



Opportunities

- *For Enrichment*
- *For Personal Development*
- *For Success!*



**Credit and Non-Credit
Courses, Classes and Programs
January-August 2017**

www.middlesexcc.edu

SUCCESS STARTS HERE



SEND YOUR CHILD TO COLLEGE



Pre-School and Kindergarten Options

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

Pre-School Program Activities:

- Certified staff
- Meals provided, peanut free environment, vegetarian options
- Literacy rich environment
- Outdoor recreation
- Open ended art options
- Creative Curriculum
- Visits from Book Mobile
- Open year round

Full-Day and Part-Day Kindergarten

Full-Day Kindergarten

8:30 a.m.-3:30 p.m.

Before and after care available

Part-Day Kindergarten

Enhanced to compliment your public school K-12 program

Flexible schedule

- Certified staff
- Small group learning
- enVision Math program/ Literacy Program
- New playground

Limited Space

Call for a tour today 732.906.2542

(located in Room 185 Edison Hall on MCC campus)

**Credit and Non-Credit Courses
Contact Information**

Opportunities

Make The Most Of Your Future

This bulletin contains information on both our credit and non-credit classes

**Credit Courses,
Degrees and
Certificates**

Page 46-54
732.906.2509

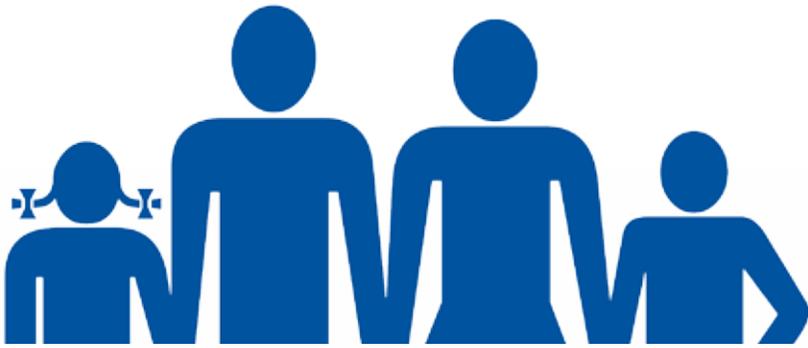
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**Non-Credit
Courses, Programs
and Certificates**

Start on Page 6
732.906.2556

www.middlesexcc.edu/continuing-education





LIFELONG LEARNING FOR EVERY MEMBER OF THE FAMILY

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

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

Ages 6-18 - Summer Camps for Education and Fun

Age 5 - Kindergarten

Ages 2-5 - Child Care and Preschool

Affordable

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

Convenient

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

More

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

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

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

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New/Nueva!

**Classes in Spanish!
Cursos en Español!**

Programa de Certificado Técnico en Electrónica

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**Microsoft Word:
Nivel Uno**

pg. 65

Today's Table: Classes for Contemporary Cooks

Demonstration Cooking Classes

The following cooking classes are demonstrations and include tastings of food prepared by the chef and a copy of the evening's recipes.

Menus are subject to change without notice.

PAYMENT OPTIONS

Register for "Our Tasting" Menu:

Choose any three demonstration classes and pay only \$120 (JUST \$40 per class.) You save \$21. Savings are available to students who register with payment for three classes at the same time.

Register à la carte: Pay as you go for individual demonstration cooking courses at \$47 per class.

Souped Up! *New*

January is national soup month and Today's Table is ladling up five soup recipes to ward off the winter chill. Discover how simple it is to create a comforting, delicious and nutritious winter soup at home! Recipes include: Fumet de poissons (fish stock), Scotch broth, tortellini beef brodo (broth), vichyssoise (a thick soup made of puréed leeks, onions, potatoes, cream), and roasted cauliflower soup.

Tuition \$12 + general fee \$35. Total \$47

GCUL 450-01 Thursday, 6:30-9 p.m. January 19

Southwestern Cuisine! *New*

Southwestern food is influenced by Spanish, Native American, and Mexican cultures. Join us in a celebration of these tasty, tempting dishes: coffee rubbed pork loin, New Mexican sopapillas, chile verde, and dulce de leche cream cake.

Tuition \$12 + general fee \$35. Total \$47

GCUL 451-01 Tuesday, 6:30-9 p.m., January 24

One-Dish Dinners *New Recipes*

These quick and easy one-dish meals are delicious, healthy, and efficient, leaving you just a few dishes to wash. Learn how to make crowd-pleasing meals that are virtually stress free. Recipes include one-pot chicken alfredo, braised pork chops with swiss chard and white beans, and linguine with spicy shrimp.

Tuition \$12 + general fee \$35. Total \$47

GCUL 162-05 Thursday, 6:30-9 p.m., January 26

Pastries of Vienna *New*

Vienna has been known for hundreds of years for its elaborate, decadent desserts. Join us for a jam-filled night of tortes, strudels, ganaches, creams and cookies. Recipes include sacher-torte (two layers of chocolate cake filled with jam and covered with ganache), Apfelstrudel (strudel pastry filled with apples), and Amadeus cookies (butter cookies filled with pistachio filling).

Tuition \$12+ general fee \$35. Total \$47

GCUL 452-01 Tuesday, 6:30-9:30 p.m., January 31

All About Bacon! *New*

If you love bacon and want to find new ways to incorporate it into your favorite meals, then this class is for you. Learn about different types of bacon and explore various techniques for making the most of its flavor. Recipes include: spinach salad with warm bacon and mushroom vinaigrette; butternut squash soup with kale and crispy pancetta; and linguine with clams, Applewood smoked bacon, and oven roasted cherry tomato.

Tuition \$12+ general fee \$35. Total \$47

GCUL 453-01 Thursday, 6:30-9 p.m., February 2

Thai Desserts *New*

If you have a sweet tooth, a sense of adventure, and a craving for new taste experiences, then try Thai desserts: Thai coconut black rice pudding, mango coconut ice cream with crushed meringue, banana leaf sticky rice, Thai style cream caramel, and tapioca coconut pudding.

Chef: P. Yestko. Tuition \$12 + general fee \$35. Total \$47

GCUL 454-01 Tuesday, 6:30-9:30 p.m., February 7

Wine, Cheese and Noshes *New*

Wine and cheese is the perfect culinary combination! In this class, you will learn how to pair wines from France, Italy, Spain and the U.S. with cheeses and light snacks from each country.

Tuition \$12 + general fee \$35. Total \$47

GCUL 455-01 Thursday, 6:30-9 p.m., February 9

Life is a Cabernet – Cooking with Wine *New*

Stir a little...sip a little and raise your glasses this high-flavor way of cooking! After a few minutes of cooking, the alcohol in wine evaporates and all that's left is big flavor. Cooking with wine is a great way to enhance your dishes! Learn the tricks to cooking with red and white wine.

Tuition \$12 + general fee \$35. Total \$47

GCUL 456-01 Tuesday, 6:30-9 p.m., February 14

Regions of France: Lyon *New*

Recognized as one of the food capitals of the world. Lyon is known for its rustic, hearty food. Sample several Lyonnaise delicacies including Fromage blanc cheese spread; Lyonnaise salad with sausage and walnuts; quenelles (flour, egg and cream dumplings); and braised pork cheeks in brown sauce.

Tuition \$12 + general fee \$35. Total \$47

GCUL 457-01 Thursday, 6:30-9 p.m., February 16

Bring on the Greens!

Greens are packed with nutrients and antioxidant fighting enzymes. They are also versatile and can be adapted to suit each meal...so go ahead... Shake it! Toss it! Roll it! Bake it! Energize your body with these delicious recipes: lasagna with mustard greens and kale, morning glory green smoothies, wilted winter green salad, and stuffed collard green rolls.

Tuition \$12 + general fee \$35. Total \$47

GCUL 126-02 Tuesday, 6:30-9 p.m., February 21

From Beer to Eternity

Beer tastes pretty great straight from the glass, but it also adds a subtly sweet flavor to your recipes and enhances stews, sautés and fry ups. Come be amazed as you experience the layers of flavor that beer can add to your cooking. Recipes include: arugula and radicchio salad with orange and ale vinaigrette; Wisconsin beer cheddar cheese soup; garlic and Belgian white ale-steamed shrimp; beer braised short ribs; and chocolate stout cake.

Tuition \$12 + general fee \$35. Total \$47

GCUL 187-04 Thursday, 6:30-9 p.m., February 23

Milking It *New*

Plant-based milk is the new "it" food...some studies show that a diet based on plant-based ingredients may lower your risk of certain diseases. Join us as we learn about the health benefits of nut milk and how to make your own using different nuts and seeds. We will learn how to make homemade almond milk, Brazilian nut milk, sunflower seed milk, pumpkin seed milk, as well as sampling some recipes that creatively use these milks.

Tuition \$12 + general fee \$35. Total \$47

GCUL 470-01 Tuesday, 6:30-9:30 p.m., February 28

Pork - The Other White Meat

Learn to successfully cook different cuts of pork to juicy perfection and to make pork-friendly sauces to delight the taste buds. Recipes include: roast pork tenderloin with white wine and mustard sauce and grilled pork chops with blackberry ginger compote.

Tuition \$12 + general fee \$35. Total \$47

GCUL 174-03 Tuesday, 6:30-9 p.m., March 7

Steaming *New*

Steaming is a moist heat cooking method and a healthy way to add lots of flavor to foods without adding calories. Learn how to master the delicate art of steaming with recipes such as eggs benedict; ginger and kombu (Japanese sea weed)-steamed chicken with miso dressing; steamed salmon with lemon dill sauce; and wine-steamed pear frangipane tart.

Tuition \$12 + general fee \$35. Total \$47

GCUL 459-01 Tuesday, 6:30-9 p.m., March 14

Turkish Meze *New*

An essential part of Middle Eastern cuisine, meze are small dishes, dips, and salads that are perfect for entertaining! In this class you will sample fava bean hummus, purslane with garlic yogurt sauce, stuffed grape leaves, eggplant salads and more!

Tuition \$12 + general fee \$35. Total \$47

GCUL 460-01 Thursday, 6:30-9 p.m., March 16

Best Chicken Recipes! *New Recipes*

Whether roasted, fried, baked or slow cooked, chicken is an American favorite that is perfect for family meals, picnics, soups and special guests. Join us for a demo and tasting of: chicken cordon bleu; general Tso's chicken; and chicken gyro with tzatziki sauce. Don't chicken out!

Tuition \$12 + general fee \$35. Total \$47

GCUL 277-04 Tuesday, 6:30-9 p.m., April 11

Regions of Italy: A Taste of Roma *New*

Italian food is defined by region and the cuisine of Roma is known for hearty vegetable and pasta dishes, filling soups, fresh seafood, pork, and much more. Join us as we explore the specialties of this special Italian city by making recipes such as Roman egg drop soup, Roman pizza, Pasta alla carbonara, and Roman saltimbocca.

Chef: D. Squillaro, Tuition \$12 + general fee \$35. Total \$47

GCUL 474-01 Thursday, 6:30-9 p.m., April 13

Spring Cleanse Foods

Want to shed winter weight and rejuvenate your body? Join *Csilla Bischoff*, holistic health coach and founder of *shininghealth.com*, for a delicious spring meal where you will feast on wonderful, cleansing foods that she will prepare using local and seasonal ingredients. Learn how to bring proper seasonal foods into your daily life to keep you healthier throughout the spring season. She will also share how to nurture, strengthen and tone your liver and gallbladder.

Chef: C. Bischoff, Tuition \$12 + general fee \$35. Total \$47

GCUL 294-04 Tuesday, 6:30-9 p.m., April 18

Umami Cooking *New*

Umami is a Japanese word that describes a deep, savory taste that combines sweet, sour, salty and bitter. Join us as we expand our culinary palate with recipes using these ingredients!

Tuition \$12 + general fee \$35. Total \$47

GCUL 462-01 Thursday, 6:30-9 p.m., April 20

Healthy Desserts that Will Rock Your World but Not Your Blood Sugar

New Recipes

Do you have a sweet tooth? Do you follow a gluten-free, dairy-free, or low-sugar diet? Eliminating those ingredients doesn't mean you have to miss out on the dessert course.

Csilla Bischoff, founder of *shininghealth.com*, will show you how to make healthier desserts that will rock your world, but not your blood sugar.

Chef: C. Bischoff, Tuition \$12 + general fee \$35. Total \$47

GCUL 292-04 Tuesday, 6:30-9 p.m., April 25

Lose Weight and Eat Well *New Recipes*

Don't get derailed by getting stuck in a rut! Learn to prepare tasty, healthy and low calorie foods that are sure to please the entire family. Fewer calories in a meal doesn't have to mean less taste!

Chef: D. Greaves, Tuition \$12 + general fee \$35. Total \$47

GCUL 050-07 Thursday, 6:30-9 p.m., April 27

Cuisine of the Philippines *New*

The cuisine of the Philippines has roots in Spain, China, France, Southeast Asia and the United States. Join us as we discover local ways of preparation with popular dishes such as marinated chicken in adobo sauce; dininding (a traditional dish combining vegetables and seafood); Laksa (a stew of shrimp, pork and vegetables), and estofado (a deep-fried meat dish served with potatoes). For dessert, save room for ambrosia salad and caramel custard.

Chef: D. Greaves, Tuition \$12 + general fee \$35. Total \$47

GCUL 464-01, Thursday, 6:30-9 p.m., May 4

Latin American Cuisine *New Recipes*

Latin America includes South and Central America, Mexico and the Caribbean. It is massive and diverse, as is its robust, aromatic, flavorful and sometimes complex food. Experience signature dishes from each country, including: Colombian pork, beef, and chicken soup (puchero), Uruguayan steak sandwich, Mexican tamales, and Caribbean coconut ice cream.

Tuition \$12 + general fee \$35. Total \$47

GCUL 297-04 Tuesday, 6:30-9 p.m., May 9

Curbing Carbs *New*

Learn how to improve your carbohydrate intake by swapping bad carbs for good carbs using whole grain foods. Fill your daily diet with less processed and refined carbohydrates. Join us as we explore a healthy transition using legumes, whole grains, vegetables and fruits. Recipes include: Cauliflower Risotto, Dark Chocolate Clusters with Almonds, Collard Green Wraps, Vegetable Frittatas, and Zucchini Noodles with Shrimp.

Tuition \$12 + general fee \$35. Total \$47

GCUL 465-01 Thursday, 6:30-9 p.m., May 11

Green Market Cuisine

Get a head start before summer arrives with local ingredients from your farmers market. Join us for a fresh take on seasonal spring produce! Ingredients used will include arugula, kohlrabi, strawberries, fava beans, asparagus and rhubarb.

Tuition \$12 + general fee \$35. Total \$47

GCUL 382-03 Tuesday, 6:30-9 p.m., May 16

No Guts, No Glory: Healing the Digestive System with Real Foods

If you suffer from intestinal distress digestion, health coach Csilla Bischoff will help you discover how to improve digestive disturbances by eating and avoiding specific foods. In this class you will review the causes of gut inflammation and learn ways to maintain a healthy digestive environment. Leave the class with new knowledge, inspiration, and actionable tips for living a healthier life.

Chef: C. Bischoff, Tuition \$12 + general fee \$35. Total \$47

GCUL 406-03 Thursday, 6:30-9 p.m., May 18

Shore Fire Appetizers *New*

Gathering friends and family together for food is one of life's simple pleasures. Why not host a backyard get together using some restaurant favorites from the Jersey Shore? Join us as we put a new twist on your summer cocktail party with small bites such as corn, tomato and avocado salsa; blackened tuna bites; fire-roasted octopus with harissa; and grilled baby lamb chops.

Tuition \$12 + general fee \$35. Total \$47

GCUL 469-01 Thursday, 6:30-9 p.m., June 15

Farmers' Market Finds

Start cooking this summer with delicious ingredients from your local farmers' market. Get inspired, learn about the seasonality of food, and enjoy fresh recipes that are bursting with flavor. Sample smoky watermelon gazpacho; stuffed summer squash; and polenta tart with heirloom tomatoes and greens, among other recipes.

Tuition \$12 + general fee \$35 Total \$47

GCUL 206-04 Tuesday, 6:30-9 p.m., June 20

Cool Foods for Hot Nights

It's hard to find simple, refreshing, and make-ahead recipes for meals that are sure to impress your family and friends. Demonstration includes recipes and food tastings for marinated, grilled minted chicken salad with white peaches and grapes; grilled shrimp with pineapple; and poached salmon with summer vegetables.

Tuition \$12 + general fee \$35. Total \$47

GCUL 038-05 Thursday, 6:30-9 p.m., June 22

Sandwiches Without Borders *New*

Let the basic elements of taste and flavor be your guide to mouthwatering cooking sensations with these sandwiches from around the world. Try these creative sandwiches that are perfect for a hot summer's night: Croquet Monsieur, France (grilled ham and cheese), Chacarero, Chile (churrasco style steak sandwich); Caprese sandwich, Italy (mozzarella, tomato and basil sandwich), and more.

Tuition \$12 + general fee \$35. Total \$47

GCUL 467-01 Tuesday, 6:30-9 p.m., June 27

Cocktails and Crustaceans *New*

Summer's here and the eating is easy... with delicious ingredients from under the sea. Learn about the best seafood to eat in summer and enjoy fresh recipes bursting with flavor, all while sipping Sangria. Highlighted ingredients include shrimp, clams, mussels, whole fish grilling techniques, seafood chowders and more.

Tuition \$12 + general fee \$35. Total \$47

GCUL 471-01 Thursday, 6:30-9 p.m., July 13

Berry Berry Good Summer Desserts

We will take advantage of New Jersey's wonderful fresh fruit by making classic strawberry shortcake, fresh fruit cobblers and blueberry buckle cake.

Tuition \$12 + general fee \$35. Total \$47

GCUL 113-03 Thursday, 6:30-9:30 p.m., July 20

Panini Heaven

Get the story about preparing Paninis hot off the press! Come explore these toasted Cuban and Italian sandwiches that are filled with a combination of meat, cheese and vegetables. Finish the evening off with mojitos and lemoncello desserts. You won't believe how simple and delicious they are to make at home!

Tuition \$12 + general fee \$35. Total \$47

GCUL 094-05 Thursday, 6:30-9 p.m., July 27

Too Hot to Cook - Mediterranean Salads-as-Meals

Learn to turn summer's peak harvest into delicious meals. Your guest chef will teach you to create satisfying, healthy meals-in-a-bowl using a delicious array of seasonal ingredients sure to please every palate. Recipes include classic Provencal salad with fatoush (bread salad made from toasted or fried pieces of pita bread); chopped summer vegetables; marinated feta; and turkey-potatoes with lemon, capers, cornichons, and spicy greens.

Tuition \$12 + general fee \$35. Total \$47

GCUL 217-03 Tuesday, 6:30-9 p.m., August 1

Eggplant's World Tour

Eggplant is more than Eggplant parmesan and it is an ingredient used in the cuisine of countries all over the world. Diversify your portfolio with these international recipes: caponata (diced eggplant cooked with onions, garlic, tomatoes, pine nuts, olives, raisins, capers and parsley); moussaka (eggplant layers with a spiced meat filling topped with a béchamel sauce and then baked); oven-baked cutlets parmigiana; and Japanese eggplant in garlic sauce.

Tuition \$12 + general fee \$35. Total \$47

GCUL 216-04 Thursday, 6:30-9:30 p.m., August 3

Tapas

Enjoy Spanish culinary specialties such as croquettes with Serrano ham and mushrooms stuffed with Manchego cheese and garlic shrimp. You will be in for a wonderful culinary treat in this class!

Tuition \$12 + general fee \$35. Total \$47

GCUL 117-05 Thursday, 6:30-9:30 p.m., August 10

Hands-On Cooking Classes

Cook side-by-side with a professional chef and learn hands-on kitchen skills directly from the expert. If you are 18 years of age or older, we invite you to join us – to cook, to chat and to sharpen your skills! Menus are subject to change without notice.

NOTE: Today's Cooking courses do not qualify for the discounted "Our Tasting" Menu Pricing Options for Demonstration Classes.

Wine and Food Pairing Experience *Hands On! NEW*

Learn how to create sophisticated wine and food combinations in this interactive tasting workshop. Team-taught by a chef and a wine specialist, this class will familiarize you with the characteristics of different grapes and teach you how to use flavor profiles to make food pairings stress free. In addition, you will work in groups to learn the art of preparing charcuterie boards, puff pastry appetizers, bruschetta and chocolate dipped fruits; sampling wines and foods as you go. *Students must be 21 years old or older and bring a valid driver's license to class*

Tuition \$30 plus general fee \$59. Total \$89

GCUL 475-01 Thursday, 6:30-9:30 pm, March 2

GCUL 475-02 Saturday, 1:00-4:00 pm, May 13

Knife Skills: Hands on Cooking *Hands On! NEW*

Sharpen your culinary skills and learn how to chop, cut, and prep all of your meals. Learn techniques for chopping vegetables, meat, poultry and fish and along the way, make homemade stocks and prepare dishes with the fruits of your labor!

Note: *Please bring your own set of sharpened knives to class.*

Tuition \$30 + general fee \$59. Total \$89

GCUL 472-01 Saturday, 1-4 p.m., March 11

Cooking Basics: Part I *Hands On! NEW*

A wonderful starting point for those who are new to cooking or anxious experimenting in the kitchen, this class will teach you the essentials of food preparation. We will cover ingredients, equipment and techniques that establish the foundation of simple home cooking. Included is a demonstration of basic knife skills as well as methods for grilling, roasting and broiling. This class will be a mixture of hands-on practice and demonstration.

Tuition \$30 + general fee \$50. Total \$80

GCUL 033-04 Tuesday, 6:30-9 p.m., March 21

Sushi *Hands On! NEW*

Learn the art of making Sushi at home in this beginner's guide to basic recipes and techniques. Impress your friends and family with the amazing food you will be able to prepare, using three different styles, many different types of fish, and a variety of sauces.

Tuition \$30 + general fee \$59. Total \$89

GCUL 461-01 Tuesday, 6:30-9:30 p.m., April 4

Intro to Brewing Beer/Home Brewing *Hands On! NEW*

This class is designed to teach the basics of home brewing to any individual. We will brew a batch of beer using malt extracts, hops, yeast, and water from start to finish on our brewing system while narrating the entire process. Individuals will have a chance to learn about the individual ingredients that make beer as well as see a hands-on demonstration of how simple and easy it is to make your own beer! You should join us for this class if you are thinking about brewing your own beer, interested in how beer is made, or have just started brewing your own beer and would like to learn more.

Chef: Ron Witkowski of Love2Brew Homebrew Tuition \$30+ general fee \$50.

Total \$80

GCUL 463-01 Thursday, 6:30-9 p.m., April 6

GCUL 463-02 Thursday, 6:30-9 p.m., July 6

Advanced Beer Brewing/All-Grain Brewing *Full Day, Hands On! NEW*

All-Grain classes are designed for individuals who have some brewing experience and understanding of the basic concepts of brewing already. In this class we do a complete All-Grain batch on our Brewing System while diving into the nuances of all-grain brewing. There is a lot of down time during this lesson so it will be filled with detailed instruction and breaks. We will cover the details of grain ratios, a mash (including re-circulation), mash out, sparging, and the remaining process.

Chef: Ron Witkowski of Love2Brew Homebrew Supply.

Tuition \$55 + general fee \$75. Total \$130

GCUL 466-01 Saturday, 10 a.m.-3 p.m., July 22

Servsafe® Food Safety Manager: Exam Prep & Exam

CEU 0.7

Register for this course to comply with New Jersey's mandatory legislation for Risk Type 3 Food Establishments. At least one person in charge must be a certified food protection manager, passing a food safety certification examination administered by an accredited certifying program recognized by the Conference for Food Protection. Our seven-hour course features instructor-led training and your exam (a minimum test score of 75 percent is needed for food safety certification with the National Restaurant Association Education Foundation). Participants who successfully complete this educational program will be awarded seven N.J. Public Health Continuing Education Contact Hours (CE's). John Lukens has been approved by the New Jersey Department of Health and Senior Services as a provider of New Jersey Public Health Continuing Education Contact Hours (CE's).

Please notify the Registration Office at least three weeks in advance of the start date of your class if you prefer to take the exam in Spanish or Chinese.

Requirements: *ServSafe® Essentials* latest edition with exam answer sheet for paper and pencil exam required to be admitted to class – available at the College Bookstore.

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

Instructor: J. Lukens, FSS Consultants, Tuition \$100 + general fee \$99. Total \$199

CBSS 001-72 Tuesday, 9 a.m.-5 p.m., January 17

CBSS 001-73 Wednesday, 9 a.m.-5 p.m., February 15

CBSS 001-74 Tuesday 9 a.m.-5 p.m., March 14

CBSS 001-75 Tuesday 9 a.m.-5 p.m., April 11

CBSS 001-76 Tuesday 9 a.m.-5 p.m., May 16

CBSS 001-77 Tuesday 9 a.m.-5 p.m., June 13

CBSS 001-78 Tuesday 9 a.m.-5 p.m., July 11

CBSS 001-79 Tuesday 9 a.m.-5 p.m., August 15



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

Call 732.906.2556



PROJECT MANAGEMENT

Project Management Certificate

Why You Should Attend:

Increase your employment opportunities and boost your job performance by earning the Certified Associate in Project Management (CAPM) or the Project Management Professional (PMP) credential from the Project Management Institute (PMI).

Who Should Attend?

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

What You Can Expect:

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

Requirements to Attend:

We welcome all students who are currently, or have previously performed, basic project management activities or who have a basic understanding of project management. For PMI certification, additional requirements may apply. See www.pmi.org for complete certification requirements.

Requirements to Earn a Middlesex County College Project Management Certificate:

To earn a Certificate, you must successfully complete 36 hours of instruction by enrolling in **Project Management Levels I-X** on the following pages.

Is it Necessary to Enroll in the Certificate Program?

No. However, it is important to comply with the prerequisites listed for each course.

Total Program Cost: \$999 (Save \$191)

Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:

10 required courses: \$1,190 if paid separately.

Required Textbook:

*There is one **textbook required** for all courses and it is available at the College Bookstore.*

Instructor: D. Anderson

Project Management I: Knowledge Areas and Processes

CEU 0.3

Project Management I includes an overview of the nine knowledge areas designated by PMI: Project integration, scope, time, cost, quality, human resources, communications, risk management, and project procurement.

Tuition \$65 + general fee \$34. Total \$99

BSPM 001-50 Saturday, 9 a.m.-Noon, January 28

BSPM 001-51 Monday, 7-10 p.m., April 17

Project Management II: Project Integration

CEU 0.3

Upon completion of this course, you will be acquainted with the fundamentals of taking a project from beginning to end, while using basic project planning, execution and management tools that follow the PMI body of knowledge.

Prerequisite: *Project Management I or equivalent knowledge*

Tuition \$65 + general fee \$34. Total \$99

BSPM 002-50 Saturday, 1-4 p.m., January 28

BSPM 002-51 Thursday, 7-10 p.m., April 20

Project Management III: Managing the Project Scope

CEU 0.3

Project scope management is a method to determine which processes and procedures are within the project's scope and which are not. Main topics include protecting the integrity of the project's scope through planning, defining and verifying the project's main focus as well as associated labor.

Prerequisite: *Project Management I and II or equivalent knowledge*

Tuition \$65 + general fee \$34. Total \$99

BSPM 003-50 *Saturday, 9 a.m.-Noon, February 4*

BSPM 003-51 *Monday, 7-10 p.m., April 24*

Project Management IV: Quality

CEU 0.3

If the deliverable doesn't have the desired result it has no value, even if it is completed on time, on budget and within the project's scope. At course completion you will know how to prepare and plan for a project's quality, determine a quality policy, implement quality control, and track the project's quality process.

Prerequisite: *Project Management I-III or equivalent knowledge*

Tuition \$65 + general fee \$34. Total \$99

BSPM 006-50 *Saturday, 1-4 p.m., February 4*

BSPM 006-51 *Thursday, 7-10 p.m., April 27*

Project Management V: Managing Time

CEU 0.6

The ability to estimate, manage and account for time is a critical skill for the successful project manager. Learn how to meet the project's completion date by using the Work Breakdown Structure (WBS), estimating time, sequencing activities, finding the critical path and slack, as well as developing and controlling the schedule.

Prerequisite: *Project Management I-IV or equivalent knowledge*

Tuition \$140 + general fee \$59. Total \$199

BSPM 004-50 *Saturday, 9 a.m.-4 p.m., February 11*

BSPM 004-51 *Monday & Thursday, 7-10 p.m., May 1, 4*

Project Management VI: Managing Cost

CEU 0.6

A key element in determining the feasibility of projects is cost. Several methods of estimating can be used to prepare a cost estimate: analogous, parametric, bottom-up and top-down.

Join us and learn about the methods listed.

Prerequisite: *Project Management I-V or equivalent knowledge*

Tuition \$140 + general fee \$59. Total \$199

BSPM 005-50 *Saturday, 9 a.m.-4 p.m., February 25*

BSPM 005-51 *Monday & Thursday, 7-10 p.m., May 8, 11*

Project Management VII: Human Resources

CEU 0.3

Many consider the human capital component of project management as the most essential, the most valuable and the most difficult to control. To assist you to effectively lead, you will learn about Maslow's hierarchy of needs, Herzberg's theory of motivation, theory of X and Y, theory Z, and expectancy theory.

Prerequisite: *Project Management I-VI or equivalent knowledge*

Tuition \$65 + general fee \$34. Total \$99

BSPM 007-50 *Saturday, 9 a.m.-Noon, March 4*

BSPM 007-51 *Monday, 7-10 p.m., May 15*

Project Management VIII: Project Communications and Stakeholder Management

CEU 0.3

The ability to communicate effectively with your project stakeholders is one of the most valuable assets a project manager can have. In addition to learning how to plan, manage and control communications, this course reflects the new PMI knowledge area, stakeholder management. The new module is about learning to identify stakeholders, plan stakeholder management, and manage and control stakeholder engagement.

Prerequisite: *Project Management I-VII or equivalent knowledge*

Tuition \$65 + general fee \$34. Total \$99

BSPM 008-50 Saturday, 1-4 p.m., March 4

BSPM 008-51 Thursday, 7-10 p.m., May 18

Project Management IX: Risk Management

CEU 0.3

This course includes learning how to plan for risk, elements of a plan, tools used to identify risk, the use of qualitative and quantitative analysis and the probability-impact matrix.

Prerequisite: *Project Management I-VIII or equivalent knowledge*

Tuition \$65 + general fee \$34. Total \$99

BSPM 009-50 Saturday, 9 a.m.-Noon, March 11

BSPM 009-51 Monday, 7-10 p.m., May 22

Project Management X: Project Procurement

CEU 0.3

Upon completion of this course, you will understand the basics of procurement planning, make/buy analysis, vendor selection, choosing a contract type and contract administration.

Prerequisite: *Project Management I-IX or equivalent knowledge*

Tuition \$65 + general fee \$34. Total \$99

BSPM 010-50 Saturday, 1-4 p.m., March 11

BSPM 010-51 Thursday, 7-10 p.m., May 25



Corporate Education and Training **Customized Training**

Interested in Customized Training for your organization?

Are you responsible for employee training?

Contact 732.906.4681 for details.

ELECTRONICS AND APPLIANCE REPAIR

Appliance Repair Certificate

Why You Should Attend:

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

Who Should Attend?

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

What You Can Expect to Learn:

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

Appliance Repair Basics

CEU 4.0

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

NOTE: All materials and equipment will be supplied by the instructor.

Prerequisite: No previous knowledge of electronics or electricity is required.

Required: High school diploma or GED.

Instructor: Santronics Inc., Tuition \$225 + general fee \$525. Total \$750

ELEC 001-08 Saturdays, 9 a.m.-6 p.m., February 4-March 11 (no class February 18)
(5 sessions)

INFORMATION NIGHT

Careers in Electronics for High Tech Industries

Learn about the Certificate in Electronics for High Tech Industries

- What is the career outlook?
- Is this a good career choice for you?
- Do you have aptitude?
- Meet the instructor
- Meet industry experts

Wednesday, January 25
6-7:30 p.m.

Crabiell Hall, Raritan Bay Room



Tech Industries Certificate

Why You Should Attend?

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

Who Should Attend?

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

What You Can Expect to Learn?

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

Introduction to Electronics

CEU 3.2

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

NOTE: All materials and equipment will be supplied by the instructor.

Prerequisite: No previous knowledge of electronics or electricity is needed.

Required: High school diploma or GED.

Instructor: Santronics Inc., Tuition \$150 + general fee \$450. Total \$600

ELEC 002-08 Saturdays, 9 a.m.-6 p.m., March 18, 25, April 1, 8 (4 sessions)

Testing Equipment and Troubleshooting

CEU 2.0

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

NOTE: All materials and equipment will be supplied by the instructor.

Prerequisite: Successful completion of Introduction to Electronics.

Required: High school diploma or GED.

Instructor: Santronics Inc., Tuition \$100 + general fee \$200. Total \$300

ELEC 003-08 Saturdays, 9 a.m.-6 p.m., April 22, 29 and Saturday, 9 a.m.-1 p.m., May 6

Troubleshooting Electronic Systems

CEU 4.4

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

NOTE: *All materials and equipment will be supplied by the instructor.*

Prerequisite: *Successful completion of Testing Equipment and Troubleshooting.*

Required: *High school diploma or GED.*

Instructor: Santronics Inc., Tuition \$150 + general fee \$450. Total \$600.

ELEC 004-08 *Saturdays, 9 a.m.-6 p.m., May 13-June 17 (no class May 27) and Saturday, 9 a.m.-1 p.m., June 24 (6 sessions)*

Programa de Certificado Técnico en Electrónica *New/Nueva!*

Propósito de este curso:

Según las últimas estadísticas del Departamento de Trabajo de EE.UU.: “el empleo total de los instaladores y reparadores eléctricos y electrónicos se proyecta mostrar poco o ningún cambio a partir de 2012 a 2022. El empleo de los instaladores y reparadores de equipos comerciales e industriales se proyecta a crecer a partir de 2012 a 2022.

¿Quién Debe Asistir?:

No se requiere conocimiento en electrónica para matricularse en este programa, pero se requiere tener un diploma de escuela superior o equivalente y tener conocimiento básico en las matemáticas. Adicionalmente, atención a detalles, buena coordinación y estabilidad de la mano te ayudará a tener éxito.

Temas Que Se Aprenderá en Este Curso:

Al finalizar este programa, se ha adquirido conocimientos y habilidades esenciales que le ayudará a entender, montar, calibrar, probar, mantener, solucionar problemas y reparar una amplia variedad de sistemas electrónicos, eléctricos y electromecánicos.

Introducción a la Electrónica

CEU 3.2

Al finalizar este curso, usted tendrá una comprensión práctica de las leyes técnicas, reglas y otros conceptos fundamentales que afectan el diseño, construcción, instalación, mantenimiento y metodología de resolución de problemas para prácticamente todo tipo de máquinas electrónicas. También va aprender el funcionamiento general, aplicaciones típicas, fallas comunes y los procedimientos de prueba para los principales componentes electrónicos, eléctricos y electromecánicos de uso común. Se aprende rápidamente a identificar estos componentes, en el hardware físico y en teoría, al trabajar con piezas reales y sus respectivos símbolos en diagramas esquemáticos. También se aborda soldadura básica, montaje de circuitos, y las técnicas para montar y desmontar los componentes.

Instructor: Santronics Inc., Tuition \$150 + general fee \$450. Total \$600

ELEC 002-08 *Saturdays, 9 a.m.-6 p.m., March 18, 25, April 1, 8 (4 sessions)*

Comprensión de Equipos de Pruebas

CEU 2.0

Al finalizar este curso, usted será capaz de utilizar equipos de prueba para medir la resistencia, voltaje, corriente, tiempo, frecuencia y otros parámetros importantes. Se presta particular atención al uso correcto del multímetro digital y del osciloscopio. Varios otros instrumentos también son cubiertos y se emplean a lo largo de este curso. Para mejorar aún más su comprensión de los temas tratados, usted estará construyendo y “depurando” circuitos, y realizando mediciones en vivo con circuitos reales para practicar en clase.

Instructor: Santronics Inc., Tuition \$100 + general fee \$200. Total \$300

ELEC 003-08 Saturdays, 9 a.m.-6 p.m., April 22, 29 and Saturday, 9 a.m.-1 p.m., May 6

Solucionando Problemas De Sistemas Electrónicos

CEU 4.4

Al finalizar este curso, usted tendrá una comprensión práctica de la operación y de las técnicas y procedimientos típicos necesarios para diagnosticar, solucionar problemas y reparar circuitos claves que se encuentran comúnmente en una amplia variedad de máquinas. Usted va adquirir una comprensión más profunda de los temas tratados mediante examinando y construyendo sistemas completos y mediante realizando mediciones típicas y rutinas de solucionar problemas en las fuentes de alimentación de corriente continua y alterna, circuitos de temporización y detección, circuitos basados en microprocesadores y lógica, y otros circuitos relevantes reales para la práctica en clase.

Instructor: Santronics Inc., Tuition \$150 + general fee \$450. Total \$600.

ELEC 004-08 Saturdays, 9 a.m.-6 p.m., May 13 - June 17 (no class May 27) and Saturday, 9 a.m.-1 p.m., June 24 (6 sessions)

SORA Security Officer Training *New*

CEU 2.4

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

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

PRE-REGISTRATION INSTRUCTIONS

- AT LEAST THREE DAYS in advance of the class, you MUST register with the NJ State Police by visiting <https://eapps.njsp.org/logon.do>. There will be a \$75 fee (in addition to the \$125 registration fee). You will be provided with a six-digit temporary SORA code that you will need to provide to your instructors on the first day of class. You will not be permitted to take the class unless you complete this process.
- Students MUST also bring to class at least (2) forms of proper identification, one of which includes a photo ID. Examples of legitimate forms of ID include: Passport, current driver's license, social security card, birth certificate, student ID, state professional license, NJ firearm purchaser ID card, or valid government employee photo ID card. You will not be permitted to take the class without your valid ID.
- Be prepared to have your photo taken on the first day of training and bring a note pad and pen/pencil. Casual dress is suggested.
- You will also need to be fingerprinted by a state licensed agency within 30 days. You will receive more info about this in class. There will be a fee of \$62.70 for fingerprinting (in addition to the \$125 registration fee).

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

SORA 001-01 Thursday & Friday, 8:00 a.m.-8:00 p.m., March 9, 10

SORA 001-02 Thursday & Friday, 8:00 a.m.-8:00 p.m., April 20, 21

SORA 001-03 Thursday & Friday, 8:00 a.m.-8:00 p.m., May 18, 19

SORA 001-04 Thursday & Friday, 8:00 a.m.-8:00 p.m., June 22, 23

SORA 001-05 Thursday & Friday, 8:00 a.m.-8:00 p.m., August 10, 11

MANAGEMENT CERTIFICATE

For Managers, Supervisors, Team Leaders and Those Who Want to Be

Why You Should Attend:

This program is designed to assist anyone who is being asked to manage, supervise or lead a team. It is for you if you want to refine your management skills, have no formal supervisory training, are about to be promoted or are just thinking about management as a career path.

What You Can Expect to Learn:

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

Requirements for the Management Certificate:

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

Is It Necessary to Enroll in the Certificate Program to Benefit from These Courses?

No. Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

Total Program Cost for Eight Courses: \$898 (Save \$302)

Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:

5 required courses and 3 electives: \$1,200 if paid separately (\$150 per course).

REQUIRED COURSES

The Role of the Manager

CEU 0.6

The key to managerial success – how to achieve positive results from your staff or team – is the highlight of this foundational course. Learn to identify your management style, its effect on others and how to adapt your style as necessary. Exercises and discussion will reinforce critical administrative roles and responsibilities – planning, organizing, controlling, motivating and leading.

Instructor: D. Doyon, Tuition \$125 + general fee \$25. Total \$150

CBMA 706-16 Saturday, 9 a.m.-4 p.m., January 21

The Planning Process

CEU 0.6

The ability to successfully plan and manage new and ongoing projects is at the core of a manager's responsibilities. Some steps in the process are intuitive, while others are more complex and require extra time and resources. Through activities and discussion, you will learn about the typical phases in the planning process and guidelines to ensure that the planning and implementation of a project are both successful.

Instructor: J. Ottley, Tuition \$125 + general fee \$25. Total \$150

CBMA 711-04 Saturday, 9 a.m.-4 p.m., January 28

Effective Communication

CEU 0.6

Communication is not just about speaking; it's about listening and understanding what others are saying. It's about knowing how to bridge communication gaps that often detract from meeting goals and objectives. The most successful managers, supervisors and team leaders are excellent communicators. They know how to motivate, empower and influence to facilitate the desired workplace outcomes.

Instructor: D. Doyon, Tuition \$125 + general fee \$25. Total \$150

CBMA 709-16 Saturday, 9 a.m.-4 p.m., February 4

Managing Your Staff and Team

CEU 0.6

Today's managers must be effective team builders in order to remain relevant. Learn strategies, through lecture and activities, to transform a group into a team, thereby maximizing the potential of individuals. Practice techniques to build an environment that stimulates creativity, engages and sustains employee interest and commitment, uses conflict constructively and is able to overcome resistance to change.

Instructor: J. Ottley, Tuition \$125 + general fee \$25. Total \$150

CBMA 712-04 Saturday, 9 a.m.-4 p.m., February 11

Key Human Resource Issues for Non-HR Managers

CEU 0.6

In this practical and interactive session, you will learn how to identify and address employment issues that every manager should know about – racial bias and sexual harassment in the workplace, the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA) and part-time hour maximums. Additional topics include hiring for success by using proven interviewing techniques and methods to coach and counsel employees and turn corrective action into a positive experience.

Instructor: J. Ottley, Tuition \$125 + general fee \$25. Total \$150

CBMA 713-04 Saturday, 9 a.m.-4 p.m., February 25

HUMAN RESOURCES CERTIFICATE

Why You Should Attend:

Gain valuable skills that advance your career, benefit your organization and enhance your chances for promotion. If you have less than two years' experience in human resources, have no formal training or perform various human resource functions within your organization, this certificate program can help you meet whatever goals you have.

What You Can Expect to Learn:

The latest trends and directions in the field, including information on issues such as sexual harassment, the Americans with Disabilities Act (ADA), drug and alcohol testing and AIDS in the workplace.

Requirements for the Human Resources Certificate:

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

Is it Necessary to Enroll in the Certificate Program to Benefit from These Courses?

No. Each course is designed as a complete learning experience. If you enroll in an individual course, you will receive a certificate of individual course completion.

Total Program Cost for Eight Courses: \$898 (Save \$302)

Savings are available to students who register, with payment, for the complete certificate program.

Individual Pricing:

5 required courses and 3 electives: \$1,200 if paid separately (\$150 per course).

REQUIRED COURSES

Human Resources Management

CEU 0.6

Learn how current issues affect the role of the human resources manager in the areas of hiring, training, development, employment relations and compensation practices. Projected skill shortages and cultural diversity will be examined as they affect the corporate environment today. Examine how external factors, such as the economy, legislation and cultural trends affect the field.

Instructor: W. Molloy, Tuition \$125 + general fee \$25. Total \$150

CBHR 735-48 Saturday, 9 a.m.-4 p.m., January 21

Employment Relations

CEU 0.6

Create a positive working environment in order to maximize productivity and remain competitive! Become familiar with techniques to reduce absenteeism, as well as also conflict resolution skills, and coaching and counseling techniques. Discuss the implications of a multicultural workforce, the effect of the glass ceiling on women, and how to create opportunities for career advancement.

Instructor: M. Miller, Tuition \$125 + general fee \$25. Total \$150

CBHR 737-48 Saturday, 9 a.m.-4 p.m., January 28

Compensation: Salary and Benefits

CEU 0.6

Learn about cost containment strategies, federal and state laws governing compensation, compensation techniques, anti-discrimination laws and unemployment and workers' compensation issues. Changing trends in benefits and the laws that govern them such as COBRA and Family Leave are included.

Instructor: M. Miller, Tuition \$125 + general fee \$25. Total \$150

CBHR 739-48 Saturday, 9 a.m.-4 p.m., February 4

Training & Development

CEU 0.6

This course demonstrates how training and development ensures an organization's productivity and competitiveness, enhances employee effectiveness and contributes to personal job satisfaction. Learn the basics of a sound training and development plan, principles of adult learning, the role of the trainer, and how to assess training needs, define objectives, and create and evaluate programs.

Instructor: M. Miller, Tuition \$125 + general fee \$25. Total \$150

CBHR 738-51 Saturday, 9 a.m.-4 p.m., February 11

Recruiting & Selecting: Hire Right the First Time

CEU 0.6

Practice good interviewing and recruiting techniques that ensure you get the best candidate for the position. Understand how to develop job-related questions from job descriptions and resumes; what questions are legal, effective interviewing techniques, and an evaluation process for candidate selection. Bring sample job descriptions for a workshop exercise and see how to implement the concepts you've learned.

Instructor: W. Molloy, Tuition \$125 + general fee \$25. Total \$150

CBHR 724-48 Saturday, 9 a.m.-4 p.m., February 25

Electives for Human Resources and Management Certificates

A wide variety of electives are available to complete the Management and Human Resources programs. You may select any three electives from the following list. These courses are open to anyone who wishes to develop their business skills and can be taken individually or as part of one of the Certificate programs. Electives vary each semester. Each elective may be used to complete requirements for only one certificate program.

Managing Difficult People and Situations

CEU 0.6

Learn to build trust and confidence with the difficult people in your life, whether that person is your boss, co-worker, employee or customer. Develop techniques to diffuse the anger of others, stabilize resistance and deal with cultural diversity. Learn to manage difficulty by changing conflict into a constructive force and keep difficult people and situations from managing you.

Instructor: J. Ottley, Tuition \$125 + general fee \$25. Total \$150

CBEL 758-43 Tuesday & Thursday, 6:30-9:30 p.m., March 7, 9

Financial Skills for New Supervisors *New*

CEU 0.6

Do you wince when you hear terms like cash flow, balance sheet, depreciation and (worst of all!) budgets? These are important concepts to understand if you're going to succeed as a supervisor in today's business world. Topics in this class include understanding key reports, financial terms, the accounting cycle, budgeting basics and debits and credits. By the time you complete this course, financial terms and concepts will no longer be as scary as they seem now!

Instructor: T. Wisniewski, Tuition \$125 + general fee \$25. Total \$150

CBEL 908-02 Monday & Wednesday, 6:30-9:30 p.m., March 13, 15

A Toolbox to Retain Valuable Employees *New*

CEU 0.6

The Saratoga Institute estimates the cost of losing an employee as equal to the employee's annual salary. If a company with 300 employees experiences a 10 percent voluntary attrition rate annually and the average yearly salary is \$50,000, that's a loss of \$1.5 million every 12 months. Leaving a company for a better position is not the main reason why employees resign. In fact, employees are four times more likely to leave a job because of something going on in the office than for an outside opportunity. Want to know why? Want to learn how to avoid employees leaving? Join us to get the answers and learn how to plug up the money drain in your company!

Instructor: M. Miller, Tuition \$125 + general fee \$25. Total \$150

CBEL 909-02 Saturday, 9 a.m.-4 p.m., March 18

Legally Dismissing the Unsatisfactory Performer

CEU 0.6

Many supervisors and managers fear that they cannot terminate insubordinate or under-performing employees because of the potential for legal retaliation. This is a sensitive issue that requires knowledge and skill. Who needs to be involved? What issues must be raised or avoided? At the completion of this course you will know how to legally dismiss a problem employee with fairness and in line with corporate policies. If you manage people and lead teams, this is an essential skill and competency.

Instructor: M. Miller, Tuition \$125 + general fee \$25. Total \$150

CBEL 894-07 Saturday, 9 a.m.-4 p.m., April 1

Root Cause Analysis (Problem Solving)

CEU 0.6

Because of time constraints or lack of knowledge, many managers respond to problems with a bandage or some other patchwork of quick-fixes. Without finding the root cause, that same problem is likely to resurface and the cycle begins again. Root cause analysis provides a model to logically analyze a problem and identify the underlying cause. In this class you will learn to utilize the 5 Whys, Thought Mapping and the Pareto Chart to get to the root cause of the problem.

Instructor: J. Ottley, Tuition \$125 + general fee \$25. Total \$150

CBEL 903-04 Tuesday & Thursday, 6:30-9:30 p.m., April 4, 6

Employment Law

CEU 0.6

This course is designed for managers, supervisors, employees and others to understand the legal implications and practical issues of various laws affecting the workplace. Learn the legal rights and responsibilities of employers and employees, and how to deal with issues concerning discrimination, sexual harassment, the day-to-day implications of the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), the New Jersey Conscientious Employee Protection Act (CEPA) and federal and New Jersey wage and hour laws.

Instructor: G. Savits, Tuition \$125 + general fee \$25. Total \$150

CBEL 901-04 Saturday, 9 a.m.-4 p.m., April 8

From Technical Specialist to Supervisor in Four Steps *New*

CEU 0.6

The transition from technical expert to technical manager is often filled with anxiety and insecurity because your technical expertise does not convert automatically to supervisory expertise. You need to develop an entirely new set of skills to make a successful shift in your career trajectory. Essential skills include: 1. mastering interpersonal communication skills 2. developing the ability to motivate technical experts 3. delegating effectively and 4. learning how to manage and advance your career. Join us and learn to smooth your way into your new responsibilities.

Instructor: J. Ottley, Tuition \$125 + general fee \$25. Total \$150

CBEL 907-02 Tuesday & Thursday, 6:30-9:30 p.m., April 18, 20

Coaching and Counseling: A Guide to Increased Employee Competence *New*

CEU 0.6

Management has become less about command and control and more about developing skills and empowering employees. Coaching is about employee training and development and counseling is about addressing personal obstacles that inhibit satisfactory job performance. In both cases, proper management techniques can increase job competence. Join us and learn how to support high performance by encouraging employees to expand their skills, providing positive or constructive feedback as needed, and acknowledging employees' progress toward their goals.

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

CBEL 906-02 Monday & Wednesday, 6:30-9:30 p.m., April 24, 26

Dysfunctional Leadership *New*

CEU 0.6

Dysfunctional leadership leads to poor performance, low morale and disappointing results. Unfortunately, many leaders are unaware of how their unhealthy behavior damages the organization and their team. Join us and learn to identify the major characteristics of dysfunctional leadership and how to avoid them. In short, you will learn how to be a functional leader that gets results.

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

CBEL 905-02 Monday & Wednesday, 6:30-9:30 p.m., May 1, 3

Transgender People in the Workplace *New*

CEU 0.6

Thriving organizations around the world are discovering the business benefits of becoming transgender-inclusive; otherwise, they simply wouldn't do it. Companies that employ transgendered individuals as well as those that don't are encountering a new set of legal issues related to discrimination in the workplace. The associated laws and practices are complicated, and a growing number of organizations in New Jersey are taking a stand. Register for this class and learn about your legal and ethical responsibilities and the cost for discriminating against the transgender community.

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

CBEL 910-02 Monday & Wednesday, 6:30-9:30 p.m., May 8, 10

PERSONAL COACHING CERTIFICATION

in partnership with IPEC Coach Training Institute *New!*

Certified Professional Coach Program in Partnership with the Institute for Professional Excellence in Coaching

Professional coaching is now a \$2 billion a year industry. If you are interested in a career that helps people attain their goals and be productive, confident, and successful, then this may be a great opportunity for you! Work as an independent consultant or use your Professional Coaching certification to bolster your career opportunities in your current profession.

Middlesex County College is excited to partner with the Institute for Professional Excellence in Coaching (iPEC) to offer their Certified Professional Coach Certificate program. Upon successful completion of the program requirements, participants are awarded the CPC (Certified Professional Coach) and ELI-MP (Energy Leadership™ Index Master Practitioner) certifications.

The program takes approximately six months and includes three modules, each consisting of three 10-hour face-to-face training days and 320+ hours of study through teleclasses, e-workbooks, and self-study assignments. Students will also receive four 30-minute one-on-one coaching sessions with an iPEC coach, six sessions of one-to-one skills development with a mentor coach, and unlimited access to iPEC's Coach Community Network.

Participants can choose to specialize in different forms of coaching, such as Health and Wellness Coaching, Life Coaching, Business Coaching or Executive Coaching. iPEC's training program may also count as CEU's in some fields, including social work and some of the allied health professions.

All in-person trainings will be held at iPEC headquarters in Shrewsbury, NJ.

***Module I: Life & Leadership Potentials**

***Module II: Core Transformation**

***Module III: Breakthrough Coaching**

For more information and to register, please contact:

Gretchen Heaton, MCC's Director of Lifelong Learning, at GHeaton@middlesexcc.edu or go to the following online link: <https://dz167.isrefer.com/go/BCLC/middlesexcc/>.

You will then be contacted by iPEC to discuss payment options and scheduling. The regular cost for the program is \$9895, but MCC continuing education students will receive a \$200 discount. Payment plans and other financing options are available through iPEC. Total cost for MCC Continuing Education students: \$9695.

iPEC's Coach Training Program is fully accredited by the International Coach Federation and the Center for Credentialing and Education.



HOME-BASED BUSINESSES

eBay® & Amazon.com® Buying and Selling

CEU 1.2

You've seen the commercials and they do not exaggerate their claims. You can buy or sell anything on eBay! Join us to learn how in this very basic introduction to buying and selling on eBay and Amazon.com but there are a few things you need to know to generate a good profit.

Instructor: M. DeFeo, Tuition \$50 + general fee \$49. Total \$99

GENI 385-15 Wednesdays, 6:30-9:30 p.m., April 5, 12, 19, 26

Internet Marketing for eBay® and Amazon.com®

CEU 0.6

This course is recommended for those who plan to regularly sell online. Learn how to boost your sales, ship your products more efficiently and develop positive customer relations. Additional topics include advanced selling and marketing strategies, communicating with your customers, eBay claims and disputes, Amazon A-Z claims, seller performance standards, feedback and so much more!

NOTE: *This course is designed exclusively for students who have successfully completed eBay and Amazon.com Buying and Selling.*

Instructor: M. DeFeo, Tuition \$50 + general fee \$25. Total \$75

GENI 389-08 Wednesdays, 6:30-9:30 p.m., May 10, 17

Voices for All – One-On-One Online Instruction

CEU 0.15

This fun and empowering 90 minute, one-on-one Introductory workshop covers the different types of voiceovers and the tools needed to be successful in the industry. You'll be coached as you read a script, and recorded so you can receive a professional voice evaluation later. You'll have the knowledge necessary to help you decide if this is something you'd like to pursue. Check out the video at <http://www.voicesforall.com/ooo> to get a better sense of how the class works. Taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

Required: *Include your clearly written email address and telephone with registration. After registration, the instructor will contact you to arrange for your 90-minute class.*

Tuition \$25 + general fee \$25. Total \$50

COVO 002-08

COVO 002-09

An Introduction to Voiceovers – Getting Started In Voice Acting

CEU 0.2

Have you ever wanted to be the voice everyone hears on commercials and documentaries? Learn the details of the industry and the importance of a demo tape. You will be coached and recorded and receive a personal evaluation. A professional voice actor in partnership with Voices for All teaches this class.

Tuition \$25 + general fee \$25. Total \$50

COVO 001-36 Wednesday, 6-8 p.m., February 22

COVO 001-37 Tuesday, 6-8 p.m., June 13

ANIMAL CARE

New Jersey State Certified Animal Control Officer

CEU 4.9

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

Who Should Attend?

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

Why You Should Attend:

Successful completion of this course meets the requirements of the N.J.A.C. 8:23A-2.2 statute for appointment as an ACO by a New Jersey Municipality. Additionally, this is the only Certified ACO course whose graduates receive certification for Incident Command Systems 100 & National Incident Management 700 by the National Wildlife Fire Coordinating Group, as well as Pet First Aid.

Course Requirements

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

Prerequisites

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

What You Can Expect to Learn:

- The role and authority of an Animal Control Officer
- The criminal justice system as it relates to animal control
- Animal behavior and breed recognition
- Equipment usage
- Shelter operations and NJ statutes
- Animal disease recognition and prevention
- Officer safety
- First aid for injured animals

Instructors: Provided by Career Development Institute (CDI) Tuition \$176 + general fee \$703. Total \$879

COAC 001-04 Saturdays, 9 a.m.-5 p.m., March 18-May 6 (no class April 15) (7 sessions)

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

REGISTER NOW

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

Call 732.906.2556



New Jersey State Certified Animal Cruelty Investigator *New*

CEU 5.6

Who Should Attend?

Learn how to become part of the solution to end animal cruelty! Anyone wishing to understand the issue of animal cruelty, animal cruelty laws and their enforcement should attend this course. This includes animal control officers, kennel managers, shelter workers, rescue group personnel, and volunteers.

Why You Should Attend:

Successful completion of this course and a certification as an Animal Control Officer is required for appointment as an Animal Cruelty Investigator by a New Jersey Municipality. This course meets the requirements of N.J.A.C. 8:23A-2.6.

Course Requirements

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

Prerequisites

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

Instructors: Provided by Career Development Institute (CDI)

Tuition \$176 + general fee \$703. Total \$879

COAC 002-01 Saturdays, 9 a.m.-5 p.m., January 28-March 11 (7 sessions)

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

Animal Business Certificate

Why You Should Attend:

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

Requirements for the Certificate:

To qualify for the Animal Business Certificate, you must complete the three courses listed below. If you prefer, registration is also accepted for individual courses.

Animal-Related Businesses: The Start Up

CEU 0.3

The animal care industry – dog walking, pet sitting and dog grooming – has flourished in recent years, creating new jobs and business opportunities for entrepreneurs and animal lovers alike. Learn the basics of a business start-up that emphasizes business plans, insurance and financials.

Tuition \$35 + general fee \$15. Total \$50

COAB 001-24 Monday, 6-9 p.m., March 13

Animal-Related Businesses: Management and Operations

CEU 0.3

Learn to develop a reputable business image, how to conduct on-going business promotions and advertising strategies, and how to generate clients, as well as working with different client personalities.

Tuition \$35 + general fee \$15. Total \$50

COAB 002-24 Monday, 6-9 p.m., March 20

Animal Health Care

CEU 0.4

In addition to learning about feeding animals, sanitation, disease prevention, mandatory vaccinations, illness recognition and animal behaviors, you will learn general first aid and Pet CPR. Students who successfully complete the course will receive course completion cards

Tuition \$50 + general fee \$25. Total \$75

COAB 004-03 Monday, 6-10 p.m., March 27

Animal First Aid

Pet First Aid for Dogs and Cats

CEU 0.4

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

NOTE: An additional charge of \$10 for book and certification, made payable to "Community Safety Consultants" is due at the beginning of class. Class meets at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place, Metuchen.

Tuition \$25+ general fee \$50. Total \$75

COVA 007-20 Thursday, 6 -10 p.m., March 9

COVA 007-21 Thursday, 6-10 p.m., May 11

COVA 007-22 Thursday, 6-10 p.m., July 20

ATTENTION

Military Veterans and Service Members

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

Contact the Veterans Services Center as soon as possible.

Vets@middlesexcc.edu or 732.906.7770

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

If so, you MAY qualify for free or LOW COST TRAINING in the ALLIED HEALTH Field.

Interested? Curious? Want to Learn More?

Contact us at 732.906.7735 or NNJHPC@middlesexcc.edu
You may also qualify for job placement assistance at no charge



This program is funded by a grant from the U.S. Department of Labor's (DOL) Employment and Training Administration; the operation of the NJHPC is the responsibility of the individual colleges not the DOL. This document was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information. The U.S. Department of Labor does not guarantee the accuracy of the information, completeness, timeliness, adequacy, continued availability, or ownership. This includes any information on linked websites. All programs offered through this grant are equal opportunity programs and as such, auxiliary aids and services are available upon request to individuals with disabilities.

ALLIED HEALTH

Medical Assistant Certificate

What is a Medical Assistant?

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

Job Outlook:

According to the U.S. Bureau of Labor Statistics, medical assisting is projected to grow 23.5 percent between 2014 and 2024. It is one of the occupations with the most growth.

Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

In addition to successfully completing the 12 courses of the Medical Assistant Program, you must:

- Successfully complete a criminal background check prior to entering the MA Externship. Information provided on the first day of class.
- Provide immunization records and personal health insurance card prior to entering MA Externship. Information provided on the first day of class.
- A complete set of scrubs is required for each class. Available at the College Bookstore.
- Wear lab coat with college patch to class available at College Bookstore. White lab coat is required for Clinical Procedures and Phlebotomy II.
- Purchase textbooks for first day of class. Medical Assistant Tool Kit is required for Clinical Procedures. EKG Calipers are required for EKG. All are available at College Bookstore.

NOTE: *Wear closed-toe shoes to all classes.*

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

MEDICAL ASSISTANT WAIVER

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

Note: Register Early. Seats Fill Quickly.

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

COLLEGE CREDIT

Sixteen (16) credits toward a Middlesex County College Degree, through the Health Science option, may be awarded to students who successfully complete all requirements of the Medical Assistant program.

Prior Learning Assessment: Prior experience within the medical assisting field may lead to additional credits. Determination is made by the Allied Health Program Coordinator.

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

Course Requirements for the Medical Assistant

1. Anatomy, Physiology & Terminology for Healthcare Providers
2. Healthcare Office Procedures
3. Pharmacology for Healthcare Providers
4. Career Preparation for Healthcare Providers
5. Clinical Procedures for Healthcare Providers
6. Bloodborne Pathogens Certification
7. Standard First Aid Level 2
8. BLS CPR
9. Phlebotomy I
10. Phlebotomy II
11. ECG/EKG Technician
12. Medical Assistant Externship

PAYMENT OPTIONS:

New Medical Assistant Student Discount:

Total cost for eight (MA I-VIII) of the 12 required courses: \$3438 (Save \$264) Savings are available to students who enroll, with payment, for eight of the 12 required Medical Assistant courses offered this semester.

Pay as You Go for NEW Medical Assistant students: \$3,702

Anatomy, Physiology and Terminology for Healthcare Providers

CEU 10.2

Learn basic anatomy and physiology and terminology used in the medical office.

Textbooks required for **FIRST** class, available at College Bookstore. Scrubs and closed-toe shoes required for first day of class.

Prerequisite: Proficiency in spoken and written English

Instructor: A. Pucillo, Tuition \$801 + general fee \$159. Total \$960

AHMA 002-23 Mondays-Fridays, 9 a.m.-2:30 p.m. (1/2 hr. lunch), January 23-February 21 (No class February 20) (21 sessions)

Healthcare Office Procedures

CEU 7.2

Topics include how to run a successful practice, policies and procedures, scheduling, insurance, billing and collection.

Textbook required for **FIRST** class, available at College Bookstore.

Prerequisite: Successful completion of Anatomy, Physiology & Terminology for Healthcare Providers.

Instructor: A. Pucillo, Tuition \$600 + general fee \$120. Total \$720

AHMA 012-13 Mondays-Fridays, 9 a.m.-2:30 p.m. (1/2 hr. lunch), February 27-March 17 (15 sessions)

Pharmacology for Healthcare Providers

CEU 3.0

Learn about the families of drugs, including benefits and side effects, information contained in prescriptions and regulations for administration.

Textbook required for **FIRST** class, available at College Bookstore.

Prerequisite: Successful completion of Anatomy, Physiology & Terminology for Healthcare Providers and Healthcare Office Procedures.

Instructor: A. Pucillo, Tuition \$200 + general fee \$100. Total \$300

AHMA 013-13 Mondays-Thursdays, 9 a.m.-Noon, March 20-April 4 (10 sessions)

Career Preparation for the Healthcare Provider

CEU 2.4

Topics include identifying jobs, writing a resume, interviewing and communication skills.

Required: Bring a flash drive to the first class

Instructor: A. Pucillo, Tuition \$175 + general fee \$50. Total \$225

AHMA 006-23 Mondays-Thursdays, 1-4 p.m., March 20-March 30 (8 sessions)

Clinical Procedures for Healthcare Providers

CEU 11.7

Physicians depend upon medical assistants to perform therapeutic procedures such as bandaging, eye and ear irrigation, and heat and cold therapy. Obtaining, analyzing and transporting quality specimens, and maintaining laboratory instruments and equipment as well as assisting the physician are all part of the job. Students will have an opportunity to practice procedures in a laboratory setting, and learn how to educate, support and comfort patients.

Textbook required for **FIRST** class, available at College Bookstore.

Prerequisite: Successful completion of Anatomy, Physiology and Terminology for Healthcare Providers, Healthcare Office Procedures, Pharmacology for Healthcare Providers

Instructor: A. Pucillo, Tuition \$750 + general fee \$349 + consumables fee \$75. Total \$1,174

AHMA 015-13 Mondays-Thursdays, 9 a.m.-4 p.m. (1 hr. lunch), April 10-May 11 (20 sessions)

Bloodborne Pathogens Certification

CEU 0.4

Topics include OSHA Bloodborne Standard safeguards and management to protect workers against health hazards from exposure to blood and other infectious materials. At the conclusion of the course, you will receive your OSHA Bloodborne Pathogen certification through the American Health and Safety Institute (AHSI).

Instructor: Community Safety Consultants, Tuition \$45 + general fee \$80. Total \$125

AHMA 024-13 Saturday, 9 a.m.-1 p.m., May 13

Location: Edison Campus

Basic Life Support CPR

CEU 0.45

BLS CPR is designed to meet the needs of health care professionals.

Instructor: Community Safety Consultants, Tuition \$34 + general fee \$65. Total \$99

AHMA 025-08 Tuesday, 9 a.m.-1:30 p.m., May 16

Location: Edison Campus

Standard First Aid Level 2

CEU 0.8

Standard First Aid Level 2 is designed to meet the needs of health care professionals.

NOTE: Classes are co-sponsored with Community Safety Consultants. Classes meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen, NJ.

Prerequisite: Successful completion of BLS CPR.

Tuition \$34 + general fee \$65. Total \$99

AHMA 026-08 Wednesday & Thursday, 9 a.m.-1 p.m., May 17 & 18

Externship for the Medical Assistant – Returning Students Fall 2017/ Winter 2017

CEU 20.0

At a clinic or other medical facility, you will perform the duties of a medical assistant under supervision. You are required to work 200 hours.

NOTE: Most externship sites operate during weekday hours only but you may be required to work an alternate schedule.

***A mandatory orientation is required prior to the start of fieldwork.

Prerequisites: Successful completion of all MA courses, ECG/EKG and Phlebotomy I & II.

Externship coordinator: E. Fishman

Tuition \$850 + general fee \$149. Total \$999

AHMA 016-17 Mandatory Orientation: Thursday, 9 a.m.-Noon, March 30

NOTE: Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment.

Bring all documents to your orientation with Mr. Fishman.

Externship for the Medical Assistant – New Students Spring 2017/ Summer 2017

CEU 20.0

At a clinic or other medical facility, you will perform the duties of a medical assistant under supervision. You are required to work 200 hours.

NOTE: Most externship sites operate during weekday hours only but you may be required to work an alternate schedule.

***A mandatory orientation is required prior to the start of fieldwork.

Prerequisites: Successful completion of all MA courses, ECG/EKG and Phlebotomy I & II.

Externship coordinator: E. Fishman, Tuition \$850 + general fee \$149. Total \$999

AHMA 016-18 Mandatory Orientation: Wednesday, 9 a.m.-Noon, August 16

NOTE: Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment.

Bring all documents to your orientation with Mr. Fishman.



Middlesex County College has been approved and recognized by the National Healthcareer Association (NHA). Upon successful completion of the Medical Assisting Program, students may sit for NHA's Certified Medical Assistant (CCMA) certification examination.

Official logo of the National Healthcareer Association® National Healthcareer Association (NHA) is a division of Assessment Technologies Institute. L.L.C. (ATI)



National Center for
Competency Testing

Middlesex County College has been acknowledged with Route 1 Eligibility status for the Medical Assistant Program by the National Center for Competency Testing (NCCT). Upon completion of the Medical Assistant Certificate Program, students are eligible to sit for the NCMA, NCPT and NCET national certification examinations.



AMT | 75 YEARS OF
CERTIFYING
EXCELLENCE

Middlesex County College is approved by American Medical Technologists (AMT). Upon successful completion of the Medical Assistant Certificate Program, you may sit for the AMT's Registered Medical Assistant certification exam (RMA). The RMA is accredited by the National Commission for Certifying Agencies (NCCA)

www.americanmedtech.org

Healthcare Administrative Specialist Certificate

What is a Healthcare Administrative Specialist?

A Healthcare Administrative Specialist (HASC) performs a variety of office and medical tasks associated with the healthcare industry. Formerly known as a medical secretary, the official name has evolved to reflect the increased responsibility and greater skills required to be a Healthcare Administrative Specialist.

Responsibilities include determining scheduling needs for the facility as well as for new and established patients, patient intake, arranging diagnostic tests and procedures, explaining to the patient the physician's instructions and pre- and post-instructions for testing. Additionally, the following knowledge is required: Medical terminology, basic knowledge of EHR/EMR (Electronic Health Records/Electronic Medical Records) and how to follow HIPAA, OSHA and Center for Medicare/Medicaid Services (CMS) guidelines.

Job Outlook

The U.S. Bureau of Labor Statistics (BLS) is projecting a 20.5 percent job growth between 2014 and 2024 for Medical Secretaries/Certified Medical Administrative Assistants (CMAA). The BLS considers it "one of the occupations with the most growth."

Entrance Requirements:

Proficiency in spoken and written English

Attendance and Grading

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

Course Requirements for Healthcare Administration Specialist Certificate

- | | |
|---|------------------------------------|
| 1. Anatomy, Physiology & Terminology for Healthcare Providers | 6. Standard First Aid Level 2 |
| 2. Healthcare Office Procedures | 7. BLS CPR |
| 3. Career Preparation for Healthcare Providers | 8. CPT - 4 Coding I |
| 4. Medical Billing: An Introduction | 9. CPT - 4 Coding II |
| 5. Bloodborne Pathogens Certification | 10. ICD - 10-CM/PCS Medical Coding |

PAYMENT OPTIONS:

Healthcare Administrative Specialist Student Discount

Total cost for seven of the 10 required courses: \$2,075 (Save \$280)

Savings are available to students who enroll, with payment, for seven of the 10 required courses offered this semester.

Pay as You Go: \$2,355

Anatomy, Physiology and Terminology for Healthcare Providers

CEU 10.2

Learn basic anatomy and physiology and terminology used in the medical office.

Textbooks required for FIRST class, available at College Bookstore. Scrubs and closed-toe shoes required for first day of class.

Prerequisite: Proficiency in spoken and written English

Instructor: A. Pucillo, Tuition \$801 + general fee \$159. Total \$960.

AHMA 002-23 Mondays-Fridays, 9 a.m.-2:30 p.m., (1/2 hr. lunch) January 23-February 21 (no class February 20) (21 sessions)

Healthcare Office Procedures

CEU 7.2

Topics include how to run a successful practice, policies and procedures, scheduling, insurance, billing and collection.

Textbook required for FIRST class, available at College Bookstore.

Prerequisite: Successful completion of Anatomy, Physiology & Terminology for Healthcare Providers.

Instructor: A. Pucillo, Tuition \$600 + general fee \$120. Total \$720.

AHMA 012-13 Mondays-Fridays, 9 a.m.-2:30 p.m., (1/2 hr. lunch) February 27-March 17 (15 sessions)

Career Preparation for the Healthcare Provider

CEU 2.4

Topics include identifying jobs, writing a resume, interviewing and communication skills.

Required: Bring a flash drive to the first class

Instructor: A. Pucillo, Tuition \$175 + general fee \$50. Total \$225

AHMA 006-23 Monday-Thursday, 1-4 p.m., March 20-March 30 (8 sessions)

Medical Billing: An Introduction

CEU 4.4

Learn about insurance companies and policies, how to properly complete insurance forms, Medicare/Medicaid reimbursement practices, EOBs, HIPAA regulations and payments.

Prerequisite: Successful completion of *Anatomy, Physiology & Terminology for Healthcare Providers, Healthcare Office Procedures and Career Preparation for Healthcare Providers.*

Textbook required for FIRST class, available at College Bookstore.

Instructor: L. DiSilvestro Tuition \$400 + general fee \$50. Total \$450

AHMB 001-02 Mondays-Thursdays, 9 a.m.-1 p.m., April 3-April 19 (11 sessions)

Bloodborne Pathogens Certification

CEU 0.4

Topics include OSHA Bloodborne Standard safeguards and management to protect workers against health hazards from exposure to blood and other infectious materials. At the conclusion of the course, you will receive your OSHA Bloodborne Pathogen certification through the American Health and Safety Institute (AHSI).

Instructor: Community Safety Consultants, Tuition \$45 + general fee \$80. Total \$125

AHMA 024-13 Saturday, 9 a.m.-1 p.m., May 13

Location: Edison Campus

Basic Life Support CPR

CEU 0.45

BLS CPR is designed to meet the needs of health care professionals.

Instructor: Community Safety Consultants, Tuition \$34 + general fee \$65. Total \$99

AHMA 025-08 Tuesday, 9 a.m.-1:30 p.m., May 16

Location: Edison Campus

Standard First Aid Level 2

CEU 0.8

Standard First Aid Level 2 is designed to meet the needs of health care professionals.

Prerequisite: Successful completion of BLS CPR.

NOTE: Classes are co-sponsored with Community Safety Consultants. Classes meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen, NJ.

Tuition \$34 + general fee \$65. Total \$99

AHMA 026-08 Wednesday & Thursday, 9 a.m.-1 p.m., May 17 & 18

REGISTER NOW

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

Call 732.906.2556



Phlebotomy Technician Certificate

What is Phlebotomy?

Phlebotomists gather and process blood specimens for analysis.

Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

- A complete set of scrubs is required for each class. Available at the College Bookstore.
- Wear closed-toe shoes daily.
- White lab coat is required for Phlebotomy II and PHL III.
- Purchase mandatory textbook and workbook for first day of class; available at College Bookstore.
- An attendance rate and final grade of 80 percent or higher is required for each class.

Program Requirements Prior to Entrance into Phlebotomy III:

- Completion of all coursework.
- You must be certified in BLS CPR (see page 57).
- Provide immunization records and personal health insurance card prior to entering Phlebotomy III-Externship. Information provided on the first day of Phlebotomy I.
- Successfully complete criminal background check. Information provided on the FIRST day of class.
- Wear scrubs and white lab coat with college patch to externship site daily.

NOTE: *Register Early. Seats Fill Quickly*

PAYMENT OPTIONS WITH 100-HOUR EXTERNSHIP:

Total cost for Phlebotomy I, II and III: \$ 2,399 (save \$474)

Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing: *Phlebotomy I, II, III: \$2,873 if paid separately*

PAYMENT OPTIONS WITH 126-HOUR EXTERNSHIP:

Total cost for Phlebotomy I, II and III: \$2599 (save \$462)

Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing: *Phlebotomy I, II, III: \$3,061 if paid separately*

PHLEBOTOMY I WAIVER

In certain situations, Phlebotomy I may be waived at the discretion of the Allied Health Program Coordinator. For consideration, you must provide appropriate medical license or national certification, pass an **Equivalency Exam administered by the Allied Health Program Coordinator** and submit a waiver form with a \$75 processing fee.

Registration is contingent upon space availability. For more information contact Lori Fragoso, 8 a.m.-1 p.m., 732.906.7740.

NOTE: *Priority seating is reserved for students currently enrolled in Phlebotomy I. Therefore a completed waiver application and fee does not guarantee a seat in the current Phlebotomy II class.*

Phlebotomy I

CEU 6.0

This course provides an introduction to the phlebotomy profession, infection control, patient care and professional ethics.

Textbook required for FIRST class, available at College Bookstore.

Prerequisite: *See Entrance Requirements*

Tuition \$500 + general fee \$213 + liability insurance \$36. Total \$749

AHPH 001-56 *Instructor: L. DiSilvestro, Monday-Friday, 9 a.m.-1 p.m., February 13-March 6 (No class February 20) (15 sessions)*

AHPH 001-57 *Instructor: J. Gilliard, Tuesdays & Thursdays, 6:30-9:30 p.m., April 4-June 8 (20 sessions)*

AHPH 001-58 *Instructor: A. Pucillo, Monday-Thursday, 9 a.m.-1 p.m., June 19-July 17 (No class July 3 & 4) (15 sessions)*

Phlebotomy II

CEU 6.4

Learn proper techniques and methods to safely handle samples. Initially, you will practice venipuncture and finger sticks on an artificial arm. Once proficiency is achieved, you practice venipuncture and finger sticks on each other under the supervision of the instructor.

Prerequisites: Successful completion of Phlebotomy I.

Tuition \$579 + general fee \$371 + consumables fee \$175. Total \$1125

AHPH 002-57 Instructor: L. DiSilvestro, Monday-Friday, 9 a.m.-1 p.m., March 7-March 28 (16 sessions)

AHPH 002-58 Instructor: J. Gilliard, Tuesday and Thursdays, 6:30-9:30 p.m., June 13-August 29 (No class July 4) (22 sessions)

AHPH 002-59 Instructor: A. Pucillo, Monday-Thursday, 9 a.m.-1 p.m., July 18-August 14 (16 sessions)

Phlebotomy III: Externship

At a hospital or other facility, you will collect samples and perform other duties associated with phlebotomy. Medical assistant students are not required to enroll in the Phlebotomy externship course.

Prerequisites: Successful completion of Phlebotomy I & II and BLS CPR, criminal background check and physical examination with current immunizations and personal health insurance coverage.

NOTE: Externship sites are available during daytime hours only and can begin as early as 5 a.m.

NOTE: Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment.

Which Externship is Right for Me?

To qualify for certification from the American Medical Technologists Association (AMT), you must complete 126 hours of clinical practice. To qualify for an MCC certificate, you must complete 100 hours of clinical practice.

Mandatory Orientation for 100-Hour Externship

CEU 10.0

To qualify for an MCC certificate, you must complete 100 hours of clinical practice.

Tuition \$850 + general fee \$149. Total \$999

AHPH 003-55 Instructor: J. Gilliard, Wednesday & Thursday, 6:30 - 9:30 p.m., March 1, 2 (returning Fall 2016/Winter 2017 Students)

AHPH 003-56 Instructor: L. DiSilvestro, Wednesday & Thursday, 9 a.m. - Noon, March 29, 30

AHPH 003-57 Instructor: A. Pucillo, Tuesday & Wednesday, 9 a.m.-Noon, August 15, 16

AHPH 003-58 Instructor: J. Gilliard, Wednesday & Thursday, 6:30 -9:30 p.m., August 30, 31

Mandatory Orientation for 126-Hour Externship

CEU 12.6

In addition to the MCC certificate, to qualify for certification from the American Medical Technologists Association (AMT), you must complete 126 hours of clinical practice.

Tuition \$950 + general fee \$237. Total \$1,187

AHPH 009-07 Instructor: J. Gilliard, Wednesday & Thursday, 6:30-9:30 p.m., March 1, 2 (returning Fall 2016/Winter 2017 Students)

AHPH 009-08 Instructor: L. DiSilvestro, Wednesday & Thursday, 9 a.m.-Noon, March 29, 30

AHPH 009-09 Instructor: A. Pucillo, Tuesday & Wednesday, 9 a.m.-Noon, August 15, 16

AHPH 009-11 Instructor: J. Gilliard, Wednesday & Thursday, 6:30-9:30 p.m., August 30, 31

Need additional information regarding the Phlebotomy Technician Certificate Program?

Contact Lori Fragoso, Monday-Friday, 8:30 a.m.-1:30 p.m., 732.906.7740 or
Registration at 732.906.2556, 9 a.m.-4:30 p.m.

COLLEGE CREDITS

Ten credits toward a Middlesex County College Degree through the Health Science option may be awarded to students who successfully complete all requirements of the Phlebotomy program.

Prior Learning Assessment: Prior experience within the field of phlebotomy may lead to additional credits. Determination is made by committee review.

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



Middlesex County College is approved by American Medical Technologists (AMT). Upon successful completion of the Phlebotomy Technician Certificate Program, you may sit for the AMT's Registered Phlebotomy Technician certification exam (RPT). The RPT is accredited by the National Commission for Certifying Agencies (NCCA)

www.americanmedtech.org



Middlesex County College has been approved and recognized by the National Healthcareer Association (NHA). Upon successful completion of the Phlebotomy Technician Certificate Program, students may sit for NHA's Certified Phlebotomy Technician (CPT) certification examination. Official logo of the National Healthcareer Association® National Healthcareer Association (NHA) is a division of Assessment Technologies Institute. L.L.C. (ATI)

Middlesex County College meets the requirements for a formal structured phlebotomy program with the American Society of Clinical Pathologists (ASCP) Board of Certification. For more information regarding national certification examinations, please contact ASCP directly at www.ascp.org/certification.



Middlesex County College has been acknowledged with Route 1 Eligibility status for the Phlebotomy Technician Certificate Program by the National Center for Competency Testing (NCCT). Upon completion of the Phlebotomy Technician Certificate Program, students are eligible to sit for the NCPT national certification examinations.

ECG/EKG Technician Certificate

What does an ECG/EKG Technician do?

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

Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

- Completion of all coursework.
- You must be certified in BLS CPR (see page 57) prior to EKG course completion
- Purchase textbook and EKG calipers for first day of class; available at College Bookstore.
- A complete set of scrubs is required for each class. Available at the College Bookstore.
- Wear closed-toe shoes every day.
- An attendance rate and final grade of 80 percent is required to pass the class.

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

ECG/EKG Technician

CEU 6.0

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

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

Instructor: *L. DiSilvestro Tuition \$495 + general fee \$75 + lab fee \$429. Total \$999*

AHEK 001-55 *Monday-Friday, 9 a.m.-1 p.m., January 17-February 6 (15 sessions)*

AHEK 001-56 *Monday-Thursday, 9 a.m.-1 p.m., May 22-June 15 (No class May 29) (15 sessions)*

COLLEGE CREDITS

Three credits toward a Middlesex County College Degree, through the Health Science option, may be awarded to students who successfully complete all requirements of the ECG/ EKG program.

Prior Learning Assessment: *Prior experience within the ECG/EKG field may lead to additional credits. Determination is made by committee review.*

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

Need additional information regarding the ECG/EKG Technician Certificate Program?

Contact Lori Fragoso, Monday-Friday, 8 a.m.-1 p.m., 732.906.7740 or Registration at 732.906.2556, 9 a.m.-4:30 p.m.



Official logo of the National Healthcareer Association®

Middlesex County College has been approved and recognized by the National Healthcareer Association (NHA). Upon successful completion of the ECG/EKG Technician Program, students may sit for NHA's Certified EKG Technician (CET) certification examination.

National Healthcareer Association® National Healthcareer Association (NHA) is a division of Assessment Technologies Institute. L.L.C. (ATI)



National Center for Competency Testing

Middlesex County College has been acknowledged with Route 1 Eligibility status for the ECG/EKG Certificate Program by the National Center for Competency Testing (NCCT). Upon completion of the ECG/EKG Certificate Program, students are eligible to sit for the NCET national certification examinations.

EKG Elective

Telemetry Technician Certificate *New*

CEU 1.2

In this course you will learn to monitor, record, and interpret heart rhythms for one or more patients, oversee cardiac monitoring and provide physicians with data for use in diagnosis. You will learn to recognize numerous heart arrhythmia abnormalities and will become familiar with over 30 different rhythms as well as the medications to treat cardiac abnormalities. Upon completion of the course, students may sit for the National Telemetry Examination through the National Telemetry Association.

Prerequisites: *Successful completion of a 60-hour EKG/ECG course; an EKG national certification, LPN or RN current license.*

Textbook required; available at College Bookstore.

Instructor: A Pucillo, Tuition \$150 + general fee \$75 Total \$225

AHEK 003-01 Saturdays, 9 a.m.-Noon, March 25, April 1, 8, 22



The National Telemetry Association ® LLC, established in 2011 is dedicated to the training and assessment of Telemetry Technicians across the U.S. The National Telemetry Association is Internationally Accredited. nationaltelemetryassociation@gmail.com

Low-Cost or Free Training is available to become a Certified Nursing Assistant, Medical Assistant, Phlebotomist or Patient Care Technician!

**Join us at an Information Session
in Crabiell Hall, Room 126, 9:30-11 a.m.**

January 5, 19 • February 2, 16 • March 2, 16 • April 6, 20
May 4, 18 • June 1, 15 • July 6, 20 • August 3, 17

Additional information sessions are scheduled monthly throughout the year.

Please call 732.906.7735 for more details and dates.

This program is funded by a grant from the U.S. Department of Labor's (DOL) Employment and Training Administration; the operation of the NJHPC is the responsibility of the individual colleges not the DOL. This document was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information. The U.S. Department of Labor does not guarantee the accuracy of the information, completeness, timeliness, adequacy, continued availability, or ownership. This includes any information on linked websites. All programs offered through this grant are equal opportunity programs and as such, auxiliary aids and services are available upon request to individuals with disabilities.

Dialysis Technician Certificate

CEU 5.0

Dialysis is the process of cleansing the blood of accumulated waste products. It is a complex treatment requiring a team of highly trained professionals. Dialysis technicians are also referred to as renal dialysis, hemodialysis and nephrology technicians.

Who Should Attend?

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

Why You Should Attend:

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

What You Can Expect to Learn:

- Techniques to manage and operate kidney machines, prepare dialyzer reprocessing and delivery systems, as well as maintain and repair equipment.
- Skills to monitor and record a patient's vital signs.
- The process for a dialysis team's administration of local anesthetics and drugs as needed.
- Training of patients for at-home dialysis treatment.

Required:

- Proficiency in spoken and written English
- An attendance rate and final grade of 80 percent is required to pass the class.

Please note: refunds can only be provided for this class if you withdraw more than five working days before the start date. No refunds will be given after this time.

Cost: Tuition \$200 + general fee and textbooks \$799. Total \$999

AHDT 001-06 Saturdays, 9 a.m.-12:30 p.m., January 14-May 6 (No class February 18, April 15) (15 sessions)

AHDT 001-07 Wednesdays, 6 p.m.-9:30 p.m., April 12-July 19 (15 sessions)

Health Information Coding Certificate

What is Health Information Coding?

Coders interpret doctor-originated information from patient charts, classify it and assign appropriate numerical codes. These codes are necessary for statistics, billing and quality assurance. You qualify for this certificate after successfully completing the four required courses: Medical Terminology and Anatomy for ICD-10 Coding, ICD-10-CM / PCS Medical Coding, CPT-4 Coding I, and CPT-4 Coding II.

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

Medical Terminology and Anatomy for ICD-10

CEU 6.0

At course completion, you will have a solid understanding of the human body, its parts and how they relate to each other. You will also become familiar with the language of medicine, i.e. prefixes, suffixes and root words relating to ICD 10 coding.

Textbook required for **FIRST** class, available at College Bookstore.

Prerequisite: None

Instructor: J. Gilliard, Tuition \$500 + general fee \$299. Total \$799

AMRC 826-03 Tuesdays & Thursdays, 6:30-9:30 p.m., January 10-March 16 (20 sessions)

ICD-10-CM/PCS Medical Coding

CEU 6.6

The implementation of ICD-10 occurred on October 1, 2015. ICD-10-CM/PCS has approximately 69,000 codes, which will now replace 17,000 ICD 9 codes. These changes should improve the ability to measure health care services, enhance clinical decision-making, track public health issues, conduct medical research, identify fraud and abuse, and design payment systems to ensure services are appropriately paid. This course will be taught via lecture, discussion and worksheets.

Textbook required for **FIRST** class, available at College Bookstore.

Prerequisite: Successful completion of Anatomy and Physiology and Medical Terminology or experience with ICD-9 coding.

Instructor: M Vargas, Tuition \$600 + general fee \$399. Total \$999

AMRC 824-07 Monday & Wednesdays, 6:30 p.m. - 9:30 p.m., March 27-June 12
(no class May 29) (22 sessions)

CPT- 4 Coding I

CEU 2.7

Learn to code medical procedures for physicians, outpatient clinics and emergency rooms.

Textbooks required for **FIRST** class, available at College Bookstore.

Prerequisite: Medical Terminology and Anatomy for ICD-10

Tuition \$300 + general fee \$99. Total \$399

AMRC 818-59 Instructor: A. Pucillo, Monday-Friday, 9 a.m.-noon, January 9-January 20
(no class January 16) (9 sessions)

AMRC 818-60 Instructor: M. Vargas Monday & Wednesdays, 6:30 p.m.-9:30 p.m.,
January 23-February 22 (9 sessions) (no class February 20)

CPT- 4 Coding II

CEU 1.8

Practice coding with sample emergency room charts, endoscopy reports and outpatient procedures. *Bring your CPT-4 Coding I textbooks to class.*

Prerequisite: CPT-4 Coding I

Instructor: M. Vargas, Tuition \$200 + general fee \$75. Total \$275

AMRC 819-49 Monday & Wednesdays, 6:30-9:30 p.m., February 27-March 15 (6 sessions)

COLLEGE CREDIT

Credits toward a Middlesex County College Degree, through the Health Science option, may be awarded to students who successfully complete all requirements of the Health Information Coding certificate program.

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

Health Information Coding Electives

Medisoft Medical Billing Software

CEU 2.5

Learn to use Medisoft, a software package that allows healthcare practices to keep up with patient information, diagnosis, treatment, scheduling for billing, and proper insurance payments. This class or the ability to type 35 wpm is a mandatory prerequisite for Electronic Health Records (EHR) and Medisoft Medical Billing Software Certificate.

Prerequisites: Successful completion of a 60-hour Anatomy and Physiology and Medical Terminology course. Keyboarding knowledge (basic ability to type and knowledge of numerical keypad). Textbook and flash drive required; available at College Bookstore.

Instructor: R. Williams, Tuition \$200 + general fee \$99. Total \$299

AMRC 823-06 Saturdays, 9 a.m.-2:30 p.m., (½ hr. lunch), January 14-February 11
(5 sessions)

AMRC 823-07 Saturdays, 9 a.m.-2:30 p.m., (½ hr. lunch), April 1-May 6 (5 sessions)
(no class April 15)



Middlesex County College has been approved and recognized by the National Healthcareer Association (NHA). Upon successful completion of the Health Information Coding Certificate Program, students may sit for NHA's Billing and Coding Specialist Certification (CBCS) examination. Official logo of the National Healthcareer Association® National Healthcareer Association (NHA) is a division of Assessment Technologies Institute. L.L.C. (ATI)



National Center for
Competency Testing

Middlesex County College has been acknowledged with Route 1 Eligibility status for the Health Information Coding Certificate Program by the National Center for Competency Testing (NCCT). Upon completion of the Health Information Coding Certificate Program, students are eligible to sit for the National Certified Insurance and Coding Specialist (NCICS) certification examination.



AHIMA Credentials and Certification Information Certified Coding Associate

The CCA distinguishes coders by exhibiting commitment and demonstrating coding competencies across all settings, including both hospitals and physician practices.

Visit ahima.org/certification for more information. Additional Links: American Health Information Management Association, 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601 <http://www.ahima.org>
NJ Health Information Management Association www.NJHIMA.org

ICD-10 Bridge Certificate *New*

Why You Should Attend:

New training on the new ICD-10 coding system is mandatory.

What is ICD 10 Coding?

After several extensions from the US Department of Health and Human Services, the implementation of ICD-10 Coding has finally arrived. ICD-10 coding has expanded the ICD-9 codes from approximately 17,000 codes to 69,000 codes. This new system will improve the ability to measure health care services, enhance clinical decision-making, track public health issues, conduct medical research, identify fraud and abuse, and design payment systems to ensure services are appropriately paid.

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

Medical Terminology and Anatomy for ICD-10 (Condensed)

CEU 1.5

At course completion, you will have an understanding of the human body, its parts and how they relate to each other with regard to the transition from ICD 9 to the implementation of ICD 10 coding. Handouts provided by instructor.

Prerequisite: *Proof of ICD 9 Coding experience, RN or LPN license, or Billing and Coding national certification.*

Instructor: M. Vargas, Tuition \$200 + general fee \$50. Total \$250

AMRC 827-02 *Saturdays, 9 a.m.-noon, January 14-February 11 (5 sessions)*

ICD-10 Coding Upgrade

CEU 3.0

The implementation of ICD-10 occurred on October 1, 2015. ICD-10-CM/PCS has approximately 69,000 codes, which will now replace the current 17,000 ICD 9 codes. This course will provide healthcare personnel already using ICD 9 with a more advanced understanding of the implemented changes.

Textbooks required *for FIRST class, available at College Bookstore*

Prerequisite: *Successful completion of Medical Terminology and Anatomy for ICD-10 (Condensed), RN or LPN license, or Billing and Coding national certification.*

Instructor: M. Vargas, Tuition \$400 + general fee \$50. Total \$450

AMRC 828-02 *Saturdays, 9 a.m.-noon, February 25-May 6 (no class April 15) (10 sessions)*

Electronic Health Records (EHR) Certificate

CEUs 2.4

Why You Should Attend:

The Department of Health and Human Services has issued new rules that require Computerized Provider Order Entry (CPOE) be executed by either a licensed health provider or a credentialed medical assistant, or the equivalent. This will increase efficiency and free up nurses' and doctors' time. However, only certified Medical Assistants would be allowed to perform this function. With knowledge about EHR technology, you will distinguish yourself from the majority of applicants for a job in the field of Electronic Health Records.

What is EHR Technology?

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

Who Should Attend?

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

Certificate Requirements:

You will qualify for the EHR certificate when you successfully complete the two courses listed below.

- Medical Terminology and Anatomy for ICD-10 or a comparable 60-hour Anatomy, Physiology and Medical Terminology course with final grade of B
- EHR Technology

NOTE: An attendance rate and final grade of 80 percent is required to pass the class

Medical Terminology and Anatomy for ICD-10

CEU 6.0

At course completion, you will have a solid understanding of the human body, its parts and how they relate to each other. We will also spend time exploring of the language of medicine, i.e. prefixes, suffices and root words relating to ICD 10 coding.

Textbook required for **FIRST** class, available at College Bookstore.

Prerequisite: None

Instructor: J. Gilliard, Tuition \$500 + general fee \$299. Total \$799

AMRC 826-03 Tuesdays & Thursdays, 6:30-9:30 p.m., January 10-March 16 (20 sessions)

EHR Technology

CEU 2.4

This course centers on SpringCharts Electronic Health Records. Hands-on experience with tracking secondary insurance, patient identifiers and e-prescribing will help the student develop basic competency.

Textbook required for **FIRST** class, available at College Bookstore.

Prerequisite: Medical Terminology and Anatomy for ICD-10 or a comparable 60 hour Anatomy, Physiology and Medical Terminology course with final grade of B

Instructor: R. Williams, Tuition \$500 + general fee \$99. Total \$599

AEHR 001-09 Mondays & Wednesdays, 6:30-9:30 p.m., June 5-June 28 (8 sessions)

Pharmacy Technician

CEU 5.0

This comprehensive 50-hour program will prepare students to work as a pharmacy technician in retail or other pharmacy settings and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: Pharmacy medical terminology, the history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and discussion, students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding dose conversions, aseptic techniques, and the handling of sterile products. We will also cover total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. **Please note: refunds can only be provided for this class if you withdraw more than five working days before the start date. No refunds will be given after this time.**

Tuition \$240 + general fee & textbook \$959. Total \$1,199

NOTE: An attendance rate and final grade of 80 percent is required to pass the class. English proficiency is required for successful progress through this class.

APTC 217-04 Saturdays, 9 a.m.-noon, January 14-May 13 (no class April 15) (17 sessions)

APTC 217-05 Tuesdays & Thursdays, 6 p.m.-9:30 p.m., January 17-March 7 (15 sessions)

APTC 217-06 Tuesdays & Thursdays, 6 p.m.-9:30 p.m., May 9-June 27 (15 sessions)

Alzheimer's and Dementia Care

CEU 0.8

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

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

Why You Should Attend:

This is a required course for those seeking certification as a Certified Dementia Practitioner (CDP). For certification information, please contact the NCCDP at www.nccdp.org.

Upon successful completion of this 8-hour course, you will receive a Certified Dementia Practitioner (CDP) application to be submitted to the National Council of Certified Dementia Practitioners (NCCDP) for review.

Who Should Attend?

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

What You Can Expect to Learn:

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

Required:

100 percent attendance is mandatory to apply for certification.

Tuition \$35 + general fee \$150. Total \$185

Instructor: R. Barnes, D. Micale, Family Tree Care & Consultation, LLC

AHAD 001-05 Monday & Tuesday, 6-10 p.m., March 6, March 7

AHAD 001-06 Monday & Tuesday, 6-10 p.m., June 19, June 20

Death and Dying: Certified End of Life Specialist (CEOLS)

CEU 3.0

ONLINE AHDA 001-05

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

Why You Should Attend:

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

Who Should Attend?

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

What You Can Expect to Learn:

The course consists of 10 modules covering hospice philosophy, end-of-life communication, clinical/pain and symptom management, grief and loss, caregiver roles, ethics and needs of the dying and more. At the conclusion of this course, you will be able to bring new resources to your community by volunteering or caregiving either personally or professionally. This training exceeds Medicare and the National Hospice and Palliative Care Organization's (NHPCO) industry requirements that are recommended for hospice volunteering. Certification is awarded by Teaching Transitions upon successful completion of the course.

Program Cost:

Tuition \$209 + general fee \$488. Total \$697

Registration Information:

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

REGISTER NOW

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

Call 732.906.2556



Dental Hygiene

Administration of Local Anesthesia for the Dental Hygienist

DENTAL CEUs 32

Consisting of 20 hours of instruction and 12 hours of clinical training, this course meets the New Jersey State Board of Dentistry requirements for the 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, the selection of appropriate anesthetic agents and techniques for administering local anesthesia.

Textbook required, available at the College Bookstore.

NJ Board of Dentistry approved instructors. Tuition \$838+ general fee \$100 + laboratory fee \$25 + liability insurance \$36. Total \$999

Requirements for first night of class: Proof of current New Jersey Registered Dental Hygiene License; up-to-date certificate in BLS CPR.

ADEN 003-11 Lectures: Wednesdays, 6-10 p.m., April 19-May 17 (5 sessions)

Labs: Wednesdays, 6-10 p.m., May 24, 31, June 7 (Total sessions: 8)

Administration of Local Anesthesia for the Dental Hygienist: A Clinical Refresher

DENTAL CEUs 4

This course is designed to refresh the hygienist who has taken the local anesthesia course and may not be comfortable in administering all types of local anesthetic blocks. It also meets the New Jersey State Board of Dentistry requirements for the administration of the additional nerve blocks that were not mandated when the course was first offered. The course will include a brief review in the following areas: head and neck anatomy, patient pre-evaluation including medical and dental history considerations, recognition of adverse events, and selection of appropriate anesthetic agents and techniques for administering local anesthesia. The clinical training component includes monitored administrations of local anesthesia on laboratory partners and will include both supraperiosteal (infiltration) injections and nerve block anesthesia (with the exception of the maxillary, second division, V2 nerve block). The course consists of one hour of didactic training and three hours of clinical training.

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

Instructor: J. Leizer-Wasserman D.M.D., Tuition \$118 + general fee \$20 + material fee \$25 + liability insurance \$36. Total \$199

ADEN 004-08 Tuesday, 5:30-9:30 p.m., May 9

Administration of Local Anesthesia for the Dental Hygienist: A Didactic Refresher

DENTAL CEUs 4

This course is designed to meet the New Jersey State Board of Dentistry requirements for the renewal of trained and licensed dental hygienists who administer local anesthesia to patients for pain management during the course of dental treatment. The course will review information including the fundamental knowledge of the anatomy of the head and neck, pharmacology of anesthetic and analgesic agents, patient pre-evaluation including medical and dental history considerations, recognition of adverse events, management of emergency procedures and basic life support, selection of appropriate anesthetic agents and techniques for administering local anesthesia, and the administration of local anesthetic reversal agents. The course consists of four hours of didactic training. Upon completion, 4 CEU credits will be awarded.

PLEASE NOTE: You must provide proof of Dental Hygiene license and successful completion of the state required Administration of Local Anesthesia course (32-hour course above).

Instructor: J. Leizer -Wasserman D.M.D., Tuition \$100 + general fee \$99. Total \$199

ADEN 005-08 Thursday, 5:30-9:30 p.m., May 18

NON-CREDIT COURSES

Continue on pg. 57



EVENING DEGREE PROGRAMS

Busy people may set their own pace in pursuing six evening degree programs, attending classes that meet after 5 p.m. Join others who need to fit their education needs around work and family responsibilities. Adding online courses provides more options. Our support services assure your success as part of our evening study community.

Apply online today at www.middlesexcc.edu/application to start one of these evening degree programs:

Business Administration A.S. Degree

Criminal Justice – Police Science A.S. Degree

Liberal Arts – Business A.A. Degree

Liberal Arts – General A.A. Degree

Liberal Arts – Social Sciences A.A. Degree

Paralegal Studies A.A.S. Degree

More degree programs are to be added soon.

For more information on scheduling, financial aid, transfer credits, prior learning assessment, scholarships and using employer benefits, contact our evening degree advisor, John Kruszewski at 732.548.6000, x3130 or enroll@middlesexcc.edu.



Sign up today: www.middlesexcc.edu/infosession

2016 INFORMATION SESSIONS:

Tuesday, November 29, 2016 – 5:30 p.m.

Veterans Session

MCC ranked in the National Top 10 “Best for Vets” two-year colleges by the Military Times for the 2nd straight year! Let us show you the roadmap to a degree!

Monday, December 5, 2016 – 5:30 p.m.

Let’s Get Connected: MCC Student Services

Succeeding in college is not something you need to do alone! Come find out about all the support services we offer MCC students such as transfer and career info, academic counseling, internships, picking a major, study skills, and more. Be prepared and get started on the right track!

Thursday, December 8, 2016 – 5:30 p.m.

How to Choose the Correct Major for Your Career Goals

Interested in attending MCC, but feeling undecided about a major? This workshop is for you!

Thursday, December 15, 2016 – 5:30 p.m.

Adult Students: A Clear Pathway to Enrollment

The decision to return to school is never easy, especially if you’ve been out of the classroom for a while. Not sure you can do it? We know you can! Let’s talk!

2016 ADMISSIONS GUIDE TO ENROLLMENT SESSIONS

“After I submit my MCC application, what’s my next step?”

At these sessions, you will have an opportunity to meet with an admissions representative and learn about the next steps in the enrollment process.

Thursday, December 1, 2016 – 5:30 p.m.

Wednesday, December 7, 2016 – 10 a.m.

Tuesday, December 13, 2016 – 3 p.m.

Monday, December 19, 2016 – 5:30 p.m.



2017 OPEN HOUSE SHOWCASE

Sunday, April 2, 2017

Meet with MCC students, faculty, deans, staff and alumni! This is a great day to explore your options! Please register your attendance today at

www.middlesexcc.edu/admissions

2017 INFORMATION SESSIONS

Thursday, February 16, 2017 – 5:30 p.m.

How to Choose the Correct Major for Your Career Goals Interested in attending MCC, but feeling undecided about a major? This workshop is for you!

Wednesday, March 15, 2017 – 5:30 p.m.

2+2 = Savings 4 You! Why pay more for the same degree? Start at MCC, transfer anywhere in the nation, and save thousands. Learn how you can get unbelievable savings and still graduate from your dream college or university!

Wednesday, May 10, 2017 – 5:30 p.m.

Parent Session Parent 101: Come learn how to assist your child to navigate the higher education process!

Tuesday, May 30, 2017 – 5:30 p.m.

Adult Students ... A Clear Pathway to Enrollment The decision to return to school is never easy, especially if you've been out of the classroom for a while. Not sure you can do it? We know you can! Let's talk!

Tuesday, June 20, 2017 – 5:30 pm

Let's Get Connected: MCC Student Services Succeeding in college is not something you need to do alone! Come find out about all the support services we offer MCC students such as: transfer and career info, internships, picking a major, study skills, and more. Be prepared and get started on the right track!

Paying for College

Interested in attending MCC, but wondering how to pay for college? We have options! Sign up today!

Tuesday, March 1, 2017, 5:30 p.m. **Wednesday, June 7, 2017, 5:30 p.m.**

Thursday, July 6, 2017, 5:30 p.m.

2017 ADMISSIONS GUIDE TO ENROLLMENT SESSIONS

“After I submit my MCC application, what's my next step?” At these sessions, students will have the opportunity to meet with an admissions representative and learn about the next steps in the enrollment process.

Wednesday, January 4, 2017, 3:00 p.m.

Thursday, January 12, 2017 5:30 p.m.

Monday, February 6, 2017, 5:30 p.m.

Friday, March 10, 2017, 10:00 a.m.

Thursday, March 23, 2017, 5:30 p.m.

Wednesday, April 19, 2017, 5:30 p.m.

Tuesday, May 16, 2017, 5:30 p.m.

Thursday, June 29, 2017, 10:00 a.m.

Wednesday, July 12, 2017, 3:00 p.m.

Thursday, July 27, 2017 5:30 p.m.

WINTERSESSION 2017

REGISTER NOW

www.middlesexcc.edu

December 28-January 14



Earn 3 Credits in 3 Weeks!

Choose from a wide range of courses that meet December 28 - January 13 on the Edison campus.

Snow days if necessary on January 7 & January 14

- Earn credits toward your degree - catch up or get ahead
- Complete 3 credits in 3 weeks
- Best value in the region – Tuition is only \$108 per credit for Middlesex County residents.

Wintersession financial aid may be available for Middlesex County College students enrolled for Spring '17.

Check with the Financial Aid Office for more information:
financialaid@middlesexcc.edu, 732.906.3520

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



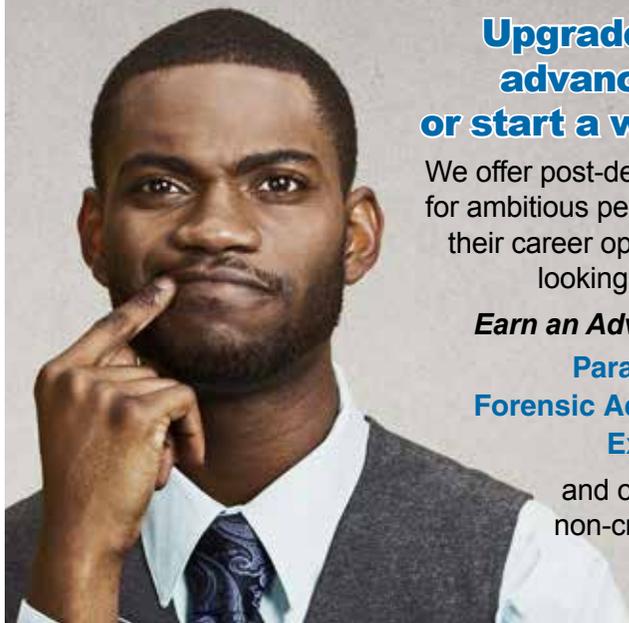
Content Specialty Program - Continuing Education Certificate

Gain content specialty training in order to teach upper elementary and middle school content -- English, science, history, and math. This program is ideal for teachers who want to become qualified to teach Middle School and broaden their employment prospects. Courses may be taken during the Spring, Summer and Fall semesters.

Continuing Education Certificate Program begins Spring 2017. Enrollment starts 10/01/16 and ends 1/15/17. For Summer Sessions, enrollment begins 3/01/17. Summer I enrollment ends 5/01/17 and Summer II enrollment ends 7/01/17. Enrollment for Fall 2017 begins 3/01/17 and ends 8/01/17.

For more information, send an email to cgreen@middlesexcc.edu or call 732.906.4677. Provide your name, address, phone number, and email address.

"I HAVE A DEGREE. WHAT CAN MIDDLESEX DO FOR ME?"



**Upgrade your skills to
advance in your job,
or start a whole new career.**

We offer post-degree Certificate Programs for ambitious people who want to enhance their career opportunities and for those looking for a new career.

Earn an Advanced Certificate in:

**Paralegal Studies
Forensic Accounting and Fraud
Examination**

and others, including
non-credit certificates.

www.middlesexcc.edu

Admissions Open House Spotlight Events - STEAM

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

Tickets are limited! To register, visit us online at www.middlesexcc.edu/infoession.

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

SCIENCE, TECHNOLOGY, ENGINEERING, ARTS, MATHEMATICS (STEAM) – November 30

Biology, Biotechnology, Chemistry, Earth Science, Physics, Sustainability Science, Computer Science, Cybersecurity, Network Administration and Support, Automotive Technology, Civil, Electrical, Mechanical and Surveying Engineering Technologies, Engineering Science, Process Technology, Technical Studies, Advertising Graphic Design, Gaming and Animation, Professional Commercial Photography, Mathematics, Construction Management, Electronics and Appliance repair, Electronics for High Tech Industries, PHP Programming and Database, Project Management, Web Marketing

CREDIT DEGREES & CERTIFICATES

Associate Degree Unless Specified

Accounting/Business/Legal

Accounting
Accounting Certificate of Achievement
Business Administration
Event Planning Management Certificate
Fashion Merchandising and Retail Management
Forensic Accounting and Fraud Examination Certificate of Achievement
Liberal Arts-Business Management
Marketing
Paralegal Studies
Paralegal Studies Certificate
Small Business Management/Entrepreneurial Studies

Computer Science

Business Information Systems
Computer Information Systems
Computer Programming Certificate
Computer Science
Computer Science Transfer
Java Programming
Java and Web Programming Certificate of Achievement
Network Administration and Support
Network Administration Certificate

Creative Arts

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

Education/Protective Services

Criminal Justice-Correction Administration
Criminal Justice-Police Science
Education Transfer
Fire Science Technology
Homeland Security (*Starting Soon*)
Liberal Arts-Education
Liberal Arts-Physical Education and Recreation

Technologies

Automotive Technology
Civil Engineering Technology
Civil Engineering Technology Certificate
Computer Aided Drafting Certificate of Achievement
Electrical Engineering Technology
Electrical Engineering Technology Certificate
Engineering Science
Mechanical Engineering Technology
Process Technology
Surveying Engineering Technology
Technical Studies

Health Programs

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

History/Language/Social Science

Addiction Studies Certificate
American Sign Language Certificate of Achievement
Liberal Arts-African-American Studies
Liberal Arts-Cinema Studies
Liberal Arts-English
Liberal Arts-General
Liberal Arts-Genocide and the Holocaust
Liberal Arts-Global Studies
Liberal Arts-History
Liberal Arts-Modern Language
Liberal Arts-Philosophy
Liberal Arts-Political Science
Liberal Arts-Psychology
Liberal Arts-Social and Rehabilitation Services
Liberal Arts-Social Sciences
Liberal Arts-Sociology

Hospitality, Culinary Arts & Dietetics

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

Science & Mathematics

Biology
Biology Pre-Professional
Biotechnology
Chemistry
Earth Science
Mathematics
Physics
Sustainability Science (*Starting Soon*)

For Course Descriptions,
see our E-Catalog in the Academic
dropdown menu at Middlesexcc.edu

See Continuing Education
for Non-Credit Courses, Programs
and Certificates



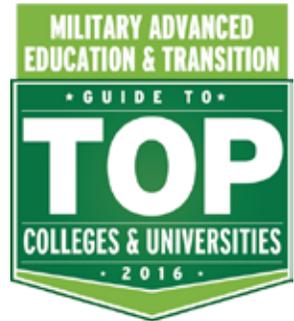
Middlesex County Board of Chosen Freeholders

Ronald G. Rios, Freeholder Director
Carol B. Bellante, Deputy Director
Kenneth Armwood
Charles Kenny
Shanti Narra
Charles E. Tomaro
Blanquita Valenti

Middlesex County College Board of Trustees

Dorothy K. Power, Chairman
Thomas Tighe, Vice Chairman
Mark J. Finkelstein, Treasurer
Robert P. Sica, Secretary
Frank T. Antisell
Kyler Dineen '16
Yasmin E. Hernandez-Manno
George J. Lisicki
John P. Mulkerin
Robert Oras
Eileen Palumbo '78
Praful Raja
Joann La Perla-Morales, President

WE'RE MILITARY-FRIENDLY*



A national Top 10 two-year college for two years in a row, we're the only ranked community college in New Jersey ranked "Best for Vets."

We are the only community college in the state of New Jersey to have an on-campus Veterans Administration 'VetSuccess on Campus' counselor. Our Veterans Services Center is staffed by two military veterans who are here to ensure that you maximize your educational experience at Middlesex County College and beyond.

We'll help you:

- Have your GI Bill, National Guard Tuition Waiver or other military education benefits certified and processed
- Find information about VA and academic programs
- Meet with informed counselors on-and off-campus
- With advice on transition and life issues
- Get involved in the campus Student Veterans of America chapter
- Review your Joint Services Transcript or Air Force Community College transcript to ensure you maximize the number of credits you can receive from your military training and experiences.

And most importantly, the Veterans Services Center is a place for you to meet with your fellow vets and veteran family members.

Make it a point to visit the Veterans Services Center staff throughout the semester to keep abreast of your benefits and to meet with other student veterans.

The Veterans Services Center is located in West Hall, Room 101. Our webpage is www.middlesexcc.edu/veterans. Or give us a call at 732.906.7770. Our email address is vets@middlesexcc.edu.

*According to "Victory Media" and "Military Advanced Education"

FROM COMBAT TO CLASSROOM TO CAREER



LIFELONG LEARNING FOR SENIORS

**These courses may be of special interest
to Seniors, ages 65+**

- **Today's Table: Cooking Classes for Contemporary Cooks pg 6-11**
- **Social Media: Facebook, Instagram, Twitter and Skype pg 76**
- **Genealogy 101 pg 76**
- **Ten Ways to Use Color in Your Home pg 75**
- **Digital Photography pg 62**
- **Hatha Yoga pg 75**
- **Latin and Ballroom Dance pg 75**

SIGN UP FOR SUMMER SESSIONS



**REGISTRATION BEGINS
MARCH 6, 2017**

**We have 4-, 7- and 14-week sessions
with start dates of:**

**MAY 15 JULY 3
JUNE 12 JULY 10**

Personal Training

Personal Trainer: National Certification

CEU 3.6

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

PLEASE NOTE: Adult CPR/AED is required for certification and can be taken before, during or after course (see page 57).

Textbook required for FIRST class, available at College Bookstore.

An attendance rate and final grade of 80 percent or higher is required to pass the class. For additional information regarding course content and certification, call Greg Mahadeen at 732.695.1649.

Instructor: Professional trainer from W.I.T.S. (World Instructor Training Schools), Tuition \$299 + general fee \$300. Total \$599

AFIT 003-30 Tuesdays & Thursdays, 6:30-9:30 p.m., February 7-March 16 (12 sessions)

AFIT 003-31 Tuesdays & Thursdays, 6:30-9:30 p.m., June 6-July 20 (no class July 4, July 6) (12 sessions)

Nutrition Specialist Certification

CEU 2.4

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

Textbook required for FIRST class, available through info@aasdn.org.

Prerequisites: None.

Instructor: Professional trainer from W.I.T.S. (World Instructor Training Schools). Tuition \$300 + general fee \$389. Total \$689

For additional information regarding course content and certification, contact Greg Mahadeen at 732-695-1649.

AFIT 009-03 Tuesdays & Thursdays, 6:30-9:30 p.m., March 21-April 13 (8 sessions)

Exercise Program for Special Populations

CEU 0.6

This course will explore modifications for clients with specific health concerns such as hypertension, heart disease, diabetes, osteoporosis, and more. Many fitness professionals are now working with clients who are living with chronic diseases or conditions but have received clearance from their physician to participate in a non-clinical exercise program. These clients have special needs that have to be considered when designing an exercise program. This six-hour lecture/workshop goes over selected everyday chronic diseases and shows you how to design safe and effective exercise programs for them.

Co-Sponsored with World Instructor Training Schools (W.I.T.S.), Tuition \$55 + general fee \$70. Total \$125.

AFIT 008-05 Tuesday & Thursday, 6:30-9:30 p.m., April 18, 20

Cardiopulmonary Resuscitation

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

CPR: American Heart Association Adult and Pediatric

CEU 0.4

Course completion cards will be given to students who attend entire course.

PLEASE NOTE: *Be on time. You will not be admitted if you are 15 minutes late.*

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

- ACSC 062-30** Tuesday, 6:30-10:30 p.m., January 10
- ACSC 062-31** Tuesday, 6:30-10:30 p.m., February 14
- ACSC 062-32** Tuesday, 6:30-10:30 p.m., March 14
- ACSC 062-33** Tuesday, 6:30-10:30 p.m., April 11
- ACSC 062-34** Tuesday, 6:30-10:30 p.m., May 9
- ACSC 062-35** Tuesday, 6:30-10:30 p.m., June 13
- ACSC 062-36** Tuesday, 6:30-10:30 p.m., July 11
- ACSC 062-37** Tuesday, 6:30-10:30 p.m., August 8
- ACSC 062-38** Saturday, 8 a.m.-Noon, January 21
- ACSC 062-39** Saturday, 8 a.m.-Noon, February 18
- ACSC 062-40** Saturday, 8 a.m.-Noon, March 18
- ACSC 062-41** Saturday, 8 a.m.-Noon, April 15
- ACSC 062-42** Saturday, 8 a.m.-Noon, May 20
- ACSC 062-43** Saturday, 8 a.m.-Noon, June 17
- ACSC 062-44** Saturday, 8 a.m.-Noon, July 15
- ACSC 062-45** Saturday, 8 a.m.-Noon, August 19

CPR: American Heart Association Basic Life Support (BLS) CPR

CEU 0.45

Designed to meet the needs of healthcare professionals, this is the required course based on American Heart Association (AHA) guidelines. Topics include adult and pediatric CPR, foreign-body airway obstruction, two-rescuer CPR and more. Course completion cards will be given to students who attend entire course. Per AHA, renewals are not available at this time due to the new guidelines.

PLEASE NOTE: *Be on time. You will not be admitted if you are 15 minutes late.*

Tuition \$29 + general fee \$70 + Total \$99

- ACSC 063-30** Tuesday, 6-10:30 p.m., January 10
- ACSC 063-31** Tuesday, 6-10:30 p.m., February 14
- ACSC 063-32** Tuesday, 6-10:30 p.m., March 14
- ACSC 063-33** Tuesday, 6-10:30 p.m., April 11
- ACSC 063-34** Tuesday, 6-10:30 p.m., May 9
- ACSC 063-35** Tuesday, 6-10:30 p.m., June 13
- ACSC 063-36** Tuesday, 6-10:30 p.m., July 11
- ACSC 063-37** Tuesday, 6-10:30 p.m., August 8
- ACSC 063-38** Saturday, 8 a.m.-12:30 p.m., January 21
- ACSC 063-39** Saturday, 8 a.m.-12:30 p.m., February 18
- ACSC 063-40** Saturday, 8 a.m.-12:30 p.m., March 18
- ACSC 063-41** Saturday, 8 a.m.-12:30 p.m., April 15
- ACSC 063-42** Saturday, 8 a.m.-12:30 p.m., May 20
- ACSC 063-43** Saturday, 8 a.m.-12:30 p.m., June 17
- ACSC 063-44** Saturday, 8 a.m.-12:30 p.m., July 15
- ACSC 063-45** Saturday, 8 a.m.-12:30 p.m., August 19
- ACSC 063-46** Sunday, 10:30 a.m.-2:30 p.m. January 8
- ACSC 063-47** Sunday, 10:30 a.m.-2:30 p.m., February 5
- ACSC 063-48** Sunday, 10:30 a.m.-2:30 p.m., March 5
- ACSC 063-49** Sunday, 10:30 a.m.-2:30 p.m., April 2
- ACSC 063-50** Sunday, 10:30 a.m.-2:30 p.m., May 7
- ACSC 063-51** Sunday, 10:30 a.m.-2:30 p.m., June 4
- ACSC 063-52** Sunday, 10:30 a.m.-2:30 p.m., July 2
- ACSC 063-53** Sunday, 10:30 a.m.-2:30 p.m., August 6

Advanced Cardiac Life Support (ACLS)

CEU 1.5

This American Health Association course is designed to teach students life-saving concepts to treat adult victims of cardiac arrest and other cardiopulmonary emergencies.

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

Class meets at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place, Metuchen.

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

ACSC 064-31 Friday & Saturday, 8 a.m.-4:30 p.m., January 6, 7

ACSC 064-32 Thursday & Friday, 8 a.m.-4:30 p.m., February 16, 17

ACSC 064-33 Friday & Saturday, 8 a.m.-4:30 p.m., March 17, 18

ACSC 064-34 Thursday & Friday, 8 a.m.-4:30 p.m., April 20, 21

ACSC 064-35 Friday & Saturday, 8 a.m.-4:30 p.m., May 12, 13

ACSC 064-36 Saturday & Sunday, 8 a.m.-4:30 p.m., June 10, 11

ACSC 064-37 Saturday & Sunday, 8 a.m.-4:30 p.m., July 22, 23

ACSC 064-38 Thursday & Friday, 8 a.m.-4:30 p.m., August 17, 18

Nursing

IV THERAPY

CEU 0.8

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

Prerequisite: Current LPN or RN License.

Class meets at Community Safety Consultants, Metuchen First Aid Squad, 1 Safety Place, Metuchen.

Tuition \$66 + general fee \$200. Total \$266

ACSC 067-19 Friday, 8 a.m.-4:30 p.m. (½ hour lunch) January 13

ACSC 067-20 Friday, 8 a.m.-4:30 p.m. (½ hour lunch) March 10

ACSC 067-21 Friday, 8 a.m.-4:30 p.m. (½ hour lunch) May 19

ACSC 067-22 Wednesday, 8 a.m.-4:30 p.m. (½ hour lunch) July 12

911 Dispatcher Certification *New*

Certificate Requirements:

Successfully complete the two courses listed below and you will qualify for the 911 Dispatcher Certification.

- Emergency Tele-Communicator
- Emergency Medical Dispatch (EMD)

Emergency Tele-Communicator

CEU 4.0

Learn how to dispatch police and fire services. This 40-hour course blends the knowledge and skills needed for a basic tele-communicator. The most up-to date information on the technology and issues surrounding today's public safety communications center will be reviewed in class. You will learn about roles, responsibilities, legal aspects, interpersonal communications, dispatch equipment, telephone communication techniques and call processing, 911 call handling, radio communication techniques, stress management. Students will hear actual recordings of 911 calls and emergency radio transmissions. Instructors are all certified dispatchers. Emergency telecommunication is now *National Emergency Communications Institute (NECI)*.

Tuition \$50 + general fee \$300. Total \$350

(If Needed -Remediation fee of \$25/hour IS NOT included in course fee, payable to CSC)

Instructor: Community Safety Consultants (2nd floor Metuchen EMS building), 1 Safety Place, Metuchen

ADIS-001-01 Monday-Friday, January 9-January 13, 8:30 a.m.-4:30 p.m. (5 sessions)

ADIS-001-02 Monday-Friday, June 12-June 16, 8:30 a.m.-4:30 p.m. (5 sessions)

Emergency Medical Dispatch (EMD)

CEU 2.1

(CEUs: 21 Electives for EMTs)

The Emergency Medical Dispatcher is the principal link between the public in need of emergency medical assistance and the EMS system. This course will teach you about the responsibilities of being an emergency medical dispatcher, including legal aspects, interpersonal communications, giving medical instructions by telephone, resource allocation, and the use of emergency medical dispatch guide cards. This course includes a day-and-a-half of role-playing and simulations involving 9-1-1 calls. After successful completion of this course students will have the fundamentals to start handling 9-1-1 calls that are medical in nature.

Prerequisites: *Successful completion of Emergency Tele-Communicator and BLS CPR*

Tuition \$50 + general fee \$200. Total \$250

(If Needed -Remediation fee of \$25/hour IS NOT included in course fee, payable to CSC)

Instructor: Community Safety Consultants (2nd floor Metuchen EMS building), 1 Safety Place, Metuchen

ADIS-002-01 *Monday-Thursday, January 16-January 19, 8:30 a.m.-4:30 p.m. (4 sessions)*

ADIS-002-02 *Monday-Thursday, June 19-June 22, 8:30 a.m.-4:30 p.m. (4 sessions)*

American Registry of Radiologic Technologists (ARRT)

Advanced Placement Assessment and Remediation Plan I

Instructor: Radiography department faculty, Tuition \$299 + general fee \$700. Total \$999

ARAD 212-06 *Hours to be arranged with Radiography faculty upon registration.*

What is This Program About?

This program assessment is intended to provide a pathway to ARRT certification eligibility through Advanced Placement in the Radiography program at Middlesex County College.

Are You Eligible for Advanced Placement?

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

How is Eligibility Determined?

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

What Will You Gain?

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

Prerequisites

Completion of an ARRT certified program or U.S. military radiography program, high school diploma, college degree (official transcripts are required), New Jersey State license in Radiography. Completion of CPR for the health care worker is required prior to attending the clinical portion of the program. See page 57 for CPR details.

Note

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

WEB MARKETING CERTIFICATE

Essential Web Tools for Marketers, Business Owners and Other Professionals

Why Should You Attend?

It is no longer sufficient to be computer savvy; now, digital fluency is essential. Being left out of the conversation or not knowing that it exists can damage a business or brand. Learn the methods and techniques that allow you to drive your message successfully to your customers. You don't have to be a web designer or work in IT or marketing to benefit from this series.

Who Should Attend?

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

PAYMENT OPTIONS

Discount: *Total Certificate Cost \$199 (Save \$101)*

Savings are available to students who enroll, with payment, for all four courses.

Individual Pricing:

Four required courses – \$300 if paid separately (\$75 per course).

Instructor: E. Silverstein

Digital Marketing Strategies and Channels of Communication

CEU 0.3

Digital marketing has transformed the way we do business and the ways in which we communicate with our customers. The explosion of digital tools and digitally savvy audiences make it imperative that we understand the new marketing paradigm. Not every social media site is right for you or your business. Join us for this overview, exploring the variety of multi-channel digital platforms that engage a variety of target markets through social media, apps, mobile marketing, Pinterest and YouTube.

Prerequisites: *None*

Tuition \$50 + general fee \$15 + laboratory fee \$10. Total \$75

CODM 001-13 *Monday, 6:30-9:30 p.m., March 6*

Social Analytics

CEU 0.3

Analytics is the collection, measurement, analysis and reporting of data to understand and optimize online sales. Analytics is more than data mining or a customer tracking system. Rather, it provides a road map to improve your online presence. Many analytic tools are free and have quality capabilities. Join us and learn how to harness the data at your fingertips into a cogent dialogue between you and your customers.

Prerequisites: *None*

Tuition \$50 + general fee \$15 + laboratory fee \$10. Total \$75

CODM 002-13 *Wednesday, 6:30-9:30 p.m., March 8*

Search Engine Optimization (SEO)

CEU 0.3

Ever wonder how to get better positioning in an organic or unpaid web search? A properly designed website using standard SEO methods and tools will assist in promoting your site. Join us and learn how to maximize your online footprint with best practices for search engine optimization.

Prerequisites: *None*

Tuition \$50 + general fee \$15 + laboratory fee \$10. Total \$75

CODM 003-13 *Monday, 6:30-9:30 p.m., March 13*

Writing for the Web

CEU 0.3

Writing for the web is not the same as writing for print. The content should be rich with key words that match the types of online searches conducted by your target market. The average online reader reviews approximately 20 percent of a webpage within a 4-7 second time span, so you do not have very much time to grab your readers' attention and convert them into your customer.

Prerequisites: *None*

Tuition \$50 + general fee \$15 + laboratory fee \$10. Total \$75

CODM 004-13 *Wednesday, 6:30-9:30 p.m., March 15*

PHP PROGRAMMING AND DATABASE Certificate

Who Should Attend?

If you are a current web developer or you are interested in enhancing your web-related programming skills, you are invited to participate in this unique certificate program. Upon completion of the three required courses, you will have marketable skills to design and build dynamic and customizable web services through effective integration of Structure Query Language (SQL) database functionalities and PHP programming capabilities.

Requirements:

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

Total Program Cost: \$499 (Save \$84)

Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:

3 required courses: \$583 if paid separately

Instructor: G. Zahid

HTML and CSS

NOTE: This course is HIGHLY RECOMMENDED. It is not part of the certificate program.

CEU 1.2

Learn how to create websites by structuring and styling your pages with HTML and CSS. Topics include HTML and CSS structure, table, div and ID, element and alignment positioning using CSS, HTML and CSS tags description and use and creating a sample website.

NOTE: *This class is not included in the cost of the certificate.*

Tuition \$88 + general fee \$13 + laboratory fee \$132. Total \$233

WEBD 036-07 *Tuesdays & Thursdays, 6:30-9:30 p.m., January 31, February 2, 7, 9*

WEBD 036-08 *Thursdays & Tuesdays, 6:30-9:30 p.m., June 1, 6, 8, 13*

Database Concepts and Development

CEU 1.2

Learn how to design and manage a relational database using the MySQL relational database system. You will receive hands-on instruction to design and build databases including how to create table structures, apply data types, and manage information through insert, update, deletion of records, and much more. The focus is specifically on designing business related information services.

Required: *Bring USB flash drive to class.*

Textbook required, *available at College Bookstore.*

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

Tuition \$65 + general fee \$7 + laboratory fee \$103. Total \$175

WEBP 004-37 *Tuesdays & Thursdays, 6:30-9:30 p.m., February 21, 23, 28, March 2*

WEBP 004-38 *Tuesdays & Thursdays, 6:30-9:30 p.m., June 20, 22, 27, 29*

PHP Programming

CEU 1.2

PHP: Hypertext Processor has emerged as a popular server-side programming language used by many businesses to enhance their websites through unique functionalities that enhance a user's experience. Learn the basics of PHP syntax and integration of HTML coding to create dynamic web pages by applying variables, expressions, functions, methods and cookies to make a website more than just text and graphics.

Required: *Bring USB flash drive to class.*

Textbook required, *available at College Bookstore.*

Prerequisite: *Experience working with HTML programming and related web authoring software.*

Tuition \$65 + general fee \$7 + laboratory fee \$103. Total \$175

WEBP 005-37 *Tuesdays & Thursdays, 6:30-9:30 p.m., March 7, 9, 14, 16*

WEBP 005-38 *Thursdays & Tuesdays, 6:30-9:30 p.m., July 6, 11, 13, 18*

PHP and SQL Database

CEU 1.5

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

Required: *Bring USB flash drive to class.*

Textbook required, *available at College Bookstore.*

Prerequisites: *Experience working with HTML programming and related web-authoring software, Database + Concepts & Development and PHP Programming.*

Tuition \$88 + general fee \$13 + laboratory fee \$132. Total \$233

WEBP 006-37 *Tuesdays & Thursdays, 6:30-9:30 p.m., March 21, 23, 28, 30, April 4*

WEBP 006-38 *Thursdays & Tuesdays, 6:30-9:30 p.m., July 20, 25, 27, August 1*

DIGITAL PHOTOGRAPHY SERIES

PAYMENT OPTIONS

Digital Photography Series Discount: \$399 (Save \$51)

Savings are available to students, who enroll, with payment, for the complete Digital Photography series, consisting of three courses.

Individual Pricing:

3 courses: \$450 if paid separately (\$150 per course)

Is It Necessary to Enroll in the Complete Series to Benefit from These Courses?

No. Each course is designed as a complete learning experience; however, be sure the course prerequisites or equivalent knowledge criteria are met.

Doable Digital Photography: Intro

CEU 0.9

Would you like to learn how to use all of your camera's features to enhance, store and print your images? If you've been using a digital camera for less than a year, or infrequently for longer, this is the course for you. Join us and get to learn your camera inside and out. Topics include camera controls, exposures, capturing images in JPEG, TIFF and RAW, memory sticks, multimedia cards and so much more! Bring your digital camera, instruction manual and cable connections to class and discover the digital artist within.

Instructor: F. Peluso, Tuition \$100 + general fee \$50. Total \$150

GENI 261-27 *Wednesdays & Monday 6:30-9:30 p.m., March 22, 27, 29*

GENI 261-28 *Mondays & Wednesday 6:30-9:30 p.m., June 5, 7, 12*

Doable Digital Photography: Beyond the Basics

CEU 0.9

If you have a good, basic understanding of how to use your digital camera and want to develop a higher degree of expertise, this may be the perfect course for you. Topics include camera lenses, exposure controls, composition, multiple flash photography, working in RAW, retouching images, cropping, color and balance. Taught by a professional photographer with over 45 years of experience, this course will provide the answers you need to make your images look the way you would like. Bring your digital camera, instruction manual and cable connections to class and discover the digital artist within!

Prerequisite: *Doable Digital Photography Intro or equivalent knowledge*

Instructor: F. Peluso, Tuition \$100 + general fee \$50. Total \$150

GENI 301-27 *Mondays & Wednesday, 6:30-9:30 p.m., April 3, 5, 12*

GENI 301-28 *Wednesdays & Monday 6:30-9:30 p.m., June 14, 19, 21*

Doable Digital Photography: Advanced Techniques

CEU 0.9

Bring your digital camera, auxiliary lenses and cable connections to class and discover the digital artist within! If you have been shooting with a digital single-lens reflex (DSLR) or Prosumer digital camera for a while, or have taken the Intro and Beyond the Basics digital photography courses, this course will take you to the next level. Taught by a professional photographer with over 45 years of experience, you will learn about advanced computer techniques, how to color balance your monitor, use manual camera settings, work in RAW format and professional lighting techniques and video with DSLRs.

Prerequisite: *Doable Digital Photography: Beyond the Basics or equivalent knowledge*

Instructor: F. Peluso, Tuition \$100 + general fee \$50. Total \$150

GENI 392-05 *Mondays & Wednesday, 6:30-9:30 p.m., April 17, 19, 24*

GENI 392-06 *Monday & Wednesdays, 6:30-9:30 p.m., June 26, 28, July 5*

PHOTOSHOP

Photoshop CS5: Introduction

CEU 0.9

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

Required: *Bring USB flash drive to class.*

Textbook required, *available at College Bookstore.*

Prerequisite: *Basic knowledge of Windows XP or equivalent. Instructor: E. Silverstein, Tuition \$65 + general fee \$7 + laboratory fee \$77. Total \$149*

JWEB 020-27 *Mondays & Wednesday, 6:30-9:30 p.m., May 8, 10, 15*

JWEB 020-28 *Mondays & Wednesday, 6:30-9:30 p.m., July 10, 12, 17*

Photoshop CS5: Intermediate

CEU 0.9

Discover how to create masks, fills and overlays to enhance images, special effects for images and text, masking, and saving for the web.

Required: *Bring USB flash drive to class.*

Textbook required, *available at College Bookstore.*

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

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

JWEB 021-27 *Wednesdays & Monday, 6:30-9:30 p.m., May 17, 22, 24*

JWEB 021-28 *Wednesdays & Monday, 6:30-9:30 p.m., July 19, 24, 26*

COMPUTER CONFIDENCE

Who Should Register for Computer Confidence?

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

Prerequisites:

It is your responsibility to comply with established prerequisites.

Books:

Required books are available at the College Bookstore. For Bookstore hours call 732.906.2540 or visit its website at <http://middlesexcc.bncollege.com>.

Computer Confidence I

CEU 1.5

Welcome all beginners, including the computer phobic, the first-time user and those with a tiny bit of knowledge! This hands-on course, designed for those with no previous computer experience, will teach you exactly what you need to know to be on your way to developing computer confidence! View Microsoft 2013 applications such as Word, Excel, PowerPoint and Access. Learn to search the internet, and how to create, save and print documents.

Prerequisite: *None*

Tuition \$99 + general fee \$31 + laboratory fee \$69. Total \$199

JCSC 365-79 *Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., January 17-31 (5 sessions)*

JCSC 365-80 *Instructor: S. Kapadia, Saturdays, 9 a.m.-12:45 p.m., March 4, 11, 18, 25*

JCSC 365-81 *Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., June 1-15 (5 sessions)*

Computer Confidence II

CEU 1.5

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

Prerequisite: *Computer Confidence I or equivalent knowledge.*

Tuition \$99 + general fee \$31 + laboratory fee \$69. Total \$199

JCSC 366-65 *Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., February 7-21 (5 sessions)*

JCSC 366-66 *Instructor: S. Kapadia, Saturdays, 9 a.m.-12:45 p.m., April 1, 8, 22, 29*

JCSC 366-67 *Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., June 20-July 6 (5 sessions)*

MICROSOFT OFFICE 2013

Make Yourself More Marketable and Efficient

Who Should Attend?

The comprehensive series is designed for students with little or no knowledge of MS Office products and for those who want to learn more about MS 2013.

Prerequisites

It is your responsibility to comply with established prerequisites.

Location

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

Books

Required books are available at the College Bookstore. For Bookstore hours call 732.906.2540 or visit its website at <http://middlesexcc.bncollege.com>.

Word 2013: Level I

CEU 1.2

Mastering the basics of Word 2013 will help you to stand out from the crowd! This course covers beginning-level skills, and is ideal for relatively new computer users who want to become well-versed in Word or those who are experienced, but want to learn about Word 2013 from the ground up. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. After completing this course, you can successfully face the challenges presented in Microsoft Word 2013: Level 2.

Textbook required, available at the College Bookstore.

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

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

JCSC 430-20 *Tuesdays & Thursdays, 6:45-9:45 p.m., March 7, 9, 14, 16*

JCSC 430-21 *Tuesdays & Thursdays, 6:45-9:45 p.m., July 11, 13, 18, 20*

Microsoft Word: Nivel Uno (Curso en Español) *New/Nueva!*

CEU 1.2

Microsoft Word es uno de los programas más utilizados a nivel mundial, tanto para uso personal como empresarial. Aprendiendo Word será una destreza que te ayudará a sobresalir entre los demás. Este curso es para las personas que no tienen ningún conocimiento del programa Word. En este curso aprenderás las funciones básicas como crear, editar, dar formato e imprimir cualquier tipo de documento. Con Word podrás crear documentos profesionales como resúmenes, cartas, informes, entre otros. Durante este curso usaremos la versión de Word 2013, pero las destrezas adquiridas se podrán utilizar en todas las versiones.

Requisitos: *Tener conocimiento básico en computadoras.*

Instructor: *M. Quiles, Tuition \$109 + general fee \$30 + laboratory fee \$20. Total \$159*

JCSC 452-20 *Perth Amboy: Sábados, 9-11a.m., Marzo 4, 11, 18, 25, Abril 1 y 8*

JCSC 452-01 *Edison Campus: Lunes y Miércoles, 6-8p.m., Marzo 6, 8, 13, 15, 20 y 22*

Word 2013: Level II

CEU 1.2

This course will help you to bring your best ideas to life! It covers more complex skills than those presented in Level 1 and includes the following topics: newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.

Textbook required, available at the College Bookstore.

Prerequisite: Successful completion of Word 2013: Level I or equivalent knowledge

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

JCSC 431-18 Tuesdays & Thursday, 6:45-9:45 p.m., March 21, 23, 28, 30

JCSC 431-19 Tuesdays & Thursday, 6:45-9:45 p.m., July 25, 27, August 1, 3

Excel 2013: Level I

CEU 1.2

Get on the road to turning complexity into clarity with the new visualization tools of Excel 2013. This course covers beginning-level skills, and is ideal for relatively new computer users who want to become well versed in Excel or those who are experienced, but want to learn about Excel 2013 from the ground up. Topics include the improved Ribbon interface, entering and editing data, selecting cells and ranges, creating formulas and functions, formatting cell contents, inserting and deleting columns, charts, and rows and cells.

Textbook required, available at College Bookstore.

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

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

JCSC 433-19 Mondays & Wednesdays, 6:45-9:45 p.m., March 6, 8, 13, 15

JCSC 433-20 Mondays & Wednesdays, 6:45-9:45 p.m., June 5, 7, 12, 14

Excel 2013: Level II

CEU 1.2

Learn how to access the right tools, at the right time, in this intermediate Excel course that covers large worksheets and workbooks, tables, outlines, inserting clip art, pictures and SmartArt; templates, digital signatures and adding graphics to worksheets. After completing this course, students can successfully face the challenges presented in Microsoft Excel 2013: Level III.

Textbook required, available at the College Bookstore.

Prerequisite: Successful completion of Excel 2013: Level I, or equivalent knowledge.

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

JCSC 434-17 Mondays & Wednesdays,, 6:45-9:45 p.m., March 20, 22, 27, 29

JCSC 434-18 Mondays & Wednesdays, 6:45-9:45 p.m., June 19, 21, 26, 28

Excel 2013: Level III

CEU 1.2

With Excel 2013, you can create fast and effective comparisons from lists of data and construct workbooks with more visual impact with tiny charts called Sparklines. Sparklines create a visual summary of your analysis alongside numeric values. Additional topics include PivotTables and macros, financial functions, data analysis, auditing, advanced formatting and analysis tools, collaboration and integration. The new and improved tools of Excel 2013 can help you be more productive, but only if you are able to find them when you need them!

Textbook required, available at the College Bookstore.

Prerequisite: Successful completion of Excel 2013: Level II, or equivalent knowledge.

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

JCSC 435-13 Mondays & Wednesdays, 6:45-9:45 p.m., April 3, 5, 12, 17

PowerPoint 2013: Level I

CEU 1.2

PowerPoint 2013 gives you the ability to create and deliver far more dynamic presentations than ever before. Topics include how to add slide transitions with animation; sound, clip art and graphics; the ribbon interface; document themes; charts and bulleted lists; and how to format text.

Textbook required, available at the College Bookstore.

Prerequisite: Familiarity with computers or Computer Confidence I and II

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

JCSC 436-15 Tuesdays & Thursdays, 6:45-9:45 p.m., April 18, 20, 25, 27

JCSC 436-16 Mondays & Wednesdays, 6:45-9:45 p.m., July 17, 19, 24, 26

PowerPoint 2013: Level II

CEU 1.2

With PowerPoint 2013, you will be able to design, create and deliver an extraordinary presentation that tells a visual story that is easy to create and powerful to watch. Join us and learn the most dynamic features! Topics include how to edit presentations and create handouts, hyperlinks and multimedia and how to add tables, themes and slide masters.

Textbook required, available at College Bookstore.

Prerequisite: Successful completion of PowerPoint 2013: Level I, or equivalent knowledge.

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

JCSC 437-06 Tuesdays & Thursdays, 6:45-9:45 p.m., May 2, 4, 9, 11

Access 2013: Level I

CEU 1.2

Access 2013 allows you to make the most of your information – even if you're not a database expert. Topics in this course include the Ribbon interface, creating tables in Datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries and more.

Textbook required, available at the College Bookstore.

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

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

JCSC 439-14 Mondays & Wednesdays, 6:45-9:45 p.m., May 1, 3, 8, 10



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POPULAR PROGRAMS:

Project Management

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

CompTiaA+ Certification

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians.

Human Resources Professional

Master the skills to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

Certified Wedding Planner

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

Medical Transcriptionist and Medical Terminology

Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

Travel Agent Training

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

Six Sigma Blackbelt

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

Event Management & Design

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

MORE PROGRAMS AVAILABLE AT:
[HTTP://CAREERTRAINING.ED2GO.COM/MCC](http://careertraining.ed2go.com/mcc)

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POPULAR COURSES:

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns and prepare proposals.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

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Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

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Prepare to take advantage of the many new job opportunities in health care, legal services and other industries.

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Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

MORE COURSES AVAILABLE AT:
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QuickBooks Pro 2015 Certificate

Prerequisites:

Before enrolling in QuickBooks Pro 2015: Level I, you must be familiar with basic accounting principles and have experience working on a PC. A brief accounting course is listed below for those without an accounting background. ***It is a recommended course.***

Required:

Bring a memory stick to each class.

PAYMENT OPTIONS:

Total Program Cost: \$498 (Save \$99)

Savings are available to students who enroll, with payment, for all three courses.

NOTE: Does not include Basic Principles of Accounting.

Individual Pricing:

Three required courses if paid separately: \$597 (\$199 per course)

Instructor: N. Thakkar

Basic Principles of Accounting *Recommended*

CEU 1.8

Topics covered include: basic principles of a transaction, recording and posting into a general ledger, preparing basic financial statements and more. At the completion of this course, you will understand the fundamental principles of accounting and be ready to move on to QuickBooks Pro 2015: Level I.

Textbook required, available at the College Bookstore.

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

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

JCSC 854-30 Saturdays, 9 a.m.-4 p.m., January 28, February 4, 11

QuickBooks Pro 2015: Level I

CEU 1.2

If you do not want to waste time trying to master the features of QuickBooks Pro 2015 on your own, register for this class and learn them quickly and efficiently from a pro. Topics include how to set up a QuickBooks company, transactions and data, working with customers, printer settings and options, data management and security.

Required: Bring USB flash drive to class.

Textbook required, available at College Bookstore.

Prerequisites: Basic Accounting Principles and PC knowledge.

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

JCSC 442-12 Saturdays, 9 a.m.-1 p.m., February 25, March 4, 11

JCSC 442-13 Tuesdays, 6-10 p.m., February 28, March 7, 14

QuickBooks Pro 2015: Level II

CEU 1.2

Continue your study of QuickBooks 2015 and learn to work with physical inventory. Additionally, learn to use QuickBooks for payroll and how to work with estimates, time tracking, balance sheet accounting and how to correct and customize QuickBooks.

Required: Bring USB flash drive to class.

Textbook required, available at the College Bookstore.

Prerequisites: Successful Completion of QuickBooks Level I or equivalent.

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

JCSC 443-12 Saturdays, 9 a.m.-1 p.m., March 18, 25, April 1

JCSC 443-13 Tuesdays, 6-10 p.m., March 21, 28, April 4

QuickBooks Pro 2015: Level III

CEU 1.2

Several new features in QuickBooks 2015 will help you to set-up, run a payroll, and manage payroll deductions, errors and corrections. Additional topics include estimates and tracking; working with balance sheet accounts and budgets; and reporting, closing the books and adjusting entries.

Required: Bring USB flash drive to class.

Textbook required, available at College Bookstore.

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

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

JCSC 444-12 Saturdays, 9 a.m.-1 p.m., April 8, 22, 29

JCSC 444-13 Tuesdays, 6-10 p.m., April 11, 18, 25

NEW JERSEY UNIFORM CONSTRUCTION CODE

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

Tuition Reimbursement: 75% of student tuition will be refunded (subject to availability of State funding) provided students adhere to NJ state guidelines.

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

Subcode Official

CEU 4.5

Textbook required for **FIRST** night of class.

Instructor: V.Lupo, Tuition \$368 + general fee \$57. Total \$425

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

JCDE 940-45 Tuesdays & Thursdays, 6:30-9:30 p.m., January 31-March 14 (13 sessions) and Saturday, 8 a.m.-2:30 p.m., March 18, (1/2 hour lunch) (14 sessions total)

Building Inspector RCS

CEU 9.0

Required for **FIRST** night of class: *International Residential and Building Code books 2015, available at www.iccsafe.org*

Prerequisite: None, *Instructor: P. Reinhold, Tuition \$700 + general fee \$125. Total \$825*

JCDE 942-47 Mondays & Tuesdays, 6:30-9:30 p.m., February 6-May 22 (no class February 20) (30 sessions)

Building Inspector ICS

CEU 7.5

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

Prerequisite: *Building Inspector RCS, Instructor: J. Damato, Tuition \$600 + general fee \$75. Total \$675*

JCDE 943-43 Tuesdays & Thursdays, 6:30-9:30 p.m., February 21-May 16 (25 sessions)

Plumbing Inspector HHS

CEU 6.0

Textbook required, *available at College Bookstore.*

Prerequisite: *Plumbing Inspector ICS, Instructor: S. Kazmi, Tuition \$468 + general fee \$82. Total \$550.*

JCDE 949-22 Mondays & Wednesdays, 6-10 p.m., April 3-May 22 (15 sessions)

Technical Assistant

CEU 4.5

In just nine sessions, you will be able to satisfy the state requirement for certification as a Technical Assistant. Learn about uniform construction code law and administration, technical problem solving, violation notices, stop-work orders and certificates of occupancy. Register today and increase your on-the-job knowledge and skills and expand your career opportunities.

Prerequisite: None, *Instructor: C. Eckart, Tuition \$368 + general fee \$82. Total \$450*

JCDE 989-13 Saturdays, 9:15 a.m.-3:15 p.m., February 4-April 8 (no class February 18) (9 sessions)

NJ Uniform Construction Code classes are offered across the state.

Visit www.middlesexcc.edu/continuing-education/ for current schedule of courses. If you do not see what you are looking for, contact MCC Continuing Education at 732.906.7740

CONSTRUCTION MANAGEMENT Certificate

Why You Should Attend:

If you are a construction worker, contractor, sub-contractor, building owner, facility manager or architect who would like to learn to manage construction projects in a more professional way, this program is for you.

Requirements for the Construction Management Certificate

To qualify for the CMC, you must complete the five required courses below.

Total Program Cost: \$799 (Save \$301)

Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:

5 required courses: \$1,100 if paid separately (\$220 per course)

Project Management

CEU 1.2

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

Prerequisite: *Basic knowledge of small construction projects.*

Instructor: S. Bendoraitis, Tuition \$200 + general fee \$20. Total \$220

CNMC 935-50 *Tuesdays & Thursdays, 6:30-9:30 p.m., January 31, February 2, 7, 9*

Construction Contracts

CEU 1.2

Legal issues that often arise on a construction project are simplified by attending this course. Topics include: requirements of public and private contracts, bonding and obligations, commonly used contract provisions, presentation and defense of contract claims, liens and dispute resolution.

Prerequisite: *None*

Instructor: T. Roselli, Tuition \$200 + general fee \$20. Total \$220

CNMC 936-50 *Thursdays & Tuesdays, 6:30-9:30 p.m., February 16, 21, 28, March 2*

Construction Methods and Materials

CEU 1.2

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

Prerequisite: *Project Management*

Instructor: A. Victors, Tuition \$200 + general fee \$20. Total \$220

CNMC 937-50 *Saturdays, 9 a.m.-4 p.m., March 4, 11*

Cost Estimating and Administration

CEU 1.2

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

Prerequisite: *Project Management or equivalent knowledge*

Instructor: A. Victors, Tuition \$200 + general fee \$20. Total \$220

CNMC 938-50 *Saturdays, 9 a.m.-4 p.m., March 18, 25*

Construction Site Safety

CEU 1.2

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

Prerequisite: *None*

Instructor: D. Coppola, Tuition \$200 + general fee \$20. Total \$220

CNMC 939-50 *Mondays & Wednesdays, 6:30-9:30 p.m., April 3, 5, 10, 12*

REAL ESTATE

Real Estate Investment for Beginners

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

Instructor: B. Parker, Tuition \$35 + general fee \$15. Total \$50

REAL 333-09 Monday, 6:30-8:30 p.m., February 6

REAL 333-11 Monday, 6:30-8:30 p.m., May 15

Introduction to a Real Estate Career

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

NOTE: *This is not a licensing class.*

Instructor: B. Parker, Tuition \$35 + general fee \$15. Total \$50

REAL 334-07 Monday, 6:30-8:30 p.m., April 3

MONEY MATTERS

Finances for Women

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

Instructor: E. Fishman (CFP), Tuition \$35 + general fee \$15. Total \$50

GFIN 020-09 Mondays, 6:30-8:30 p.m., February 6, 13

Smart Money *New*

How you choose to spend your money is a very personal and subjective decision; however, there are a host of guidelines and best practices that will help you to make smart and informed choices. Do you know how much you can afford to spend for a house or a car? Should you rent or buy a home, lease or buy a car? Do you know how to establish credit, choose a life insurance or financial professional? The choices you make today will either limit or expand your options for tomorrow. Join us and learn strategies to be smart with your money.

Instructor: A. Gomez, Tuition \$75 + general fee \$50. Total \$125

GFIN 028-02 Mondays, 6:30-9:30 p.m., April 10, 17, 24

Retirement Planning

Is Social Security Secure?

Gain an understanding of the importance of Social Security in retirement planning. Social Security retirement benefits are more complicated than most people think and the decisions that you make about Social Security benefits can have a tremendous impact on your financial future. You will learn some basics on the potential for maximizing your benefits and about when to apply. Considering that you may be retired for 25 or 30 years, knowing your options now is a great step in retirement planning. The instructors are the same as in Financial Strategies for a Successful Retirement.

Instructors: M.D. Roberts, CPA/CFP(R), L. E. Springer, CFP(R), Tuition \$10 + general fee \$5. Total \$15

GFIN 019-12 Tuesday, 6:30-9:30 p.m., March 14

Is Medicare Marvelous?

Three-quarters of Baby Boomers do not know how Medicare works. Some people think that once you are 65, all medical costs are free. In fact, Medicare is not free and not all medical costs are covered by Medicare. Learn how Medicare works and get a handle on how much you will potentially spend on health care when you are covered by Medicare. Know the basics so that you avoid mistakes in how and when to enroll in Medicare programs. The instructors are the same as in Financial Strategies for a Successful Retirement.

Instructors: M.D. Roberts, CPA/CFP(R), L. E. Springer, CFP(R), Tuition \$10 + general fee \$5. Total \$15

GFIN 018-12 Wednesday, 6:30-9:30 p.m., May 17

Financial Strategies for a Successful Retirement

Most people spend time dreaming about the financial freedom to do what they want, without knowing how to work toward those goals on a day-to-day basis. Join us to learn effective strategies that address the financial realities of retirement. This course will give you knowledge to make smart choices and be confident about your retirement. Topics include how to determine the amount of money you need to retire, eliminate debt, select the correct retirement plan distribution, minimize taxes, reduce risk, provide for your heirs and “inflation proof” your income.

Instructors: M.D. Roberts, CPA/CFP(R), L. E. Springer, CFP(R), Tuition \$50 + general fee \$10. Total \$60

GFIN 017- 13 Mondays & Thursdays, 6:30-9:30 p.m., March 13, 16, 20, 23

GFIN 017- 14 Mondays & Thursdays, 6:30-9:30 p.m., June 5, 8, 12, 15

GENERAL INTEREST

Health

Stop Smoking with Hypnosis

Smoking cessation is easily and painlessly achieved in a one-hour session through hypnosis, recognized by the American Medical Association for its therapeutic effects.

NOTE: *Bring a small pillow to class. Reinforcement CDs are recommended – available in class for purchase for \$18.*

Instructor: B. Wolfson, Hypnosis Counseling Center, Tuition \$15 + general fee \$40. Total \$55

GHEL 055-60 Thursday, 6:30-7:30 p.m., January 12

GHEL 055-61 Tuesday, 6:30-7:30 p.m., April 18

GHEL 055-62 Tuesday, 6:30-7:30 p.m., June 13

Lose Weight with Hypnosis

Hypnosis can be an effective and empowering technique for managing weight loss. This class will teach you how!

NOTE: *Bring a small pillow to class. Reinforcement CDs are recommended – available in class for purchase for \$18.*

Instructor: B. Wolfson, Hypnosis Counseling Center, Tuition \$15 + general fee \$40. Total \$55

GHEL 056-60 Thursday, 7:30-8:30 p.m., January 12

GHEL 056-61 Tuesday, 7:30-8:30 p.m., April 18

GHEL 056-62 Tuesday, 7:30-8:30 p.m., June 13

Relaxation through Hypnosis

You can reduce your stress using creative visualization, imagery and hypnosis techniques, improving the quality of your life. Achieve relaxation without much effort or time.

NOTE: *Reinforcement CD is recommended and available in class for purchase for \$18.*

Instructor: B. Wolfson, Hypnosis Counseling Center, Tuition \$15 + general fee \$40. Total \$55

GHEL 059-16 Thursday, 8:30-9:15 p.m., January 12

GHEL 059-17 Tuesday, 8:30-9:15 p.m., April 18

GHEL 059-18 Tuesday, 8:30-9:15 p.m., June 13

Fitness

Hatha Yoga: Beginner

Hatha Yoga will help you achieve a state of mind and body relaxation through deep breathing techniques and yoga postures that help you to gain flexibility and tone your body.

NOTE: Please bring a yoga mat to ALL classes and plan to arrive 10 minutes prior to class time to set up your spot.

Instructor: M. Tricario, Tuition \$150 + general fee \$49. Total \$199

GFIT 004-44 Wednesdays, 6:30-7:30 p.m., February 8-June 14 (no class March 8) (18 sessions)

Dance

Beginning Latin and Ballroom Dancing for Adults

This class is a combination of the four most popular ballroom and Latin dances. Learn the waltz and the tango and impress your friends at their wedding or your next social affair. Dance to the beat of awesome Latin music and learn the basics of salsa and cha-cha, in only six weeks.

This class is a beginner level and you do not need any prior dance experience. Partners are preferred but not required. Class space is limited. Register now to reserve your spot.

Instructor: I. Dimitrova, Tuition \$100 + general fee \$50. Total \$150

GDAN 348-12 Mondays, 7-9 p.m., February 27-April 3 (6 sessions)

Interior Design

Three Steps to Discovering Your Decorating Style *New*

Do you struggle every time you pick out a piece of furniture or art for your home because you're not sure what your preferred style is? Are you drawn to country, mid-century modern, transitional AND contemporary styles of home furnishings without knowing which you prefer? Join us and discover your decorating style and find inspiration to jump start your decorating projects. The important thing to remember is that you are one of a kind and you have a unique design style. This is a hands-on class and you will leave with a clear plan that can help you start your next decorating project with confidence. Get started on that new look you've been wanting by signing up today!

NOTE: Bring to class: 3-5 magazines (at least one decorating), regular-size poster board, glue stick, and printed pictures of one room.

Instructor: S. Teekah, Tuition \$35 + general fee \$15. Total \$50

GEID 001-02 Saturday, 10 a.m.-2 p.m., April 8

Ten Ways to Use Color in Your Home *New*

Using color is one of the easiest and least expensive ways to refresh your home. Whether it's on a pair of pillows, the back of a bookshelf, the floor, walls or ceiling, a splash of unexpected color transforms any space from boring to breathtaking. Get our best tips for incorporating your favorite colors into your decor for a home that is truly a reflection of your personality and taste. You will love these unexpected simple design tricks. Our photos of rooms and tips will help you use color like a pro. Try our do-it-yourself projects, which will bring both color and personality to your home.

NOTE: Bring printed pictures of one room to class.

Instructor: S. Teekah, Tuition \$35 + general fee \$15. Total \$50

GEID 002-02 Wednesday, 6-9 p.m., May 3

Crochet

Get Hooked on Crocheting: Beginners

Begin your journey to a lifetime of genuine pleasure and relaxation as you create wonderful garments, scarves and gifts. Taught by an experienced crochet artist with LOTS of patience, you will learn the basics of this century's old art – the chain stitch, single and double crochet, and how to increase and decrease.

Required Materials: A skein of light colored worsted weight yarn and size H crochet hook.

Instructor: W. Young, (Tuition \$70 + general fee \$50) Total \$120

GHOB 338-03 Tuesdays, 6:00 - 8:00 p.m., March 7-April 18 (7 sessions)

Science and Culture

Exploring Alien Worlds *New*

Spend an evening with physicist Dr. Sarbmeet Kanwal and learn about powerful new telescopes that may reveal some of the hidden secrets of the dozens of potentially habitable planets discovered so far. Find out what scientists are saying about the possibility of life in other parts of the universe and understand the science behind planet hunting.

Instructor: S. Kanwal, Tuition \$60 + general fee \$19. Total \$79

GENI 396-01 *Thursdays, 6:30-9:30 p.m., March 23, 30*

Mysteries of the Universe *New*

How far does our universe extend and is there a beyond? How did energy from the Big Bang turn into billions of galaxies, stars and planets that populate our universe? Was there anything before the Big Bang? Are there other universes out there? Other intelligent life? What kind of end is in store for our universe? We have been asking such questions ever since we first gazed up at the stars with wonderment. A few answers are finally beginning to emerge. This course will explore the recent advances in our understanding of the universe without assuming any background in mathematics or physics. There is just one prerequisite - CURIOSITY. Sarbmeet Kanwal has a Ph.D. in theoretical particle physics. After retiring from a career in telecommunications research he has been teaching physics and astronomy, where he delights in sharing his passion for the subject with students and colleagues alike.

Instructor: S. Kanwal, Tuition \$60 + general fee \$19. Total \$79

GENI 395-02 *Thursdays, 6:30-9:30 p.m., June 22, 29*

Genealogy

Genealogy 101: Where Do You Think You Came From?

Whether you know absolutely nothing about genealogy or you are a dabbler with a little bit of knowledge, this course will help open the door to your family's past. Learn to conduct genealogical research using official government records such as census, birth, death, marriage, land, immigration and military documents. Your instructor is a professional genealogist with over 32 years of experience in family historical research. He will help you to unlock some of the secrets of your family's background and create a personal narrative for you and future generations to enjoy.

Prerequisite: *Familiarity with the internet.*

Instructor: R. K. Dutcher, III Tuition \$ 150 + general interest \$49. Total \$199

GENI 393-03 *Saturdays, 10 a.m.-1 p.m., January 14-February 18 (6 sessions)*

Social Media

Social Media 101: Facebook, Instagram, Twitter and Skype

CEU 1.2

If you know nothing or almost nothing about social media, particularly the four major social media platforms, this is the course for you! We welcome everyone – from those with absolutely no experience to those with just a tiny bit of knowledge. In just four weeks we'll get you up to speed with the basics of safely setting up a profile and account, finding people and sharing content. Join the 21st century and learn the meaning of hash tagging, friending, liking and tagging. It's all about communication – with friends, family, colleagues and associates! Learn to upload photos, participate in video chats, transform everyday photos and videos into works of art, keep up with your favorite celebrities or locate long lost friends. Register today and don't let the social media tsunami leave you behind.

Prerequisite: *Familiarity with the internet.*

Instructor: V. Dougba, Tuition \$ 109 + general interest \$ 30 + laboratory fee \$ 20. Total \$159

GESM 001-04 *Mondays & Wednesdays, 6:30-9:30 p.m., February 6, 8, 13, 15*

Music

Guitar for Beginners

Would you like to learn how to play the guitar quickly and easily? Bring your acoustic guitar (not classical or electric), a pick, a notebook, a folder, a pencil, and your favorite songs to class and learn about rhythm, strumming, finger picking and chord formation. Additional topics include tuning a guitar, using a capo, transposing songs, and how to coordinate singing and playing simultaneously. We will work together as a group and also individually. Types of music include country, rock, pop, traditional and contemporary music.

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

GMUS 009-14 *Thursdays, 6:30-9 p.m., January 26-March 2 (6 sessions)*

Guitar for Beginners II

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

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

GMUS 010-09 *Thursdays, 6:30-9 p.m., March 9-April 13 (6 sessions)*

Defensive Driving

Driver Point Reduction

All defensive driving courses meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen. The New Jersey Division of Motor Vehicles will apply a two-point reduction toward existing points on your driving record with successful completion of this course. An additional \$10 fee is payable to the instructor, Community Safety Consultants.

PLEASE NOTE: *Be on time. Students cannot be admitted if they are 15 minutes late. Tuition \$35 + general fee \$64. Total \$99*

GENI 060-30 *Saturday, 8:45 a.m.-4 p.m., February 11*

GENI 060-31 *Saturday, 8:45 a.m.-4 p.m., May 6*

GENI 060-32 *Saturday, 8:45 a.m.-4 p.m., August 26*

SAT PREPARATION

SAT Prep

Get ready for the SAT exam by reviewing critical math problems, common vocabulary and writing great compositions. Learn test tricks and strategies, and problem-solving techniques to boost your scores. Two full-length practice tests, an essential part of the preparation process, will be offered.

Latest edition of textbook required, available at College Bookstore. Tuition 300 + general fee \$99. Total \$399

CSYA 022-31 *Tuesdays & Thursdays, 6:30-8:30 p.m., January 17-March 9 (16 sessions) and Saturdays, 9 a.m.-1:30 p.m., January 21, March 4 (18 sessions total)*

CSYA 022-32 *Tuesdays & Thursdays, 6:30-8:30 p.m., June 27-August 17, Wednesday, 6:30-8:30 p.m., July 5 (No class July 4) (16 sessions) and Fridays 9 a.m.-1:30 p.m., June 30, August 11 (18 sessions total)*

The SAT “Crash”

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

BRING: *lunch, pencils, notebook or writing pad and a calculator are mandatory.*

Instructor: A. Berse, Tuition \$50 + general fee \$49. Total \$99

CSYA 023-43 *(Prep for SAT test on January 21) Saturday, 9 a.m.-3 p.m., January 7*

CSYA 023-44 *(Prep for SAT test on March 11) Saturday, 9 a.m.-3 p.m., February 25*

CSYA 023-45 *(Prep for SAT test on May 6) Saturday, 9 a.m.-3 p.m., April 29*

CSYA 023-46 *(Prep for SAT test on June 3) Saturday, 9 a.m.-3 p.m., May 20*

LANGUAGES

American Sign Language (ASL)

Let your fingers do the talking and learn to communicate with deaf and hard of hearing coworkers, friends and family members.

SERIES DISCOUNT:

Total Cost for All Three American Sign Language Courses: \$498 (Save \$99)

Savings are available to students who enroll, with payment, for all three courses.

Individual Pricing:

3 courses: \$597 if paid separately

Textbook required, available in College Bookstore. (Same book for ASL I, II, III)

Instructor: D. Sarnouski

American Sign Language I

CEU 1.6

This course provides a basic introduction to ASL and deaf culture and history. Visual-gestural communication activities are included with special focus on practical applications.

Prerequisite: None

Tuition \$174 + general fee \$25. Total \$199

LASL 001-32 Mondays & Wednesdays, 6:30-8:30 p.m., January 23-February 15 (8 sessions)

American Sign Language II

CEU 1.6

Learn additional vocabulary, sentence drills and dialogue with practical applications to assist in communications.

Prerequisite: American Sign Language I *Tuition \$174 + general fee \$25. Total \$199*

LASL 002-31 Wednesdays & Mondays, 6:30-8:30 p.m., February 22 - March 20 (8 sessions)

American Sign Language III

CEU 1.6

Topics include ASL grammar and vocabulary, receptive and expressive skill development, dialogue, short stories and conversations.

Prerequisite: American Sign Language II. *Tuition \$174 + general fee \$25. Total \$199*

LASL 003-31 Wednesdays & Mondays, 6:30-8:30 p.m., March 22-April 17 (8 sessions)

Italian

Italian for Conversation & Business

CEU 2.0

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

Textbook required, available at the College Bookstore.

Instructor: S. Tasy, Tuition \$150 + general fee \$75. Total \$225

LITA 008-35 Tuesdays, 7:30-9:30 p.m., March 7-May 9 (10 sessions)

Spanish

Spanish: Learning the Fast and Fun Way *New*

CEU 3.0

Learn Spanish, the second most spoken language in the world! Learning a new language can be a challenge unless you learn it the fast and fun way! This course focuses on travel and everyday situations to help you communicate with Spanish speakers. You will learn Spanish through engaging exercises, games, group discussions and activities! ¡Nos vemos en clase!

Textbook required, available at the College Bookstore.

Instructor: D. Quiles, Tuition \$200 + general fee \$125. Total \$325

LSPA 029-10 Saturdays, 9 a.m.-Noon, January 21-April 8 (no class February 18, March 4) (10 sessions)

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

English as a Second Language (ESL)

Now there are *Three Pathways* to English Language Competence

Pathways to English Language Competence

Continuing Education

Designed specifically for adults, regardless of nation of origin or previous education. Intended as a complete learning experience or to help prepare for college entry

Pre-Academic ESL Certificate Program

Developed to assist degree seeking students to transition into Academic ESL

Academic

Intended to develop the academic English skills needed to be successful in all MCC college programs

Language Assessment and Placement Exam

Language assessment or placement exam is required for all students

Continuing Education

Language Assessment

Questions? Call 732.906.2556 for details.

Pre-Academic ESL Certificate Program

ESL Placement Exam

Questions? Call 732.906.2529

Academic

ESL Placement Exam

Questions? Call 732.906.2529

Objectives

Continuing Education

General knowledge of English language and possible bridge to pre-academic ESL

Pre-Academic ESL Certificate Program

Preparation for Academic ESL

Academic

Preparation for college level degree and certificate programs

Content

Continuing Education

Integrated Skills: Vocabulary, conversation, listening, reading, writing, grammar, critical thinking

English for Specific Purposes: U.S. citizenship, pronunciation, conversation, word building

Pre-Academic ESL Certificate Program

Parts 1, 2, 3, 4: Reading, speaking, writing, structure

Academic

Levels I-V: Reading, speaking, writing, structure

Continuing Education Pathway

Open Enrollment Non-Credit Courses for Adults

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

NOTE: A language assessment for placement purposes is required for all students. Call 732.906.2556 for further information.

ESL I Level: Low-Beginner

CEU 4.5

Designed for adults with little or no exposure to English, each class includes a segment on workplace and life skills, language for social interaction, grammar, civics and American culture. Register today and be on your way to living and working successfully in an English-speaking country.

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

BASK 001-10 Saturdays, 9 a.m.-12:30 p.m., January 21-May 6 (no class February 18, March 4, April 15) (13 sessions)

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

ESL II Level: High-Beginner

CEU 4.5

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

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

BASK 002-10 Saturdays, 9 a.m.-12:30 p.m., January 21-May 6 (no class February 18, March 4, April 15) (13 sessions)

BASK 002-11 Thursdays & Tuesdays, 5:45-9:15 p.m. July 6 - August 17 (13 sessions)

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

ESL III Level: Low-Intermediate

CEU 4.5

Topics include listening, speaking, reading and writing skills as well as life and math skills, civic concepts and practice with authentic documents encountered in daily life.

Instructor: A. Quintero, Tuition \$80 + general fee \$99 + textbook \$35. Total \$214

BASK 003-10 Saturdays, 9 a.m.-12:30 p.m., January 21-May 6 (no class February 18, March 4, April 15) (13 sessions)

BASK 003-11 Wednesdays & Mondays, 5:45-9:15 p.m., July 5-August 16 (13 sessions)

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

American English Pronunciation

CEU 3.0

Tired of repeating or spelling what you say? Join us and learn to correctly produce all the sounds of standard American English and address your particular pronunciation issues.

Prerequisite: Moderate to advanced proficiency and ease with conversational English.

Tuition \$125 + general fee \$25 + textbook & CD \$49. Total \$199

BASK 013-10 Saturdays, 9 a.m.-12:30 p.m., January 21-April 8 (no class February 18, March 4) (10 sessions)

BASK 013-11 Thursdays & Tuesdays, 6-9 p.m., July 6-August 8 (10 sessions)

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

Conversational English

CEU 3.0

Each class includes a discussion in which advanced level students have the opportunity to develop and practice speaking and listening skills. Vocabulary and grammar associated with each topic is reviewed before the discussion begins.

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

Prerequisite: Near proficiency and ease with conversational English.

BASK 011-10 Instructor: S. Slovick, Tuesdays, 6-9 p.m., January 24-April 4 (no class March 7) (10 sessions)

BASK 011-11 Instructor: S. Slovick, Wednesdays & Mondays, 6-9 p.m., July 5-August 7 (10 sessions)

Word Building

CEU 3.0

Build your vocabulary and spelling skills by reading, writing and participating in an assortment of word exercises. Learn about word connections and definitions within a particular context, and idiomatic expressions.

Instructor: A. Quintero, Tuition \$125 + general fee \$25. Total \$150

BASK 005-10 *Wednesdays 6-9 p.m., January 25-April 5 (no class March 8) (10 sessions)*

BASK 005-11 *Thursdays & Tuesdays, 6 -9 p.m., July 6-August 8 (10 sessions)*

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

ESL Pre-Academic Certificate *New*

Pre-Academic Courses in Preparation for MCC Academic ESL

The ESL Pre-Academic Certificate Program was developed to assist degree-seeking students to transition into the MCC Academic ESL program. These courses will help you prepare for the MCC Academic ESL program where you will develop the academic English skills needed to be successful in all MCC college programs. After you successfully complete all ESL Pre-Academic Certificate courses, you will be eligible to move on to the MCC Academic ESL program.

Who Should Attend?

ESL students who wish to pursue an MCC college degree but who need to strengthen their ESL skill level.

Requirements to Attend the ESL Pre-Academic Certificate Courses:

Submit a college application with a \$25 application fee. Go to www.middlesexcc.edu/admissions/ and click on "Get a Degree" for details.

Take an ESL Placement Test to determine your skill level. Call 732.906.2529 for further information.

Meet with ESL Department Chairperson or Associate Chairperson.

Register with payment at Crabiell Hall, Room 110 or the Perth Amboy Center at 60 Washington Street.

Requirements to Earn a Middlesex County College ESL Pre-Academic Certificate

To earn an ESL Pre-Academic Certificate and to move on to the MCC Academic ESL program, you must successfully complete the ESL Pre-Academic certificate courses:

Pre-Academic ESL, Part 1 (35 hours)

Pre-Academic ESL, Part 2 (35 hours)

Pre-Academic ESL, Part 3 (35 hours)

Pre-Academic ESL, Part 4 (35 hours)

Is It Necessary to Enroll in the Certificate Program?

Yes, you must successfully complete the ESL Pre-Academic certificate courses, complying with the prerequisites listed for each course.

Program Cost

You may pay separately for each ESL Pre-Academic Certificate Program course. Please register and pay for each course at least five business days before the start of the course.

See the course schedule below.

Pre-Academic ESL, Part 1: \$150

Pre-Academic ESL, Part 2: \$150

Pre-Academic ESL, Part 3: \$150

Pre-Academic ESL, Part 4: \$150

Required Textbook:

A required textbook that will be used for all ESL Pre-Academic Certificate Program courses, will be available for purchase at the College Bookstore.

Pre-Academic ESL – Spring Semester

Pre-Academic ESL combines reading, speaking, writing and grammar skills. Work on your English skills in order to participate in classroom discussions. Practice writing grammatically correct sentences that are descriptive and tell a story. **You must complete Parts 1, 2, 3, and 4 in order to earn your certificate and to be considered for enrollment in academic ESL classes.** *Required textbook to be used for all ESL Pre-Academic Certificate courses will be available for purchase at the College Bookstore.*

Part 1

CEU 3.5

Prerequisite: *Placement exam.*

Tuition \$100 + general fee \$50. Total \$150

PREA 003-04 *Monday-Thursday, 9:30 a.m. - Noon, January 17-February 8 (14 sessions)*

NOTE: *First class begins on a Tuesday*

Location: *Edison Campus*

Tuition \$100 + general fee \$50. Total \$150

PREA 003-05 *Monday-Thursday, 6-8:30 p.m., January 17-February 8 (14 sessions)*

NOTE: *First class begins on a Tuesday*

Location: *Edison Campus,*

Tuition \$100 + general fee \$50. Total \$150

PREA 003-33 *Monday-Thursday, 9:30 a.m. - Noon, January 17-February 8 (14 sessions)*

NOTE: *First class begins on a Tuesday*

Location: *Perth Amboy Center*

Tuition \$100 + general fee \$50. Total \$150

PREA 003-34 *Monday-Thursday, 6-8:30 p.m., January 17-February 8 (14 sessions)*

NOTE: *First class begins on a Tuesday*

Location: *Perth Amboy Center,*

Part 2

CEU 3.5

Prerequisite: *Successful completion of Pre-Academic ESL, Part 1*

Tuition \$100 + general fee \$50. Total \$150

PREA 004-01 *Monday-Thursday, 9:30 a.m. - Noon, February 13-March 8*

(No class February 20) (14 sessions)

Location: *Edison Campus*

Tuition \$100 + general fee \$50. Total \$150

PREA 004-02 *Monday-Thursday, 6-8:30 p.m., February 13-March 8*

(No class February 20) (14 sessions)

Location: *Edison Campus*

Tuition \$100 + general fee \$50. Total \$150

PREA 004-33 *Monday-Thursday, 9:30 a.m. - Noon, February 13-March 8*

(No class February 20) (14 sessions)

Location: *Perth Amboy Center*

Tuition \$100 + general fee \$50. Total \$150

PREA 004-34 *Monday-Thursday, 6-8:30 p.m., February 13-March 8*

(No class February 20) (14 sessions)

Location: *Perth Amboy Center*

Part 3

CEU 3.5

Prerequisite: *Successful completion of Pre-Academic ESL, Part 1 and Part 2*

Tuition \$100 + general fee \$50. Total \$150

PREA 005-04 *Monday-Thursday, 9:30 a.m. - Noon, March 13-April 4 (14 sessions)*

Location: *Edison Campus*

Tuition \$100 + general fee \$50. Total \$150

PREA 005-05 *Monday-Thursday, 6-8:30 p.m., March 13-April 4 (14 sessions)*

Location: *Edison Campus*

Tuition \$100 + general fee \$50. Total \$150

PREA 005-33 *Monday-Thursday, 9:30 a.m. - Noon, March 13-April 4 (14 sessions)*

Location: *Perth Amboy Center*

Tuition \$100 + general fee \$50. Total \$150

PREA 005-34 *Monday-Thursday, 6-8:30 p.m., March 13-April 4 (14 sessions)*

Location: *Perth Amboy Center*

Part 4

CEU 3.5

Prerequisite: *Successful completion of Pre-Academic ESL, Part 3*

Tuition \$100 + general fee \$50. Total \$150

PREA 006-04 *Monday-Thursday, 9:30 a.m. - Noon, April 10-May 2 (14 sessions)*

Location: *Edison Campus*

Tuition \$100 + general fee \$50. Total \$150

PREA 006-05 *Monday-Thursday, 6-8:30 p.m., April 10-May 2 (14 sessions)*

Location: *Edison Campus*

Tuition \$100 + general fee \$50. Total \$150

PREA 006-33 *Monday-Thursday, 9:30 a.m. - Noon, April 10-May 2 (14 sessions)*

Location: *Perth Amboy Center*

Tuition \$100 + general fee \$50. Total \$150

PREA 006-34 *Monday-Thursday, 6-8:30 p.m., April 10-May 2 (14 sessions)*

Location: *Perth Amboy Center*

Pre-Academic ESL – Summer Semester

Pre-Academic ESL combines reading, speaking, writing and grammar skills. Work on your English skills in order to participate in classroom discussions. Practice writing grammatically correct sentences that are descriptive and tell a story. **You must complete Parts 1, 2, 3, and 4 in order to earn your certificate and to be considered for enrollment in academic ESL classes.** Required textbook to be used for all ESL Pre-Academic Certificate courses will be available for purchase at the College Bookstore.

Part 1

CEU 3.5

Prerequisite: Placement exam.

Tuition \$100 + general fee \$50. Total \$150

PREA 003-06 Monday-Thursday, 6 a.m.-8:30 p.m., May 8-May 31 (14 sessions)

NOTE: No class May 29

Location: Edison Campus

Part 2

CEU 3.5

Prerequisite: Successful completion of Pre-Academic ESL, Part 1

Tuition \$100 + general fee \$50. Total \$150

PREA 004-06 Monday-Thursday, 6-8:30 p.m., June 5-June 27 (14 sessions)

Location: Edison Campus

Part 3

CEU 3.5

Prerequisite: Successful completion of Pre-Academic ESL, Part 1 and Part 2

Tuition \$100 + general fee \$50. Total \$150

PREA 005-06 Monday-Thursday, 6-8:30 p.m., July 5-July 27 (14 sessions)

NOTE: No class July 3 and 4

Location: Edison Campus

Part 4

CEU 3.5

Prerequisite: Successful completion of Pre-Academic ESL, Part 3

Tuition \$100 + general fee \$50. Total \$150

PREA 006-06 Monday-Thursday, 6-8:30 p.m., July 31-August 22 (14 sessions)

Location: Edison Campus



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

School Relations is the College's link to the public, charter, private, and parochial schools for teachers, counselors, administrators, students and parents in grades K-12. Programs include:

- High School Scholars – earn college credit while you are still in high school
- Professional Development for teachers
- New Pathways to Teaching in NJ – an alternate route to teaching program
- Free Information Sessions – check website for dates/times

All program information is available at our website, www.middlesexcc.edu/schoolrelations, or you can email us at schoolrelations@middlesexcc.edu.

Enhance Your Present Career Prepare for a New Career

The Career Training Center offers

- Skills businesses demand
- Computerized Medical Office
- Computerized Accounting (QuickBooks, Sage50)
- Software Technology Specialist
- Professional/Career Development

Call **732.906.4231** for details.

Approved provider for training grants sponsored by
the Middlesex County Workforce Development Board (WDB).



EARN YOUR GED!

If you:

Are 16-24 years old • Reside in Middlesex County

Basic skills and work readiness training are available.

Offered at Perth Amboy and Edison locations.

For additional information, contact 732.906.4231

The Career Training Center (CTC)

Microsoft Office - CTC

Software Technology Specialist

Master the complete Microsoft Office Suite 2013 (Word, Excel, Access and PowerPoint) beginning with basic concepts. Training includes webpage design using HTML and career development. Learn:

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

Textbooks included.

450 hours

Tuition \$2,600 + general fee \$250 + lab fee \$900 + materials fee \$250. Total \$4,000

CSTC 339-65 Monday-Friday, 9 a.m.-2:30 p.m. February 1-June 13

CSTC 339-66 Monday-Friday, 9 a.m.-2:30 p.m. April 10-August 17

CSTC 339-67 Monday-Friday, 9 a.m.-2:30 p.m. June 14-November 8

Microsoft Office User Specialist (MOUS)

Prepare for workforce demands as you become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook).

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

Textbook included.

225 hours

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

CSTC 016-64 Monday-Friday, 9 a.m.-2:30 p.m. February 1-April 6

CSTC 016-65 Monday-Friday, 9 a.m.-2:30 p.m. April 10-June 13

CSTC 016-66 Monday-Friday, 9 a.m.-2:30 p.m. June 14-August 17

Microsoft Office User Expert

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

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

Textbooks included.

225 hours

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

Prerequisite: Basic knowledge of Microsoft Office Suite

CSTC 236-61 Monday-Friday, 9 a.m.-2:30 p.m. February 1-April 6

CSTC 236-62 Monday-Friday, 9 a.m.-2:30 p.m. April 10-June 13

CSTC 236-63 Monday-Friday, 9 a.m.-2:30 p.m. June 14-August 17

Fundamentals in Microsoft Office

Learn the basics in Microsoft Office 2013.

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

Textbook required, available in College bookstore.

48 hours

Tuition \$350 + general fee \$100 + lab fee \$200. Total \$650

CSTC 140-34 Saturdays, 9 a.m.-1 p.m. February 25-May 20 (no class on April 15th)

Advanced Concepts in Microsoft Office

Advance your Microsoft Office 2013 skills.

- Microsoft Word: Generate forms, mailing labels and directories
- Microsoft Excel: Create pivot tables & advanced formulas
- Microsoft Access: Develop a switchboard page and tables and queries
- HTML: Create webpage
- Integrate Microsoft Office applications

48 hours

Tuition \$350 + general fee \$100 + lab fee \$200. Total \$650

Prerequisite: Knowledge of basic Microsoft Office

CSTC 141-34 Saturdays, 9 a.m.-1 p.m. February 25-May 20 (no class on April 15th)

ALLIED HEALTH - CTC

Computerized Medical Office Program

Successfully complete this course and become qualified to begin a career as an entry-level medical office specialist. The program includes the following components: Medical terminology with basic anatomy and physiology (covering all body systems), introduction to pharmacology, medical billing and insurance, law and ethics, ICD-10-CM and CPT4 coding, Medisoft medical billing/accounting software program including appointment scheduling, basic office procedures and career development. Learn basic bookkeeping for the medical office using QuickBooks 2015. Prepare for workforce demands as you become proficient with Microsoft Office 2013 (Word, Excel, Access and Outlook).

Textbooks included.

450 hours

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

CSTC 334-60 Monday-Friday, 9 a.m.-2:30 p.m. February 1-June 13

CSTC 334-61 Monday-Friday, 9 a.m.-2:30 p.m. April 10-August 17

CSTC 334-62 Monday-Friday, 9 a.m.-2:30 p.m. June 14-November 8

Computerized Medical Office Assistant

Successfully complete this course and become qualified to begin a career as an entry level medical office specialist. The program includes the following components: Medical terminology with basic anatomy and physiology (covering all body systems), introduction to pharmacology, medical billing and insurance, law and ethics, ICD-10-CM and CPT4 coding, Medisoft medical billing/accounting software program including appointment scheduling, basic office procedures and career development.

Textbooks included.

225 hours

Tuition \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250. Total \$2,300

CSTC 234-59 Monday-Friday, 9 a.m.-2:30 p.m. February 1-April 6

CSTC 234-60 Monday-Friday, 9 a.m.-2:30 p.m. April 10-June 13

CSTC 234-61 Monday-Friday, 9 a.m.-2:30 p.m. June 14-August 17

Accounting - CTC

Computerized Accounting Program

Learn accounting and bookkeeping principles. Topics include: accounting terminology, accounts receivable and payable, transaction analysis, general journal and general ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016. Prepare for workforce demands and become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook).

Textbooks included.

450 hours

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

CSTC 333-65 Monday-Friday, 9 a.m.-2:30 p.m. February 1-June 13

CSTC 333-66 Monday-Friday, 9 a.m.-2:30 p.m. April 10-August 17

CSTC 333-67 Monday-Friday, 9 a.m.-2:30 p.m. June 14-November 8

Computerized Accounting Systems

Learn accounting and bookkeeping principles. Topics include: accounting terminology, accounts receivable and payable, transaction analysis, general journal and general ledger postings, financial statements, payroll and recording transactions. Acquire comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016.

Textbooks included.

225 hours

Tuition \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250. Total \$2,300

CSTC 233-63 Monday-Friday, 9 a.m.-2:30 p.m. February 1-April 6

CSTC 233-64 Monday-Friday, 9 a.m.-2:30 p.m. April 10-June 13

CSTC 233-65 Monday-Friday, 9 a.m.-2:30 p.m. June 14-August 17

QuickBooks and Sage Applications with Microsoft Office

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

Textbooks included.

375 hours

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

CSTC 433-05 Monday-Friday, 9 a.m.-2:30 p.m. February 23-June 13

CSTC 433-06 Monday-Friday, 9 a.m.-2:30 p.m. May 2-June 13

CSTC 433-07 Monday-Friday, 9 a.m.-2:30 p.m. July 7-November 8

QuickBooks and Sage Applications

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

Textbooks included.

150 hours

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

CSTC 533-05 Monday-Friday, 9 a.m.-2:30 p.m. February 23-April 6

CSTC 533-06 Monday-Friday, 9 a.m.-2:30 p.m. May 2-June 13

CSTC 533-07 Monday-Friday, 9 a.m.-2:30 p.m. July 7-August 17

Fundamentals of Accounting

In this basic accounting/bookkeeping program, prepare for entry level accounting support positions. Review accounting terminology including T-accounts, trial balances, general journal and general ledger postings. Be introduced to chart of accounts, account reconciliations, worksheet and financial statements, and generate postings, reconcile subsidiary ledgers and review banking procedures. Develop an understanding of the basic accounting cycle from source documents and transaction analysis through financial statement preparation and the closing trial balance for a sole proprietorship.

Textbook required, available in College Bookstore.

15 hours

Tuition \$192 + general fees \$33. Total \$225

CSTC 400-49 Wednesdays, 6-9 p.m. February 8-March 8

Payroll & Merchandising

Acquire knowledge about various payroll procedures, including paying employees, preparing payroll records, maintaining employee records, and recording the payroll and the payroll taxes required of employees and employers. Become familiar with government regulations – both federal and state – for withholdings, dates when payments must be made, and forms that must be submitted with payments. Learn about merchandising accounting procedures such as depreciation of plant assets, uncollectible accounts receivable, inventories, and notes payable and receivable. Also, become familiar with financial statements needed for merchandising procedures.

Textbook required, available in College bookstore.

9 hours

Tuition \$113 + general fees \$22. Total Cost \$135

CSTC 411-39 Wednesdays, 6-9 p.m. March 22-April 5

QuickBooks Applications

Students are taught to effectively use one of the more popular financial information systems.

Students will learn to:

- Create a company
- Generate accounting reports
- Reconcile accounts
- Prepare and analyze financial reports
- Post transactions and information
- Manage accounts receivable and payable
- Maintain payroll information and process checks

Textbook required, available at College bookstore.

20 hours

Tuition \$148 + general fees \$22 + lab fees \$175. Total \$345

Prerequisite: Knowledge of accounting principles

CSTC 406-46 Wednesdays, 6-10 p.m. April 26-May 24

GED Preparation

GED Preparation Course

Prepare for the GED Exam through lectures, test taking tips, and practice exams. An emphasis will be placed on mathematics, reading and writing.

Textbook required, available at College bookstore.

40 hours

Tuition \$225 + general fees \$75. Total \$300

CSTC 800-13 Saturdays, 9 a.m.-1 p.m. February 4-April 8

CSTC 800-14 Tuesdays and Thursdays, 6-10 p.m. January 17-February 16

Math GED Preparation

Topics covered are number sense and operations, basic algebra, data analysis, probability, measurement, and geometry. Essential to pass the exam.

Textbook required, available at College bookstore.

15 hours

Tuition \$100 + general fees \$50. Total \$150

CSTC 801-02 Tuesdays and Thursdays, 6:30 p.m.–9:30 p.m. February 28-March 14

Reading GED Preparation

Topics include functional, expository, persuasive, nonfiction and fiction texts. Required to pass the exam.

Textbook required, available at College bookstore.

9 hours

Tuition \$75 + general fees \$25. Total \$100

CSTC 802-02 Tuesdays and Thursdays, 6:30-9:30 p.m. March 21-March 28

Science GED Preparation

Topics covered are life, physical and earth and space sciences. Necessary to pass the exam.

Textbook required, available at College bookstore.

9 hours

Tuition \$75 + general fees \$25. Total \$100

CSTC 803-02 Tuesdays and Thursdays, 6:30-9:30 p.m. April 4-April 11

Social Studies GED Preparation

Topics covered are US History, civics, world history, economics and geography. Required to pass the exam.

Textbook required, available at College bookstore.

12 hours

Tuition \$90 + general fees \$35 Total \$125

CSTC 804-02 Tuesdays and Thursdays, 6:30-9:30 p.m. April 25-May 4

Writing GED Preparation

Topics covered are basic grammar, sentence structure, parts of speech and the writing process. Required to pass the exam.

Textbook required, available at College bookstore.

9 hours

(Tuition \$75 + general fees \$25) Total \$100

CSTC 805-02 Tuesdays and Thursdays, 6:30-9:30 p.m. May 9-May 16

Corporate Education and Training

Grant Funded Skills Training for Your Employees

Customized course offerings to address the specific needs of your company.

Classes delivered at your workplace or on our nearby campus for 15 or more employees.

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

- **Basic Communications – Verbal and Written (12 hours each)**
- **Basic Communication for Improved Customer Service (12 hours)**
- **Basic Mathematics (16 hours)**
- **Basic Measurement (16 hours)**
- **Introduction to Windows (8 hours)**
- **MS Word I and II (each level is 8 hours)**
- **Excel I, II, and III (each level is 8 hours)**
- **PowerPoint I and II (each level is 8 hours)**
- **Outlook (8 hours)**
- **ESL I and II (40 hours each level)**
- **Workplace Spanish for Managers (40 hours)**
- **Team Building (16 hours)**
- **Problem Solving (8 hours)**
- **Supervisory Skills (8 hours)**
- **Personal Management & Business Professionalism (8 hours)**
- **Development of Good Management Skills (8 hours)**
- **Time Management (8 hours)**

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

Call or Email Today

732.906.4681, ndematteo@middlesexcc.edu

Funded by the New Jersey Council of County Colleges, the New Jersey Business and Industry Association and with a grant from the NJ Department of Labor and Workforce Development. Middlesex County College provides grant-funded training at your worksite or on our campus.

Talent Development Centers

NJ Department of Labor and Workforce Development Grant Funded Partnerships



Established at Union County College, statewide training partners include Middlesex County College, New Jersey City University, Camden County College, Rowan College at Burlington County, and Smith & Solomon.

- **Supply Chain Management Principles**
- **Customer Service Operations**
- **Warehouse Operations**
- **Transportation Operations**
- **Inventory Management**
- **Procurement**
- **Demand Planning**
- **Manufacturing & Service Operations**



Established at Camden County College, statewide training partners include Middlesex County College, Bergen Community College, County College of Morris, Raritan Valley Community College, Rowan College at Burlington County, and NJ Manufacturing Extension Program.

- **CADD**
- **Print Reading**
- **CNC**
- **CPT**
- **Electro Mechanical**
- **ISO**
- **Lean**
- **Solids Modeling**
- **Welding**

EMPLOYERS:

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

JOB SEEKERS:

MCC can provide grant funded training in high demand skills and job placement assistance.

CONTACT:

Nick DeMatteo, 732.906.4681, ndematteo@middlesexcc.edu

The New Jersey Talent Development Centers have been established through grants from the New Jersey Department of Labor and Workforce Development.



Ready to Work NJ

<http://rtwnj.org/>



Middlesex County College is pleased to participate in the **Ready to Work NJ** program offered by the **NJ Community College Consortium for Workforce and Economic Development** on behalf of New Jersey's 19 community colleges and in partnership with other organizations.

Are you...

- Unemployed for 6 or more months and ready to work?
- An unemployed military veteran for 6 or more months?
- Underemployed for 6 or more months?

If you answer "yes" to one or more of those questions, you may be eligible to participate in **Ready to Work NJ**, which provides coaching, training and job placement services for the long-term unemployed, military veterans, or underemployed.

Visit **Ready to Work NJ** at <http://rtwnj.org/> and click on **Job Seekers Start Here**. Complete the online application form to find out if you qualify to receive free coaching and on-the-job skills training leading to a permanent, full-time job with a participating employer.

Eligibility Criteria

To be eligible for the Ready to Work NJ program, you must:

- Be a legal New Jersey resident and 18 years or older
- Have a high school diploma/GED or higher
- Have been unemployed or underemployed for six months or longer
- Have experience and/or skills applicable in current job market or interest to begin a new career
- Have official proof of unemployment or underemployment status

Preference will be given to military veterans.

The Ready To Work New Jersey grant is funded entirely by the US Department of Labor and the NJ Department of Labor & Workforce Development.

NON-CREDIT REGISTRATION

Online

Online Registration for select courses. Visit www.middlesexcc.edu/continuing-education.

Mail

Continuing Education, Crabiell Hall, Middlesex County College, 2600 Woodbridge Ave., P.O. Box 3050, Edison, NJ 08818-3050.

Payment Method

Check, Money Order, Visa, MasterCard, Discover/Novus, Purchase Order.

Payment Procedure

Full payment is due at the time of registration.

Telephone

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

In-Person

Continuing Education, Crabiell Hall 110, Middlesex County College, 2600 Woodbridge Ave., Edison, NJ 08837.

Fax-24 Hours

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

Refund and Cancellation Policy

We are pleased to offer you a refund or credit for a class from which you withdraw if you notify us at least five working days before the start of class. No refunds will be issued thereafter. Refunds and credits are processed upon the receipt of an official Withdrawal Form. *Call 732.906.2556 to request the form. A \$20 processing fee will be deducted from your refund.* The College reserves the right to limit registration for courses, to cancel courses where there is insufficient enrollment, to combine or divide sections and to change time, day and instructor. In these situations, students are eligible for a complete refund. The Career Training Center's Refund and Cancellation Policy may significantly deviate from the aforementioned. *For more information, please contact the Career Training Center at 732.906.4231.*

Late Registration Fee

Register before the first day of the course in order to avoid a late fee of \$20.

Change Fee

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

Course Confirmation and Location

Confirmation letters will be generated upon receipt of your registration. Classes meet at the main College campus or other community sites. *Registrations are processed daily, but in the event that you have not received your confirmation within five days of the start date, call the department at 732.906.2556. There will be no refunds because you did not receive a confirmation letter.*

NOTE: Continuing Education courses are limited to students 18 years and older unless otherwise noted.

TUITION WAIVERS

Unemployment Waivers

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

Veteran and Military Benefits

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

Volunteer Tuition Waiver

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

Senior Citizen Tuition Waivers

Middlesex County residents who are 65 years of age or older are eligible for a course waiver. It covers tuition only, on a space available basis, for a maximum of \$125. The student must pay all fees at the time of registration. In person registration is required with proof of age and full payment. Students must telephone 24 hours before the start of class to check on availability. **NOTE: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.**

College Employees

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

Prerequisites

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

GENERAL INFORMATION

Students with Disabilities

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

Parking

Free parking is available to students who register for courses located on the Edison campus. All other off-site parking may be subject to local parking fees.

Emergency Closings

The College is in full operation every scheduled class day. In certain cases, the interest of all concerned is best served by cancellation or delayed openings of classes. Appropriate announcements are made on the College's website, www.middlesexcc.edu. You may also call the MCC Information Line at 732.906.2555. All announcements should be noted carefully. On certain occasions, morning, afternoon, or evening classes only may be delayed or cancelled.

MCC Bookstore

The College Bookstore carries all required books that are indicated in the course descriptions. For the current schedule of hours, call 732.906.2540. *For general information, call 732.906.2539.* To purchase books online visit the Bookstore at <http://middlesexcc.bncollege.com>. Use the course codes in the bulletin as requested.

Credit Courses

For information call 732.906.2523

Certificates

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

Student Rights: FERPA

Middlesex County College complies fully with the Family Educational Rights and Privacy Act of 1974. This act is intended to protect the privacy of your education records. Copies of the complete policy are available in the FERPA section of the most recent e-Catalog: <http://course-catalog.com/mcc/modules/content/?id=MzU5NQ==> For questions concerning the Family Educational Rights and Privacy Act, call the Registrar at 732.906.2523.

Student Rights and Responsibilities: Code of Student Conduct

In order to provide for the maximum safety and well-being of the College community, including guests, certain standards of behavior have been established at Middlesex County College. These standards of conduct apply to students engaging in College-sponsored activities both on- and off-campus. For more information, see the **Code of Student Conduct** section of the most recent MCC e-Catalog: <http://course-catalog.com/mcc/modules/section/>

CAMPUS MAP



Crabiel Hall, CB

This is the home of Lifelong Learning, Today's Table, Corporate Education and Training, and registration and information for non-credit courses and certificate programs. Division of Continuing Education, Culinary Demonstration Kitchen and classrooms are located here.

MCC Bookstore, BC

Students may purchase all their books and supplies at the Bookstore. You can also purchase snacks, gifts, cards and MCC gear.

Billy Johnson Hall, BH

Engineering Science, Mechanical & Civil Engineering, Automotive Technology, Office of School Relations, High School Scholars, Physics labs.

Academy for Science, Mathematics & Engineering

Technologies High School, AC

High school students interested in pursuing careers in engineering, science and other areas of technology.

Main Hall, MH

Classrooms and labs

Raritan Hall, RH

Department Chairpersons - History & Social Science Dept., English Dept., Democracy House, Adjunct Faculty Center, College Assembly.

L'Hommedieu Hall, LH

Dean for the Division of Arts and Sciences, Health programs, Dental Hygiene Clinic (Open to the Public)

Physical Education Center, PE

- The main gym is used for basketball, games, as an indoor track, and for courses such as volleyball, tennis, exercise and fitness.
- Women's and men's locker rooms are each equipped with saunas. Also housed in the building is a fitness center, dance studio and 4 racquetball courts. You can view our 6 lane, 25 meter pool. There are three diving boards and the pool varies from 3 to 11 ½ feet.
- Behind the Physical Education Center, in Thomas Edison Park, the college has use of the park's 21 tennis courts, 2 soccer fields and the track and field with stadium seating.
- MCC has 2 Basketball teams (M&F) 2 Soccer teams (M&F) Track, Cross Country, Baseball, Softball, Co-Ed Golf team, Wrestling and Women's Volleyball team.

Edison Hall, ED

Counseling Services, including Disabilities Services, Accounting, Business, and Legal Studies Dept., Child Care Center and Kindergarten, Visual Arts studios.

College Center, CC

This building is an integral part of campus life. Located in this building...

- Food Court
- Hospitality, Culinary Arts and Dietetics Department
- Student Activities

Chambers Hall, CH

Executive offices, Human Resources, Payroll, Purchasing, Institutional Advancement, Academic and Student Affairs.

Library, LI

The library has nearly 87,000 books and 27,000 electronic periodicals and newspapers available in MCC library databases. The main floor has the reference books and databases. The lower floor has books, 8 group study rooms and 3 classrooms. Currently 107 computers are available for students.

Johnson Learning Center, JL

This building has the following:

- Testing Center
- Project Connections
- Tutoring Center
- Computer Science and Information Technology Department
- Also located here are computer labs, learning labs and our Media Arts and Design labs.

Instructional Resource Center, IR

- This building has computer labs that are used to assist students with reading and math tutoring. There are group study rooms and the language lab.
- Downstairs, IRC mostly comprises computer labs geared toward computer science majors. It has programs such as C++, Java, Linux and Visual Basic.
- ESL Department (English as a Second Language) and Modern Languages Department, Modern Languages lab,
- Johnson Commons Learning Center.

South Hall

Natural Sciences labs and offices.

West Hall

Enrollment Services: Admissions, Advising, Career Services, Financial Aid, Veterans Services, Dean of Enrollment Management, Dean of Student Affairs, Registration, Student Account Services.

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18th Annual

CAMP MIDDLESEX OPEN HOUSE

Sunday, March 5, 1:00-4:00 p.m.

- On-site registration (bring immunization records)
- Meet the summer camp coordinator and instructors
- Enjoy demonstrations, give-a ways and hands-on fun!

For additional information, contact 732.906.2556

LOCATION:

Middlesex County College, Crabiel Hall
2600 Woodbridge Avenue, Edison, NJ

Light Refreshments will be served

Mark the dates for Camp Middlesex 2017:

June 26 - August 18

7th Annual Theater Camp Reunion

Saturday, January 7, 2017, 6:00-8:30 p.m.

Performing Arts Center