Summer 2015

Credit and Non-Credit Courses

OPPORTUNITIES

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

www.middlesexcc.edu
Camp Middlesex is an eight-week program for children entering grades 1 through 10, located on Middlesex County College’s beautiful 200 acre campus in Edison. We provide a safe environment where having FUN, making new FRIENDS, and LEARNING are our highest priority.

Parents and campers choose from a wide variety of half-day and full-day programs. With a pre-camp and after-camp option, we offer an affordable way to extend your child’s camp experience and accommodate working parents’ needs.

For additional information, contact 732.906.2556 or visit Camp Middlesex at www.middlesexcc.edu/camp
LIFELONG LEARNING FOR EVERY MEMBER OF THE FAMILY

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

Young Adults - 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.
NON-CREDIT CONTENTS

Alphabetical index on pages - 57-58

TODAY’S TABLE
Classes for Contemporary Cooks .................. 6-8

ALLIED HEALTH
Advanced Cardiac Life Support .................. 24
American Registry of Radiologic Technologists Advanced Placement Assessment .......... 25
CPR: Basic Life Support, Healthcare Provider, Healthcare Renewal ......................... 24
ECG/EKG Technician ................................ 21
Health Information Coding ..................... 21, 22
IV Therapy for Nurses .............................. 25
Medical Assistant Certificate ................. 17, 18
Nutritional Specialist Certification ............ 23
Personal Trainer: National Certification .... 23
Pharmacy Technician ....................... 22, 23
Phlebotomy Certificate .................... 18-20

ANIMAL CARE
Veterinary Assistant Certificate ............ 16, 17

BUSINESS SOLUTIONS
Project Management Certificate (PMP) ...... 9, 10

CAMP MIDDLESEX ................................. 2

CAMPUS MAP ....................................... 55

CAREER BOOST
Speak Like a Pro .................................. 16

CAREER OPTIONS & PROFESSIONAL DEVELOPMENT CERTIFICATES
Management ......................................... 13
Electives ............................................. 14

THE CAREER TRAINING CENTER
Accounting ........................................ 50, 51
Allied Health ...................................... 50
Microsoft Office .................................. 49, 50

CHILD CARE CENTER ............................ 47

COLLEGE BOUND
SAT Prep ............................................. 44

COMPUTER CONFIDENCE
Building Knowledge and Confidence:
Levels I, II ........................................... 35

COMPUTER SOFTWARE AND MAINTENANCE
Microsoft Office 2010: Word, Excel, PowerPoint, Access ......................... 36, 37

COMPUTERS: PHP PROGRAMMING AND DATABASE CERTIFICATE
HTML and CSS ................................... 26
PHP Concepts, Development and Programming ............................................... 27

CORPORATE EDUCATION AND TRAINING
Customized and Basic Skills Training
SORA ................................................ 52

DRIVING POINT REDUCTION ................................. 44

ELECTRONICS AND APPLIANCE REPAIR
Appliance Repair Basics ......................... 11
Introduction to Electronics ..................... 11
Testing Equipment ............................... 12
Troubleshooting Electronic Equipment .... 12

ENGLISH AS A SECOND LANGUAGE (ESL)
American English Pronunciation .............. 45
Conversational English ......................... 46
ESL I, II, III .......................................... 45
Preparing for U.S. Citizenship ............... 45
Word Building .................................. 46

FOOD SAFETY MANAGEMENT
ServSafe® Food Safety Manager .............. 8
GENERAL INTEREST
Blogging: Intro ............................................... 44
Music: Guitar for Beginners I ................................ 44

HEALTH, FITNESS, RECREATION & DANCE
Beginner Latin and Ballroom Dancing for Adults ........................................... 43
Mixed Level Yoga ......................................................................................... 43
Lose Weight with Hypnosis ......................................................................... 42
Relaxation through Hypnosis ...................................................................... 42
Stop Smoking with Hypnosis ...................................................................... 42

HOME-BASED BUSINESSES
eBay & Amazon .......................................................................................... 16
How to Make Money from Your Writing .................................................. 15
Internet Marketing for eBay and Amazon .................................................. 16
Start Your Own Consulting Practice ......................................................... 15
Storage Lockers ............................................................................................ 15
Voice Acting .................................................................................................. 15

INDEX ........................................................................................................... 57, 58

MONEY MATTERS
Financing College ......................................................................................... 41
Income Protection
Build, Manage and Improve Your Credit .................................................. 41
Money ............................................................................................................ 41
Personal Finances
Personal Finances for Women ..................................................................... 41
Retirement Planning
Financial Strategies .................................................................................... 42
IRAs and Y.O.U. .......................................................................................... 42
Medicare ........................................................................................................ 41
Social Security .............................................................................................. 42

OFFICE OF SCHOOL RELATIONS .......................................................... 46

ONLINE COURSES
Instructor Facilitated
ED2Go & Gatlin .......................................................................................... 38, 39
Voices for All ................................................................................................. 15

PHOTOGRAPHY & GRAPHICS
Digital Photography ..................................................................................... 28
PhotoShop ..................................................................................................... 35

PROJECT SPAN ................................................................. 43

REAL ESTATE
Buy a House By Assuming a Loan .......................................................... 40
For Sale By Owner ....................................................................................... 40
How to Buy a Short Sale Home ................................................................. 40
Introduction to a Real Estate Career ........................................................ 40
Investment for Beginners ........................................................................... 40
Is Now the Time to Buy a Home? ............................................................. 40

REGISTRATION AND GENERAL INFORMATION .................................... 53, 54

REGISTRATION FORM ................................................................................. 59

SOCIAL AND VISUAL MEDIA IN THE DIGITAL AGE
Blogging for Business .................................................................................. 28
Facebook, Twitter and YouTube ................................................................ 28
Social Media for You and Your Business .................................................. 27

WEB
Intro to JavaScript ........................................................................................ 26
Web Design and Production ........................................................................ 25, 26
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.

Menus Are Subject to Change Without Notice

PAYMENT OPTIONS

Register for Our Tasting Menu: Choose any three classes, and pay only $99 (just $33 per class. You save $21.)

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.

Matters of the Heart

Are you currently living with heart disease or at high risk for getting it? Eating well to remain healthy is one of the most important things you can do to manage your health.

But…becoming and staying healthy does not have to be a chore. Join health coach Csilla Bischoff of (Shininghealth.com) and discover how to reduce your risk of suffering from the leading cause of death in both men and women and learn what foods will give you the best insurance for keeping your heart healthy.

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

GCUl 395-01 Monday, 6:30-9 p.m., June 8

The Seoul Grill: Intro to Korean BBQ

If Korean food intrigues you, or you simply want to learn to cook it for the first time, embark on a journey with us to learn the cuisine of Korea. Adapted to the needs of today’s kitchen, this class will help you cook delicious Korean food at home with ease. Recipes include: Kimchi pancakes, spicy stir fried fish cakes, galbi, Korean barbeque short ribs and more.

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

GCUl 318-02 Thursday, 6:30-9 p.m., June 11.

Let Thy Food be Thy medicine! Preventing and Fighting Diabetes and Insulin Resistance

Diabetes is a major public health problem of epidemic proportions. The Standard American Diet, aptly nicknamed SAD, is partly to blame with too many refined carbohydrates and processed foods. Join health coach, Csilla Bischoff of (Shininghealth.com) who will show you how to prepare easy, delicious and wholesome diabetic-friendly dishes that everyone in your family will enjoy. She will explain how high-fiber foods can help slow the absorption of sugar into the bloodstream, and how to help the body utilize glucose more effectively. If you have insulin resistance (also called syndrome X or metabolic syndrome), pre-diabetes or diabetes, this is your chance to get on the road to feeling better than ever!

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

GCUl 387-01 Monday, 6:30-9 p.m., June 15

Sensational Summer Salads

Tired of the same old potato and pasta salad all summer long? If you are looking for recipes that are fresh, easy and pretty enough for a party, this class is for you. Green beans and mango salad, watermelon and farro salad, lentils, beets and arugula salad are among the recipes featured along with homemade dressings to liven any of your own favorite salads.

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

GCUl 200-03 Tuesday, 6:30-9 p.m., June 16.

Farmers’ Market Finds

Get cooking this summer with delicious ingredients from your local farmers’ market. Gain some culinary inspiration, learn about the seasonality of food, and enjoy fresh recipes bursting with flavor. Recipes and ingredients include Smoky gazpacho, potato, squash, goat cheese, greens and a few more market-inspired selections.

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

GCUl 206-02 Thursday, 6:30-9 p.m., June 18.
Five-Ingredient Recipes New
Have dinner on the table with five ingredient (per menu item) recipes in 30 minutes or less. The menu features: Summer pea soup, almond, asparagus, and orzo salad with lemon-dill vinaigrette, roast beef, beet, and arugula salad with orange vinaigrette and more!
GCU 388-01 Tuesday, 6:30-9 p.m., June 30

To Thai For New Recipes
Thai cuisine is well known for its lightly prepared dishes with strong and distinct flavors and spices. Join Panita, a native of Thailand as she shares with you a taste of Thailand with some great stories and history from her homeland. Recipes include Thai pork satay with coconut sauce, Thai curry chicken, Thai crispy ruby in coconut milk and more!
Chef: P. Kanchan, Tuition $10 + general fee $30. Total $40.
GCU 311-02 Thursday, 6:30-9 p.m., July 2

Summertime Southern Favorites New
Looking for a simple and refreshing Southern meal? Join us for some cook-ahead and stress-free recipes for meals that are sure to impress your family and friends. Demonstration includes recipes and food tastings for summertime sweet tea, Southern-styled pimento cheese dip, fried green tomato BLT, oyster po’ boy, key lime tart and more!
Tuition $10 + general fee $30, Total $40.
GCU 389-01 Tuesday, 6:30-9 p.m., July 7

Scandinavian Picnic Treats New
Whether at the beach or in the park, summer and picnics go together. Pack up these delicious treats and head outdoors for a bit of summertime fun. Join Denise as she shows you how to create easy Scandinavian picnic treats: Scandinavian cucumber salad, homemade gravlax on crispy rye bread, smorgastarta, Swedish sandwich layer cake and more!
GCU 393-01 Thursday, 6:30-9 p.m., July 9

Celebrate Bastille Day New Recipes
July 14th is Bastille Day so come and celebrate the day the French commemorate their freedom with a traditional menu of French culinary delights. The menu features an assortment of French cheese, chicken Provençal, individual chocolate soufflé with crème anglaise and more!
GCU 207-02 Tuesday, 6:30-9 p.m., July 14

From Ocean to Table New Recipes
Summer’s here and the eating is easy... with delicious ingredients from under the sea. Learn the seasonality of seafood, and enjoy fresh recipes bursting with flavor. Highlighted ingredients include: clams, mussels, whole fish grilling techniques, seafood chowders and more.
GCU 314-02 Thursday, 6:30-9 p.m., July 16

A Night of French Desserts New Recipes
The windows of French pastry cases will have nothing on you, as you learn to prepare from scratch these French classical favorites. Mocha pots de crème, lemon and raspberry dacquoise, Grand Marnier crème brulée and French crullers will be among the recipes highlighted.
GCU 204-02 Tuesday, 6:30-9:30 p.m., July 21

Summer Pies and Tarts New Recipes
Butter is definitely better when it comes to making light and flaky dough that we will use to bake delicious and fresh fruit pies. Recipes include: Three berry pie, frozen lemon ginger snap pie, rhubarb and blueberry pie and fresh corn spoon bread tart.
Tuition $10 + general fee $30, Total $40.
GCU 316-02 Thursday, 6:30-9:30 p.m., July 23

Eggplant: One Ingredient 5 ways New
Eggplant is more than parmesan... and it is popular in a variety of cuisines all over the world. Diversify your cooking portfolio with these international recipes: Burmese eggplant curry, rigatoni with eggplant, tomatoes and spicy sausage, eggplant and walnut phyllo pie and eggplant jelly bomboloni.
Chef: N. Yadin, Tuition $10 + general fee $30. Total $40.
GCU 390-01 Tuesday, 6:30-9 p.m., August 4

Cuban New Recipes
Cuban food is primarily a fusion between Spanish, African and Caribbean cuisines and is incredibly flavorful. Come learn about the cultural influences that shape this rich style of cookery and taste some classic dishes such as: Cuban-styled picadillo with tostones, Cuban hamburgers. Cuban-styled adobo grilled chicken under a brick and more.
GCU 215-02 Thursday, 6:30-9 p.m., August 6
Cooking Lessons from Lebanon

If Lebanese food intrigues you, or you simply want to learn to cook it for the first time, embark on a journey with us to learn the cuisine of Lebanon. This class will help you cook delicious Lebanese food at home with ease. Recipes include: Kibbeh with caramelized onions and pomegranate molasses drizzle, Lebanese tabbouleh, Lebanese lamb chops with lemon dressing and more!

Chef: N. Yadin, Tuition $10 + general fee $30. Total $40.
GCUL391-01 Tuesday, 6:30-9 p.m., August 11

Not Your Typical Lunchtime Sandwich

Try something different this summer with some of your favorite ingredients wrapped up in a new way and filled with a combination of seafood, meat, cheese and vegetables. Bagna cauda panini with anchovies, mozzarella and chives, tuna nicoise sandwich, croquet monsieur, prosciutto and pesto panini and more! You won’t believe how simple and delicious they are to make at home.

GCUL394-01 Thursday, 6:30-9 p.m., August 13

Surf and Turf

Join Denise as she demonstrates how to prepare a classic culinary pairing with a summery twist. Learn how easy it is to cook a light summertime surf and turf dinner at home, using flavorful ingredients from land and sea. Recipe highlights: Chopped salad, New York strip kebobs and mini lobster rolls with spicy shallot butter and more.

GCUL 321-02 Tuesday, 6:30-9 p.m., July 28

Grilling Like a Pro

Gathering friends and family is one of life’s simple pleasures... and grilling is a perfect way to hang out, be outside and get a meal on the table, all at the same time. Join us as we put a new twist on the traditional BBQ cookout with dishes that are perfect for summer entertaining. Menu features: Garlicky grilled shrimp, grilled potato salad with scallion vinaigrette, grilled pork chops with salsa verde and grilled chicken souvlaki.

Chef: D. Schafer Tuition $10 + general fee $30. Total $40.
GCUL392-01 Tuesday, 6:30-9 p.m., August 18

Best Italian Bistro Recipes

If traveling to Italy is not in the cards for this year, how about bringing a taste of Italy into your home? Learn the simple and delicious techniques to make Italian bistro cuisine in your very own kitchen! Menu includes braciola, Italian beef rolls in tomato sauce, open face porchetta sandwich with caramelized plums and so much more!

Chef: A Spaziano, Tuition $10 + general fee $30. Total $40.
GCUL 396-01 Thursday, 6:30-9 p.m., August 20

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 001-56 Wednesday, 9 a.m.-5 p.m., June 10
CBSS 001-57 Tuesday 9 a.m.-5 p.m., July 14
CBSS 001-58 Tuesday, 9 a.m.-5 p.m., August 18
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 001-43 Monday, 7-10 p.m., June 8

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 002-43 Thursday, 7-10 p.m., June 11

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 003-43 Monday 7-10 p.m., June 15
Project Management IV: 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 004-43 Monday & Thursday, 7-10 p.m., June 22, 25

Project Management V: 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 005-43 Monday & Thursday, 7-10 p.m., June 29, July 2

Project Management VI: 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 006-43 Monday, 7-10 p.m., July 6

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 007-43 Thursday 7-10 p.m., July 9

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 stakeholders engagement.

Tuition $65 + general fee $34. Total $99.
Prerequisite: Project Management I-VII or equivalent knowledge
BSPM 008-43 Monday 7-10 p.m., July 13

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 009-43 Thursday, 7-10 p.m., July 16

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 010-43 Monday, 7-10 p.m., July 20

REGISTER NOW - Call 732.906.2556
Register now with your Visa, Master Card, Discover/Novus.
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 001-03 Monday-Thursday, 8 a.m.-Noon, June 15-30 (10 sessions)

Electronic Technician Certificate

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 analytical thinking skills will help you to 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.
ELEC 002-03 Monday-Thursday, 8 a.m.-noon, July 6-16 (8 sessions)
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.
**ELEC 003-03** Monday-Thursday, 8 a.m.-noon, July 20-27 (5 sessions)

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.
**ELEC 004-03** Monday - Thursday, 8 a.m.-noon, August 3-19 (11 sessions)
CAREER OPTIONS AND
PROFESSIONAL DEVELOPMENT
CERTIFICATES

The Management Certificate

For Managers, supervisors and team Leaders (and those who want to be)

Why You Should Attend:
The modern workforce requires modern leaders. This program is designed for anyone who is being asked to manage, supervise or lead a team.

What You Can Expect to Learn:
In-class exercises and discussions will help you become a more successful manager. Topics include managing your staff and your boss, learning how your role affects the bottom line, effective communication methods and becoming a catalyst for change.

Requirements for the Management Certificate:
To qualify, you must complete eight courses: Five required courses below, plus three electives. Additional electives will be offered in Fall 2015.

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.

5 Required Courses Cost: $498 (Save $127)
Savings are available to students who register, with payment, for five of the eight required courses in the complete certificate program.

Individual Pricing:
5 required courses: $625 if paid separately ($125 per course).

REQUIRED COURSES

The Task of the Manager
CEU 0.6
Learn how to become a successful manager, supervisor or team leader in today’s business environment. This course covers the role of the manager and how to develop your management style. Discussion will reinforce the management skills of planning, communicating and leading.
Instructor: C. Watler, Tuition $100 + general fee $25. Total $125.
CBMA 706-12 Monday & Wednesday, 6:30-9:30 p.m., June 1, 3

Managing Your Staff
CEU 0.6
Getting the job done requires the cooperation of everyone – this means you, your staff and your manager. Topics include: setting goals, coaching and counseling, and how to measure and monitor performance as well as group dynamics, managing diverse personalities and how to manage your manager.
Instructor: C. Watler, Tuition $100 + general fee $25, Total $125.
CBMA 707-12 Monday & Wednesday, 6:30-9:30 p.m., June 8, 10

Financial Aspects of Management
CEU 0.6
As a manager, supervisor or team leader, you can affect the bottom line. Learn how basic business concepts will allow you to make informed decisions. Topics include budget review, financial terminology, the costs of managing a staff and cost containment options.
Instructor: C. Watler, Tuition $100 + general fee $25. Total $125.
CBMA 708-12 Monday & Wednesday, 6:30-9:30 p.m., June 15, 17
Communication Essentials
CEU 0.6
The most successful managers, supervisors and team leaders have great communication skills. This course reviews the communication process and its role in achieving goals. Topics include: strengthening communication skills, how to develop an environment that encourages two-way communication and utilizing technology to enhance communication.
Instructor: M. Miller, Tuition $100 + general fee $25. Total $125.
CBMA 709-12 Monday & Wednesday, 6:30-9:30 p.m., June 22, 24

Managers, Supervisors and Team leaders - Conduits for Change
CEU 0.6
The business environment changes rapidly and learning to embrace change often means the difference between keeping and losing your job. Learn how to encourage your team to implement change, about your role as a change agent, and to identify the stages of change.
Instructor: M. Miller, Tuition $100 + general fee $25. Total $125.
CBMA 710-12 Monday & Wednesday, 6:30-9:30 p.m., June 29, July 1

ELECTIVES

Additional Electives will be offered in Fall 2015

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 898-01 Monday & Wednesday, 6:30-9:30 p.m., July 13, 15

Recruiting on LinkedIn New
CEU 0.6
With 75% 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 899-01 Monday & Wednesday, 6:30-9:30 p.m., July 20, 22

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 Edison Hall as soon as possible.
Vets@middlesexcc.edu or 732.906.7770
Start Your Own Consulting Practice  
**ONLINE**

Do you have training or knowledge that could be useful to others? Have you ever considered providing consulting services based upon your background? This course is designed to help those who wish to set up a consulting practice get started. You will learn the complete process of starting and operating a consulting practice. Topics include the start-up process, licensing, legalities, record keeping, tax concerns and so much more.


**Directions:** Go to [www.ed2go/Middlesex](http://www.ed2go/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/Middlesex](http://www.ed2go/Middlesex).

How to Make Money from Your Writing  
**ONLINE**

You really CAN make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you’re earning as a writer, you’ll find the how-to’s here. You’ll explore a dozen genres that can help you establish a sometime, part-time, or full-time career as a writer. Along the way, you’ll learn methods to work faster, suffer less rejection, and bring home more bacon (even if you’re a vegan like the instructor).


**Directions:** Go to [www.ed2go/Middlesex](http://www.ed2go/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/Middlesex](http://www.ed2go/Middlesex).

Voices for All – One-On-One  
**ONLINE**

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 002-04**

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 001-31**  
Wednesday 6-8 p.m., June 3

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!

**Instructor:** D. Carlon, *Tuition $25 + general fee $25. Total $50.*

**GENI 388-05**  
Wednesday, 6:30-9:30 p.m., July 15
Professional & Community Programs

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 385-11 Wednesdays, 6:30-9:30 p.m., July 1, 8, 15, 22

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 389-04 Wednesdays, 6:30-9:30 p.m., August 5, 12

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 006-08 Tuesdays & Thursdays, 6:30-9:30 p.m., June 16-July 9 (8 sessions)

ANIMAL CARE
Veterinary Assistant Certificate

ATTENTION NEW VETERINARY ASSISTANT STUDENTS
The remaining courses will be offered Fall 2015

Why You Should Attend:
As the pet population grows, there is an increased need for skilled and caring professionals to provide quality care for animals.

What Does a Veterinary Assistant Do?
You’ll assist in “head-to-tail” examinations, obtain health histories and records, clean and disinfect cages and work areas, care for the animals, and handle much of the administrative work of the practice.

Veterinary Assistant Certificate:
You will qualify for this certificate when you successfully complete all seven courses.

Entrance Requirements:
Demonstrated proficiency in spoken and written English.
NOTE: An attendance rate and final grade of 80 percent is required to pass each class.

Required Courses:
- Veterinary Administration
- Animal Management
- Animal Biology
- Veterinary Nursing
- Veterinary Pharmacology
- Veterinary Law
- Pet First Aid for Dogs and Cats

Instructor: M. Azzarello
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.

COVA 007-08 Sunday, 9 a.m.-1 p.m., June 14
COVA 007-09 Monday, 6 -10 p.m., August 10

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 extern
ship. 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

Middlesex County College has been approved by American Medical Technologists (AMT). Upon successful completion of the Medical Assistant Program, students may sit for the AMT’s national certification to be certified as a Registered Medical Assistant (RMA).

www.americanmedtech.org
Program Requirements in Chronological Order

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. BLS 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, some 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.

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

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 016-12 Mandatory Orientation: Monday, 9 a.m.-noon, August 24

Note: Proof of health insurance, immunizations, current BLS CPR certification and criminal background check is mandatory prior to receiving an externship assignment.
Questions? Contact Elliot Fishman 732.548.6000 ext. 3816

ATTENTION NEW MEDICAL ASSISTANT STUDENTS

Begin your Medical Assistant training NOW with the Phlebotomy and EKG programs described on the following pages. The remaining courses will be offered Fall 2015

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

**PAYMENT OPTIONS:**
Total cost for Phlebotomy I, II, and III, 3 courses: $1,998 (save $375)
Savings are available to students who enroll, with payment, for the complete certificate program.

**Individual Pricing:** Phlebotomy I, II, III: $2,373 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.

For more information contact Lori Fragoso, 8:30 a.m.-1:30 p.m., 732.906.7740.

**NOTE:** Registration is contingent upon space availability. 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 4.8

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 $450 + general fee $113 + liability insurance $36. Total $599.

**Prerequisite:** See Entrance Requirements

**AHPH 001-47** Instructor: L. DiSilvestro, Monday-Thursday, 9 a.m.-1 p.m., June 8-June 25 (12 sessions)

**AHPH 001-48** Instructor: J. Gilliard, Tuesday, Wednesday, Thursday, 6-9:25 p.m., June 2-July 1 (14 sessions)

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**Are you Unemployed, Underemployed or Working at a Low-Paying Job?**

If so, you MAY qualify for

**NO COST TRAINING** in the Allied Health Field.

Interested? Curious? Want to learn more? Call 732.906.7735 or email NNJHPC@middlesexcc.edu for more information.

A study funded by the federal government is being conducted to determine how these training opportunities help people improve their skills and find better jobs.

This activity/program has been partially funded by the U.S. Department of Health and Human Services’ Administration for Children and Families through the Northern New Jersey Health Professions Consortium (Grant Number 90FX0001). This document was supported by Grant Number 90FX0001 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.
Phlebotomy II
CEU 5.2
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 $500 + general fee $200 + consumables fee $75. Total $775.
Prerequisites: Successful completion of Phlebotomy I.
AHPh 002-48 Instructor: A. Pucillo, Monday-Thursday, 9 a.m.-1 p.m., July 6-July 27 (13 sessions)
AHPh 002-49 Instructor: J. Gilliard, Tuesdays, Wednesday, Thursday, 6:30-9:25 p.m., July 7-August 13 (18 sessions)

Phlebotomy III: Externship
CEU 10.0
At a hospital or other facility, you will collect samples and perform other duties associated with phlebotomy. You are required to work a minimum of 100 hours.
NOTE: Externship sites are available and operate during daytime hours only and can begin as early as 5 a.m. Medical assistant students are not required to enroll in the Phlebotomy externship course. This six-hour course is mandatory prior to your fieldwork.
Tuition $850 + general fee $149, Total $999
Prerequisites: Successful completion of Phlebotomy I & II and BLS CPR, criminal background check and physical examination with current immunizations and personal health insurance coverage.
AHPh 003-46 Instructor: L. DiSilvestro, Tuesday & Wednesday, 9 a.m.-noon, July 28, 29
AHPh 003-47 Instructor: J. Gilliard, Tuesday & Wednesday, 6:30-9:30 p.m., August 18, 19
NOTE: Proof of health insurance and immunizations, current BLS CPR certification and a criminal background check are mandatory prior to receiving an externship assignment. Questions? Contact Elliot Fishman 732.548.6000, ext. 3816.

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.

CAMP MIDDLESEX
JUNE 29-AUGUST 21, 2015

Camp Middlesex is an eight-week program for children entering grades 1 through 10, located on Middlesex County College’s beautiful 200 acre campus in Edison. We provide a safe environment where having FUN, making new FRIENDS, and LEARNING are our highest priority. Parents and campers choose from a wide variety of half-day and full-day programs. With a pre-camp and after-camp option, we offer an affordable way to extend your child’s camp experience and accommodate working parents’ needs.

For additional information, contact 732.906.2556 or visit Camp Middlesex at WWW.MIDDLESEXCC.EDU/CAMP
ECG/EKG Technician Certificate

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

What does an ECG/EKG Technician do?
As an ECG/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 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 001-50 Instructor: A. Pucillo, Monday-Thursday, 9 a.m.-2:30 p.m. August 3-August 20 (1/2 hour Lunch) (12 sessions)

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 Certificate:
You qualify for this certificate after successfully completing the seven required courses: Anatomy & Physiology, Medical Terminology, Basic ICD-9, Intermediate ICD-9, 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.
**RETURNING STUDENTS**

**CPT-4 Coding I**
CEU 2.7
Learn to code medical procedures for physicians, outpatient clinics and emergency rooms. **Textbooks required** for FIRST class, available at College Bookstore.
Instructor: A. Pucillo, Tuition $300 + general fee $99. Total $399.
**Prerequisite:** Anatomy and Physiology & Medical Terminology
AMRC 818-5S Mondays and Wednesdays, 6-9 p.m., June 8-July 6 (9 sessions)

**CPT-4 Coding II**
CEU 1.8
Practice coding with sample emergency room charts, endoscopy reports and outpatient procedures. Bring your CPT-4 Coding I textbooks to class.
Instructor: A. Pucillo, Tuition $200 + general fee $75. Total $275.
**Prerequisite:** CPT-4 Coding I
AMRC 819-4S Mondays & Wednesdays, 6-9 p.m., July 13-July 29 (6 sessions)

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**Are you interested in joining the Health Information Field as a Medical Records Coder?**
A new program will begin Fall 2015

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**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 this class.
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.
Tuition $100 + general fee $99. Total $199.
APTC 215-13 Monday-Thursday, 9 a.m.-Noon, June 8 -23 (10 sessions)

Pharmacy Technician
CEU 8.0
Tuition $850 + general fee $149, Total $999
APTC 214-25 Monday-Thursday, 9 a.m.-1 p.m., June 29-August 3 (no class July 2) (20 sessions)

Pharmacy Technician Externship New
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 216-03 Orientation, Tuesday, 9-11 a.m., August 4

PERSONAL TRAINING

Nutrition Specialist Certification New
CEU 2.4
This comprehensive certification course will enable you to implement successful strategies for effective nutritional guidance. It will cover the essentials of nutrition and explore the dynamics of the dietary supplement industry. Case studies and methods for practical application and coaching techniques will be discussed. The curriculum meets the training program standard for the American Academy of Sports Dieticians and Nutritionists’ Nutrition Specialist (AASDN) credential. The certification exam will be given on the last day of class.

Prerequisites: None.
Textbook required for FIRST class, available through info@aasdn.org.
For additional information regarding course content and certification, contact Greg Mahadeen at 732-695-1649.
AFIT 009-01 Tuesdays & Thursdays, 6:30-9:30 p.m., June 9-July 2 (8 sessions)

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.
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 -25 Tuesdays & Thursdays, 6:30-9:30 p.m., July 14-August 20
NOTE: July 30, August 11, 13 class will meet 6-8:30 p.m. (12 sessions).
CARDIOPULMONARY RESUSCITATION

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

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., June 16
ACSC 062-31 Tuesday, 6:30-10:30 p.m., July 14
ACSC 062-32 Tuesday, 6:30-10:30 p.m., August 11
ACSC 062-33 Saturday, 8 a.m.-noon, June 20
ACSC 062-34 Saturday, 8 a.m.-noon, July 18
ACSC 062-35 Saturday, 8 a.m.-noon, August 22

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.
Tuition $29 + general fee $70, Total $99
PLEASE NOTE: Be on time. You will not be admitted if you are 15 minutes late.
ACSC 063-30 Tuesday, 6:30-11 p.m., June 16
ACSC 063-31 Tuesday, 6:30-11 p.m., July 14
ACSC 063-32 Tuesday, 6:30-11 p.m., August 11
ACSC 063-33 Saturday, 8 a.m.-12:30 p.m., June 20
ACSC 063-34 Saturday, 8 a.m.-12:30 p.m., July 18
ACSC 063-35 Saturday, 8 a.m.-12:30 p.m., August 15

CPR: Healthcare Provider Renewal
CEU 0.35
This three-hour course will refresh and update the student on the latest CPR skills. Course completion cards will be given to student at end of renewal course.
PLEASE NOTE: Be on time. You will not be admitted if you are 15 minutes late.
Prequisite:
Expiring BLS CPR Certification Card. Tuition $17 + general fee $50. Total $67.
ACSC 065-30 Tuesday, 7-10:30 p.m., June 23
ACSC 065-31 Tuesday, 7-10:30 p.m., July 21
ACSC 065-32 Tuesday, 7-10:30 p.m., August 18
ACSC 065-33 Saturday, 1-4:30 p.m., June 20
ACSC 065-34 Saturday, 1-4:30 p.m., July 18
ACSC 065-35 Saturday, 1-4:30 p.m., August 15

Advanced Cardiac Life Support (ACLS)

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.
Prequisite:
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 064-12 Monday & Tuesday, 8 a.m.-4:30 p.m., June 22, 23
ACSC 064-13 Monday & Tuesday, 8 a.m.-4:30 p.m., July 13, 14
ACSC 064-14 Monday & Tuesday 8 a.m.-4:30 p.m., August 24, 25
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 067-09** Wednesday, 8 a.m.-4:30 p.m. (½ hour lunch) July 15

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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 212-03** 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 or 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 36 for CPR details.

**Note**

Prior permission from James Ferrell, Radiography Department chair, is required. Call 732.906.2583 for authorization.

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**WEB**

**Web Design and Production**

**Web Design with Dreamweaver CSS: I**

CEU 1.5

Discover how to design, develop, and maintain web sites and applications comfortably with Dreamweaver. Learn how to define a web site, format text, apply images, create and format links, and publish a Web site.

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

**Instructor:** E. Silverstein, Tuition $100 + general fee $53 + laboratory fee $146. Total $299.

**WEBD 022-32** Mondays & Wednesdays, 6:15-10 p.m., June 1, 3, 8, 10
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, framesets, automation tools, spacer GIFs and templates.
**Textbook required, available at College Bookstore.**
**Instructor:** E. Silverstein, Tuition $100 + general fee $53 + laboratory fee $146. Total $299.
**Prerequisite:** Successful completion of Dreamweaver CSS: I or equivalent knowledge.
**WEBD 023-31** Mondays & Wednesdays, 6:15-10 p.m., June 15, 17, 22, 24

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. Create interactive forms and dynamic web pages, as well as learn to manipulate XML data collaboration.
**Textbook required, available at College Bookstore.**
**Instructor:** E. Silverstein, Tuition $100 + general fee $53 + laboratory fee $146. Total $299.
**Prerequisite:** Successful completion of Dreamweaver CSS: II or equivalent knowledge.
**WEBD 024-31** Mondays & Wednesdays, 6:15-10 p.m., June 29, July 1, 6, 8,

JavaScript: Intro
CEU 0.9
If you want to make a statement and move beyond the basics of web design, this course is for you. With JavaScript you will be able to create more inviting web pages that are interactive and include special effects. JavaScript will allow you to be far more innovative with a flexible and dynamic web page that is sure to attract more hits than a static design. Topic includes client side validation, functions, jQuery and JavaScript libraries.
**Instructor:** G. Zahid, Tuition $65 + general fee $7 + laboratory fee $103. Total $175.
**WEBD 034-06** Mondays & Wednesday, 6:30-9:30 p.m. July 13, 15, 20

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.

**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
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 tags description and use and creating a sample website.

**NOTE:** This class is not included in the cost of the certificate.
**Instructor:** G. Zahid Tuition $88 + general fee $13 + laboratory fee $132. Total $233.
**WEBD 036-02** Tuesdays & Thursdays, 6:30-9:30 p.m., May 26, 28, June 2, 4
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.
Tuition $65 + general fee $7 + laboratory fee $103. Total $175.
Prerequisite: HTML and CSS class or equivalent knowledge
WEBP 004-32 Tuesdays & Thursday, 6:30-9:30 p.m., June 9, 11, 16

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.
Tuition $65 + general fee $7 + laboratory fee $103. Total $175.
Prerequisite: Experience working with HTML programming and related web authoring software.
WEBP 005-32 Thursdays & Tuesday, 6:30-9:30 p.m., June 18, 23, 25

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.
Tuition $88 + general fee $13 + laboratory fee $132. Total $233.
Prerequisites: Experience working with HTML programming and related web authoring software, Database + Concepts & Development and PHP Programming.
WEBP 006-32 Tuesdays & Thursdays, 6:30-9:30 p.m., June 30, July 2, 7, 9

PHOTOGRAPHY AND GRAPHICS

Digital Photography
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 $50 + general fee $49. Total $99.
GENI 261-22 Mondays, 6:30-9:30 p.m., June 8, 15, 22

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 40 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 $50 + general fee $49. Total $99.
Prerequisite: Doable Digital Photography Intro or equivalent knowledge.
GENI 301-20 Mondays, 6:30-9:30 p.m., June 29, July 6, 13
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.
Tuition $35 + general fee $15. Total $50.
COSM 001-08 Wednesday, 6:30-9:30 p.m., August 5

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.
Tuition $35 + general fee $15. Total $50.
COSM 002-08 Monday, 6:30-9:30 p.m., August 10

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.
Tuition $35 + general fee $15. Total $50.
COSM 006-06 Wednesday, 6:30-9:30 p.m., August 12

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.
Tuition $35 + general fee $15. Total $50.
COSM 003-08 Monday, 6:30-9:30 p.m., August 17

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! You Tube 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!
Tuition $35 + general fee $15. Total $50.
COSM 008-06 Wednesday, 6:30-9:30 p.m., August 19

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.
Tuition $35 + general fee $15. Total $50.
COSM 009-05 Monday, 6:30-9:30 p.m., August 24
The Presidential Scholars Program is a merit-based scholarship designed to provide incentive to start or return to complete an Associate Degree or Certificate Program at Middlesex County College for anyone who has been out of high school for at least one year.

The scholarship covers 50 per cent of the cost of tuition, fees and books. Credit study may be full or part time - 6 credits minimum per semester. Continuing Education non-credit enrollment must be for the total certificate program cost.

Watch for more information and eligible programs in the Fall 2015 OPPORTUNITIES bulletin.

This scholarship was established by Middlesex County College Foundation with support from the Willard T. C. Johnson Foundation.
Coming Soon:
GAMING & ANIMATION

MCC will be introducing a new program in GAMING AND ANIMATION. It’s a growing field that is creative, fun and satisfying. Call 732.906.2589 for more information.

While developing video games is a part of the field, graduates may also find jobs with pharmaceutical companies, engineering firms, hospitals, the military, museums and film studios.

“There are lots of applications,” said Professor Richard Thompson, who is teaching the courses. It is a competitive, but growing field. It’s also very exciting and a lot of fun.”

Students take five gaming and animation courses:
3D modeling & Animation Foundations; Game Design Foundations; Animation Workshop; Game Design Workshop; and a Portfolio class, in addition to art, photography and general education classes.

JOIN US FOR SUMMER SESSION

4-week sessions • 7-week sessions
14-week session

FOUR CONVENIENT START DATES:
May 18       June 15       July 6        July 13
Middlesex County College’s military-affiliated students have a place on campus where they can get their entitlements certified, find information resources, and hang out with fellow students: The Center for Veterans Services!

**The College is proud to be a part of the VetSuccess on Campus Program. The program offers:**

- One on one VA Vocational Rehabilitation counseling
- Career, academic and readjustment counseling services
- Peer-to-peer counseling
- Vocational testing
- Referral services

**Contact Information**

Web page: [http://www2.middlesexcc.edu/wp/veterans/](http://www2.middlesexcc.edu/wp/veterans/)

Middlesex County College
Center for Veterans Services
Location: Edison Hall, Room 104
Office Phone: 732.906.7770
Alternate Phone: 732.548.6000, extension 3370
E-mail: vets@middlesexcc.edu
Fax: 732.908.4655

*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

Allied Health
Allied Health Pre-Professional
Allied Health Pre-Professional Certificate
Dental Hygiene
Health Science
Medical Laboratory Technology
Nursing
Psychosocial Rehabilitation and Treatment
Radiography Education
Respiratory Care

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

Education/Protective Services
Criminal Justice-Correction Administration
Criminal Justice-Correction Administration Certificate
Criminal Justice-Police Science
Education Practitioner
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
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

Middlesex County Board of Chosen Freeholders
Ronald G. Rios, Freeholder Director
Carol Barrett Bellante, Deputy Director
Kenneth Armwood
Charles Kenny
H. James Polos
Charles E. Tomaro
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John P. Mulkerin
Robert Oras
Eileen Palumbo ’78
Prafal Raja
Joann La Perla-Morales, President
LIFELONG LEARNING FOR SENIORS

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

• Today’s Table: Demonstration Classes for Contemporary Cooks pg 6-8
• Introduction to Blogging pg 44
• Digital Photography pg 27
• Photoshop pg 35
• Social Media and You pg 28
• Mixed Level Yoga pg 43
• Latin and Ballroom Dance pg 43
• Buying and Selling on eBay and Amazon pg 16
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, use special effects, adjust and retouch images and resize and prepare finished images for print and web use.

Required: Bring flash drive to class.

Textbook required, available at College Bookstore.

Instructor: E. Silverstein, Tuition $65 + general fee $7 + laboratory fee $77. Total $149.

Prerequisite: Basic knowledge of Windows XP or equivalent.

JWEB 020-22 Tuesdays & Thursday, 6:30-9:30 p.m., July 14, 16, 21

Photoshop CS5: Intermediate
CEU 0.9
Discover how to create masks and vector paths, fills and overlays to enhance images, special effects for images and text and layers for video.

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 021-22 Thursdays & Tuesday, 6:30-9:30 p.m., July 23, 28, 30

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.

Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., June 2-16 (5 sessions)

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.

Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., June 23-July 7 (5 sessions)
MICROSOFT OFFICE 2010
Comprehensives

Make Yourself More Marketable and Efficient with Microsoft 2010

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.

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 430-14 Mondays & Wednesdays, 6:45-9:45 p.m., July 13, 15, 20, 22

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.
Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.
Prerequisite: Successful completion of Word 2010: Level I or equivalent knowledge.
JCSC 431-13 Mondays & Wednesdays, 6:45-9:45 p.m., July 27, 29, August 3, 5

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.
Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.
Prerequisite: Familiarity with computers or Computer Confidence I and II.
JCSC 433-14 Tuesdays & Thursdays, 6:45-9:45 p.m. July 14, 16, 21, 23
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.
Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.
Prerequisite: Successful completion of Excel 2010: Level I, or equivalent knowledge.
JCSC 434-12 Tuesdays & Thursdays, 6:45-9:45 p.m., July 28, 30, August 4, 6

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.
Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.
Prerequisite: Familiarity with computers or Computer Confidence I and II
JCSC 439-08 Mondays & Wednesdays, 6:45-9:45 p.m., June 29, July 1, 6, 8

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.
Instructor: B. Frank, Tuition $109 + general fee 30 + laboratory fee $20. Total $159.
Prerequisite: Familiarity with computers or Computer Confidence I and II.
JCSC 436-09 Mondays & Wednesdays, 6:45-9:45 p.m., June 15, 17, 22, 24

Computer Forensics & Cybersecurity:  
A 21st Century Career

INFORMATION NIGHT
• What is Computer Forensics?
• What are the Industry Certifications?
• What are the Qualifications to Get Started?
• Where are the Jobs?

LISTEN, LEARN, ASK QUESTIONS, PLAN YOUR CAREER
Where? Crabiel Hall, Amboy Room
When? Tuesday, 6:30 p.m., June 23
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 Black Belt**
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:
WWW.GATLINEDUCATION.COM/MCC
ONLINE COURSES

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

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

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

POPULAR COURSES:

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 grant writing 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/MIDDLESEX

www.middlesexcc.edu/profcom 39
REAL ESTATE

Real Estate For Owners, Buyers And Sellers

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 homebuyer, 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 325-12 Tuesday, 6:30-9:30 p.m., June 9

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 317-26 Thursday, 6:30-9:30 p.m., June 11

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 333-04 Tuesday, 7-8:30 p.m., June 30

How to Buy a Short Sale Home
This class teaches you how to buy a property that is a short sale or a pre-foreclosure. Significant discounts in the price of homes are available using these techniques. The risks and the rewards of these types of home purchases will be discussed.
Instructor: B. Parker, Tuition $35 + general fee $15. Total $50.
REAL 331-04 Tuesday, 7-8:30 p.m., July 7

How to Buy a House by Assuming a Loan with a Lower Interest Rate
Did you know that one in six houses have an assignable loan? That means that you can assume the seller’s existing loan and mortgage rate. In this way, a buyer may be able to secure a mortgage rate that is lower than current market rates. Join us and learn the steps involved in identifying and assuming an assignable loan.
Instructor: B. Parker, Tuition $35 + general fee $15. Total $50.
REAL 335-03 Tuesday, 7-8:30 p.m., July 14

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 334-03 Tuesday, 7-8:30 p.m., July 21

REGISTER NOW - Call 732.906.2556
Register now with your Visa, Master Card, Discover/Novus.
MONEY MATTERS
College Financing

**FAFSA, Funding and Financing College** New
For many people a college education is a ticket to a world of discovery and a new life. But the biggest question is how to pay for it. One of the key ingredients for making that decision is to find out how much Federal Financial aid we qualify for. In order to do that we need to fill out and submit the Free Application for Federal Student Aid or FAFSA. In this course we will address all the relevant information and details we need to be aware of to successfully complete this form.

*Instructor: M. Hallas, Tuition $35 + general fee $15. Total $50.*
*GFIN 024-01 Wednesday, 6:30-9:30 p.m., June 17*

**Income Protection**

**Where Does All My Money Go?** New

**ONLINE**
Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Do you wish you had financial security? Want to work on paying down your debt but don’t know where to find the money? This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren’t many places that you can go to learn these principles, so take advantage of this opportunity to learn online. A new course starts each month. Presented by: Ed2go. Cost: $99. Directions: Go to [www.ed2go/Middlesex](http://www.ed2go/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/Middlesex](http://www.ed2go/Middlesex).*

**Build, Manage And Improve Your Credit** New

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 within 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 022-02 Tuesday, 6:30-9:30 p.m., June 2*

**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: Ms. E. Fishman (CFP), Tuition $35 + general fee $15. Total $50.*
*GFIN 020-04 Thursdays, 6:30-8:30 p.m., July 9, 16*

**Retirement Planning**

**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 018-06 Thursday, 6:30-9:30 p.m., June 11*
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 019-06 Tuesday, 6:30-9:30 p.m., June 16

IRAs and Y.O.U. New
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 023-02 Thursday, 6:30-9:30 p.m., June 18

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 017-07 Tuesdays & Thursdays, 6:30-9:30 p.m., July 7, 9, 14, 16

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 055-53 Wednesday 6:30-7:30 p.m., June 3

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 056-53 Wednesday, 7:30-8:30 p.m., June 3

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 059-08 Wednesday, 8:30-9:15 p.m., June 3
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., June 8-July 13 (6 sessions)

Mixed Level Yoga
As a follow-up to Hatha Yoga for Beginners, Mixed Level Yoga will expand and enhance your Yoga practice by focusing on simple postures and linking movement to breathing. The class will move through poses that strengthen and balance your body in a flow movement.
Prerequisites: While attending Hatha Yoga for Beginners is not required, we ask that you have an understanding of basic yoga postures (that is, Downward Facing Dog, Child’s Pose and Warrior I, II & III).
NOTE: Please plan to arrive 10 minutes before class to allow time to settle in. Bring your own mat for comfort.
Instructor: M. Tricario, Tuition $70 + general fee $15, Total $85.
GFIT 085-02 Wednesdays, 6:30-7:30 p.m., July 1-August 5 (6 sessions)

PROJECT SPAN
You Can Make a Difference in a Child’s Life - You Can Help Families in Crisis
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
Intro to Blogging New
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.
Instructor: E. Feldman. Tuition, $65 + general fee $7 + laboratory fee $77. Total $149.
GWEB 001-01 Tuesdays, 6:30-9:30 p.m., August 4, 11, 18

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 009-09 Thursdays, 6:30-9 p.m., June 4-July 16 (no class July 2) (6 sessions)

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., August 8

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.
Tuition 225 + general fee $124. Total $349.
CSYA 022-26 Tuesdays & Thursdays, 6:30-8:30 p.m., June 30-August 20 (16 sessions) and Sundays, 9 a.m.-1 p.m., July 12, August 16 (18 sessions total)
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.

Tuition $80 + general fee $99 + textbook $35. Total $214.
BASK 001-10 Tuesdays & Thursdays, 5:45-9:15 p.m., July 7-August 18 (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 Tuesdays & Thursdays, 5:45-9:15 p.m., July 7-August 18 (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 Mondays & Wednesdays, 5:45-9:15 p.m., July 6-August 17 (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.

Prerequisite: Moderate to advanced proficiency with English.

Tuition $125 + general fee $25 + workbook $30. Total $180.

Textbook required, available at College Bookstore.
BASK 015-01 Mondays & Wednesdays, 6-9 p.m., July 6-August 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. Josenso, Tuition $125 + general fee $25 + textbook & CD $49. Total $199.
BASK 013-10 Tuesdays & Thursdays, 6-9 p.m., July 7-August 6 (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.
Tuition $125 + general fee $25. Total $150.
Prerequisite: Near proficiency and ease with conversational English.
BASK 011-10 Instructor: S. Slovick, Mondays & Wednesdays, 6-9 p.m., July 6-August 5 (10 sessions)
Location: New Brunswick Center, 140 New Street, New Brunswick

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.
Tuition $125 + general fee $25. Total $150.
BASK 005-10 Mondays & Wednesdays, 6-9 p.m., July 6-August 5 (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:
- Summer High School Scholars – earn college credit during summer break.
- Gateway Summer Program – college credit and enrichment courses for students who have completed grade 8 or 9. July 6-29, 2015
- Biotechnology Summer Course – for students interested in an intro course to Biotechnology. July 6-29, 2015
- Algebra Summer Institute – hands-on interactive enrichment program for students who have not yet taken algebra 1. July 6-23, 2015
- Professional Development for teachers – AP Summer Institutes from August 3-6 and August 10-13, 2015.
For more information visit www.middlesexcc.edu/schoolrelations or email schoolrelations@middlesexcc.edu.

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 48-51 for complete details
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.-6:00 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.

- 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: Create databases, tables, queries, forms & reports & develop switchboard pages.
- Microsoft Outlook: 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 339-58 Monday-Friday, 9 a.m.-2:30 p.m., May 26-November 25, 2015
CSTC 339-59 Monday-Friday, 9 a.m.-2:30 p.m., September 8, 2015-February 29, 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 016-57 Monday-Friday, 9 a.m.-2:30 p.m., May 26-August 11, 2015
CSTC 016-58 Monday-Friday, 9 a.m.-2:30 p.m., September 8-November 25, 2015

**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 236-54 Monday-Friday, 9 a.m.-2:30 p.m., May 26-August 11, 2015
CSTC 236-55 Monday-Friday, 9 a.m.-2:30 p.m., September 8-November 25, 2015
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 140-30 Tuesdays and Thursdays, 6-9 p.m., May 26, 2015 – July 16, 2015
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 a webpage
- Integrate Microsoft Office applications

48 hours
Tuition $350 + general fee $100 + lab fee $200. Total $650.
Prerequisite: Knowledge of basic Microsoft Office
CSTC 141-30 Tuesdays and Thursdays, 6-9 p.m., May 26-July 16, 2015

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 334-53 Monday-Friday, 9 a.m.-2:30 p.m., May 26-November 25, 2015
CSTC 334-54 Monday-Friday, 9 a.m.-2:30 p.m., September 8, 2015-February 29, 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 234-52 Monday-Friday, 9 a.m.-2:30 p.m., May 26-August 11, 2015
CSTC 234-53 Monday-Friday, 9 a.m.-2:30 p.m., September 8-November 25, 2015

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 333-58 Monday-Friday, 9 a.m.-2:30 p.m., May 26-November 25, 2015
CSTC 333-59 Monday-Friday, 9 a.m.-2:30 p.m., September 8, 2015-February 29, 2015

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 233-56 Monday-Friday, 9 a.m.-2:30 p.m., May 26, 2015 – August 11, 2015
CSTC 233-57 Monday-Friday, 9 a.m.-2:30 p.m., September 8, 2015 – November 25, 2015
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 400-44 Wednesdays, 6-9 p.m., May 18-June 15, 2015

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 Cost $135.
CSTC 411-34 Wednesdays, 6-9 p.m., June 22-July 6, 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 406-41 Wednesdays, 6-10 p.m., July 13-August 10, 2015

High School Equivalency Preparation
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 801-05 Tuesdays and Thursdays, 6-10 p.m., May 31-June 30, 2015

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• Are 18-21 years old
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• Reside in Middlesex County
• Meet income eligibility requirements

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For additional information, contact 732.906.4231
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In cooperation with the New Jersey Council of County Colleges, the New Jersey Business and Industry Association, and the NJ Department of Labor and Workforce Development, Corporate Education and Training at Middlesex County College is offering courses at your worksite or on our campus!

- 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
- Team Building
- Problem Solving
- Supervisory Skills
- Personal Management & Business Professionalism
- Development of Good Management Skills
- Time Management

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Interested in Customized Training for your organization?
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REGISTRATION

Online
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 old 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 permitted 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 Edison Hall, Room 104, and 732.906.7770. Vets@middlesexcc.edu. The refund policy for veterans is consistent with the Department of Community Affairs regulations.
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.
CAMPUS MAP
Crabel 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, All 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 Dietetics Department
- Studio Theatre
- Performing Arts Center
- Visual, Performing and Media Arts Department
An open computer lab with 37 internet access computers is located in the College Center Bunker Lounge, Room 106.

Chambers Hall, CH
Presidential Area, Admissions, Registrar, Student Accounts, Academic Advising, New Student Orientation, First Year Experience, 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), Center for Veterans Services, Accounting, Business, and Legal Studies Dept., Child Care Center, Visual, Performing & Media Arts classes
INDEX

AART Radiologic Technologists...................... 25
Access 2010.............................................. 37
Acting, Voice ........................................... 15
Accounting, Business & Legal Studies (Credit) ... 32
Allied Health.............................................. 17-25
American English Pronunciation.................... 45
Animal Care.............................................. 16, 17
Appliance Repair Basics................................ 11
Ballroom Dancing...................................... 43
Blogging.................................................. 28, 44
Cardiac Life Support – Healthcare Provider and Advanced ....................................................... 24
Career Boost............................................. 16
Career Training Center............................... 48-50
Career Options & Development................... 13, 14
Child Care Center.................................... 47
College Financing...................................... 41
Computer Confidence................................ 35
Computer Science (Credit).......................... 32
Consulting Practice, Start Your Own ............... 15
Conversational English.............................. 46
Cooking................................................... 6-8
Corporate Education and Training................. 52
CPR.......................................................... 3
Basic Life Support.................................... 24
Healthcare Provider.................................. 24
Renewal.................................................. 24
CPT-4 Coding I,II ........................................ 21, 22
Creative Arts (Credit)................................. 32
Dance, Beginner Latin and Ballroom............... 43
Database Concepts and Development............. 27
Digital Photography .................................. 28
Dreamweaver CSS I, II, III ......................... 25, 26
Driving-Defensively................................. 44
eBay® and Amazon.com® Buying and Selling....................................................... 16
Ed to Go.................................................. 38
ECG/EKG Technician.................................. 21
Education/Protection Services (Credit).......... 32
Electives
Management........................................... 14
Pharmacy Technician................................. 23
Electronics and Appliance Repair................. 11, 12
Engineering Technologies (Credit)................ 32
ESL-English as a Second Language
American English Pronunciation.................... 45
Conversational English.............................. 46
ESL I, II, III............................................... 45
Word Building......................................... 46
U.S. Citizenship...................................... 45
Exam Preparation
SAT ......................................................... 44
ServSafe® Food Safety Manager.................... 8
Excel 2010................................................ 36, 37
Facebook................................................ 28
Financial Strategies................................. 42
Food Management.................................... 8
Guitar for Beginners I................................. 44
Health (Credit)......................................... 32
Health Information Coding........................ 21, 22
History/Language/Social Science (Credit)...... 33
Home Based Business............................... 15, 16
Home Buying......................................... 40
Hospitality, Culinary Arts, Dietetics.............. 33
HTML and CSS......................................... 26
Hypnosis
Lose Weight........................................... 42
Stop Smoking......................................... 42
<table>
<thead>
<tr>
<th>Program</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relaxation through</td>
<td>42</td>
</tr>
<tr>
<td>IV Therapy for Nurses</td>
<td>25</td>
</tr>
<tr>
<td>JavaScript</td>
<td>26</td>
</tr>
<tr>
<td>Lose Weight with Hypnosis</td>
<td>42</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>17, 18</td>
</tr>
<tr>
<td>Medicare</td>
<td>41</td>
</tr>
<tr>
<td>Microsoft Office 2010</td>
<td>36, 37</td>
</tr>
<tr>
<td>Music</td>
<td>44</td>
</tr>
<tr>
<td>Nutrition Specialist Certification</td>
<td>23</td>
</tr>
<tr>
<td>Online Learning</td>
<td>15, 38, 39, 41</td>
</tr>
<tr>
<td>Personal Trainer Certification</td>
<td>23</td>
</tr>
<tr>
<td>Pet First Aid</td>
<td>17</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>22, 23</td>
</tr>
<tr>
<td>Phlebotomy Certificate</td>
<td>18-20</td>
</tr>
<tr>
<td>Photography</td>
<td>28</td>
</tr>
<tr>
<td>Photoshop: Intro &amp; Intermediate</td>
<td>35</td>
</tr>
<tr>
<td>PHP and SQL Database</td>
<td>26, 27</td>
</tr>
<tr>
<td>PowerPoint 2010</td>
<td>37</td>
</tr>
<tr>
<td>Project Management Certificate</td>
<td>18, 20</td>
</tr>
<tr>
<td>Project SPAN</td>
<td>43</td>
</tr>
<tr>
<td>Pronunciation - American English</td>
<td>45</td>
</tr>
<tr>
<td>Radiologic Technologists, American Registry</td>
<td>25</td>
</tr>
<tr>
<td>Real Estate</td>
<td>40</td>
</tr>
<tr>
<td>Relaxation, Hypnosis</td>
<td>42</td>
</tr>
<tr>
<td>Retirement</td>
<td>42</td>
</tr>
<tr>
<td>SAT Prep</td>
<td>44</td>
</tr>
<tr>
<td>School Relations</td>
<td>46</td>
</tr>
<tr>
<td>Science &amp; Mathematics (Credit)</td>
<td>33</td>
</tr>
<tr>
<td>ServSafe®</td>
<td>8</td>
</tr>
<tr>
<td>Smoking Cessation</td>
<td>42</td>
</tr>
<tr>
<td>Social and Visual Media</td>
<td>27, 28</td>
</tr>
<tr>
<td>Social Security</td>
<td>42</td>
</tr>
<tr>
<td>Speak Like a Pro</td>
<td>16</td>
</tr>
<tr>
<td>Storage Lockers</td>
<td>15</td>
</tr>
<tr>
<td>Test Prep</td>
<td>44</td>
</tr>
<tr>
<td>SAT</td>
<td>44</td>
</tr>
<tr>
<td>ServSafe® Food Safety Manager</td>
<td>8</td>
</tr>
<tr>
<td>Today’s Table: Classes for Contemporary Cooks</td>
<td>6-8</td>
</tr>
<tr>
<td>Twitter</td>
<td>28</td>
</tr>
<tr>
<td>Veterinary Assistant</td>
<td>16, 17</td>
</tr>
<tr>
<td>Voiceovers</td>
<td>15</td>
</tr>
<tr>
<td>Web Design</td>
<td>25, 26</td>
</tr>
<tr>
<td>Weight Loss, with Hypnosis</td>
<td>42</td>
</tr>
<tr>
<td>Word 2010</td>
<td>36</td>
</tr>
<tr>
<td>Word Building - ESL</td>
<td>46</td>
</tr>
<tr>
<td>Writing, Making Money from</td>
<td>15</td>
</tr>
<tr>
<td>Yoga, Mixed Level</td>
<td>43</td>
</tr>
<tr>
<td>YouTube</td>
<td>28</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>

To Pay by Credit Card, Complete This Section:  

- Visa  
- MasterCard  
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Amount $_________  

Expiration Date

Authorized Signature: __________________________________________________________

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)

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  

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