

Spring/Summer 2024

# Workforce Development and Lifelong Learning

Looking to **CONTINUE YOUR EDUCATION, ADVANCE YOUR CAREER, CHANGE CAREERS** or are you a **LIFELONG LEARNER?**



Visit [middlesexcollege.edu/workforce-development](https://middlesexcollege.edu/workforce-development)  
or scan the QR Code.





## CAMP MIDDLESEX SUMMER 2024

Youth Programs for Ages 5-13 (Edison, NJ Campus)

June 24 - August 16, 2024

[middlesexcollege.edu/community-programs/camp-middlesex](https://middlesexcollege.edu/community-programs/camp-middlesex)

Arts & Crafts & Design ■ Black Rocket Computer Tech ■ Crayola Camp

Performing Arts ■ Super Science for Kids ■ Magic Camp

Musical Theater with *Better Than Broadway* ■ Sports Camp and More!

For details (dates, times) and to register, please see class information-to be posted on website February 2023.

Save the date and come to our **OPEN HOUSE** on Sunday, March 10, 1-3 p.m.

*We can't wait to see you!*



## JUNIOR CHEF CAMP 2024

A Culinary Camp Experience for Youth and Teens

July 1-August 2, 2024 Monday-Friday 9 a.m.-12:30 p.m.

Campers will have the opportunity to cook a variety of meals and bake a variety of treats.

Ages 11-13 (three one-week sessions)

Ages 14-17 (two one-week sessions)

*Registration posted on Middlesex College website in February 2024.*

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Explore

# OUR SCHOLARSHIPS



**Middlesex College** wants to ensure that everyone has access to education, and offers several scholarships for students in Workforce Development and Lifelong Learning programs.

Applicants are required to have a High School diploma or G.E.D./H.S.E., and meet other course prerequisites and requirements. Upon receiving an award letter for one of the scholarships, we will enroll you in the designated program. Submit one application per person. These scholarships are intended for individuals who are not already receiving Middlesex College scholarships.

## Needs-Based Scholarship Program

*Program made possible by the Middlesex College Foundation*

Healthcare Careers ■ Management ■ Trade ■ Workforce Development

## Scholarship Program for Students of Color

*Program made possible by the Trammell Crow Company*

Construction Management Certificate ■ Electro-Mechanical Technician  
Supply Chain Management ■ Warehousing Operations ■ AWS MIG Welding

## COURSES AT THE NEW BRUNSWICK CENTER

### Grant Writing Certificate Program

COWR 016- 01	Introduction to Grants (New Brunswick Center)	Sa	4/13	9 a.m.-Noon
COWR 017-01	Overview of Different Grant Types (New Brunswick Center)	Sa	4/13	12:30-3 p.m.
COWR 018-01	Creating the Grant Proposal (New Brunswick Center)	Sa	4/20	9 a.m.-Noon
COWR 019-01	Grant Proposal Evaluation (New Brunswick Center)	Sa	4/20	12:30-3 p.m.
COWR 020-01	Grant Review (New Brunswick Center)	Sa	4/27	9 a.m.-1 p.m.

### Citizenship Course

GENI 407-06	Citizenship Preparation Course in Spanish	MW	2/5-4/22 (no class 2/19, 3/11, 3/13)	7-9 p.m.
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### English as a Second Language (ESL) Courses

BASK 001-10	ESL I	Sa	1/27-4/26 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 001-11	ESL I	TTh	5/14-6/27	6-9 p.m.
BASK 002-10	ESL II	Sa	1/27-4/26 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 002-11	ESL II	TTh	5/14-6/27	6-9 p.m.
BASK 003-10	ESL III	Sa	1/27-4/26 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 003-11	ESL III	TTh	5/14-6/27	6-9 p.m.
BASK 017-10	ESL IV	Sa	1/27-4/26 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 017-11	ESL IV	TTh	5/14-6/27	6-9 p.m.

### Healthcare Careers

AHPH 100-21	Phlebotomy	M-F	4/3-5/6	9 a.m.-1:30 p.m.
AHPH 101-21	Phlebotomy Externship		5/7	9 a.m.-3:30 p.m.

## COURSES AT THE PERTH AMBOY CENTER

### Citizenship Course

GENI 407-05	Citizenship Preparation Course in Spanish	MTh	2/5-4/25 (no class 2/19, 3/11, 3/14, 3/28)	6-8 p.m.
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### English as a Second Language (ESL) Courses

BASK 001-20	ESL I	Sa	1/27-4/26 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 001-21	ESL I	MW	5/13-7/1 (no class 5/27)	6-9 p.m.
BASK 002-20	ESL II	Sa	1/27-4/26 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 002-21	ESL II	MW	5/13-7/1 (no class 5/27)	6-9 p.m.
BASK 003-20	ESL III	Sa	1/27-4/26 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 003-21	ESL III	MW	5/13-7/1 (no class 5/27)	6-9 p.m.
BASK 017-20	ESL IV	Sa	1/27-4/26 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 017-21	ESL IV	MW	5/13-7/1 (no class 5/27)	6-9 p.m.

### Healthcare Courses

AHPH 100-22	Phlebotomy	M-Th	7/3-8/5	9 a.m.-3:30 p.m.
AHPH 101-22	Phlebotomy Externship		8/6	9 a.m.-3:30 p.m.

# Workforce Development

(Now located in East Hall on Edison campus)



## WORKFORCE DEVELOPMENT TRAINING DEPARTMENT

**In Need of Training? Looking for Employment?**

The **Middlesex College Workforce Development Training Department** offers condensed training programs that assist and prepare you for a new career or enhance your career. We provide supportive services that help you re-enter the workforce as well as individual assistance for you to explore future career pathways. Computer, technology and trade courses are offered along with English as a Second Language and GED Preparation.

**Call 732.906.4231 for additional information  
and to register for courses.**

*Funding is available for students who qualify.*



## WORKFORCE DEVELOPMENT TRAINING – AT-A-GLANCE

### Microsoft Office Applications Specialist (180 Hours)

CSTC 244-51	Microsoft Office Applications Specialist	M-F	1/8-3/12	9 a.m.-1 p.m.
CSTC 244-52	Microsoft Office Applications Specialist	M-F	1/30-4/3	9 a.m.-1 p.m.
CSTC 244-53	Microsoft Office Applications Specialist	M-F	2/21-4/26	9 a.m.-1 p.m.
CSTC 244-54	Microsoft Office Applications Specialist	M-F	3/13-5/17	9 a.m.-1 p.m.
CSTC 244-55	Microsoft Office Applications Specialist	M-F	4/8-6/10	9 a.m.-1 p.m.
CSTC 244-56	Microsoft Office Applications Specialist	M-F	4/29-7/3	9 a.m.-1 p.m.
CSTC 244-57	Microsoft Office Applications Specialist	M-F	5/20-7/26	9 a.m.-1 p.m.
CSTC 244-58	Microsoft Office Applications Specialist	M-F	6/11-8/16	9 a.m.-1 p.m.
CSTC 244-59	Microsoft Office Applications Specialist	M-F	7/8-9/24	9 a.m.-1 p.m.
CSTC 244-60	Microsoft Office Applications Specialist	M-F	7/29-10/16	9 a.m.-1 p.m.

### Microsoft Office Word & Excel Applications (120 Hours)

CSTC 243-06	Microsoft Office Word & Excel Applications	M-F	1/30-3/12	9 a.m.-1 p.m.
CSTC 243-07	Microsoft Office Word & Excel Applications	M-F	4/8-5/17	9 a.m.-1 p.m.
CSTC 243-08	Microsoft Office Word & Excel Applications	M-F	6/11-7/26	9 a.m.-1 p.m.

### Microsoft Office Word Application (60 Hours)

CSTC 242-15	Microsoft Office Word Application	M-F	2/21-3/12	9 a.m.-1 p.m.
CSTC 242-16	Microsoft Office Word Application	M-F	4/29-5/17	9 a.m.-1 p.m.
CSTC 242-17	Microsoft Office Word Application			

# WORKFORCE DEVELOPMENT

## Computerized Accounting Program with MS Office (360 Hours)

CSTC 245-51	Computerized Accounting Program with MS Office	M-F	1/8-5/17	9 a.m.-1 p.m.
CSTC 245-52	Computerized Accounting Program with MS Office	M-F	1/30-6/10	9 a.m.-1 p.m.
CSTC 245-53	Computerized Accounting Program with MS Office	M-F	2/21-7/3	9 a.m.-1 p.m.
CSTC 245-54	Computerized Accounting Program with MS Office	M-F	3/13-7/26	9 a.m.-1 p.m.
CSTC 245-55	Computerized Accounting Program with MS Office	M-F	4/8-8/16	9 a.m.-1 p.m.
CSTC 245-56	Computerized Accounting Program with MS Office	M-F	4/29-9/24	9 a.m.-1 p.m.
CSTC 245-57	Computerized Accounting Program with MS Office	M-F	5/20-10/16	9 a.m.-1 p.m.
CSTC 245-58	Computerized Accounting Program with MS Office	M-F	6/11-11/6	9 a.m.-1 p.m.
CSTC 245-59	Computerized Accounting Program with MS Office	M-F	7/8-12/2	9 a.m.-1 p.m.
CSTC 245-60	Computerized Accounting Program with MS Office	M-F	7/29-12/23	9 a.m.-1 p.m.

## Computerized Accounting Systems (180 Hours)

CSTC 246-18	Computerized Accounting Systems	M-F	1/30-4/3	9 a.m.-1 p.m.
CSTC 246-19	Computerized Accounting Systems	M-F	4/8-6/10	9 a.m.-1 p.m.
CSTC 246-20	Computerized Accounting Systems	M-F	6/11-8/16	9 a.m.-1 p.m.

## QuickBooks and Sage Applications with Microsoft Office (300 Hours)

CSTC 247-18	QuickBooks and Sage Applications with Microsoft Office	M-F	2/21-6/10	9 a.m.-1 p.m.
CSTC 247-19	QuickBooks and Sage Applications with Microsoft Office	M-F	4/29-8/16	9 a.m.-1 p.m.
CSTC 247-20	QuickBooks and Sage Applications with Microsoft Office	M-F	7/8-11/6	9 a.m.-1 p.m.

## QuickBooks and Sage Applications (120 Hours)

CSTC 248-18	QuickBooks and Sage Applications	M-F	2/21-4/3	9 a.m.-1 p.m.
CSTC 248-19	QuickBooks and Sage Applications	M-F	4/29-6/10	9 a.m.-1 p.m.
CSTC 248-20	QuickBooks and Sage Applications	M-F	7/8-8/16	9 a.m.-1 p.m.

## Supply Chain Management Principles Module (24 Hours) (HYBRID)

CSTC 256-06	Supply Chain Management Principles Module	MWTh (Wed – In-Person)	2/5-2/22	6-9 p.m.
CSTC 256-07	Supply Chain Management Principles Module	M-Th (In-Person)	3/4-3/8	9 a.m.-3:30 p.m.
CSTC 256-08	Supply Chain Management Principles Module	MWTh (Wed – In-Person)	5/6-5/22	6-9 p.m.

## Warehousing Operations Module (24 Hours) (HYBRID)

CSTC 257-06	Warehousing Operations Module	MWTh (Wed – In-Person)	3/4-3/20	6-9 p.m.
CSTC 257-07	Warehousing Operations Module	M-Th In-Person	3/18-3/22	9 a.m.-3:30 p.m.
CSTC 257-08	Warehousing Operations Module	MWTh (Wed – In-Person)	5/29-6/13	6-9 p.m.

## Customer Service Module (10 Hours)

CSTC 258-06	Customer Service Module	M-Th (Wed – In-Person)	3/25-4/1	6-8:30 p.m.
CSTC 258-07	Customer Service Module	M-Th (In-Person)	3/25-3/26	9 a.m.-2:30 p.m.
CSTC 258-08	Customer Service Module (Wed – In-Person)	M-Th	6/19-6/26	6-8:30 p.m.

## A+ Hardware Preparation Course (40 Hours)

CSTC 260-05	A+ Hardware Preparation Course	TTh	2/6-3/28	6:30-9 p.m.
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## A+ Software Preparation Course (40 Hours)

CSTC 261-05	A+ Software Preparation Course	S (no class 2/17/24)	1/20-3/30	9 a.m.-1 p.m.
CSTC 261-06	A+ Software Preparation Course	TTh	4/16-6/6	6:30-9 p.m.

## Network+ Preparation Course (40 Hours)

CSTC 262-04	Network+ Preparation Course	MW (no class-2/19)	1/22-3/18	6:30-9 p.m.
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## Security+ Preparation Course (40 Hours)

CSTC 263-04	Security+ Preparation Course	MW	4/15-6/10	6:30-9 p.m.
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## Cloud+ Preparation Course (40 Hours)

CSTC 264-04	Cloud+ Preparation Course	TTh (no class-7/7)	6/18-8/13	6:30-9 p.m.
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## AWS MIG Welding

CSTC 259-04	AWS MIG Welding	MTW	3/4-5/15	6-9 p.m.
CSTC 259-05	AWS MIG Welding	MTW (no class 7/3)	6/3-8/19	6-9 p.m.

## Workforce Development Training Department Offerings For information on our offerings, call 732.906.4231

### Microsoft Office Applications Specialist (180 hours)

Master the complete Microsoft Office Suite 2019 (Word, Excel, Access and PowerPoint) beginning with basic concepts. Training includes webpage design using HTML and career development. Learn: MS Word: create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted. MS Excel: spreadsheet layout, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros. MS Access: database functions, i.e. tables, query tables, forms, reports, Macros and switchboard-emphasis on relational query tables and formulas. MS PowerPoint: customize and animate presentations. MS Outlook: maintain schedules, navigate emails and organize contact lists. HTML: develop, design, and publish a webpage.

\$2,300 (Tuition \$1,200 + general fee \$250 + lab fee \$700 + materials fee \$150)

Textbooks included. Classes meet 9 a.m.-1 p.m.

CSTC 244-51	MTWThF	1/8-3/12
CSTC 244-52	MTWThF	1/30-4/3
CSTC 244-53	MTWThF	2/21-4/26
CSTC 244-54	MTWThF	3/13-5/17
CSTC 244-55	MTWThF	4/8-6/10
CSTC 244-56	MTWThF	4/29-7/3
CSTC 244-57	MTWThF	5/20-7/26
CSTC 244-58	MTWThF	6/11-8/16
CSTC 244-59	MTWThF	7/8-9/24
CSTC 244-60	MTWThF	7/29-10/16

### Microsoft Office Word & Excel Applications (120 hours)

MS Word - Create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted. MS Excel - Learn spreadsheet layouts, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.

\$1600 (Tuition \$800 general fee \$250 + lab fee \$500 + materials fee \$50)

Textbooks included. Classes meet 9 a.m.-1 p.m.

CSTC 243-06	MTWThF	1/30-3/12
CSTC 243-07	MTWThF	4/8-5/17
CSTC 243-08	MTWThF	6/11-7/26



## Microsoft Office Word Application (60 hours)

Create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted.

\$900 (Tuition \$450 general fee \$150 + lab fee \$250 + materials fee \$50)

Textbook included. Classes meet 9 a.m.-1 p.m.

CSTC 241-18	MTWThF	1/30-2/20
CSTC 241-19	MTWThF	4/8-4/26
CSTC 241-20	MTWThF	6/11-7/3

## Microsoft Office Excel Application (60 hours)

Learn spreadsheet layouts, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.

\$900 (Tuition \$450 general fee \$150 + lab fee \$250 + materials fee \$50)

Textbook included. Classes meet 9 a.m.-1 p.m.

CSTC 242-15	MTWThF	2/21-3/12
CSTC 242-16	MTWThF	4/29-5/17
CSTC 242-17	MTWThF	7/8-7/26

## Computerized Accounting Program with MS Office (360 hours)

Topics include accounting terminology, accounts receivable/payable, transaction analysis, general journal and ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016. Prepare for workforce demands and become proficient with Microsoft Office 2019 (Word, Excel, Access, PowerPoint and Outlook).

\$4,000 (Tuition \$2,600 + general fee \$250 + lab fee \$800 + materials fee \$350)

Textbooks included. Classes meet 9 a.m.-1 p.m.

CSTC 245-51	MTWThF	1/8-5/17
CSTC 245-52	MTWThF	1/30-6/10
CSTC 245-53	MTWThF	2/21-7/3
CSTC 245-54	MTWThF	3/13-7/26
CSTC 245-55	MTWThF	4/8-8/16
CSTC 245-56	MTWThF	4/29-9/24
CSTC 245-57	MTWThF	5/20-10/16
CSTC 245-58	MTWThF	6/11-11/6
CSTC 245-59	MTWThF	7/8-12/2
CSTC 245-60	MTWThF	7/29-12/23

## Computerized Accounting Systems (180 hours)

Topics include accounting terminology, accounts receivable/payable, transaction analysis, general journal and ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016.

\$2,300 (Tuition \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250)

Textbooks included. Classes meet 9 a.m.-1 p.m.

CSTC 246-18	MTWThF	1/30-4/3
CSTC 246-19	MTWThF	4/8-6/10
CSTC 246-20	MTWThF	6/11-8/16

## QuickBooks and Sage Applications with Microsoft Office (300 hours)

Gain skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable/payable, maintaining payroll information and processing checks, preparing and analyzing financial reports.

Prepare for workforce demands and become proficient with Microsoft Office 2019 (Word, Excel, Access, PowerPoint and Outlook).

**Prerequisite:** Knowledge of accounting principles.

\$3,000 (Tuition \$1,900 + general fee \$200 + lab fee \$600 + materials fee \$300)

Textbooks included. Classes meet 9 a.m.-1 p.m.

CSTC 247-18	MTWThF	2/21-6/10
CSTC 247-19	MTWThF	4/29-8/16
CSTC 247-20	MTWThF	7/8-11/6

## QuickBooks and Sage Applications (120 hours)

Gain skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable/payable, maintaining payroll information and processing checks, preparing and analyzing financial reports.

**Prerequisite:** Knowledge of accounting principles.

\$1,400 (Tuition \$600 + general fee \$100 + lab fee \$500 + materials fee \$200)

Textbooks included. Classes meet 9 a.m.-1 p.m.

CSTC 248-18	MTWThF	2/21-4/3
CSTC 248-19	MTWThF	4/29-6/10
CSTC 248-20	MTWThF	7/8-8/16

## Supply Chain Management Principles Module (24 hours)

The Supply Chain Management Principles certification track is a great place to start and is considered to be a 'launching pad' to begin your supply chain educational and certification process. It provides a high-level overview of each of the functions in a supply chain.

\$1300 (Tuition \$1000 + general fee \$150 + materials \$150)

CSTC 256-06	MTh	2/5-2/22	6-9 p.m.	Remote Classes
	W		6-9 p.m.	In-Person
CSTC 256-07	MTWTh	3/4/-3/8	9 a.m.-3:30 p.m.	In-Person
CSTC 256-08	MTh	5/6-5/22	6-9 p.m.	Remote Classes
	W		6-9 p.m.	In-Person

## Warehousing Operations Module (24 hours)

The Warehousing Operations certification track provides the basics of warehousing operations, including distribution centers and fulfillment centers.

\$1300 (Tuition \$1000 + general fee \$150 + materials \$150)

CSTC 257-06	MTh	3/4-3/20	6-9 p.m.	Remote Classes
	W		6-9 p.m.	In-Person
CSTC 257-07	MTWTh	3/18-3/22	9 a.m.-3:30 p.m.	
CSTC 257-08	MTh	5/29-6/13	6-9 p.m.	Remote Classes
	W		6-9 p.m.	In-Person

## Customer Service Module (10 hours)

Customer service is woven into every aspect of the supply chain; therefore, customer satisfaction and customer retention are of paramount importance for every company. This certification track discusses the basics of customer service; sound communications; advice for dealing with challenging customers; the customer order and return processes (reverse logistics); jobs in customer service; and legal concerns.

\$600 (Tuition \$350 + general fee \$100 + materials \$150)

CSTC 258-06	MTh	3/25-4/1	6-8:30 p.m.	Remote Classes
	W		6-8:30 p.m.	In-Person
CSTC 258-07	MT	3/25-3/26	9 a.m.-2:30 p.m.	In-Person
CSTC 258-08	MTh	6/19-6/26	6-8:30 p.m.	Remote Classes
	W		6-8:30 p.m.	In-Person

## A+ Hardware Preparation Course (40 hours)

This course prepares you for the CompTIA A+ Certification Exam 220-1101, which covers hardware, virtualization, cloud computing, mobile devices, networking technology and troubleshooting. The following hardware components will be taught: motherboard, central processing unit, random access memory, expansion cards, power supply unit, hard drive and video card.

\$1,500 (Tuition \$1,050 + general fees \$100 + materials \$150 + supplies and tools \$200)

CSTC 260-05	TTh	2/6-3/28	6:30-9 p.m.
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## A+ Software Preparation Course (40 hours)

This course will prepare you for the CompTIA A+ Certification Exam 220-1102 which covers installing, configuring, and maintaining PCs, mobile devices, and software for end users; understanding the basics of networking and security forensics, scripting, virtualization, desktop imaging, and deployment; diagnosing, resolving, and documenting common hardware and software issues; applying troubleshooting skills; and providing appropriate customer support.

\$1,500 (Tuition \$1,050 + general fees \$100 + materials \$150 + supplies and tools \$200)

CSTC 261-05	S	1/20-3/30	9 a.m.-1 p.m.
		(no class 2/17)	
CSTC 261-06	TTh	4/16-6/6	6:30-9 p.m.

## Network+ Preparation Course (40 hours)

Learn to troubleshoot, configure and manage common network devices; establish basic network connectivity; understand and maintain network documentation; identify network limitations and weaknesses; and implement network security, standards, and protocols. This course prepares you for the CompTIA Network+ (N10-008) Certification Exam.

\$1,500 (Tuition \$1,050 + general fees \$100 + materials \$150 + supplies and tools \$200)

CSTC 262-04      MW      1/22-3/18      6:30-9 p.m.  
(no class 2/19)

## Security+ Preparation Course (40 hours)

Learn to identify risk and respond quickly to threats and attacks. This course will prepare you to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable governance and compliance. This course prepares you for the CompTIA Security+ (SY0-601) Certification Exam.

\$1,500 (Tuition \$1,050 + general fees \$100 + materials \$150 + supplies and tools \$200)

CSTC 263-04      MW      4/15-6/10      6:30-9 p.m.

## Cloud+ Preparation Course (40 hours)

This course will prepare you to understand cloud concepts, models, computing, architecture and design; deploy cloud services and solutions; maintain, secure and optimize a cloud environment; troubleshoot common issues related to cloud management. This course prepares you for the CompTIA Cloud+ (CV0-003) Certification Exam.

\$1,500 (Tuition \$1,050 + general fees \$100 + materials \$150 + supplies and tools \$200)

CSTC 264-04      TTh      6/18-8/13      6:30-9 p.m.  
(no class 7/4)

## AWS MIG Welding

The concepts and fundamentals and best education practice methods to teach atomic structure, grain structure, heat flow, phase transformations, welding metallurgy, and the weldability of ferrous commercial alloys are taught. The course provides the basics and principles of major joining and cutting process and the concepts of fundamentals of the weld quality and inspection methods, welding codes, specifications and safety.

\$3,300 (Tuition \$2,300 + general fees \$250 + supplies and tolls \$250+ \$500 credential)

CSTC 259-04      MTW      3/4-5/15      6-9 p.m.

CSTC 259-05      MTW      6/3-8/19      6-9 p.m.  
(no class 7/3)



# Lifelong Learning



## BUSINESS – AT-A-GLANCE

### Cannabis Dispensaries Certificate

CBGE 009-05	Medical Cannabis Dispensaries Training Certificate	M	7/8-8/5	6-9 p.m.
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### Entrepreneurship Courses

CBMA 100-02	Entrepreneurship	MW	4/8-5/1	6-8 p.m.
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### Grant Writing Certificate Program

COWR 016-01	Introduction to Grants	Sa	4/13 (New Brunswick Center)	9am-12 p.m.
COWR 017-01	Overview of Different Grant Types	Sa	4/13 (New Brunswick Center)	12:30-3 p.m.
COWR 018-01	Creating the Grant Proposal	Sa	4/20 (New Brunswick Center)	9 a.m.-12 p.m.
COWR 019-01	Grant Proposal Evaluation	Sa	4/20 (New Brunswick Center)	12:30-3 p.m.
COWR 020-01	Grant Review	Sa	4/27 (New Brunswick Center)	9 a.m.-1 p.m.

### Human Resources Management Certificate

CBHR 735-62	Human Resources Management	Sa	2/24	9-4 p.m.
CBHR 737-62	Employment Relations	Sa	3/2	9 a.m.-12:30 p.m.
CBHR 739-62	Compensation: Salary and Benefits	Sa	3/2	1:30-4:30 p.m.
CBHR 738-65	Training and Development	Sa	3/9	9 a.m.-12:30 p.m.
CBHR 724-62	Recruiting and Selecting: Hire Right the First Time	Sa	3/9	1-4:30 p.m.
CBEL 909-18	Managing Difficult People and Situations	Sa	3/16	1-4:30 p.m.
CBEL 901-20	Employment Law	Sa	3/23	9 a.m.-4:30 p.m.

### Meeting and Event Planning Certificate

COEV 006-14	Event Planning Primer	M	4/8	6-9 p.m.
COEV 007-14	Program Development	W	4/10	6-9 p.m.
COEV 008-14	Marketing the Event	M	4/15	6-9 p.m.
COEV 009-14	Developing the Event	W	4/17	6-9 p.m.

### Journalism

Code Needed	Community Journalism Certificate	(day and time of your preference)
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## CANNABIS DISPENSARIES CERTIFICATE

### Medical Cannabis Dispensaries Training Certificate CEUs 1.5 (ONLINE)

The medical cannabis industry is growing fast in New Jersey and this premier certification provides you with the necessary training to obtain employment in this highly-regulated industry.

This course – led by attorney Sarah Trent, CEO and Founder of Valley Wellness – introduces you to subject matter experts from industry and academia to explore the different elements of the NJ Medical Cannabis market, including:

- Registering patients
- The regulatory provisions relating to medical cannabis
- The basics of the plant cycle and available products
- Handling of medical cannabis products
- The Endocannabinoid system
- Counseling patients in the medical cannabis program
- And much more!

This course is for individuals looking to enter the medical cannabis labor market or for those simply curious about the industry.

**Requirements:** You must have the ability to download and access Zoom with an internet-connected device if you want to attend the class live, however students can also fulfill the requirements of the class by watching the recordings of the lectures. Certificates will be issued upon completion by watching all lectures and passing a final test. Information on accessing the modules will be sent upon registration. For additional information call 732.806.7740.

\$525 (Tuition \$225 + general fee \$300)

CBGE 009-05      M      7/8-8/5      6-9 p.m.      (5 Sessions)



## ENTREPRENEURSHIP

### How to Start, Develop and Grow a Business from the Ground Up

Starting a business from scratch can be a very daunting task. There are many things to take into consideration when thinking about or starting a business. Some of those considerations include creating a business plan, assessing your finances, understanding and completing the legal requirements and documents, choosing the best tools and systems to get the business started.

Whether you are a first time entrepreneur with the start of an idea or exploring entrepreneurship, one must learn the language of start up business. One must also gain an overview framework to evaluate opportunity, manage start ups and finance new operations.

#### Key Concepts:

- Identify an opportunity
- Evaluate an idea and rewards of entrepreneurship
- Explain risks and rewards of entrepreneurship
- Discuss key financial decisions entrepreneurs must make in the early stages of a startup
- Understand the processes of raising capital and how to speak to investors.

This course will cover every requirement to start a business, to develop it and grow it. The syllabus below will show this.

**Part I: Developing an Idea or Opportunities**

**Part II: How to Start a Business**

**Part III: How to Develop/Build the Business**

**Part IV: How to Grow the Business**

\$225 (Tuition \$195 + general fee \$30)

CBMA 100-02    MW    4/8-5/1    6-8 p.m.    (Edison)





## GRANT WRITING CERTIFICATE PROGRAM *NEW*

Do you want to learn more about the Grant Writing process? Each course is a complete learning experience; you can enroll in an individual course and receive a certificate of completion for that course. To qualify for the Middlesex College Grant Writing Certificate, you must take all five (5) classes.

The total cost of the program for all five courses is \$450.

**Discount Costs:** \$375 (save \$75) for students who enroll with payment for all five courses.

*To take advantage of this discount please call us at 732.906.2556*

### Introduction to Grants **CEUs 0.3**

Engage in a discussion of grants, including what they are, how they work and why they are important for various organizations and individuals.

\$90 (Tuition \$65 + general fee \$25)

COWR 016-01      Sa      4/13      9 a.m.-Noon      (New Brunswick Center)

### Overview of Different Grant Types **CEUs 0.25**

Identify various types of grants, and understand where and how to find grant opportunities that match your needs or interests.

\$90 (Tuition \$65 + general fee \$25)

COWR 017-01      Sa      4/13      12:30-3 p.m.      (New Brunswick Center)

### Creating the Grant Proposal **CEUs 0.3**

Develop the skills to write a compelling grant proposal, from identifying a suitable grant opportunity to crafting a well-structured proposal. In addition, learn to develop a budget for the proposal.

\$90 (Tuition \$65 + general fee \$25)

COWR 018-01      Sa      4/20      9 a.m.-Noon      (New Brunswick Center)

### Grant Proposal Evaluation **CEUs 0.25**

Explore the process of and understand the criteria for reviewing grant applications.

\$90 (Tuition \$65 + general fee \$25)

COWR 019-01      Sa      4/20      12:30-3 p.m.      (New Brunswick Center)

### Grant Review **CEUs 0.4**

Learn to critically review a grant proposal and provide constructive feedback on evaluation criteria.

\$90 (Tuition \$65 + general fee \$25)

COWR 020-01      Sa      4/27      9 a.m.-1 p.m.      (New Brunswick Center)

## HUMAN RESOURCES CERTIFICATE

Gain valuable skills to advance your career, benefit your organization and enhance your chances for promotion. If you have less than two years' experience in human resources, perform various human resource functions within your organization but have no formal training, this certificate program may help you meet your goals. Each course is a complete learning experience and may be taken individually.

To qualify for the Middlesex College Human Resources Certificate of Completion, you must complete the Eight (8) required courses over Five (5) days. The total for all eight courses is: \$1,100.

**Discount Cost:** \$925 (save \$175) for students who enroll with payment for all eight courses.

*To take advantage of this discount please call us at 732.906.2556*

## HUMAN RESOURCE COURSES

### Human Resources Management CEU 0.6 (IN-PERSON)

Learn how current issues affect the human resources manager role in hiring, training, development, employment relations, and compensation practices.

\$175 (Tuition \$150 + general fee \$25)

CBHR 735-62 Sa 2/24 9 a.m.-4 p.m. (1 hour break)

### Employment Relations CEU 0.35 (IN-PERSON)

Create a positive working environment to maximize productivity and remain competitive!

\$125 (Tuition \$100 + general fee \$25)

CBHR 737-62 Sa 3/2 9 a.m.-12:30 p.m.

### Compensation: Salary and Benefits CEU 0.35 (IN-PERSON)

Become familiar with cost containment strategies, federal/state laws governing compensation, compensation techniques, anti-discrimination laws, unemployment, worker compensation issues, and changing trends in benefits and laws, i.e. COBRA and Family Leave.

\$125 (Tuition \$100 + general fee \$25)

CBHR 739-62 Sa 3/2 1:30-4:30 p.m.

### Training and Development CEU 0.35 (IN-PERSON)

Learn basics of a sound training and development plan, principles of adult learning, the trainer role and how to assess training needs, define objectives, and create and evaluate programs.

\$125 (Tuition \$100 + general fee \$25)

CBHR 738-65 Sa 3/9 9 a.m.-12:30 p.m.

### Recruiting and Selecting: Hire Right the First Time CEU 0.35 (IN-PERSON)

Learn and practice good interviewing and recruiting techniques to get the best candidate for a position. Bring sample job descriptions for a workshop exercise.

\$125 (Tuition \$100 + general fee \$25)

CBHR 724-62 Sa 3/9 1 p.m.-4:30 p.m.

**A Toolbox to Retain Valuable Employees** CEU 0.35 (IN-PERSON)

Become familiar with the why and how of employee attrition to retain valuable employees.

\$125 (Tuition \$100 + general fee \$25)

CBEL 909-18 Sa 3/16 9 a.m.-12:30 p.m.

**Managing Difficult People and Situations** CEU 0.35 (IN-PERSON)

Learn to build trust and confidence with difficult people, whether it is a boss, co-worker, employee, or customer, and manage difficulty by changing conflict into a constructive force.

\$125 (Tuition \$100 + general fee \$25)

CBEL 758-59 Sa 3/16 1 p.m.-4:30 p.m.

**Employment Law** CEU 0.6 (ONLINE)

Learn about legal rights and responsibilities of employers and employees and how to deal with issues concerning discrimination, sexual harassment, day-to-day implications of the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), NJ Conscientious Employee Protection Act (CEPA) and federal as well as NJ wage and hour laws.

\$175 (Tuition \$150 + general fee \$25)

CBEL 901-20 Sa 3/23 9 a.m.-4:30 p.m. (1 hour break)



## MEETING AND EVENT PLANNING CERTIFICATE

Looking for a new career or a way to supplement your income while working from home? Successfully complete the four courses listed below to qualify for the certificate. However, each course is a complete learning experience; you may enroll in an individual course and receive a certificate of completion for that course.

To qualify for the Middlesex College Meeting and Event Planning Certificate, you must complete all Four (4) classes in the program. The total cost of the program is: \$360.

**Discount Cost:** \$300 (save \$60) for students who enroll with payment for the four courses. *To take advantage of this discount please call us at 732.906.2556*

### Event Planning Primer CEU 0.3 (ONLINE)

Follow a systematic guide to planning, organizing, and implementing an event.

\$90 (Tuition \$65 + general fee \$25)

COEV 006-14      M      4/8      6-9 p.m.

### Program Development CEU 0.3 (ONLINE)

Topics include developing the appropriate event, keys to financial success and how to wow the attendees! Learn about locations, date selection, room set-ups, technology, hospitality, and on-site management.

\$90 (Tuition \$65 + general fee \$25)

COEV 007-14      W      4/10      6-9 p.m.

### Marketing the Event CEU 0.3 (ONLINE)

Become familiar with event marketing strategies.

\$90 (Tuition \$65 + general fee \$25)

COEV 008-14      M      4/15      6-9 p.m.

### Developing the Event CEU 0.3 (ONLINE)

Using a hypothetical event, create a compelling program, recruit engaging speakers, find alternate funding sources, market the event and plan to implement it.

**Prerequisite:** Event Planning Primer, Program Development, and Marketing the Event

\$90 (Tuition \$65 + general fee \$25)

COEV 009-14      W      4/17      6-9 p.m.

## COMMUNITY JOURNALISM CERTIFICATE **FREE** (ONLINE - REMOTE LIVE)

Do you have something to report or say about your community? Our new community journalism certificate will help you become an active contributor to local news in Middlesex County.

Through this free, 8-week course, students will learn to produce compelling content based on the issues that shape their communities. Participants will learn essential tools, practices and values involved in producing journalism and their practical application in creating content for different platforms: including social media, print media, and more. Moreover, they will learn about the history of Middlesex County and how to engage with local government institutions.

The course format is primarily remote-live but will include a couple of live sessions.

Students will complete one journalistic project and develop skills that will prepare them to continue their education in journalism or pursue related careers in communications, media, education, the nonprofit sector, advertising, business, and more.

JOUR 100-01                      6/24-8/14      4-5:30 p.m.

Join our professional chefs in our commercial kitchen  
to learn the art of cooking.

## *Learn – Taste – Inspire – Experience*

*Gift Certificates Available for Demonstration Cooking Classes*

**Note:** students must be 18 years or older

**Note:** We cannot accommodate participants' food allergies.

To ensure that all students have the best experience in our classes, on behalf of our chef we kindly ask that you **arrive ten minutes prior to class** so that we can get started on time.

## IN-PERSON DEMONSTRATION COOKING CLASSES

All Demonstration Classes are \$55 each. (Tuition \$20 + general fee \$35)

Demonstration classes include a generous tasting of food and a copy of the recipes

*Menus are subject to change due to market availability.*

### Winter Warming Quick Soups and Stews

Join us as we prepare three warming and comforting soups to carry you through a cold winter night.

**Menu:** Wild Mushroom Stew ■ Smoked Salmon Chowder ■ Turkey Barley and Vegetable Soup

GCUL 749-01      T      1/9      6-9 p.m.

### Winter Salads – Salads Are Not Just for Summer

Although the tender salad greens are not available, there is an abundance of other greens and vegetables we can use to make winter salads.

**Menu:** Red Cabbage with Roasted Cipollini Onions ■ Warm Israeli Cous Cous Salad with Salmon and Mustard Dill Dressing ■ Wild Rice/Wild Mushrooms/Grilled Chicken/Celery Root and Pine Nuts

GCUL 750-01      Th      1/25      6-9 p.m.

### Mini Valentines Cocktail Party, With Wine Tasting Mini Hors D'oeuvres, Charcuterie, and Cheese Platters

Celebrating love and those we care for, we'll prepare a cocktail party that can be easily replicated for 2 to 50 people with ease. Tonight, we'll learn about cheese, taste wine, construct charcuterie boards, and prepare a couple of simple finger foods.

**Menu:** Lobster Deviled Eggs ■ Garlic Beef and Mushroom Bites ■ Vegan Cheese Balls ■ Baked Ziti w/ fresh Tomato Sauce

GCUL 751-01      T      2/13      6-9 p.m.

### The Northern Cook

What African Americans Took "Up North."

**Menu:** Sweet Potato Salad ■ Smoked Turkey and Black Eye Peas ■ Yassa Chicken w/ Carrots and Leeks

GCUL 752-01      Th      2/22      6-9 p.m.



# CULINARY CLASSES

## Celebrating Ramadan – Breaking Fast Around the Globe

Islam is the third largest world religion. We will participate in the Islamic holiday of Ramadan. We will demonstrate some of the dishes traditional to breaking fast during Ramadan.

**Menu:** Turkish Bread (Qatayef) ■ Egyptian Stew (Bamia — Okra and Lamb) ■ Nigerian Rice (Jollof Rice — Vegetarian)

GCUL 753-01 Th 3/7 6-9 p.m.

## Early Harvest Recipes

This marks the beginning of the growing season bounty. We will be preparing an April harvest consisting of Asparagus, Leeks, and Early Greens.

**Menu:** Free form Asparagus Tart ■ Leek Risotto with Smoked Salmon ■ Early spring salad with roasted glazed sweet turnips and baby arugula.

GCUL 754-01 Th 4/11 6-9 p.m.

## Lighter Soups for Spring

This is the perfect time to have lighter soups that are filling, healthy and delicious.

**Menu:** Asian influenced chicken soup with wild mushrooms ■ Early greens with homemade pimento cheese Crostini ■ Cream of asparagus soup with crisp carrot and leek frizzles serves with radish and parsley salad

GCUL 755-01 T 4/9 6-9 p.m.

## In Mother's Kitchen – Global Comfort Foods

Food provides fond memories that tie us to our clan, our culture and the future comfort that those memories invoke.

**Menu:** My Mother's Chicken and Dumplings with a Twist ■ Chef Ali's mom's Dal Makani ■ Lisa's Mother's Latkes with Homemade Applesauce

GCUL 756-01 Th 5/9 6-9 p.m.

## Berries, Berries, Berries, Savory and Sweet

Strawberries signal the sweetest time of the year and the beginning of summer.

**Menu:** Grilled Duck Breast with strawberry and peppercorn sauce ■ Summer green with walnuts, Roquefort and strawberry vinaigrette ■ Mango, pineapple and strawberry with coconut cream

GCUL 757-01 Th 6/6 6-9 p.m.



## Easy Summer Desserts

Make great desserts with the least amount of effort in the summertime.

**Menu:** Fresh fruit, nut and chocolate chia pudding ■ Fresh Mango mousse with fresh berry coulis ■ Fresh strawberry pie with whip cream

GCUL 748-02      T      6/11      6-9 p.m.

## Blueberry Bonanza... It's a Blue Explosion!!!

Blueberries are considered one of the healthiest foods you can eat and exemplify a combination of health and delicious foods.

**Menu:** Braised blueberry short ribs with chive mash potatoes ■ Green and blueberry salad with blueberry vinaigrette ■ Blueberry basil limeade

GCUL 758-01      T      7/2      6-9 p.m.

## Cold Soups and Cool Sandwiches

When the good days of summer are upon us, we want a meal that requires a coolness that feels refreshing, beautiful and delectable.

**Menu:** Potato leek soup ■ Chilled cucumber soup with yogurt ■ Cold melon soup ■ Japanese fruit sandwiches on brioche ■ Smoked salmon with feta, pickled beets and radishes on rye ■ Open face chicken and grape crostini

GCUL 759-01      Th      7/11      6-9 p.m.

## Tomato Season Is Here...Yay!!!!

Jersey Tomatoes are regarded as some of the best in the world. Come and celebrate the beginning of peak tomato season.

**Menu:** Tomato chutney with grilled duck breast w/ Toasted Almonds and caramelized shallots ■ Fresh Tomato and Bread Salad ■ Refreshing Tomato Spritzer

GCUL 760-01      T      8/13      6-9 p.m.

## Jersey Corn, Dried, Fried, and Laid to the Side

This is the abundant corn season: silver queen (sweet and white), bodacious yellow (slightly sweet) or Avalon (combination of sweet and bi-colored). Come and celebrate this glorious season of Corn.

**Menu:** Polenta with corn grits, wild mushrooms and gruyere cheese ■ Fried fresh corn with artisanal turkey bacon and chives ■ Sweet fresh corn pudding

GCUL 747-01      Th      8/29      6-9 p.m.

Discount Option: Choose any three Demonstration classes, and pay only \$150.  
(Only \$50 per class, and save \$15)

# CULINARY CLASSES

## IN-PERSON HANDS-ON COOKING CLASSES

All hands-on cooking classes are **\$75.00 each. (Tuition \$30 + general fee \$45)**

**What to Expect:** Our hands-on cooking classes are for all skill levels join us with friend, partner or loved one. In our classes, you will work together in groups of two in a fun environment led by a professional chef instructor. Each group will prepare every dish on the menu. To ensure that all students have the best experience in our classes, on behalf of chef we ask that you arrive 10 minutes prior to the class so we can get started on time.

**Note:** Students must be 18 years or older, menus are subject to change due to market availability without notice.

**Note:** We cannot accommodate participants' food allergies.

*Class is limited to 12 students.*

### Quick Breads, Flatbreads, and Biscuits

Quick, flat and biscuits are an alternative to the long yeast bread process.

**Menu:** Tortillas ■ Naan ■ Sweet Breads ■ Biscuits

GCUL 762-01      Sa      1/20      10 a.m.-1 p.m.

### The Pan Afro Vegan

The concerns of health coupled with a desire to still have great food have ushered in a new wave of vegans.

**Menu:** Mushroom BLT ■ Chickpea tuna salad ■ Jerk Cauliflower ■ Coconut jasmine brown rice pudding with rum poached pears

GCUL 763-01      Sa      2/3      10 a.m.-1 p.m.

### A New Take on Southern Desserts

Combining the diversity of cultures with southern dessert traditions created what we now call "fusion" iterations of traditional desserts.

**Menu:** Banana pudding napoleon ■ Sweet potato pecan pie ■ Mango tart

GCUL 764-01      Sa      2/17      10 a.m.-1 p.m.



## Celebrating the Vegan and Vegetarian Irish

Join us to explore some Irish cuisine that is not all potatoes and corn beef.

**Menu:** Irish pretzel ring ■ Vegetarian Shepard's Pie ■ Guinness Floats

GCUL 765-01      Sa      3/16      10 a.m.-1 p.m.

## Salads and Dressings. Side and Dinner Salads, Make Your Own Dressings

Commercial salad dressings are full of sodium, additives and many other items.

**Menu:** Basic Vinaigrette ■ Miso Carrot and Ginger Dressing ■ Buttermilk Dressing  
■ Basic Niçoise Salad ■ Spinach and Edamame Salad ■ Raw Kale and Avocado Salad

GCUL 766-01      Sa      5/18      10 a.m.-1 p.m.

## A Very Vegetarian Juneteenth

Juneteenth is the newest federal holiday to be added to the days of celebration in the United States.

**Menu:** Berry hibiscus spritzers ■ Barbecue grilled portabella mushroom burgers with red slaw ■ Sticky cauliflower bites ■ Cherry and watermelon salad ■ Fresh berry crisp with vegan ice cream

GCUL 767-01      Sa      6/15      10 a.m.-1 p.m.

## Raw Food... Not What You Think

The raw food revolution exploration is perfect for this time of year. It is one of the healthiest diets we can partake in.

**Menu:** Raw tacos ■ Raw Lasagna ■ Raw Pad Thai ■ A Spicy Slaw ■ Cauliflower Tabbouleh – Raw brownie bits

GCUL 768-01      Sa      7/20      10 a.m.-1 p.m.

## Preparing the End of Summer Bounty: Peaches, Blackberries and Plums

As we round the bend on our summer harvest, let's think about how to preserve, indulge and enjoy these jewels of the summer.

**Menu:** Fruit jams ■ Chutneys ■ Cobblers ■ Muffins ■ Barbecue sauce

GCUL 761-01      Sa      8/3      10 a.m.-1 p.m.



# ED2GO ONLINE COURSES

Please visit the Ed2go website to learn more about these and all their other course offerings.  
[ed2go.com/middlesex](https://ed2go.com/middlesex)

## ED2Go (ONLINE COURSES)

Our Ed2Go instructor-facilitated online courses are informative, fun, convenient and highly interactive. Complete any course entirely from your home or office, any time of day or night.

## COURSES FOR PROFESSIONAL DEVELOPMENT

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### Web Design Professional

This course will teach you the fundamentals of web design. You will learn the technology, philosophy, and techniques that bring online creativity to life. You will also gain practical skills for planning, managing, and developing a web project.

### Professional Translator

Learn professional translation skills for English and Spanish and prepare for the American Translators Association (ATA) certified exam.

## WRITING COURSES

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### Beginning Writer's Workshop

If you have a story that needs to be written, an online writing workshop is a great place to start. This course will help you improve your writing skills and discover new ways to stretch your creative muscles.

### Beginner's Guide to Getting Published

A published writer shows you how to give yourself the credibility you need to get your books and articles published.

### Grammar Refresher

Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.

## LANGUAGE COURSES

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### Beginning Conversational French

This course will teach you the proper pronunciation of French words that you can use in your travels. It also offers cultural tips about France and other French-speaking countries.

### Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.



## ENGLISH AS A SECOND LANGUAGE (ESL) – AT-A-GLANCE

You are not able to register for these courses without either taking a placement test or contacting our office to confirm that you have successfully completed a previous level.

**Placement Test Information:** Students may take a placement test at one of three locations:

- Edison Campus, Crabiell Hall, Room 110;
- The New Brunswick Center (140 New Street, New Brunswick) or
- The Perth Amboy Center (60 Washington Street, Perth Amboy).

To register for an ESL course, please call: 732.906.2556.

### EDISON CAMPUS

BASK 001-32	ESL I	MW	1/8-2/28 (no class 1/15, 2/19)	6-9 p.m.
BASK 001-33	ESL I	MW	3/18-5/1	6-9 p.m.
BASK 001-34	ESL I	TTh	3/19-5/7 (no class 3/28)	6-9 p.m.
BASK 001-35	ESL I	W	5/15-8/14	6-9 p.m.
BASK 002-34	ESL II	MW	1/8-2/28 (no class 1/15, 2/19)	6-9 p.m.
BASK 002-35	ESL II	MW	3/18-5/1	6-9 p.m.
BASK 002-36	ESL II	TTh	3/19-5/7 (no class 3/28)	6-9 p.m.
BASK 002-37	ESL II	W	5/15-8/14	6-9 p.m.
BASK 003-35	ESL III	MW	1/8-2/28 (no class 1/15, 2/19)	6-9 p.m.
BASK 003-36	ESL III	MW	3/18-5/1	6-9 p.m.
BASK 003-37	ESL III	TTh	3/19-5/2	6-9 p.m.
BASK 003-38	ESL III	W	5/15-8/14	6-9 p.m.
BASK 017-14	ESL IV	MW	1/8-2/28 (no class 1/15, 2/19)	6-9 p.m.
BASK 017-15	ESL IV	MW	3/18-5/1	6-9 p.m.
BASK 017-16	ESL IV	TTh	3/19-5/7	6-9 p.m.
BASK 017-17	ESL IV	W	5/15-8/14	6-9 p.m.
BASK 011-22	Conversational English	MW	3/18-4/17	6-9 p.m.
BASK 011-23	Conversational English	TTh	5/14-6/113	6-9 p.m.
BASK 018-02	Reading and Writing	MW	4/22-5/24	6-9 p.m.
BASK 018-03	Reading and Writing	TTh	6/4-7/9 (no class 7/4)	6-9 p.m.

## NEW BRUNSWICK CENTER

BASK 001-10	ESL I	Sa	1/27-4/27	9 a.m.-12:30 p.m. (no class 3/9, 3/30)
BASK 001-11	ESL I	TTh	5/14-6/27	6 p.m.-9 p.m.
BASK 002-10	ESL II	Sa	1/27-4/27	9 a.m.-12:30 p.m. (no class 3/9, 3/30)
BASK 002-11	ESL II	TTh	5/14-6/27	6 p.m.-9 p.m.
BASK 003-10	ESL III	Sa	1/27-4/27	9 a.m.-12:30 p.m. (no class 3/9, 3/30)
BASK 003-11	ESL III	TTh	5/14-6/27	6 p.m.-9 p.m.
BASK 017-10	ESL IV	Sa	1/27-4/27	9 a.m.-12:30 p.m. (no class 3/9, 3/30)
BASK 017-11	ESL IV	TTh	5/14-6/27	6-9 p.m.

## PERTH AMBOY CENTER

BASK 001-20	ESL I	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 001-21	ESL I	MW	5/13-7/1 (no class 5/27)	6-9 p.m.
BASK 002-20	ESL II	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 002-21	ESL II	MW	5/13-7/1 (no class 5/27)	6-9 p.m.
BASK 003-20	ESL III	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 003-21	ESL III	MW	5/13-7/1 (no class 5/27)	6-9 p.m.
BASK 017-20	ESL IV	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.
BASK 017-21	ESL IV	MW	5/13-7/1 (no class 5/27)	6-9 p.m.

# ENGLISH AS A SECOND LANGUAGE (ESL)

## ESL I Level: Low-Beginner CEU 4.2 (IN-PERSON)

For adults with little or no exposure to English, topics include workplace and life skills, language for social interaction, grammar, civics, and American culture.

\$196 (Tuition \$97 + general fee \$99)

BASK 001-10	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.	(12 Sessions) (New Brunswick Center)
BASK 001-20	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.	(12 Sessions) (Perth Amboy Center)
BASK 001-32	MW	1/8-2/28 (no class 1/15, 2/19)	6-9 p.m.	(14 Sessions)
BASK 001-33	MW	3/18-5/1	6-9 p.m.	(14 Sessions)
BASK 001-34	TTh	3/19-5/7 (no class 3/28)	6-9 p.m.	(14 Sessions)
BASK 001 -11	TTh	5/14-6/27	6-9 p.m.	(14 Sessions) (New Brunswick Center)
BASK 001 -21	MW	5/13-7/1 (no class 5/27)	6-9 p.m.	(14 Sessions) (Perth Amboy Center)
BASK 001-35	W	5/15-8/14	6-9 p.m.	(14 Sessions)

## ESL II Level: High-Beginner CEU 4.2 (IN-PERSON)

Learn to communicate in your own words in English through written and spoken language. Emphasis is on English grammar, culture, behavioral expectations at work and in the community, and practical math skills.

\$196 (Tuition \$97 + general fee \$99)

BASK 002-10	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.	(12 Sessions) (New Brunswick Center)
BASK 002-20	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.	(12 Sessions) (Perth Amboy Center)
BASK 002-34	MW	1/8-2/28 (no class 1/15, 2/19)	6-9 p.m.	(14 Sessions)
BASK 002-35	MW	3/18-5/1	6-9 p.m.	(14 Sessions)
BASK 002-36	TTh	3/19/-5/7 (no class 3/28)	6-9 p.m.	(14 Sessions)
BASK 002 -11	TTh	5/14-6/27	6-9 p.m.	( 14 Sessions) (New Brunswick Center)
BASK 002-21	MW	5/13-7/1 (no class 5/27)	6-9 p.m.	(14 Sessions) (Perth Amboy Center)
BASK 002-37	W	5/15-8/14	6-9 p.m.	(14 Sessions)

## ESL III Level: Low-Intermediate CEU 4.2 (IN-PERSON)

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.

\$196 (Tuition \$97 + general fee \$99)

BASK 003-10	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.	(12 Sessions) (New Brunswick Center)
BASK 003-20	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.	(12 Sessions) (Perth Amboy Center)
BASK 003-35	MW	1/8-2/28 (no class 1/15, 2/19)	6-9 p.m.	(14 Sessions)
BASK 003-36	MW	3/18-5/1	6-9 p.m.	(14 Sessions)
BASK 003-37	TTh	3/19-5/7 (no class 3/28)	6-9 p.m.	(14 Sessions)
BASK 003 -11	TTh	5/14-6/27	6-9 p.m.	(14 Sessions) (New Brunswick Center)
BASK 003-21	MW	5/13-7/1 (no class 5/27)	6-9 p.m.	(14 Sessions) (Perth Amboy Center)
BASK 003-38	W	5/15-8/14	6-9 p.m.	(14 Sessions)



## ESL IV Level: High Intermediate CEU 4.2 (IN-PERSON)

For students who have successfully completed, ESL Level III. Emphasis will be on pronunciation, listening, reading and writing skills.

\$196 (Tuition \$97 + general fee \$99)

BASK 017-10	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.	(12 Sessions) (New Brunswick Center)
BASK 017-20	Sa	1/27-4/27 (no class 3/9, 3/30)	9 a.m.-12:30 p.m.	(12 Sessions) (Perth Amboy Center)
BASK 017-14	MW	1/8-2/28 (no class 1/15, 2/19)	6-9 p.m.	(14 Sessions)
BASK 017-15	MW	3/18-5/1	6-9 p.m.	(14 Sessions)
BASK 017-16	TTh	3/19-5/7 (no class 3/28)	6-9 p.m.	(14 Sessions)
BASK 017 -11	TTh	5/14-6/27	6-9 p.m.	(14 Sessions) (New Brunswick Center)
BASK 017-21	MW	5/13-7/1 (no class 5/27)	6-9 p.m.	(14 Sessions) (Perth Amboy Center)
BASK 017-17	W	5/15-8/14	6-9 p.m.	(14 Sessions)

## Conversational English for ESL CEU 3.0 (IN-PERSON)

Advanced level ESL students, develop and practice your speaking and listening skills. Vocabulary and grammar associated with each topic is reviewed before discussion begins.

**Prerequisite:** Near proficiency and ease with conversational English.

\$163 (Tuition \$138 + general fee \$25)

BASK 011-22	MW	3/18-4/17	6-9 p.m.	(10 Sessions)
BASK 011-23	TTh	5/14-6/13	6-9 p.m.	(10 Sessions)

## Reading and Writing for ESL CEU 3.0 (IN-PERSON)

Advanced level ESL students, develop and practice your reading and writings skills.

\$163 (Tuition \$138 + general fee \$25)

BASK 018-02	MW	4/22-5/22	6-9 p.m.	(10 Sessions)
BASK 018-03	TTh	6/4-7/9 (no class 7/4)	6-9 p.m.	(10 Sessions)



## HEALTHCARE CAREERS – AT-A-GLANCE

### 911 Dispatcher

DISP 001-06	911-Dispatcher/ Telecommunicator	MW	2/7-3/27	6:30-9:30 p.m.
DISP 002-06	Emergency Medical Dispatcher	MW	4/1-5/6	6:30-9:30 p.m.

### Dental

ADEN 003-19	Administration of Local Anesthesia for the Dental Hygienist. NJ DENTAL	W	4/17-6/5	6-10 p.m.
ADEN 004-23	Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher NJ DENTAL	T	5/28	6-10 p.m.
ADEN 005-24	Administration of Local Anesthesia for the Dental Hygienist: Didactic Refresher NJ DENTAL	Th	5/23	6-10 p.m.

### ECG/EKG Technician Certificate

AHEK 001-76	ECG/EKG Technician	M-F	3/4-3/19	9 a.m.-2:30 p.m.
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### Mental Health Courses

AHMH 002-02	Mental Health First Aid Certification Adult	MW	2/26, 2/28	6-9 p.m.
AHMN 003-02	Mental Health First Aid Certification Youth	M	4/1	10 a.m.-2 p.m.
AHMH 001-03	Mental Health Technician (HYBRID)	TWTh	5/14-8/15 (No class 6/19, 7/4)	6-9 p.m.

### Phlebotomy

AHPH 100-21	Phlebotomy (New Brunswick)	M-F	4/3-5/6	9 a.m.-1:30 p.m.
AHPH 100-22	Phlebotomy (Perth Amboy)	M-TH	7/3-8/5	9 a.m.-3:30 p.m.
AHPH 101-21	Phlebotomy Externship (New Brunswick)		5/7	9 a.m.-3:30 p.m.
AHPH 101-22	Phlebotomy Externship (Perth Amboy)		8/6	9 a.m.-3:30 p.m.

### Wellness

AFIT 003-48	Personal Trainer: National Certification (HYBRID)	TTh	2/20-3/21	6:30-9:30 p.m.
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## DENTAL

### **Administration of Local Anesthesia for the Dental Hygienist.**

NJ Dental CEUs 32

Consisting of 20 hours of instruction and 12 hours of clinical training, the course meets the NJ State Board of Dentistry requirements for education and training of licensed dental hygienists to administer local anesthesia to patients during the course of dental treatment. Topics include: fundamentals of anatomy of the head and neck, pharmacology of anesthetic and analgesic agents, patient pre-evaluation including medical and dental history considerations, recognition of adverse events, management of emergency procedures, basic life support, selection of appropriate anesthetic agents, and techniques for administering local anesthesia.

**Required:** Textbook available through the College Bookstore.

**Requirements for first night of class:** Proof of current NJ Registered Dental Hygiene License, and an up-to-date certificate in BLS CPR. NJ Board of Dentistry approved instructors.

\$999 (Tuition \$838 + general fee \$100 + lab fee \$25 + liability insurance \$36)

ADEN 003-19    W    4/17-6/5    6-10 p.m.

### **Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher** NJ DENTAL CEUs 4

This is for dental hygienists who have taken the local anesthesia course, but may not be comfortable in administering all types of local anesthetic blocks. Refresh your knowledge and meet NJ State Board of Dentistry requirements for administration of additional nerve blocks that were not mandated when the course was first offered. Receive a brief review of head and neck anatomy, patient pre-evaluation including medical and dental history considerations, recognition of adverse events, and selection of appropriate anesthetic agents and techniques for administering local anesthesia. Clinical training component includes monitored administration of local anesthesia on laboratory partners and will include both supraperiosteal (infiltration) injections and nerve block anesthesia (with the exception of the maxillary second division V2 nerve block). Course consists of one hour of didactic training and three hours of clinical training.

**Note:** You must provide proof of Dental Hygiene license and successful completion of state required Administration of Local Anesthesia course (32-hour course) and an up-to-date certificate in Basic Life Support (BLS) or CPR for the Healthcare Provider.

\$209 (Tuition \$128 + general fee \$20 + material fee \$25 + liability insurance \$36)

ADEN 004-23    T    5/28    6-10 p.m.

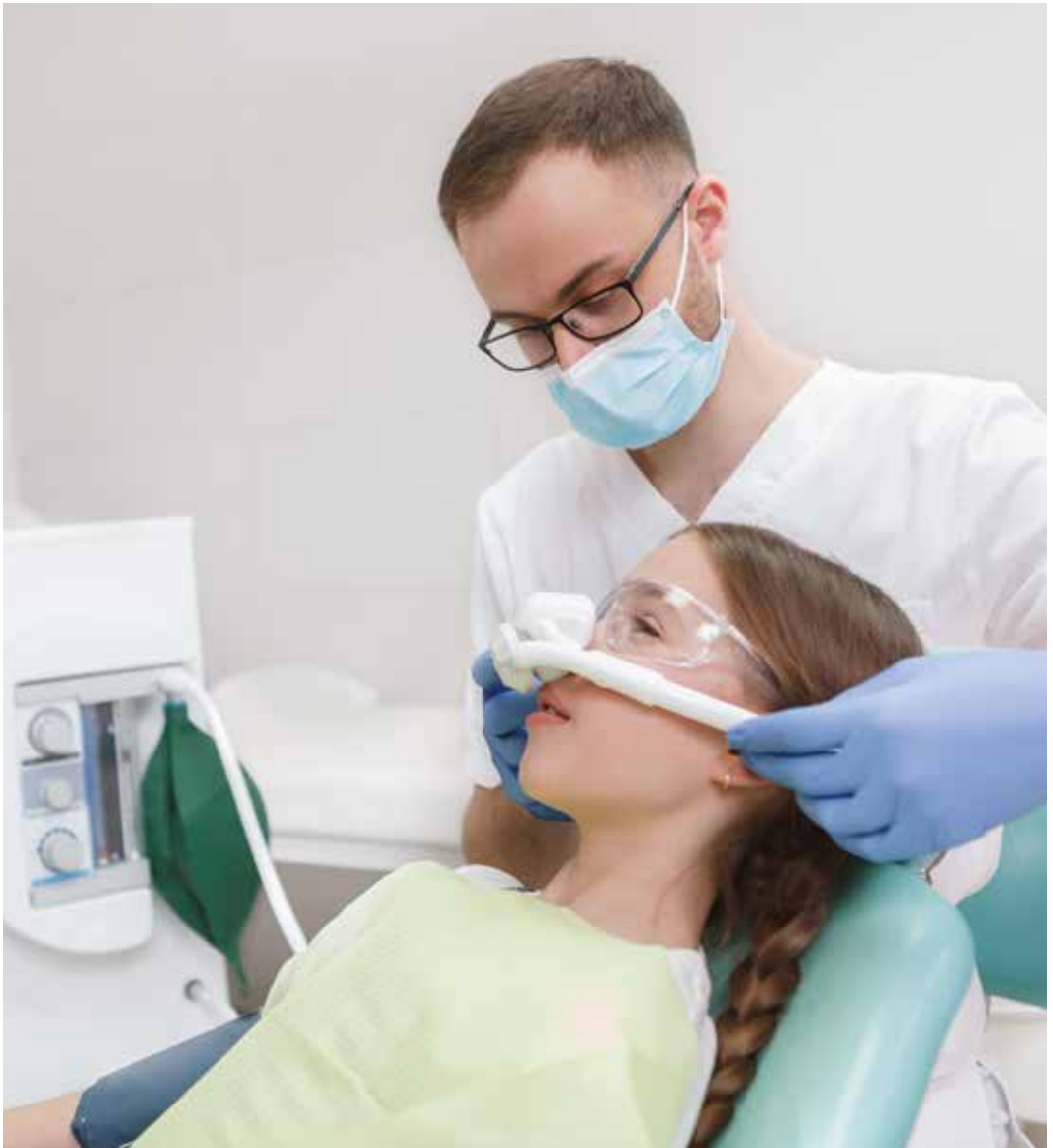
## Administration of Local Anesthesia for the Dental Hygienist: Didactic Refresher **NJ DENTAL CEUs 4**

Review information including the fundamental knowledge of the anatomy of head and neck, pharmacology of anesthetic and analgesic agents, patient pre-evaluation including medical and dental history considerations, recognition of adverse events, management of emergency procedures and basic life support, selection of appropriate anesthetic agents and techniques for administering local anesthesia and the administration of local anesthetic reversal agents. Course consists of four hours of didactic training and is designed to meet NJ State Board of Dentistry requirements for renewal of trained and licensed dental hygienists who administer local anesthesia to patients for pain management during the course of dental treatment.

**Note:** You must provide proof of Dental Hygiene license and successful completion of state required 32-hour Administration of Local Anesthesia course.

\$209 (Tuition \$110 + general fee \$99)

ADEN 005-24    Th    5/23    6-10 p.m.



## ECG/EKG TECHNICIAN CERTIFICATE

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**Note:** The ECG/EKG Technician Certificate can be taken with the Phlebotomy Certification for a Dual Certification. If you register for both certificate programs (ECG/EKG and Phlebotomy), the cost will be: \$3,197 (\$500 discount).

*To take advantage of this discount please call us at 732.906.2556*

### Entrance Requirements:

- Proficiency in spoken and written English

### Program Requirements:

- Wear a complete set of blue scrubs to each class.
- Wear closed-toe shoes every day.
- Purchase textbook and EKG calipers for first day of class, available at College Bookstore.
- Successful completion of all coursework.
- Be certified in BLS CPR prior to EKG course completion.
- Attendance rate of 90% and final grade of 80% or higher is required to pass the course.
- 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 exam 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).

## ECG/EKG COURSE

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### ECG/EKG Technician CEU 6.0 (IN-PERSON)

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

**Required:** EKG calipers and textbook needed for FIRST class available at College Bookstore. ([middlesexcc.bncollege.com/shop/middlesexcc/home](http://middlesexcc.bncollege.com/shop/middlesexcc/home))

\$999 (Tuition \$495 + general fee \$75 + lab fee \$429)

AHEK 001-76      M-F      3/4-3/19      9 a.m.-2:30 p.m.      (12 Sessions)

## MENTAL HEALTH FIRST AID TRAINING **FREE**

### **Mental Health First Aid Certification** (FREE – ONLINE)

The Adult Mental Health First Aid (MHFA) courses teach adult learners how to assist fellow adults, while Youth MHFA courses teach youth learners how to assist adolescents between the ages of 12 to 18. Mental Health First Aid requires that pre and post work be complete to acquire your certificate. For the pre-work, once you have registered on the site, you will find this course work on the mental health first aid website in the dashboard. You can only go through module 9. It takes roughly 1 hour and 45 minutes depending on your pace. Once you complete this, and the teacher-led google meet portion, you will be able to move onto the post work to obtain and print out your certificate.

AHMH 002-02 MW (Adult) 2/26, 2/28 6-9 p.m.

AHMN 003-02 M (Youth) 4/1 10 a.m.-2 p.m.

## MENTAL HEALTH TECHNICIAN COURSE

### **Mental Health Technician** CEU 12.0 (HYBRID)

Learn to care for mentally impaired or emotionally disturbed people in a variety of healthcare settings. Topics include, patient hygiene, patients' pulse, temperature and respiration, maintain accurate patient records, issuing medication from a dispensary, lead individual and group therapy session and assist patients with daily living activities. At the completion of this course, participants will be prepared to take the Mental Health Technician exam offered by the American Medical Certification Association.

\$1,500 (Tuition \$1,075 + General Fee \$425)

AHMH 001-03 TWTh 5/14-8/15 6-9 p.m. (40 Sessions)  
(No class 6/19 and 7/4)





## PHLEBOTOMY TECHNICIAN CERTIFICATE

**Note:** The Phlebotomy Technician Certificate can be taken with the ECG/EKG Technician Certificate for a Dual Certification. If you register for both certificate programs (ECG/EKG and Phlebotomy), the cost will be: \$3,197 (\$500 discount).

*To take advantage of this discount please call us at 732.906.2556*

### Entrance Requirements:

- Proficiency in spoken and written English

### Program Requirements:

- Successfully complete the two Phlebotomy Technician Program courses
- Wear a complete set of blue scrubs to each class.
- Wear closed-toe shoes daily.
- Wear a white lab coat for Phlebotomy.
- Purchase mandatory textbook and workbook for first day of class, available at College Bookstore.
- Maintain attendance rate of 90% overall, and final grade of 80% or higher for each class.

### Program Requirements Prior to Entrance into Phlebotomy Externship:

- Successful completion of all coursework.
- Certification in BLS CPR.
- Provide documentation of physical examination and current immunization records, as well as personal health insurance card prior to starting to starting the externship.
- Successful completion of criminal background check.

## PHLEBOTOMY COURSES

### Phlebotomy CEU 10.0 (IN-PERSON)

Receive an introduction to the phlebotomy profession, infection control, patient care and professional ethics. Topics include proper techniques and methods to safely handle samples. Initially practice venipuncture and finger sticks on an artificial arm. Once proficiency is achieved, practice venipuncture and finger-sticks on each other under supervision of instructor

\$1,662 (Tuition \$1250 + general fee \$376 + Liability Insurance \$36.00)

AHPH 00-10	M-F	4/3-5/6 5/6	9 a.m.-1:30 p.m. 9-11:15 a.m.	(4.5 Hours) (New Brunswick)	(20 Sessions)
AHPH 100-20	M-Th	7/3-8/5 8/5	9 a.m.-3:30 p.m. 9 a.m.-1 p.m.	(Perth Amboy)	

### Phlebotomy Externship 100-hour Externship. CEU 10.0 (IN-PERSON)

At a hospital or other facility, collect samples and perform other duties associated with phlebotomy. Prerequisites: Successful completion of Phlebotomy and BLS/ CPR certification, criminal background check and physical examination with current immunizations and personal health insurance coverage.

**Note:** Externships are available only during day.

Externship hours must be completed within one year of finishing the Phlebotomy course.

\$1,036 (Tuition \$799 + general fee \$237)

AHPH 101-10	5/7	(Orientation)	9 a.m.-3:30 p.m.	(New Brunswick)
AHPH 101-20	8/6	(Orientation)	9 a.m.-3:30 p.m.	(Perth Amboy)

## NJ 911 DISPATCHER CERTIFICATION

### 911-Dispatcher/Telecommunicator (46 hours) 4.6 CEU (ONLINE)

Prepare for the 40-hour 9-1-1 Officer Basic Dispatcher National Certification in this course, which covers the skills and knowledge needed to work as a basic 911 Dispatcher. Receive overviews of Police, Fire, and EMS functions. Hone your interpersonal communications skills and telephone techniques. Learn about the telecommunicator role in public safety, radio broadcasting rules and procedures, and enhanced 9-1-1 systems and operating procedures. Gain an understanding of public safety telecommunications and records systems, as well as telecommunicator legal issues. Course includes role-play and simulations involving 911 calls. Hours for pre-requisite FEMA courses included in total CEUs.

**Note:** Attendance at all sessions is mandatory and participants must successfully pass a written and practical exam in order to receive certification.

**Prerequisites:** High school diploma or GED, and a Copy of your Certificate of Completion for no-cost online FEMA courses, IS-100.c Introduction to Incident Command System, ICS 100 (2 hours) and IS 200.C, Basic Incident Command System for Initial Response, ICS 200 (4 hours). <https://training.fema.gov/is/>

\$573 (Tuition \$248 + general fee \$325 ) includes textbook

DISP 001-06      MW      2/7-3/27      6:30-9:30 p.m.      (14 Sessions)  
(no class 2/19)

## NJ EMERGENCY MEDICAL DISPATCHER CERTIFICATION

### Emergency Medical Dispatcher (32.5 hours) 3.25 CEU (ONLINE)

Gain the skills and knowledge needed to be an Emergency Medical Dispatcher (EMD). Prepare for the secondary level of certification required for any officer or dispatcher who will answer 9-1-1 medical calls. Topics include EMD responsibilities, legal/liability issues, interpersonal communications, providing proper medical instructions by phone, and use of emergency medical guide cards.

This course includes role-play and simulations involving 911 calls.

**Note:** Attendance at all sessions is mandatory and participants must successfully pass a written exam and practical exam in order to receive certification.

**Prerequisite:** Current Healthcare Provider Level CPR certification and successful completion of approved 40-hour 911- Dispatcher/Telecommunicator Program

\$434 (Tuition \$159 + general fee \$275) includes text book

DISP 002-06      MW      4/1-5/6      6:30-9:30 p.m.      (11 sessions)

## WELLNESS

### **Personal Trainer: National Certification** CEU 3.6 (HYBRID – Online and in person)

Become a Certified Personal Trainer! Topics include elements of exercise science, client screening, program design and methods of training, injury prevention, exercise physiology, cardio, respiratory fitness, nutrition and weight control. National certification exam given on last class day.

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

**Required:** Textbook needed for FIRST class available at College Bookstore. ([middlesexcc.bncollege.com/shop/iddlesex-cc/home](http://middlesexcc.bncollege.com/shop/iddlesex-cc/home))

Attendance rate and final grade of 80% or higher required to pass course.

Questions about course content and certification? Call Greg Mahadeen at 732.695.1649.

\$629 (Tuition \$329 + general fee \$300)

AFIT 003-48	TTh	2/20-3/21	6:30-9:30 p.m.	(Remote Live Via Zoom)
	T	3/26	6:30-9:30 p.m.	Practical Exam (in-person)
	Sa	3/30	6:30-9:30 p.m.	Certification Exam (in-person)



# PERSONAL ENRICHMENT

## PERSONAL ENRICHMENT – AT-A-GLANCE

<b>Art</b>			
GHOB 366-10	Ceramics: Hand Building	MW	7/1-7/31 6-9 p.m.
GHOB 370-01	Ceramics: Throwing	Sa	1/20-4/13 9:30 a.m.-12:30 p.m. (no class on 2/17, 3/9, 3/30)
GHOB 371-01	Introduction to Indian Folk Art (Mithila Art)	Sa	6/8-6/29 10 a.m.-12 p.m.
GENI 406-03	Sewing for Beginners	Th	4/11-5/16 6-8:30 p.m.
COVO 002-26	Voices for all: One-on-One Class		(day and time of your preference)
<b>Civics</b>			
GENI 407-05	Citizenship Preparation Course in Spanish (Perth Amboy)	MTh	2/5-4/29 6-8 p.m. (no class 2/19, 3/11, 3/14, 3/28, 4/22)
GENI 407-06	Citizenship Preparation Course in Spanish (New Brunswick Center)	MW	2/5-4/22 7-9 p.m. (no class 2/19, 3/11, 3/13)
GENI 400-01	Leadership and No Blame Problem		(day and time of your preference)
<b>Dance</b>			
GDAN 348-25	Intro to Latin and Ballroom Dancing for Adults	M	1/8-2/26 7-9 p.m. (no classes 1/15, 2/19)
GDAN 349-02	Beginner/Intermediate Latin and Ballroom Dancing for Adults	M	3/4-4/8 7-9 p.m.
GDAN 349-03	Intermediate Latin and Ballroom Dancing for Adults	M	4/15-5/20 7-9 p.m.
GDAN 350-02	Line Dancing for Adults	S	3/16-5/4 10 a.m.-12 p.m.
<b>Languages</b>			
LSPA 032-10	Beginning Spanish	MW	2/12-3/18 6-9 p.m. (no class 2/19)
LSPA 033-05	Intermediate Spanish	MW	4/8-5/8 6-9 p.m.
<b>Technology</b>			
JCSC 365-101	Computer Confidence	TTh	2/6-2/20 6:30-9:30 p.m.
JCSC 453-20	Word 2019: Level I	TTh	2/27-3/7 6:30-9:30 p.m.
JCSC 454-20	Word 2019: Level II	TTh	3/12-3/21 6:30-9:30 p.m.
JCSC 455-19	Excel 2019: Level I	TTh	3/26-4/4 6:30-9:30 p.m.
JCSC 456-19	Excel 2019: Level II	TTh	4/9-4/18 6:30-9:30 p.m.

## ART

### **Ceramics: Hand Building** (IN-PERSON)

Be ready to enter a freeing, relaxing and rewarding creative experience. Bring your imagination and enthusiasm. We'll provide the materials, tools and all the technical assistance you'll need whether you've had experience with clay before or are a true beginner. You will learn all the quintessential hand-building techniques and processes you need to know in order to create your own functional and artistic ceramics pieces. This course does not provide students access to open studio hours in the ceramics studio.

\$382 (Tuition \$232 + general fee \$100 + lab fee \$50)

GHOB 366-10      MW      7/1-7/31      6-9 p.m.      (10 sessions)

### **Ceramics: Throwing** (IN-PERSON)

Throwing on the wheel is an incredibly satisfying and productive pottery technique. This class is suitable for all levels of experience. Beginning potters will be provided with step by step individualized instruction, while more accomplished potters will be given the freedom to refine their technique independently and share personal methods. A variety of wheel assisted and combination pots will be presented in a way that will give everyone options for making functional, decorative and sculptural pieces.

\$382 (Tuition \$232 + general fee \$100 + lab fee \$50)

GHOB 370-01      Sa      1/20-4/13      9:30 a.m.-12:30 p.m.  
(no class on 2/17, 3/9, 3/30)

### **Introduction to Indian Folk Art (Mithila Art)** (IN-PERSON)

Mithila art is a style of painting practiced in the region of Mithila which spans across India and Nepal. This course introduces flowers, leaves, fishes, birds, types of line work, coloring styles and mediums used in this type of artwork. Attendees will utilize the elements of art to create their own master piece. A supply list will be sent to you upon registration; please bring all materials with you to the first class.

\$240 (Tuition \$140 + general fee \$100)

GHOB 371-01      Sa      6/8-6/29      10 a.m.-2 p.m.      (4 Sessions)

### **Sewing for Beginners** (IN-PERSON)

In this class you will enjoy learning basic sewing techniques done on a sewing machine. You will learn how to thread a machine, use it for alterations, and complete easy to sew projects. Do not purchase fabric and patterns prior to the first class. Information and suggestions will be shared to avoid having complicated projects for beginners.

\$200 (Tuition \$150 + general fee \$50)

GENI 406-03      Th      4/11-5/16      6-8:30 p.m.      (6 sessions)

### **Voices for all: One-on-One Class** CEU 0.15 (ONLINE)

Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a script and receive coaching from your instructor, a professional voice actor, to improve your delivery. Onetime, 90 minutes, one-on-one, video-chat class! Learn more [www.voicesforall.com](http://www.voicesforall.com). Class is scheduled for a day and time of your preference. Must be 18 years and older.

\$55 (Tuition \$30 + general fee \$25)

COVO 002-26      (day and time of your preference)

## CIVICS

### Citizenship Preparation Course in Spanish (IN-PERSON)

This course will assist participants in learning all 100 civics questions, in English, while enhancing the participant's ability to read and write the required vocabulary for the citizenship test. In addition, the course will prepare participants to answer, in English, the personal questions on the form N-400. Participants will practice, in English, all relevant conversations to pass the interview for naturalization. The class instruction is completely in Spanish with all materials and practices in English.

### Cursos de Preparacion Para La Ciudadania en Espanol

Este curso ayudará a los participantes a aprender las 100 preguntas de educación cívica en inglés, al mismo tiempo que mejora la capacidad del participante para leer y escribir el vocabulario requerido para el examen de ciudadanía. Además, el curso preparará a los participantes para responder, en inglés, las preguntas personales en el formulario N-400. Los participantes practicarán en inglés todas las conversaciones pertinentes para aprobar de manera satisfactoria la entrevista de naturalización. Las instrucciones de las clases serán totalmente en español y todas las practicas y materiales en inglés.

\$196 (Tuition \$97 + general fee \$99) 20 Sessions

GENI 407-05 MTh 2/5-4/29 6-8 p.m. (Perth Amboy Center)  
(no class 2/19, 3/11, 3/14, 3/28, 4/22)

GENI 407-06 MW 2/5-4/22 7-9 p.m. (New Brunswick Center)  
(no class 2/19, 3/11, 3/13)

### Leadership and No Blame Problem (FREE – ONLINE)

Gain knowledge about citizen powers that go beyond voting and how you may play a role as a public citizen in our 21st century democracy. Acquire the tools to become active and informed participants in government problem- solving and decision-making. Developed by experienced practitioners in local government in partnership with professors who are experts in the emerging discipline of beyond the ballot civic power, explore how to take leadership positions in your community that do not require running for public office.

#### Topics include:

- Using technology to find proven solutions
  - Accessing information about current government policy
  - Crafting cost effective, evidence-based solutions
  - Using a No-Blame strategy to keep the focus on the solution
  - Using citizens' legal rights to advance solutions before local government decision-making bodies
  - Maintaining a respectful, ongoing pursuit of progress toward the adoption of solutions
- GENI 400-01 Self-Paced Online Power Civics Course (No Charge)

To access: [middlesexcollege.edu/workforce-development/](https://middlesexcollege.edu/workforce-development/)



## DANCE

### Introduction to Latin and Ballroom Dancing for Adults (IN-PERSON)

Discover popular ballroom and Latin dances. Learn the waltz and the tango; impress your friends at their wedding or your next social affair. Dance to the beat of awesome Latin music and learn the basics of salsa and cha-cha. This is a beginner level class and you do not need any prior dance experience. Partners preferred but not required.

Class space limited; register now to reserve your spot.

\$175 (Tuition \$125 + general fee \$50)

GDAN 348-25      M      1/8-2/26      7-9 p.m.      (6 sessions)  
(no classes 1/15, 2/19)

### Beginner/Intermediate Latin and Ballroom Dancing for Adults (IN-PERSON)

Practice popular ballroom and Latin dances. Dance to the beat of awesome Latin music and learn the basics of salsa and cha-cha. This is a Beginner/Intermediate level class.

**Prerequisite:** Successful completion of Intro to Latin and Ballroom Dancing for Adults.

Partners preferred but not required.

Class space limited; register now to reserve your spot.

\$175 (Tuition \$125 + general fee \$50)

GDAN 349-02      M      3/4-4/8      7-9 p.m.      (6 sessions)

### Intermediate Latin and Ballroom Dancing for Adults (IN-PERSON)

Further develop your ballroom and Latin dance skills with this course. This is an Intermediate level class.

**Prerequisite:** Successful completion of Introduction to Latin and Ballroom Dancing for Adults and Beginner Latin and Ballroom Dancing for Adults. Partners preferred but not required. Class space limited; register now to reserve your spot.

\$175 (Tuition \$125 + general fee \$50)

GDAN 351-01      M      4/15-5/20      7-9 p.m.      (6 sessions)

### Line Dancing for Adults (IN-PERSON)

Come get your 'Cha-cha' slide on, grooving to current and favorite ole school R&B music, as you learn many of the old and new line dances! Learn how to 'Kick Ball Change', 'Coaster Step', Kick-n-Cross, and 'Tic!' This is a FUN Beginner-to-Intermediate level class, where you can become comfortable and gain confidence in your line dancing skills.

Class space limited; register now to reserve your spot.

\$125 (Tuition \$75 + general fee \$50)

GDAN 350-02      S      3/16-5/4      10a.m.-Noon      (8 sessions)

## LANGUAGES

### **Beginning Spanish** CEU 3.0 (IN-PERSON)

Learn basic reading, writing and speaking Spanish. Course is appropriate for students with no or very little knowledge of Spanish.

**Required:** Textbook available at College Bookstore. ([middlesexcc.bncollege.com/shop/middlesex-cc/home](http://middlesexcc.bncollege.com/shop/middlesex-cc/home))

\$329 (Tuition \$230 + general fee \$99)

LSPA 032-10      MW      2/12-3/18      6-9 p.m.      (10 sessions)  
(no class 2/19)

### **Intermediate Spanish** CEU 3.0 (IN-PERSON)

Further develop your reading, writing and speaking Spanish.

**Prerequisite:** Beginning Spanish

**Required:** Textbook available at College Bookstore. ([middlesexcc.bncollege.com/shop/middlesex-cc/home](http://middlesexcc.bncollege.com/shop/middlesex-cc/home))

\$329 (Tuition \$230 + general fee \$99)

LSPA 033-05      MW      4/8-5/8      6-9 p.m.      (10 sessions)



## TECHNOLOGY

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### Computer Confidence CEU 1.5 (IN-PERSON)

Gain an understanding of what you need to know to be computer confident. Learn about Microsoft applications such as Word, Excel, PowerPoint, and Access, how to search the internet, and create, save and print documents.

\$218 (Tuition \$118 + general fee \$31 + lab fee \$69)

JCSC 365-101 TTh 2/6-2/20 6:30-9:30 p.m. (5 sessions)

JCSC 365-101 TTh 6/4-6/18 6:30-9:30 p.m. (5 sessions)

## MICROSOFT OFFICE 2019

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### Word 2019: Level I CEU 1.2 (IN-PERSON)

Master basics of MS Word and beginning-level skills. Topics include Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables, forms and more.

**Prerequisite:** Familiarity with computers or successful completion of Computer Confidence.

\$175 (Tuition \$125 + general fee \$30 + lab fee \$20)

JCSC 453-20 TTh 2/27-3/7 6:30-9:30 p.m. (4 sessions)

### Word 2019: Level II CEU 1.2 (IN-PERSON)

Topics include newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents, indexes and more.

**Prerequisite:** Successful completion of Word 2016: Level I or equivalent knowledge.

\$175 (Tuition \$125 + general fee \$30 + lab fee \$20)

JCSC 454-20 TTh 3/12-3/21 6:30-9:30 p.m. (4 sessions)

## EXCEL 2019

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### Excel 2019: Level I CEU 1.2 (IN-PERSON)

Become familiar with visualization tools of Excel 2016 and gain an understanding of beginning-level skills. Topics include the improved Ribbon interface, entering and editing data, selecting cells and ranges, creating formulas/functions, formatting cell contents, and inserting and deleting columns, charts, rows and cells.

**Prerequisite:** Familiarity with computers or successful completion of Computer Confidence.

\$175 (Tuition \$125 + general fee \$30 + lab fee \$20)

JCSC 455-19 TTh 3/26-4/4 6:30-9:30 p.m. (4 sessions)

### Excel 2019: Level II CEU 1.2 (IN-PERSON)

Learn about large worksheets and workbooks, tables, outlines, inserting clip art, pictures and SmartArt; templates, digital signatures and adding graphics to worksheets.

**Prerequisite:** Successful completion of Excel 2016: Level I, or equivalent knowledge.

\$175 (Tuition \$125 + general fee \$30 + lab fee \$20)

JCSC 456-20 TTh 4/9-4/18 6:30-9:30 p.m. (4 session)

## TRADE – AT-A-GLANCE

### Construction Management Certificate

CNMC 935-64	Construction Project Management	Sa	4/13, 4/20	9 a.m.-4 p.m.
CNMC 937-64	Construction Methods and Materials	Sa	4/27, 5/4	9 a.m.-4 p.m.
CNMC 938-64	Cost Estimating and Administration	Sa	5/11, 5/18	9 a.m.-4 p.m.
CNMC 936-64	Construction Contracts	MW	5/22-6/5	6-9 p.m.
CNMC 939-64	Construction Site Safety	Sa	6/15, 6/22, 6/29	8:30 a.m.-1:30 p.m.

### New Jersey Uniform Construction Code

JCDE 941-53	Construction Official	TTh	3/5-4/11 (no class 3/28)	6-10 p.m.
JCDE 942-61	Building Inspector RCS	TTh	2/6-5/21 (no class 3/28)	6:30-9:30 p.m.
JCDE 943-57	Building Inspector ICS	MW	2/5-5/1 (no class 2/19)	6:30-9:30 p.m.
JCDE 944-42	Building Inspector HHS	MW	5/13-7/22	6:30-9:30 p.m.
JCDE 947-28	Fire Inspector HHS	TTh	1/9-2/27	6-10 p.m.
JCDE 948-34	Plumbing ICS	TTh	2/12-6/1	6-10 p.m.
JCDE 949-32	Plumbing Inspector HHS	Sa	3/9-5/18 (no class 3/30)	8:30 a.m.-3 p.m.
JCDE 949-33	Plumbing Inspector HHS	TTh	7/9-8/27	6-10 p.m.
JCDE 940-54	SubCode Official	MW	1/8-3/4 (no class 1/15, 2/19)	6-9 p.m.

## CONSTRUCTION MANAGEMENT CERTIFICATE

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

**Discount cost:** \$956 (save \$324) for students who enroll with payment for all five courses. *To take advantage of this discount please call us at 732.906.2556*

### Construction Project Management CEU 1.2 (IN-PERSON)

Learn to successfully manage a small-or medium-sized construction project, including site survey and engineering, building design, budget analysis, bid procedures and scheduling.

**Prerequisite:** Basic knowledge of small construction projects.

\$253 (Tuition \$233 + general fee \$20)

CNMC 935-64	Sa	4/13, 4/20	9 a.m.-4 p.m. (1 hr break)	2 sessions
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### Construction Methods and Materials CEU 1.2 (IN-PERSON)

Topics include footings and foundations; concrete, wood and steel framing; pre-cast concrete, masonry and roofing; solar and conventional heating systems; fire protection and suppression; radon mitigation and construction codes.

**Prerequisite:** Construction Project Management

\$253 (Tuition \$233 + general fee \$20)

CNMC 937-64	Sa	4/27, 5/4	9 a.m.-4 p.m. (1 hr break)	2 sessions
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### Cost Estimating and Administration CEU 1.2 (IN-PERSON)

Learn to prepare cost estimates by evaluating labor, material, equipment and other direct and indirect costs.

**Prerequisite:** Construction Project Management or equivalent knowledge.

\$253 (Tuition \$233 + general fee \$20)

CNMC 938-64	Sa	5/11, 5/18	9 a.m.-4 p.m. (1 hr break)	2 sessions
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### Construction Contracts CEU 1.2 (IN-PERSON)

Topics include legal issues that may arise on a construction project, including public and private contract requirements; bonding and obligations; commonly used contract provisions; presentation and defense of contract; and claims, liens and dispute resolution.

\$253 (Tuition \$233 + general fee \$20)

CNMC 936-64	MW	5/22-6/5	6-9 p.m.	4 session
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### Construction Site Safety CEU 1.5 (ONLINE)

Topics include uniform construction and fire codes, safety regulations and enforcement procedures, techniques to reduce risk, safety in confined spaces and hazardous areas, delegating responsibility, right to know and hazard communication standards.

\$316 (Tuition \$241 + general fee \$75)

CNMC 939-64	Sa	6/15, 6/22, 6/29	8:30 a.m.-1:30 p.m.	
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## NEW JERSEY UNIFORM CONSTRUCTION CODE

The N.J. Uniform Construction Code requires candidates for licensure to complete specified educational programs. Licensing is based on a combination of education, experience and testing. Call Department of Community Affairs at 609.984.7834 for information on specific licensing requirements. Students must follow established prerequisites. Up to 100% of student tuition may be refunded (subject to availability of State funding) provided students adhere to NJ state guidelines.

**Required:** Book for first night of class in all CC courses: The Uniform Construction Code Act and Regulations: visit [www.state.nj.us/dca/divisions/codes](http://www.state.nj.us/dca/divisions/codes) and click on publications.

### Construction Official CEU 4.5 (ONLINE)

**Prerequisite:** SubCode official

\$450 (Tuition \$368 + general fee \$82)

JCDE 941-53      TTh      3/5-4/11      6-10 p.m.      (11 Sessions)  
(no class 3/28)

### Building Inspector RCS CEU 9.0 (ONLINE)

**Prerequisite:** For licensing, five years of construction work experience.

\$867 (Tuition \$742 + general fee \$125)

JCDE 942-61      TTh      2/6-5/21      6:30-9:30 p.m.      (30 Sessions)  
(no class 3/28)

### Building Inspector ICS CEU 7.5 (ONLINE)

**Prerequisite:** Building Inspector RCS and for licensing, seven years of construction experience

\$709 (Tuition \$634 + general fee \$75)

JCDE 943-57      MW      2/5-5/1      6:30-9:30 p.m.      (25 Sessions)  
(no class 2/19)

### Building Inspector HHS CEU 6.0 (ONLINE)

**Prerequisite:** Building Inspector ICS

\$625 (Tuition \$560 + general fee \$65)

JCDE 944-42      MW      5/13-7/22      6:30-9:30 p.m.      (20 Sessions)





## Fire Inspector HHS CEU 6.0 (ONLINE)

Required: Textbook available at [www.iccsafe.org](http://www.iccsafe.org)

Prerequisite: Fire Inspector ICS

\$550 (Tuition \$468 + general fee \$82)

JCDE 947-28      TTh      1/9-2/27      6-10 p.m.      ( 15 Sessions)

## Plumbing ICS CEU 12.0 (ONLINE)

Prerequisite: At least 5 years work experience under a master plumber

\$1,049 (Tuition \$650 + general fee \$399)

JCDE 948-34      TTh      2/20-5/30      6-10 p.m.      (30 Sessions)

## Plumbing Inspector HHS CEU 6.0 (ONLINE)

Prerequisite: Plumbing Inspector ICS, plus at least 7 years' work experience under a master plumber.

\$550 (Tuition \$468 + general fee \$82)

JCDE 949-32      Sa      3/9-5/18      8:30 a.m.-3 p.m.      (10 Sessions)  
(no class 3/30)

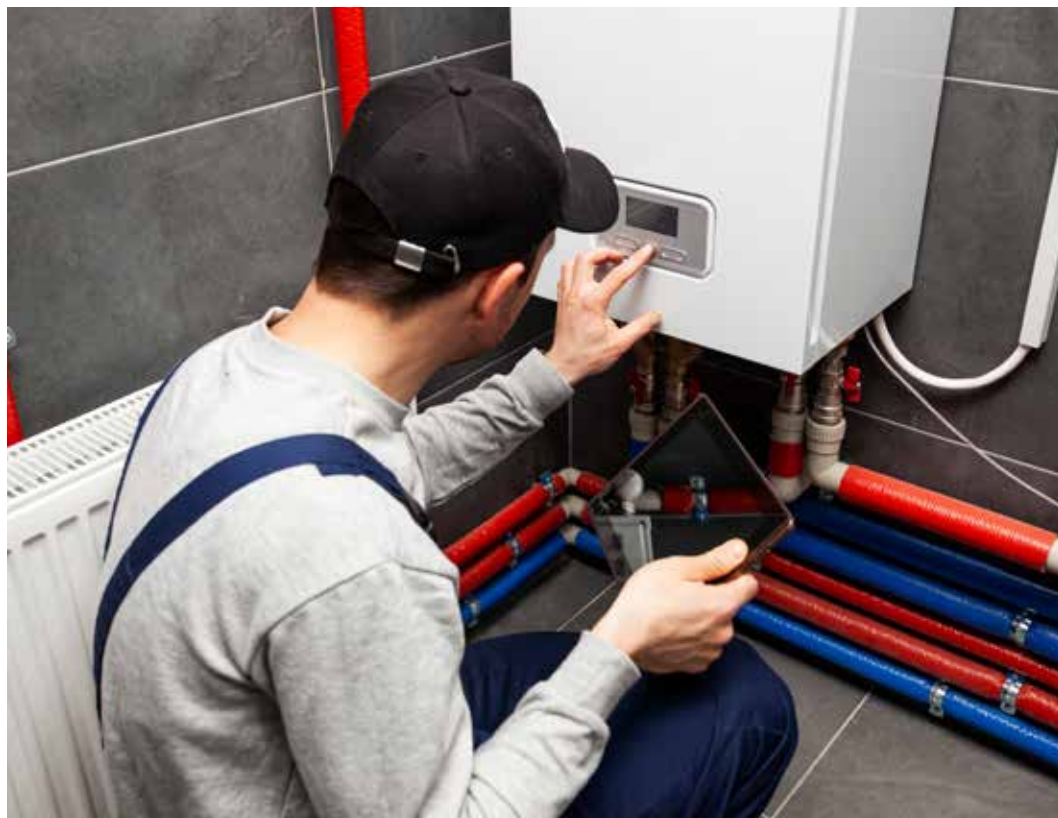
JCDE 949-33      TTh      7/9-8/27      6-10 p.m.      (15 Sessions)

## Subcode Official CEU 4.5 (ONLINE)

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

\$446 (Tuition \$389 + general fee \$57)

JCDE 940-55      MW      1/8-3/4      6-9 p.m.  
(no class 1/15, 2/19)



# Youth





**Early Learning Center**

# Send Your Child to **COLLEGE**

**Programs for Toddlers and Preschool**



**Certified Staff ■ Literacy-Rich Environment**

**Outdoor Recreation ■ Hands-On Learning ■ Open-Year Round**

■ *New Expanded Toddler Rooms*

- 3, 4, and 5-day programs are available
- Small group learning
- Classes for children, age 2 (diapers ok) and 3-5 year-olds
- Military and alumni discount available
- New Playground
- Math and Literacy Program

**LIMITED SPACE - CALL FOR A TOUR TODAY! 732.906.2542**

(located in Room 185, Edison Hall on the Middlesex College campus)

## YOUTH PROGRAMS SPRING 2024

Get a glimpse into our camp programs by trying our introduction one-day Saturday classes.

They will leave you wanting more, and excited to join us this summer.

### **Magic and You!** (AGES 7-13) **NEW!**

Have you ever wondered where magic comes from? Join us in the world of the impossible: a place where magic comes from you. Taught by a professional magician, learn to perform magic tricks using a deck of cards, coins, common objects, and other pocket-sized props. Learning the fine art of magic elevates a child's inner confidence, communication skills, and creativity. Register for this course and amaze everyone with your new talent! Three dates to choose from. Please make sure to pick up your child on time.

**Instructor:** Alex "The Cardman" Perricone.

\$50 (tuition \$20 + \$30 fees)

CHPF 092-01	3/23	9 a.m.-Noon
CHPF 092-02	4/13	9 a.m.-Noon
CHPF 092-03	5/4	9 a.m.-Noon

### **LEGO Building and Machines** (AGES 6-12)

LEGO enthusiasts, have fun building your favorite adventure from the many themes that LEGO has to offer. Projects will vary depending on availability from LEGO headquarters, but will include age-appropriate new models. Examples may include cranes, remote controlled cars, a piano player, and many more. This is a stimulating enrichment program and not geared as a teacher-driven education class. Presented by Super Science. Please make sure to pick up your child on time.

\$50 (tuition \$20 + \$30 fees)

CHSS 032-01	4/6	9 a.m.-Noon
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### **Chemical Wizardry** (AGES 6-12)

Get a glimpse of the favorite camp experiments combined into one super class of science! Get ready for a fun-filled "magical" laboratory experience Harry Potter style! This class is an introduction to the science of chemistry and physics. Many fun and interesting activities you will not want to miss. Presented by Super Science. Please make sure to pick up your child on time.

\$50 (tuition \$20 + \$30 fees)

CHSS 029-02	3/30	9 a.m.-Noon
CHSS 029-03	5/11	9 a.m.-Noon





## NASA: Journey to Outer Space (AGES 7-13)

Take a voyage of discovery into the atmosphere and beyond as we explore planets, moons, and other space phenomena. This is a special one-day class to introduce you to our program. Presented by Mad Science. Mad Science is the ONLY organization licensed by NASA to use these activities for Summer Camps! Please make sure to pick up your child on time.

\$50 (tuition \$20 + \$30 fees)

CHMS 102-01      3/16      9 a.m.-Noon

CHMS 102-02      4/20      9 a.m.-Noon

## Crayola: World of Design (AGES 7-13)

Take a journey to the farthest reaches of the imagination while learning. Use the design thinking process to solve real world problems in different environments. Experiment with Crayola® products and a wide variety of art techniques which may include sculpting, collage, and mixed media and discover design careers too! Please make sure to pick up your child on time. Presented by Mad Science.

\$50 (tuition \$20 + \$30 fees)

CHCR 103-01      4/27      9 a.m.-Noon



**BLACKROCKET**  
Launch Your Creativity

### After School and Saturday On-line Black Rocket Classes

We partner with Black Rocket to offer after-school and Saturday classes. There are cutting-edge courses in coding, game design, eSports, virtual reality, and more.

Go directly to the link below for details and to register

[www.blackrocket.com/online/Middlesex](http://www.blackrocket.com/online/Middlesex)



## CAMP MIDDLESEX SUMMER 2024

June 24 - August 16, 2024

[middlesexcollege.edu/community-programs/camp-middlesex](http://middlesexcollege.edu/community-programs/camp-middlesex)

## SAVE THE DATE

### CAMP MIDDLESEX OPEN HOUSE

Sunday, March 10, 1-3 p.m. (Crabiel Hall, Edison Campus)

# GENERAL INFORMATION

**NOTE:** Workforce Development and Lifelong Learning courses are limited to students 18 years and older unless otherwise noted.

## HOW TO REGISTER FOR COURSES

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### Online

Register online for select courses. Visit [middlesexcollege.edu/workforce-development](https://middlesexcollege.edu/workforce-development).

### Mail

Workforce Development and Lifelong Learning, Crabiel Hall 110, Middlesex College, 2600 Woodbridge Ave., Edison, NJ 08818-3050

### Payment Method

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

### Payment Procedure

Full payment is due at the time of registration.

### Telephone

Call 732.906.2556. Use Visa, MasterCard, Discover.

### In-Person

Workforce Development and Lifelong Learning, Crabiel Hall 110, Middlesex College, 2600 Woodbridge Ave., Edison, NJ 08818-3050. Call 732.906.2556 for hours.

### Prerequisites

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

### Course Confirmation and Location

Confirmation letters will be generated once your registration is processed. Classes meet at the main College campus or other community sites. Registrations are processed daily, but in the event that you have not received your confirmation within five days of the start date, call the department at 732.906.2556.

**There will be no refunds because you did not receive a confirmation letter.**

### Certificates

Workforce Development and Lifelong Learning awards a Certificate of Completion to students who fulfill the basic requirements of most courses that carry CEU's.

### Credit Courses

For information please call 732.906.4240.



## TUITION WAIVER INFORMATION

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### College Employees

Middlesex College employees should contact Human Resources for information regarding course waivers.

### Senior Citizen

Middlesex County residents 65 years of age or older are eligible for a course waiver, which covers tuition only, and is on a space-available basis, to a maximum of \$125. 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.

### Unemployment

Certain courses may be available for unemployment tuition waivers. If you are unemployed and planning to enroll in a course with an unemployment tuition waiver, you are required to submit an application for financial aid and receive a decision prior to submitting the waiver. Submit documentation to Workforce Development and Lifelong Learning in Crabiell Hall, Room 110, from the NJ Department of Labor as proof of eligibility. Documentation must be dated no earlier than 30 days prior to the first day of class. In addition, complete the appropriate Middlesex College Registration Form and include payment for all fees. We will accept your registration 24 hours before the course begins, if space is available.

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

### Volunteer

Volunteer firefighters, first aid and rescue squad members and their spouse or dependent children may qualify for a tuition waiver. The volunteer shall agree to serve as a member volunteer for a minimum of four years. Following each year of volunteer service performed, the person or family member is entitled to receive a maximum of \$600 per academic year of tuition credit. The cumulative maximum tuition credit is \$2,400. The student must complete a waiver form available in the Student Accounts Office each semester. All remaining expenses must be paid by the regular due date.

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

### Veteran and Military Benefits

Middlesex College is approved by the NJ Department of Military and Veterans Affairs State Approving Agency, under Title 38, U.S. Code Section 1775, for veterans' training. GI Bill benefits may be used for certain programs. Questions concerning eligibility and certification may be directed to The Veterans Services Center by calling 732.906.7770 or by emailing [Vets@middlesexcc.edu](mailto:Vets@middlesexcc.edu).

# GENERAL INFORMATION

## Workforce Development Training 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 \$25 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 Workforce Development Training Department Refund and Cancellation Policy may significantly differ from the above; contact the Workforce Development Training Department at 732.906.4231 for this information.

## Late Registration Fee

Register before the first day of the course in order to avoid a late fee of \$25.

## Change Fee

We will accept your course change with a \$25 fee.

## Student Rights: FERPA

Middlesex College complies fully with the Family Educational Rights and Privacy Act of 1974. This act is intended to protect the privacy of your educational records. For more information visit [middlesexcollege.edu/privacy/ferpa](https://middlesexcollege.edu/privacy/ferpa)

## Student Rights and Responsibilities: Code of Student Conduct

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

For more information, see Code of Student Conduct section under Students' Rights and Responsibilities in the most recent Middlesex College e-Catalog:

[course-catalog.com/mcc/C](https://course-catalog.com/mcc/C).

## 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.

Announcements are made on the College website, [middlesexcollege.edu](https://middlesexcollege.edu). You may also call the Middlesex College 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 canceled.

## Parking

Free parking is available to students who register for courses located on the Edison campus. Other course locations may be subject to local parking fees.

## Students with Disabilities

Middlesex College provides reasonable accommodation for qualified individuals with disabilities. However, all students must meet the essential functions of the program. Students are advised to consult the College's Disability Services Policies and Procedures. For more information, call 732.906.2546.

## College Bookstore

The College Bookstore carries required books as indicated in course descriptions. For current operating hours and general information, call 732.906.2539. To purchase books online, visit the Bookstore at [middlesexcc.bnccollege.com/shop/middlesexcc/home](https://middlesexcc.bnccollege.com/shop/middlesexcc/home).

# GENERAL INFORMATION

**DATE**      
**BIRTH DATE**      
**SOCIAL SECURITY NO.**          
**GENDER**  Male  Female

Last Name  First Name  Middle Initial

Street Address  Apt. #

City  State  Zip  County

Home Phone  Cell Phone  Business Phone  E-mail

**EDUCATION:**

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

**ARE YOU HISPANIC/LATINO?**

Yes  No

**SELECT ONE OR MORE:**

American/Alaska Native  Asian  Black or African American  Hawaiian/Pacific Islander  White

**HOW DID YOU HEAR ABOUT THESE COURSES?**

Bulletin  Email Announcement  Postcard  Middlesex College Web Page  Flyer  
 Other (describe)

COURSE NUMBER	COURSE TITLE	START DATE	COURSE TOTAL
<b>TOTAL \$</b>			

**SEND YOUR REGISTRATION FORM WITH PAYMENT TO:**

**Workforce Development and Lifelong Learning - Crabiell Hall**  
 Middlesex College, 2600 Woodbridge Avenue, Edison, NJ 08818-3050

**METHOD OF PAYMENT:**

I am enclosing a check/money order payable to **Middlesex College - Workforce Development and Lifelong Learning** in the amount of \$   
 Purchase Order (please include registration form)  Tuition Waiver  
 Check or P.O. Number

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

Cardholder's Name (please print)

Street Address

City  State  Zip  County

Credit Card Number                     
 Expiration Date

X                     
 Authorized Signature Date \$ Amount

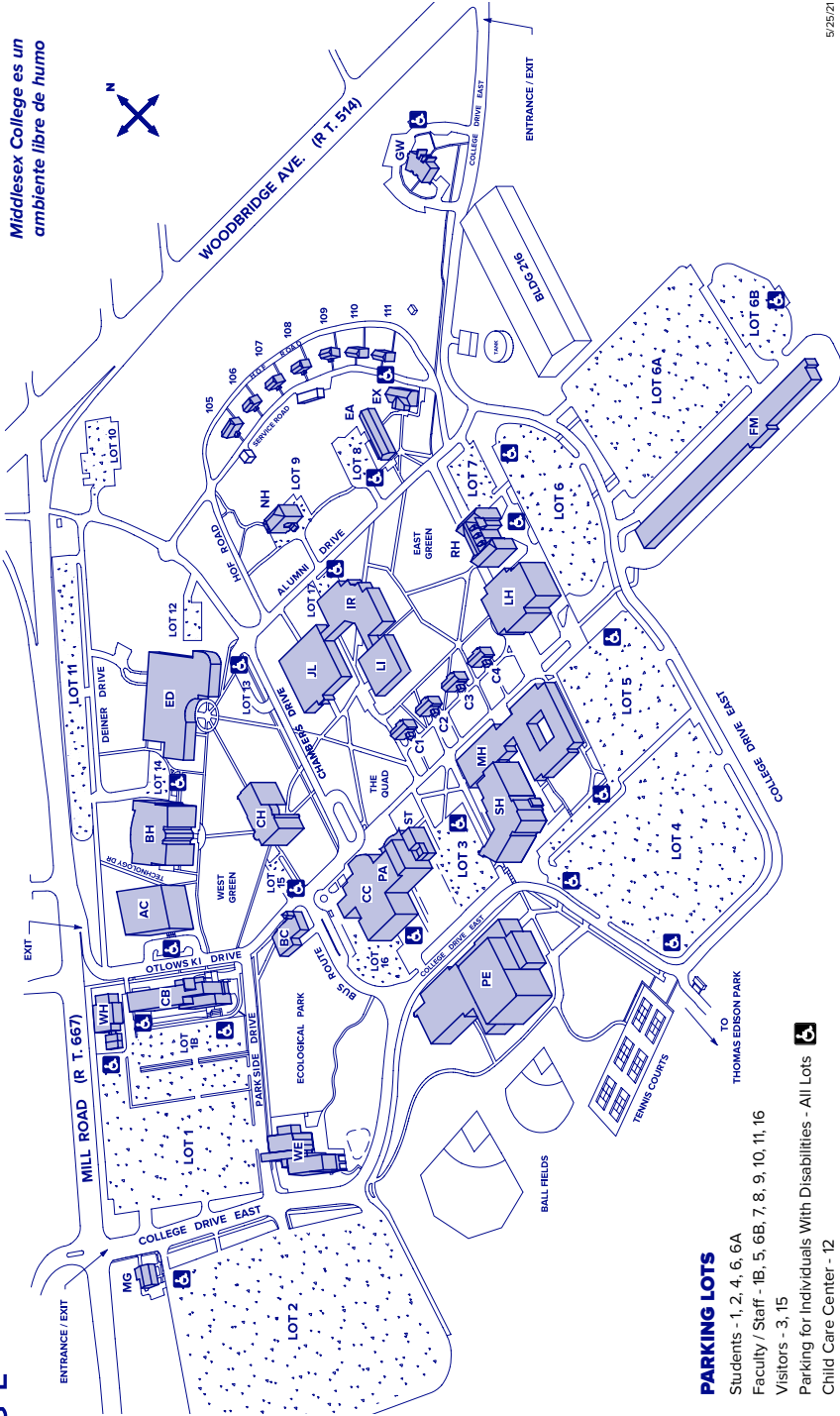
**Workforce Development and Lifelong Learning Registration Questions? Call 732.906.2556**

# GENERAL INFORMATION



## EDISON CAMPUS MAP

Middlesex College is a  
Smoke-Free Environment  
Middlesex College es un  
ambiente libre de humo



### BUILDING KEY

- AC Academy for Science, Mathematics and Engineering Technologies
- BH Billy Johnson Hall
- BC Bookstore
- C1 Center 1
- C2 Center 2
- C3 Center 3
- C4 Center 4
- CH Chambers Hall
- CB Crabel Hall
- CC College Center
- EA East Hall
- EX East Hall Annex
- ED Edison Hall
- FM Facilities Management
- GW Gateway - Police / Information
- IR Instructional Resource Center
- JL Johnson Learning Center
- LH L'Hommedieu Hall
- LI Library
- MG Mill Gate
- MH Main Hall
- NH North Hall
- PA Performing Arts Center
- PE Physical Education Center
- PH Raritan Hall
- SH South Hall
- ST Studio Theatre
- WE West Hall
- WH West Hall Annex
- 111 Middlesex College Foundation

### PARKING LOTS

- Students - 1, 2, 4, 6, 6A
- Faculty / Staff - 1B, 5, 6B, 7, 8, 9, 10, 11, 16
- Visitors - 3, 15
- Parking for Individuals With Disabilities - All Lots
- Child Care Center - 12

5/25/21

# CORPORATE EDUCATION AND TRAINING



## CORPORATE EDUCATION AND TRAINING

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

**Mobile computer lab available for training at your site.**

- Basic Written Communications
- Improved Customer Service
- Basic Mathematics
- Basic Measurement
- MS Office Windows
- MS Word, Excel, PowerPoint, Access
- MS Outlook
- Workplace Spanish
- ESL
- Six Sigma
- Electromechanical Maintenance
- CNC/Metal Fabricating
- Quality and Inspection
- Lean Manufacturing
- Problem Solving
- Supervisory Skills
- Team Building and Team Leadership
- Executive Coaching
- Certified Production Technician
- Business Etiquette
- Critical Incident Management - Surviving an Active Shooter Incident
- Time Management

### TRANSPORTATION, LOGISTICS AND DISTRIBUTION

- Supply Chain Management
- Warehouse Operations
- Inventory Management
- Transportation Operations
- Procurement and Demand Planning
- Manufacturing/Service Operations
- Certified Logistics Associate/Technician (CLA/CLT)

**We also Offer Needs Assessments and Apprenticeship Training Opportunities**

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

**Call or email today - 732.906.4681 - [AVega@middlesexcc.edu](mailto:AVega@middlesexcc.edu)**

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



For more information, visit

**[middlesexcollege.edu/  
workforce-development/](https://middlesexcollege.edu/workforce-development/)**

or scan the QR Code



## **Edison Campus**

2600 Woodbridge Ave., Edison, NJ 08818-3050

P: 732.906.2556

E: [ce\\_registration@middlesexcc.edu](mailto:ce_registration@middlesexcc.edu)

## **New Brunswick Center**

140 New St., New Brunswick, NJ 08901

P: 732.745.8866

F: 732.249.7306

E: [infoNB@middlesexcc.edu](mailto:infoNB@middlesexcc.edu)

## **Perth Amboy Center**

60 Washington St., Perth Amboy, NJ 08861

P: 732.906.7755

F: 732.442.7811

E: [Perth\\_Amboy\\_Center@middlesexcc.edu](mailto:Perth_Amboy_Center@middlesexcc.edu)

The mission of Middlesex College is to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social and cultural life of the community.