRAINING!
Youth Work Readiness Program
If you:
Are 18-24 years old • Have a high school diploma or GED
Reside in Middlesex County • Meet other eligibility requirements
Training is available in the following areas: Allied Health, Software and Accounting.

For additional information, contact 732.906.4231

EARN YOUR GED!
If you:
Are 16-24 years old • Reside in Middlesex County
Meet income eligibility requirements
Basic skills and work readiness training are available.
Offered at Perth Amboy and Edison locations.

For additional information, contact 732.906.4231
Customized Training and Free Basic Skills Training

Your Business is Our Business!

Our customers include

Wegmans • Sabert Corporation • Amicus Therapeutics

Are you responsible for employee training?
FREE Basic Skills Training for your employees!

- Basic Communications – Verbal and Written
- Basic Mathematics
- Introduction to Windows
- MS Word I and II (2007 and 2010)
- Excel I and II (2007 and 2010)
- PowerPoint I and II (2007 and 2010)
- Outlook (2007 and 2010)
- ESL I and II
- Workplace Spanish for Managers
- Customer Service/Soft Skills

We can bring our laptops to your worksite!
Please contact Corporate Education and Training at 732.906.4681 for details.

Interested in Customized Training for your organization?
Contact 732.906.4681 for details.

Funded by the New Jersey Council of County Colleges, the New Jersey Business and Industry Association and with a grant from the NJ Department of Labor and Workforce Development. Corporate Education and Training at Middlesex County College provides FREE courses at your worksite or on our campus!
NON-CREDIT REGISTRATION

Online Registration is available on select courses. Visit www.middlesexcc.edu/profcom

Mail
Professional & Community Programs, Crabiel Hall 110, Middlesex County College, 2600 Woodbridge Avenue, Edison, NJ 08837

Payment Method
Check, Money Order, Visa, MasterCard, Discover/Novus, Purchase Order

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

Telephone
Call 732.906.2556. Use Visa, MasterCard, Discover/Novus.

In-Person
Continuing Education, Crabiel Hall 110, Middlesex County College, 2600 Woodbridge Avenue, Edison, NJ 08837

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

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 significantly deviates from the aforementioned. For more information, please contact a Career Training Center counselor at 732.906.4231. The refund policy for veterans is consistent with the Department of Community Affairs regulations.

Late Registration Fee
We will accept your late registration with a $20 late fee. Late fees are due if you register within five working days of the start of class.

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

Course Confirmation and Location
Confirmation letters will be generated upon receipt of your registration. 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.

NOTE: Professional & Community Programs courses are limited to students 18 years and over unless otherwise noted.

TUITION WAIVERS

Unemployment Waivers
All unemployed persons are required to submit an application for financial aid and receive a decision prior to submitting a waiver. They must also submit documentation from the New Jersey Department of Labor as proof of eligibility to the Continuing Education Office in Crabiel Hall, Room 110. This documentation must be dated not earlier than 30 days prior to the first day of class. Students must complete the appropriate Middlesex County College Registration Form and include payment for all fees. Students may register 24 hours before the course begins if space is available and if tuition-paying students constitute the minimum number required for the course. Students must be prepared to pay any balance and/or fees at the time of registration. NOTE: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

Veteran and Military Benefits
Middlesex County College is approved by the New Jersey Department of Military and Veterans Affairs State Approving Agency, under Title 38, U.S. Code Section 1775 for veterans’ training. Questions concerning eligibility and certification may be directed to The Center for Veterans Services in Chambers Hall Room 124, and 732.906.7770. Vets@middlesexcc.edu. The refund policy for veterans is consistent with the Department of Community Affairs regulations.

www.middlesexcc.edu/profcom
Volunteer Tuition Waiver
Volunteer firefighters, first aid and rescue squad members and their spouse or dependent children can qualify for a tuition waiver. The volunteer shall agree to serve as a member volunteer for a minimum of four years. Following each year of volunteer service performed, the person or family member is entitled to receive a maximum of $600 per academic year of tuition credit. The cumulative maximum tuition credit is $2,400. The student must complete a waiver form available in the Student Accounts Office each semester. All remaining expenses must be paid by the regular due date. **NOTE: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.**

Senior Citizen Tuition Waivers
Middlesex County residents who are 65 years of age or older are eligible for a course waiver. It covers tuition only, on a space available basis, for 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. **NOTE: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.**

College Employees
In the case of vendor programs, College employees are responsible for paying all fees.

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

**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 by calling 732.906.2546.**

Parking
Free parking is available to students who register for courses located on the main 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 over local radio and television stations. The easiest way to check is on the College’s website, [www.middlesexcc.edu](http://www.middlesexcc.edu), or by calling the 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 all required books that are indicated in the course descriptions. **For the current schedule of hours, call 732.906.2540. For general information, call 732.906.2539.** To purchase books online visit the Bookstore at [www.BluecoltBookstore.com](http://www.BluecoltBookstore.com). Use the course codes in the bulletin as requested.

Credit Courses
For information call 732.906.2523

Certificates
The Department awards a Certificate of Completion to students who fulfill the basic requirements of all courses that carry CEU’s.

Student Rights
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 education records. Copies of the complete policy are available in the Office of the Registrar and the Department of Counseling and Career Services. For questions concerning the Family Educational Rights and Privacy Act, call the Registrar at 732.906.2523.
**Crabiel Hall, CB**  
This is the home of Professional and Community Programs. 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.

**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**  
Natural Sciences Department, Chemistry Labs

**Raritan Hall, RH**  
Department Chairpersons - History & Social Science Dept., English Dept.

**L’Hommedieu Hall, LH**  
Dean for the Division of Arts and Sciences, Biology Labs, Health Technology 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 11 ½ feet. We do not have an MCC swim team.  
- Behind the Physical Education Center is located Thomas Edison Park. The college has use of the parks 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 Diyetetics Department  
- Studio Theatre  
- Performing Arts Center  
- Visual, Performing and Media Arts Department  

**Chambers Hall, CH**  
Presidential Area, Admissions, Registrar, Student Accounts, Academic Advising, New Student Orientation, Center for Veterans Services, NJ Stars

**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, JLC**  
This building has the following:  
- Testing Center  
- Project Connections  
- Tutoring Center  
- Minority Student Affairs  
- Computer Science and Information  
- Technology Department  
- Also located here are computer labs, learning labs and our Media Arts and Design labs. The Graphic Art labs are located in the lower level.

**Instructional Resource Center, IRC**  
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.

**East Hall, EH**  
- Financial Aid

**Edison Hall, ED**  
Counseling & Career Services (Transfer and Disabilities Services), Accounting, Business, and Legal Studies Dept., Child Care Center, Visual, Performing & Media Arts classes
INDEX

AART Radiologic Technologists................................. 40
Access 2010.............................................................. 61
Accounting............................................................... 78
Acting, Voice .......................................................... 21
Accounting, Business & Legal Studies (Credit) ........... 50
Allied Health .......................................................... 25
Alzheimer’s & Dementia ......................................... 32
American English Pronunciation ............................. 73
Anatomy and Physiology ........................................ 34
Anatomy Physiology & Terminology ......................... 26
Animal Care & Business Certificates ......................... 22-24
Appliance Repair Basics ........................................... 14
Ballroom Dancing..................................................... 69
Blogging................................................................... 57, 70
Building Inspector RCS, ICS, HHS ......................... 65
Cardiac Life Support – Healthcare Provider and Advanced ........................................ 39
Career Boost .......................................................... 21
Career Training Center ............................................ 76-79
Career Options & Development............................... 16-20
Child Care Center ................................................... 75
Coding
Anatomy & Physiology .............................................. 34
ICD-9 ..................................................................... 34
ICD-10 ..................................................................... 35
Medical Terminology ................................................. 34
College Bound
SAT Crash .............................................................. 71
SAT Prep .................................................................. 71
Study Skills............................................................... 71
Compensation: Salary and Benefits ......................... 18
Computer and Network Security ............................... 6
Computer Confidence ............................................. 59
Computer Science (Credit) ....................................... 50
Computer Training
Microsoft Office 2010 ............................................. 60, 61
QuickBooks 2014 ..................................................... 64
Conflict Resolution .................................................... 18
Construction Code, New Jersey ................................. 65
Construction Management ........................................ 66
Construction Official .................................................. 65
Construction Site Safety ............................................ 66
Conversational English .......................................... 73
Cooking .................................................................... 7-10
Corporate Education and Training ............................. 80
CPR
Basic Life Support .................................................... 39
Healthcare Provider .................................................. 39
Renewal ................................................................... 39
Creative Arts (Credit) ............................................... 50
Dance, Beginner Latin and Ballroom ......................... 69
Dental Auxiliaries ..................................................... 37
Dental Radiology ...................................................... 37
Dialysis .................................................................... 31
Digital Marketing ...................................................... 54
Digital Photography ................................................... 58
Dreamweaver CSS I, II, III ........................................ 55
Driving-Defensively .................................................. 70
eBay® and Amazon.com® Buying and Selling ............ 21
Ed To Go .................................................................. 63
ECG/EKG Technician ............................................... 30
Education/Protection Services (Credit) ....................... 50
Electives
Health Information Coding ........................................ 35
Management ............................................................ 18-20
Pharmacy Technician ............................................... 36
End-of-Life Specialist ............................................... 33
Electronics and Appliance Repair ............................... 14, 15
Employment Relations ............................................. 18
Engineering Technologies (Credit) ............................. 50
ESL-English as a Second Language
American English Pronunciation ............................. 73
Conversational English .......................................... 73
ESL I, II, III ............................................................. 72
Preparing for U.S. Citizenship .................................. 72
Word Building .......................................................... 73
Exam Preparation
SAT ....................................................................... 71
ServSafe® Food Safety Manager .............................. 10
Excel 2010 ................................................................. 60

www.middlesexcc.edu/profcom 85
Professional & Community Programs

Facebook ........................................................57
Financial Planning & Investment.............. 68
Financial Strategies ..............................................68
Fire Inspector HHS ..........................................65
Fitness ....................................................................69
Local Anesthesia, Administration of...........37
Lose Weight with Hypnosis .........................69
Management Certificate ......................... 16
Management Electives .............................18-20
Medical Assistant ...........................................25
Medical Terminology ......................................34
Medicare ................................................................68
Microsoft Office 2010 .....................................60
Money Matters ....................................................67
Music ....................................................................70
Negotiating ......................................................19
New Jersey Uniform Construction Code .......... 65
Online Learning ........................................62, 63
Personal Trainer Certification .......................38
Pet First Aid ......................................................70
Pharmacy Technician ......................................36
Photography ..................................................58
Photoshop: Intro & Intermediate ...............59
PHP and SQL Database .....................................56
Plumbing Inspector ICS .................................65
PowerPoint 2010 ............................................61
Project Management Certificate ..........12, 13
Project SPAN ..................................................74
Pronunciation-American English .............73
QuickBooks 2014 ............................................64
Radiologic Technologists, American Registry ... 40
Real Estate ........................................................67
Recruiting & Selecting .................................18
Relaxation, Hypnosis .......................................69
Retirement ........................................................68
SAT Crash .....................................................71
SAT Prep ........................................................71
School Relations .............................................73
Science & Mathematics (Credit) ............51
ServSafe® .......................................................10
Smoking Cessation ...........................................69
Social and Visual Media ..........................56-57
Social Security ..............................................68
Spanish, Learn the Fast and Easy Way .........71
Speak Like a Pro .............................................21
Storage Lockers .............................................21
Sub Code Official ............................................65
Test Prep
  SAT ..................................................................71
  ServSafe® Food Safety Manager ...............10
Today's Table:
  Classes for Contemporary Cooks ............7-10
  Training & Development .........................18
  Twitter ..........................................................57
  Uniform Construction Code, New Jersey .......65
  Veterinary Assistant .....................................24
  Voiceovers ..................................................21
  Web Design ..................................................55
  Web Marketing .............................................54
  Weight Loss, with Hypnosis .......................69
  Wildlife Rehabilitation .................................23
  Word 2010 ...................................................60
  Word Building-ESL .......................................73
  Yoga, Hatha for Beginners .........................69
  YouTube ....................................................57
# FALL 2015 Registration Form

## Please Print Clearly

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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## Method of Payment

- I am enclosing a check/money order payable to Professional & Community Programs – MCC in the amount of $__________
- Tuition Waiver
  - Check or P.O. Number _________________________
- Purchase Order (please include registration form)

## To Pay by Credit Card, Complete This Section

- Visa [ ] MasterCard [ ] Discover/Novus [ ]
- Amount $__________
- Total $__________

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Authorized Signature:__________________________________________________________

## Send or Fax your registration form with payment to:

Professional & Community Programs– Crabiel Hall
Middlesex County College
2600 Woodbridge Avenue
PO. Box 3050
Edison, NJ 08818-3050

Fax: 732.906.2521
If transmission problems occur, please mark second fax as a duplicate.
WINTERSESSION 2015
REGISTRATION BEGINS OCTOBER 26
www.middlesexcc.edu
December 28-January 13

Earn 3 Credits in 3 Weeks!
Choose from a wide range of courses that meet December 28-January 13 on the Edison campus.

• Earn credits toward your degree
• Complete 3 credits in 3 weeks
• Best value in the region – Tuition is only $106 per credit for Middlesex County residents.