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NEW CLASS! ¡NUEVO CURSO!

*Classes in Spanish!
¡Cursos en Español!*

Programa de
Certificado Técnico
en Electrónica



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FOOD

TODAY'S TABLE: Classes for Contemporary Cooks Demonstration Cooking Classes

The following cooking classes are demonstration and include a generous tasting of food prepared by the chef and a copy of the evening recipes.

Menus are subject to change without notice



Payment Options

Register for our Tasting Menu: Choose any three demonstration classes and pay only \$108 (just \$36 per class.) You save \$24. Savings are available to students who register with payment for three classes at the same time.

Register a la carte: Pay as You Go for individual demonstration cooking courses at \$44 per class.

End of Summer Dinner in Southern Italy **NEW**

Southern Italian cuisine makes generous use of fresh regional specialties such as artichokes, lemons, tomatoes, eggplant, and capers. Tonight's southern Italian-inspired menu features Crostini with Roasted Tomatoes, Artichoke Paste, and Mozzarella; Spaghetti alla Puttanesca; Three Cheese and Artichoke Tortino; and Lemoncello Mousse with Fresh Berries.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 476-01 Thursday, 6:30-9 p.m., September 7

Fresh and Fast Weeknight Meals **NEW**

With hectic schedules it can be tough to find time to cook. Let us help you reinvent the way you think about cooking with our fresh, fast and nutritious recipes! Recipes covered include: One Pot Chicken with Couscous and Vegetable Mélange, quick Grilled Salmon Skewers with Gremolata, Red Lentil and Spinach Soup, and Orecchiette with Cauliflower, Onion and Sausage.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 477-01 Tuesday, 6:30-9 p.m., September 12



Brunch on the Upper West Side **NEW**

Located in the northwest of Manhattan, the Upper West Side is a paradise for food lovers. Our classic New York inspired recipes include: Matzo Brie, Everything Bagel and Salmon Strata, Latkes with Maple Sour Cream and Apple Walnut Sour Cream Coffee Cake.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 478-01 Thursday, 6:30-9 p.m., September 14

Tailgating **NEW**

Get ready for game day with recipes that will kick-off the ultimate tailgating experience! We're serving up the Hair of the Dog (breakfast hot dog), Grilled Quesadillas with Caramelized Onion, Shredded Chicken and Jalapeño Jack Cheese, and Grilled Pound Cake with Banana Caramel Sauce.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 480-01 Thursday, 6:30-9 p.m., September 21

Saturday Brunch **NEW**

Rise and dine this weekend for the ultimate brunch cooking class! Wake up to Challah French Toast with Drunken Strawberries, Smoked Salmon and Brie Frittata with Herbed Crème Fraîche, Banana Cream Pie Smoothie, Bacon and Potato Hash, and a complimentary champagne mimosa.

Students must be 21 years old and bring a valid driver's license to class.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 481-01 Saturday, 1-4 p.m., September 23



Fish Market Cookery **NEW**

Learn how to select and prepare quality seafood while exploring a vast array of cuisines and cooking styles. Recipes include Shrimp and Avocado Tacos, Moroccan-Style Salmon with Garlic Yogurt Sauce and Chickpea and Tomato Salad, and Char-Grilled Kabobs with Swordfish, Shrimp and Bacon.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 482-01 Tuesday, 6:30-9 p.m., September 26



Food Across America **NEW**

We're in pursuit of America's best grub! Take a road trip with us to Buffalo New York for an awesome Buffalo Chicken Grilled Cheese Sandwich. Next stop, New England for Corn and Crab Chowder. Then, head west to California for Hollywood Cob Salad with a final stop in New Orleans for decadent Bananas Foster.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 485-01 Thursday, 6:30-9 p.m., October 5

Global Chicken **NEW**

Chicken dishes are comforting family favorites, but can become repetitive over time. Learn some new and creative recipes to bring to the table! We will feature recipes such as: Weeknight Chicken Orzo Soup, Quick Chicken and Vegetable Stir-Fry, Grilled Chicken Satay with Peanut Sauce, and Andalusian Chicken.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 487-01 Thursday, 6:30-9 p.m., October 12

Hanging at the Hacienda **NEW**

Go loco with us this weekend as we sip sangria and learn how to cook with Latin ingredients! The hacienda is serving Grilled Lamb Chops with Walnut Salsa Verde; Mussels in Coconut and Sofrito Broth; Black Bean, Corn and Mango Salad with Toasted Cumin Vinaigrette; Easy Bean, Chorizo and Cheese Empanadas, and a complementary glass of sangria.

Students must be 21 years old and bring a valid driver's license to class.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 488-01 Saturday, 1-4 p.m., October 14

Fall in Love with Veggies **NEW**

Explore how to make meatless meals that are delicious and satisfying. Let us inspire you with boldly flavorful recipes such as: Coconut Curry Butternut Squash Soup, Roasted Eggplant with Cumin and Pomegranate Molasses, and Grilled Garden Vegetable Packets.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 489-01 Tuesday 6:30-9 p.m., October 17

Eataly **NEW**

Preparing Italian food does not have to be complicated or involved. We'll share the fundamentals of Italian cooking, while keeping "less is more" in mind. Recipes include: Buccatini with Quick Skillet Heirloom Tomato Sauce, Stuffed Zucchini with Sausage and Fontina Cheese, and Lemony Amalfi Coast Grilled Shrimp and Orzo.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 490-01 Thursday, 6:30-9 p.m., October 19

Upper Crust **NEW**

Galettes, sweet and savory tarts, and pizza are the focus of our "Upper Crust" baking skills class. Explanations, valuable tips and step-by-step instructions will be taught while our chef prepares Asparagus and Ricotta Puff Pastry Tart, Fruit Galettes, and individual Rustic Tuscan Pizza (Schiacciata).

Tuition: \$10 + general fee \$34. Total \$44

GCUL 491-01 Tuesday, 6:30-9 p.m., October 24



Delicious Destinations: Spain **NEW**

There are many regional cooking styles throughout Spain, all based around fresh and flavorful ingredients. Let us captivate your taste buds with Spain's gastronomic riches! Tonight's menu features Manchego Cheese Tapas, Iberian Chicken with Chorizo, and Sherry, Shaved Fennel and Blood Orange Salad.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 492-01 Thursday, 6:30-9 p.m., October 26

Thanksgiving Sides that Steal the Show **NEW**

Don't get stressed about planning one of the most important meals of the year! Our sides are all make-ahead and will satisfy the whole family. Show-stealing recipes in tonight's class include: Creamy Corn Bread Pudding, Streusel Topped Sweet Potato Casserole, Brussel Sprouts with Bacon, and Blue Cheese and Ginger-Infused Cranberry Orange Sauce.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 493-01 Thursday, 6:30-9 p.m., November 2

Weekend on the Mediterranean Sea **NEW**

Come with your friends for a delicious afternoon sampling foods that evoke the spirit of the Mediterranean Sea! Enjoy a variety of Mediterranean specialties such as Serrano Ham Tapas, Sicilian Seafood Fra Diavolo, Cannellini Bean Salad, and Almond Cake with Whipped Mascarpone Cream, all with a complementary glass of wine.

Students must be 21 years old and bring a valid driver's license to class.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 494-01 Saturday, 1-4 p.m., November 4

Baking Basics **NEW**

Learn the skills needed to make pastry dough for pies and Rugelach and all of the secrets to making pastry cream and tender crumb cake. Sweet treats covered in this class include: Roasted Banana Pastry Cream, Mile High Banana Cream Pie, Rugelach, and Ultimate Crumb Cake.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 496-01 Thursday, 6:30-9 p.m., November 9

Indian Spice House **NEW**

Spices are the hallmark of Indian food, but to achieve authentic flavor you have to understand how to use them properly. This is the perfect class to learn about the core ingredients of modern Indian food! We are serving Chicken Tikka Masala, Cucumber Yogurt Raita Salad, Indian-Spiced Cauliflower and Potatoes, Channa Masala, and Cumin Seed Jeweled Basmati Rice.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 497-01 Tuesday, 6:30-9 p.m., November 14

American Steak House Classics **NEW**

Join us as we prepare all of your favorite steak house dishes, such as perfectly grilled New York Strip Steak with Herbed Compound Butter, Potatoes au Gratin, Creamed Spinach, and Boozy Bread Pudding.

Tuition: \$10 + general fee \$34. Total \$44

GCUL 498-01 Thursday, 6:30-9 p.m., November 30

REGISTER NOW!

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

Call 732.906.2556





All About Bacon **NEW RECIPES**

Calling all bacon and prosciutto lovers! This class will teach you creative new ways to include these cured meats in your cooking repertoire. Featured recipes include: German-Style Braised Pork Chops, Asian Bacon-Wrapped Chicken Poppers, Prosciutto-Wrapped Asparagus, and Sweet and Salty Caramel Ice-Cream Sundaes with Crispy Prosciutto Crumbs.

Tuition: \$10 + general fee \$34. Total \$44
GCUL453-02 Tuesday, 6:30-9 p.m., December 5

Gifts from the Kitchen **NEW RECIPES**

Nothing is more thoughtful than receiving a homemade gift from your heartfelt kitchen. Learn how to make tasty gifts such as Sweet and Salty Roasted Pecans, Triple Chocolate Chunk Walnut Cookies, Parmesan Herb Bread, and Pesto Three Ways.

Tuition: \$10 + general fee \$34. Total \$44
GCUL 252-03 Thursday, 6:30-9 p.m., December 7

Surf and Turf **NEW RECIPES**

Learn the secrets to cooking restaurant-quality steaks and seafood in the comfort of your own home. Our chef will prepare: Steak au Poivre, Maryland Crab Cakes, Lobster Mac and Cheese, and Molten Chocolate Cake.

Tuition: \$10 + general fee \$34. Total \$44
GCUL 212-03 Tuesday, 6:30-9 p.m., December 12

Christmas in Italy **NEW**

Food is a means for establishing and maintaining traditions among Italian families. Tonight's Christmas dinner menu consists of Caesar Salad with homemade dressing and croutons, Seafood Pasta with Clams and Scallops, Beef and Wild Mushroom Marsala, and Biscuit Tortoni.

Tuition: \$10 + general fee \$34. Total \$44
GCUL 503-01 Thursday, 6:30-9 p.m., December 14

- New Cooking Series -

natural kitchen

When it comes to cooking naturally, it's all about finding what works for you and your family. This series of classes helps you answer the question, "how can I cook smarter"? The philosophy of the Natural Kitchen is discovering how to cook with wholesome ingredients. Learn the skills to make your everyday meals healthier and tastier by incorporating fruits, vegetables, grains, legumes and lean proteins. This series is a guide to cooking smarter with sensible whole foods!

Natural Kitchen

Chef's Recipes: Butternut Squash Hummus, Moroccan Vegetable and Quinoa Tagine, Grilled Flank Steak with homemade Chimichurri Sauce, and Tropical Mango and Turmeric Smoothie.

Tuition: \$10 + general fee \$34. Total \$44
GCUL 483-01 Thursday, 6:30-9 p.m., September 28

Natural Kitchen

Chef's Recipes: Heirloom Tomato Salad with Quick Pickled Cucumbers and Green Goddess Dressing, French Vegetable Ratatouille Stew, Whole Grain Farro, Skinny Baked Shrimp Scampi with Parmesan Crumbs, and homemade Cherry Lemonade.

Tuition: \$10 + general fee \$34. Total \$44
GCUL 483-02 Tuesday, 6:30-9 p.m., October 3

Natural Kitchen

Learn how to prepare Sofrito, a Latin recipe for a puree of fragrant seasonings and vegetables. We will then incorporate the Sofrito into: Cauliflower and Black Bean Rice, White Chicken Chili, and Guacamole with Tortilla Chips. Finish the evening off with delicious Sweet Potato Brownies!

Tuition: \$10 + general fee \$34. Total \$44
GCUL 483-03 Thursday, 6:30-9 p.m., November 16

FOOD

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 or older, we invite you to join us – to cook, chat and sharpen your skills.

Menus are subject to change without notice



NOTE

Hands-on Cooking courses do not qualify for the discount “Tasting Menu” for Today’s Table.

Stir Frying and Dumpling Techniques

NEW HANDS-ON

This class will take you on a culinary journey through Asia, while teaching specific techniques that will get you thinking like a chef. Recipes covered in class include: Garlicky Eggplant, Thai Chili-Basil Pork, Dan Dan Noodles, and Steamed Pork Dumplings. You will work in groups in this class, which is a mix of hands-on and practice demonstration.

Tuition: \$20 + general fee \$58. Total \$78

GCUL 479-01 Tuesday, 6:30-9:30 p.m. September 19

National Chile Month

NEW HANDS-ON

There’s more to chili than just ground beef and kidney beans! This class is filled with innovative recipes to add to your recipe box such as: Lamb and Black Bean Chili, Vegetarian Bean and Harvest Vegetable Chili, White Chicken Chili and a surprise dessert. You will work in groups in this class, which is a mix of hands-on and practice demonstration.

Tuition: \$20 + general fee \$58. Total \$78

GCUL 486-01 Saturday, 1-4 p.m., October 7

Olives, Lemons, and Za’atar

NEW HANDS-ON

Za’atar is a Middle Eastern spice blend used to flavor meats, olives, breads and vegetables. Discover how easy it is to prepare Za’atar at home and learn how to use it to flavor delicious recipes such as Falafel with Tahini Sauce, Za’tara Chicken Kebobs, and Israeli Salad. You will work in groups in this class, which is mix of hands-on and practice demonstration.

Tuition: \$20 + general fee \$58,. Total \$78

GCUL 495-01 Tuesday, 6:30-9:30 p.m., November 7

Get Ready for Holiday Entertaining

NEW HANDS-ON

Our chef’s recipes and hostess tips will inspire you to throw your own elegant holiday bash! We will cook: Latin Shrimp and Avocado Tortillas, Bruschetta with Mozzarella, Figs and Grilled Onions, Puff Pastry Appetizers, Cinnamon Sugar Chips with Eggnog Dip, and a complementary glass of winter sangria. You will work in groups in this class which is a mix of hands-on and practice demonstration.

Students must be 21 years old and bring a valid driver’s license to class.

Tuition: \$20 + general fee \$58,. Total \$78

GCUL 499-01 Saturday, 1-4 p.m., December 2



BUSINESS & MANAGEMENT

Project Management Certificate

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).

If you are a project manager, project team member, coordinator or assistant, you will benefit by learning the PMI method of project management. Experience a high-quality program, taught by working professionals that is consistent with the PMI body of knowledge and a complete exam preparation program to increase the likelihood of passing the PMI exam.

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.

It is not necessary to enroll in the full certificate program. 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 001-52 Saturday, 9 a.m.-Noon, September 23

BSPM 001-53 Thursday 7-10 p.m., November 9

Project Management II: Project Integration

CEU 0.3

Become 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 002-52 Saturday, 1-4 p.m., September 23

BSPM 002-53 Monday 7-10 p.m., November 13



MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

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

See page 95 for detailed instructions.



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 003-52 Saturday, 9 a.m.-Noon, October 7

BSPM 003-53 Thursday, 7-10 p.m., November 16

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. Learn 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 006-52 Saturday, 1-4 p.m., October 7

BSPM 006-53 Monday, 7-10 p.m., November 20

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 004-52 Saturday, 9 a.m.-4 p.m., October 14

BSPM 004-53 Monday & Thursday, 7-10 p.m.,
November 27, 30

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 005-52 Saturday, 9 a.m.-4 p.m., October 21

BSPM 005-53 Monday & Thursday, 7-10 p.m.,
December 4, 7



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 007-52 Saturday, 9 a.m.-Noon, October 28

BSPM 007-53 Monday, 7-10 p.m., December 11

Project Management VIII: Project Communications and Stakeholder Management

CEU 0.3

The ability to communicate effectively with your project stakeholders is a valuable asset for a project manager. In addition to learning how to plan, manage and control communications, become familiar with 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 008-52 Saturday, 1-4 p.m., October 28

BSPM 008-53 Thursday, 7-10 p.m., December 14

Project Management IX: Risk Management

CEU 0.3

Gain an understanding of 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 009-52 Saturday, 9 a.m.-Noon, November 4

BSPM 009-53 Monday, 7-10 p.m., December 18

Project Management X: Project Procurement

CEU 0.3

Acquire an understanding of 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 010-52 Saturday, 1-4 p.m., November 4

BSPM 010-53 Thursday, 7-10 p.m., December 21

BUSINESS & MANAGEMENT

Management Certificate

If you are being asked to manage, supervise or lead a team, or 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, this program is for you.

Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

To qualify for the Management Certificate, you must complete eight courses:

- Five required courses, plus
- Three courses selected from the list of electives on pages 16-18.

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.

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

CBMA 706-17 Saturday, 9 a.m.-4 p.m.,
September 16

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, 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 711-05 Saturday, 9 a.m.-4 p.m.,
September 23



Effective Communication

CEU 0.6

Communication is not just about speaking; it is about listening and understanding what others are saying, as well as 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.

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

CBMA 709-17 Saturday, 9 a.m.-4 p.m., October 7

Managing Your Staff and Team

CEU 0.6

Today's managers must be effective team builders in order to remain relevant. Through lecture and activities, learn strategies to transform a group into a team and maximize 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 712-05 Saturday, 9 a.m.-4 p.m., October 14

Key Human Resource Issues for Non-HR Managers

CEU 0.6

In this practical and interactive session, 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 713-05 Saturday, 9 a.m.-4 p.m., October 21



REGISTER NOW!

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

Call 732.906.2556



BUSINESS & MANAGEMENT

Human Resources Certificate

Gain valuable skills to advance your career, benefit your organization and enhance your chances for promotion. If you have less than two years' experience in human resources, have no formal training or perform various human resource functions within your organization, this certificate program can help you meet your goals. Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

Requirements for the Human Resources Certificate:

To qualify, you must successfully complete eight courses:

- The five required courses, plus
- Three courses selected from the list of electives on pages 16-18.

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:

Five required courses and three 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. Examine projected skill shortages and cultural diversity as they affect the corporate environment today. Review 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 735-49 Saturday, 9 a.m.-4 p.m., September 16

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 737-49 Saturday, 9 a.m.-4 p.m., September 23



Compensation: Salary and Benefits

CEU 0.6

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

Instructor: M. Miller

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

CBHR 739-49 Saturday, 9 a.m.-4 p.m., October 7

Training & Development

CEU 0.6

Gain an understanding of 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 738-52 Saturday, 9 a.m.-4 p.m., October 14

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 724-49 Saturday, 9 a.m.-4 p.m., October 28

BUSINESS & MANAGEMENT

Electives for Human Resources and Management Certificates

A wide variety of electives are available to complete the Management and the Human Resources Certificate programs. Select any three electives from the following list. Electives vary each semester and each may be used to complete requirements for only one certificate program. These courses are also open to anyone who wishes to develop their business skills.

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 758-44 Tuesday & Thursday, 6:30-9:30 p.m., October 24, 26



Financial Skills for New Supervisors

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 are going to succeed as a supervisor in today's business world. Topics 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!

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

CBEL 908-03 Monday & Wednesday, 6:30-9:30 p.m., October 30, November 1

A Toolbox to Retain Valuable Employees

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 is 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. If you would like to know why and how to avoid voluntary employee attrition, 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 909-03 Saturday, 9 a.m.-4 p.m., November 4



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, beginning the cycle again. Root cause analysis provides a model to logically analyze a problem and identify its underlying cause. Learn to utilize the five 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 903-05 Tuesday & Thursday, 6:30-9:30 p.m., November 14, 16

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 sensitive issue requires knowledge and skill. Who needs to be involved? What issues must be raised or avoided? Learn how to legally dismiss a problem employee fairly and in line with company 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 894-08 Saturday, 9 a.m.-4 p.m., November 18

From Technical Specialist to Supervisor in Four Steps

CEU 0.6

The transition from technical expert to technical manager is often filled with anxiety and insecurity because technical expertise does not convert automatically to supervisory expertise. Gain an understanding of how to develop an entirely new set of skills to make a successful shift in your career trajectory. Essentials skills include: 1. mastering interpersonal communication; 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 907-03 Tuesday & Thursday, 6:30-9:30 p.m., November 28, 30



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Employment Law

CEU 0.6

Acquire an understanding of the legal implications and practical issues of various laws affecting the workplace. Become familiar with 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 NJ Conscientious Employee Protection Act (CEPA) and federal as well as NJ wage and hour laws.

Instructor: G. Savits

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

CBEL 901-05 Saturday, 9 a.m.-4 p.m., December 2

Coaching and Counseling: A Manager's Guide to Growing Employees to Their Potential

CEU 0.6

Management has become less about command and control and more about sustainable behaviors/ environments that focus on growth, empowerment and purpose. Coaching nurtures employee potential through personalized strength-based development plans; counseling addresses personal obstacles that inhibit satisfactory job performance. In both cases, good management skills may improve job competence. Learn how to achieve high performance by motivating employees to become their best, providing positive and constructive feedback that grows esteem, and recognizing employees' progress toward their goals.

Instructor: K. Nobel

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

CBEL 906-03 Mondays, 6:30-9:30 p.m.,
December 4, 11

Managing Change: The Art of Successful Communication **NEW**

CEU 0.6

Organizational change is constant, yet many people react to change with denial or resistance. As a change leader, the ability to help people overcome their inertia and get on board with new initiatives is critical to success. Learn practical tools that will enable you to build trust, motivate others and inspire commitment in a manner that inspires optimal productivity.

Instructor: Y. Murry

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

CBEL 911-01 Saturday, 9 a.m.-4 p.m., December 9

BUSINESS & MANAGEMENT

Web Marketing Certificate

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. If you are a marketing professional, graphic designer, business owner, supervisor or manager in any industry or institution, you will find applications for digital marketing.

Web Marketing Certificate Requirements:

Complete the four required courses listed below.

Payment Options

Discount: Total Certificate Program cost \$199 (Save \$101).

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

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 communicate with our customers. Due to the explosion of digital tools and digitally savvy audiences, it is imperative to understand the new marketing paradigm. Not every social media site is right for you or your business. Join us for this overview, exploring the variety of multi-channel digital platforms that engage a variety of target markets through social media, apps, mobile marketing, Pinterest and YouTube.

Tuition: \$50 + general fee \$15 + laboratory fee \$10.
Total \$75

CODM 001-14 Tuesday, 6:30-9:30 p.m., November 28



Social Analytics

CEU 0.3

Analytics is the collection, measurement, analysis and reporting of data to understand and optimize online sales. More than data mining or a customer tracking system, it provides a road map to improve your online presence. Many analytic tools are free and have quality capabilities. Learn how to harness the data at your fingertips into a cogent dialogue between you and your customers.

Tuition: \$50 + general fee \$15 + laboratory fee \$10.
Total \$75

CODM 002-14 Thursday, 6:30-9:30 p.m.,
November 30

Search Engine Optimization (SEO)

CEU 0.3

Ever wonder how to get better positioning in an organic or unpaid web search? A properly designed website using standard SEO methods and tools will help promote your site. Learn how to maximize your online footprint with best practices for search engine optimization.

Tuition: \$50 + general fee \$15 + laboratory fee \$10.
Total \$75

CODM 003-14 Tuesday, 6:30-9:30 p.m., December 5

Writing for the Web

CEU 0.3

Writing for the web is not the same as writing for print. Content should be rich with key words that match the types of online searches conducted by your target market. You do not have much time to grab your readers' attention and convert them into your customer since the average online reader reviews approximately 20 percent of a webpage within 4-7 seconds.

Tuition: \$50 + general fee \$15 + laboratory fee \$10.
Total \$75

CODM 004-14 Thursday, 6:30-9:30 p.m., December 7

BUSINESS & MANAGEMENT

Home-Based Business

Starting Your Own Business 101: 10 Steps to Success **NEW**

CEU 0.6

Starting a small business requires determination, motivation and know-how. When choosing your business, it's important to determine where your passions lie and to understand your personality type. Gain an understanding of the 10 critical steps to turn your entrepreneurship vision into action.

Instructor: Y. Murry

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

CBGE-005-01 Saturday, 9 a.m.-4 p.m., October 21

Voices for All **ONE-ON-ONE ONLINE INSTRUCTION**

CEU 0.15

In this fun and empowering 90 minute, one-on-one introductory workshop, become familiar with the different voiceover types and the tools necessary for industry success. You will be coached as you read a script, and recorded so you may receive a professional voice evaluation later. Gain the knowledge to help you decide if this is something you'd like to pursue. Check out the video at 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.

Instructor: Voices For All

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

COVO 002-11



eBay® & Amazon.com® Buying and Selling

CEU 1.2

You've seen the commercials and they do not exaggerate their claims. In this very basic introductory seminar, learn how to buy or sell anything on eBay and Amazon.com, and receive a few pointers on how to generate a good profit.

Instructor: M. DeFeo

Tuition: \$50 + general fee \$49. Total \$99

GENI 385-16 Wednesdays, 6:30-9:30 p.m.,
September 27, October 4, 11, 18

Internet Marketing for eBay® and Amazon.com®

CEU 0.6

If you plan to regularly sell online, this course is for you. 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 much more!

PLEASE 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 389-09 Wednesdays, 6:30-9:30 p.m.,
November 1, 8

BUSINESS & MANAGEMENT

Animal Business Certificate

Gain the skills necessary to stay ahead of the “pack” in the animal care industry. It is not “a walk in the park” but it is a business that is flexible and fun, and may easily increase your income.

Requirements:

To qualify for the Animal Business Certificate, complete the three courses listed below. You may also register for individual courses.

Instructor:

M. Azzarello

Animal-Related Businesses: The Start Up

CEU 0.3

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

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

COAB 001-25 Tuesday, 6-9 p.m., September 5



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 work with different client personalities.

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

COAB 002-25 Tuesday, 6-9 p.m., September 12

Animal Health Care

CEU 0.4

In addition to learning about feeding animals, sanitation, disease prevention, mandatory vaccinations, illness recognition and animal behaviors, learn general first aid and Pet CPR. Successfully complete the course and receive a course completion card.

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

COAB 004-04 Tuesday, 6-10 p.m., September 19



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*

ALLIED HEALTH

Medical Assistant Certificate



Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

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

- Wear a complete set of solid color scrubs to each class. White lab coat is required for Phlebotomy III. Closed toe shoes are required daily.
- Purchase textbook(s) for first day of class. EKG calipers are required for EKG. All are available at College Bookstore.
- 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.

Please Note:

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

Medical Assistant Waiver

For additional information regarding the Medical Assistant Certificate Program Course Waiver, contact Continuing Education at 732.906.7743.

NOTE: You must submit appropriate documentation to support your request with a \$75 processing fee per course.

Course Requirements for the Medical Assistant Certificate:

1. Anatomy, Physiology & Terminology for Health Care 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
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 1-8) of the 12 required courses: \$3,438 (Save \$264)

Savings are available to students who enroll, with payment, for eight of the 12 required Medical Assistant courses offered this semester.

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

REGISTER EARLY. SEATS FILL QUICKLY.

Need additional information regarding the Medical Assistant Certificate Program?

Call Monday-Friday, 732.906.7743



Anatomy, Physiology and Terminology for Healthcare Providers

CEU 10.5

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

Required: Textbook(s) required for FIRST class, available at College Bookstore.

Tuition: \$801 + general fee \$159. Total \$960

AHMA 002-24 Monday-Friday, 9 a.m.-2:30 p.m. (1/2 hr. lunch), September 11-October 10 (No Class October 9) (21 sessions)

Healthcare Office Procedures

CEU 7.5

Become familiar with how to run a successful practice, policies and procedures, scheduling, insurance, billing and collection. Gain knowledge of the basic uses of Medisoft software and Spring Charts electronic health records.

Required: Textbook required for FIRST class, available at College Bookstore.

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

Tuition: \$600 + general fee \$120. Total \$720

AHMA 012-14 Monday-Friday (Class starts Thursday), 9 a.m.-2:30 p.m., October 12-November 1 (1/2 hr. lunch break), (15 sessions)

Pharmacology for Healthcare Providers

CEU 3.0

Learn the families of drugs, side effects, prescriptions and regulations for administration.

Required: Textbook required for FIRST class, available at College Bookstore.

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

Tuition: \$200 + general fee \$100. Total \$300

AHMA 013-14 Monday-Thursday (Class starts Thursday), 9 a.m.-2:30 p.m., November 2-13 (1/2 hr. lunch) (6 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 first class.

Tuition: \$175 + general fee \$50. Total \$225

AHMA 006-24 Monday-Thursday (Class starts Tuesday), 9 a.m.-1 p.m., November 14-22 (6 sessions)

Clinical Procedures for Healthcare Providers

CEU 10.0

Topics include bandaging, eye and ear irrigation, heat and cold therapy, obtaining, analyzing and transporting specimens, and maintaining laboratory instruments.

Required: 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.

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

AHMA 015-14 Monday-Friday, 9 a.m.-2:30 p.m., (1/2 hr. lunch), November 27-December 22 (20 sessions)



PLEASE NOTE:

The following three classes (Bloodborne Pathogens Certification, Basic Life Support CPR and Standard First Aid Level 2) are co-sponsored with Community Safety Consultants. Classes meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen, NJ.

Bloodborne Pathogens Certification

CEU 0.4

Topics include OSHA Bloodborne Standard safeguards and management. OSHA Bloodborne Pathogen certification through the American Health and Safety Institute (AHSI) will be issued.

Instructor: Community Safety Consultants,

Tuition: \$45 + general fee \$80. Total \$125

AHMA 024-14 Wednesday, 9 a.m.-1 p.m.,
January 3, 2018

Basic Life Support CPR

CEU 0.45

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

Instructor: Community Safety Consultants,

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

AHMA 025-09 Thursday, 9 a.m.-1:30 p.m.,
January 4, 2018

Standard First Aid Level 2

CEU 0.7

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

Prerequisite: Successful completion of Basic Life Support CPR.

Instructor: Community Safety Consultants,

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

AHMA 026-09 Friday, 9 a.m.-4 p.m., January 5, 2018

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

CEU 20.0

Perform the duties of a medical assistant under supervision, at a clinic or other medical facility. You are required to work 200 hours.

Prerequisites: Successful completion of all 12 Medical Assistant Certificate courses.

Externship coordinator: E. Fishman

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

AHMA 016-19

Mandatory Orientation: Contact Elliot Fishman for appointment, 732.548.6000, ext. 3816

PLEASE 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.

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. For additional information regarding potential college credit, contact Continuing Education at 732.906.7743.

PLEASE NOTE:

ECG/EKG, Phlebotomy I, Phlebotomy II and the Medical Assistant Externship will be offered Spring 2018 for returning students.

ALLIED HEALTH

Phlebotomy Technician Certificate

Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

In addition to successfully completing the three Phlebotomy Technician Program courses, you must:

- Wear a complete set of solid color scrubs to each class. Closed toe shoes are required daily.
- White lab coat is required for Phlebotomy PHL III. (Check with Externship Coordinator for site requirements.)
- Purchase the 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 (Externship):

- Successful completion of all coursework.
- Certification in BLS CPR .
- Provide documentation of physical examination and current immunization records, as well as personal health insurance card prior to entering Phlebotomy III-Externship. Information provided on the first day of Phlebotomy I.
- Success completion of criminal background check. Information provided on the first day of Phlebotomy I.

Phlebotomy I Waiver

Contact Continuing Education at 732.906.7743 for information about the Phlebotomy I Course Waiver. For consideration, you must provide appropriate medical license or national certification, official transcripts and pass an Equivalency Exam administered by Continuing Education.



Payment Options With Externship:

Total cost for Phlebotomy I, II and III: \$2,599 (save \$462)

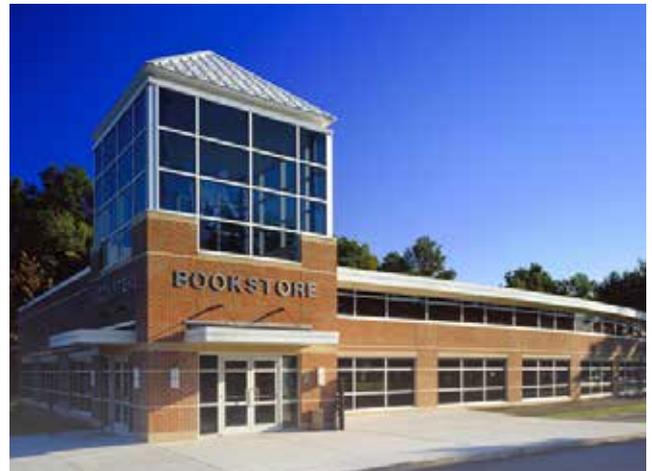
Savings are available to students who enroll, with payment, for the complete certificate program.

Individual Pricing:

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

Please Note:

You must submit appropriate documentation and a waiver form to support your request, with a \$75 processing fee per course.



MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

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

See page 95 for detailed instructions.



Phlebotomy I

CEU 6.0

Receive an introduction to the phlebotomy profession, infection control, patient care and professional ethics.

Textbook and workbook required for FIRST class, available at College Bookstore.

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

AHPH 001-59 Instructor: L. DiSilvestro
Monday-Friday, 9 a.m.-1 p.m., September 11-29
(15 sessions)

AHPH 001-60 Instructor: J. Gilliard,
Tuesday, Wednesday & Thursday, 6:30-9:30 p.m.,
September 5-October 18
(20 sessions)

Phlebotomy II

CEU 6.4

Topics include 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 002-60 Instructor: L. DiSilvestro
Monday-Friday, 9 a.m.-1 p.m., October 2-24
(No class October 9) (16 sessions)

AHPH 002-61 Instructor: J. Gilliard,
Tuesday, Wednesday and Thursday, 6:30-9:30 p.m.,
October 24-December 13
(No class November 23) (22 sessions)

Phlebotomy III: 123 hour Externship

CEU 12.3

At a hospital or other facility, you will collect samples and perform other duties associated with phlebotomy.

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

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

AHPH 009-12 Instructor: L. DiSilvestro
Wednesday, 9 a.m.-Noon, October 25

AHPH 009-13 Instructor: J. Gilliard
Thursday, 6:30-9:30 p.m., December 14

For additional information about the **Phlebotomy Technician Certificate Program**, call 732.906.7743 or 732.906.2556.

COLLEGE CREDIT

Ten (10) 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 information regarding potential college credit, contact Continuing Education at 732.906.7743.

ALLIED HEALTH

ECG/EKG Technician Certificate

Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

- Wear a complete set of solid color scrubs to each class. Wear closed-toe shoes every day.
- Purchase textbook and EKG calipers for first day of class, available at College Bookstore.
- Successful completion of all coursework.
- You must be certified in BLS CPR prior to EKG course completion.

Please Note:

An attendance rate and final grade of 80 percent or higher 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 001-57 Monday-Friday, 9 a.m.-1 p.m.
November 1-22 (No class November 10)
(15 sessions)

For additional information about the **ECG/EKG Technician Certificate Program**, call 732.906.7743 or 732.906.2556.

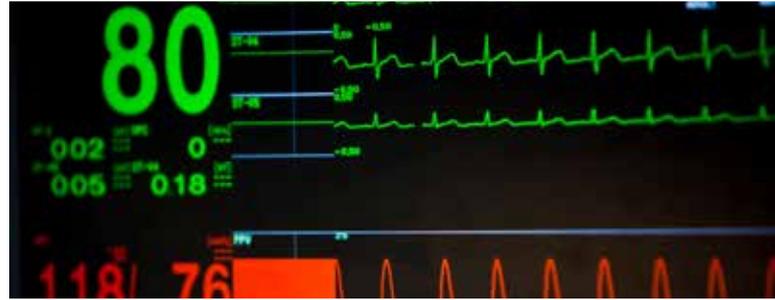
COLLEGE CREDIT

Three (3) 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 information regarding potential college credit, contact Continuing Education at 732.906.7743.

ALLIED HEALTH

Telemetry Technician Certificate COMING JANUARY 2018



Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

- Prerequisites: Successful completion of a 60-hour EKG/ECG course; an EKG national certification, LPN or RN current license.
- Purchase textbook and EKG calipers for first day of class; available at College Bookstore.
- A complete set of scrubs is required for each class. Wear closed-toe shoes every day.
- Successful completion of all coursework.
- You must be certified in BLS CPR prior to EKG course completion

Please Note:

An attendance rate and final grade of 80 percent or higher 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).

Telemetry Technician Certificate

CEU 1.2

Learn to monitor, record, and interpret heart rhythms for one or more patients. Topics include cardiac monitoring, heart arrhythmia abnormalities, and medications to treat cardiac abnormalities. Upon successful completion of the course, you may sit for the National Telemetry Examination through the National Telemetry Association.

Required: Textbook required, available at College Bookstore.

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!**

Information Sessions are scheduled monthly throughout the year

Please Call 732.906.7735 for more details and dates.

This program was wholly funded by a \$15,000,000 grant awarded by the U.S. Department of Labor's Employment and Training Administration.

ALLIED HEALTH

Health Information Coding Certificate

Entrance Requirements:

Proficiency in spoken and written English

Qualify for this certificate after you successfully complete the four required courses:

- Medical Terminology and Anatomy for ICD-10 Coding
- ICD-10-CM / PCS Medical Coding
- CPT-4 Coding I
- CPT-4 Coding II

Please Note:

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

Medical Terminology and Anatomy for ICD-10

CEU 7.0

Topics include the understanding of the human body, the language of medicine, i.e. prefixes, suffixes and root words relating to ICD 10 coding.

Required: Textbook required for FIRST class, available at College Bookstore.

Instructor: J. Gilliard

Tuition: \$500 + general fee \$299. Total \$799

AMRC 826-04 Saturdays, 9 a.m.-2:30 p.m., (1/2 hr. lunch), September 9-December 16 (No class November 25) (14 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 information regarding potential college credit, contact Continuing Education at 732.906.7743.



ICD-10-CM/PCS Medical Coding

CEU 6.6

Gain knowledge about the approximately 69,000 ICD-10-CM/PCS codes. This course will be taught via lecture, discussion and worksheets.

Required: Textbook required for FIRST class, available at College Bookstore.

Prerequisite: Successful completion of Medical Terminology and Anatomy for ICD-10 or experience with ICD-9 coding.

Instructor: R. Williams

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

AMRC 824-08 Mondays & Wednesdays, 6:30-9:30 p.m., September 11-November 27 (no class October 9) (22 sessions)

CPT- 4 Coding I

CEU 2.7

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

Required: Textbooks required for FIRST class, available at College Bookstore.

Prerequisite: Medical Terminology and Anatomy for ICD-10 and ICD-10-CM/PCS Medical Coding

Instructor: M. Vargas

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

AMRC 818-61 Tuesdays & Thursdays, 6:30-9:30 p.m., September 12-October 10 (9 sessions)

CPT- 4 Coding II

CEU 1.8

Practice coding with sample emergency room charts, endoscopy reports and outpatient procedures.

Required: 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 819-50 Tuesdays & Thursdays, 6:30-9:30 p.m., October 17-November 2 (6 sessions)



ALLIED HEALTH PROGRAM CREDENTIAL OPPORTUNITIES

American Society of Clinical Pathologists (ASCP)

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.

National Certified Insurance and Coding Specialist (NCICS)

Upon completion of the Health Information Coding Certificate Program, you 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 www.ahima.org and NJ Health Information Management Association www.NJHIMA.org



Middlesex County College is approved by American Medical Technologists (AMT). www.americanmedtech.org

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

Upon successful completion of the **Phlebotomy Technician Certificate Program**, you may sit for the AMT's **Registered Phlebotomy Technician (RPT)** certification exam. The RPT is accredited by the NCCA.



Middlesex County College has been acknowledged by the **National Center for Competency Testing (NCCT)**, with Route 1 Eligibility status for the following programs:

Medical Assistant Program - Upon completion of the **Medical Assistant Certificate Program**, you are eligible to sit for the NCMA, NCPT and NCET national certification examinations.

Phlebotomy Technician Certificate - Upon completion of the **Phlebotomy Technician Certificate Program**, you are eligible to sit for the NCPT national certification examinations.

ECG/EKG Certificate Program - Upon completion of the **ECG/EKG Certificate Program**, you are eligible to sit for the NCET national certification examinations.



Official logo of the National Healthcareer Association®

Middlesex County College has been approved and recognized by the **National Healthcareer Association (NHA)**. National Healthcareer Association (NHA) is a division of Assessment Technologies Institute L.L.C. (ATI)

Upon successful completion of the **Medical Assisting Program**, you may sit for NHA's **Certified Medical Assistant (CCMA)** certification examination.

Upon successful completion of the **Phlebotomy Technician Certificate Program**, you may sit for NHA's **Certified Phlebotomy Technician (CPT)** certification examination.

Upon successful completion of the **ECG/EKG Technician Program**, you may sit for NHA's **Certified EKG Technician (CET)** certification examination.

Upon successful completion of the **Health Information Coding Certificate Program**, you may sit for NHA's **Billing and Coding Specialist Certification (CBCS)** examination.

ALLIED HEALTH

Certified Nursing Assistant Program

Entrance Requirements:

Proficiency in spoken and written English, completion of medical exam and proof of immunizations prior to first day of class, fingerprinting and criminal background check, high school diploma or equivalency.

Program Requirements:

- Wear a complete set of blue color scrubs and closed-toes shoes to each class every day. MCC ID card required.
- Purchase textbook for first day of class, available at College Bookstore.
- Successful completion of all coursework with a minimum 70% average and complete entire 90 hours of training.
- Successful completion of the State of New Jersey certification exam required.



Certified Nursing Assistant (CNA)

CEU 9.0

Topics include anatomy, physiology and medical terminology, patient and staff safety, patient hygiene, basic nursing care procedures, infection control practices, applicable laws and regulations related to the role of the CNA. Program consists of 50 hours of classroom with 40 hours of clinical rotations in our host facility. Classes are conducted at Roosevelt Care Center in Edison, NJ.

Required: Textbook required for FIRST class, available at College Bookstore.

Tuition: \$1500 + general fee \$149 + lab fee \$171. Total \$1,820

CNGR 001-12 Monday-Friday, 9 a.m.-2:30 p.m., November 3-December 15 (29 sessions)
(No class November 23, 24)

For additional information about the **Certified Nursing Assistant Program**, call 732.548.6000, Ext 3814.



MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

FOR CURRENT OPERATING HOURS:

Call 732.906.2540

FOR GENERAL INFORMATION:

Call 732.906.2539

TO PURCHASE BOOKS ONLINE:

Go to middlesexcc.bncollege.com

See page 95 for detailed instructions.

ALLIED HEALTH

Patient Care Technician Certificate



Entrance Requirements:

Proficiency in spoken and written English, Completion of medical exam and proof of immunizations, Fingerprinting and criminal background check, high school diploma or equivalency required.

Program Requirements:

- Successful completion of all three sub-component programs: Certified Nursing Assistant, EKG Technician, and Phlebotomy Technician. Please refer to the requirements of each of those programs individually.
- Purchase textbook(s) for the first day of class for each component class; available at College Bookstore.
- Wear a complete set of blue color scrubs and closed-toes shoes to each class every day. MCC ID card required.
- Successful completion of all coursework, maintain the appropriate grade average and attendance specific to each class.
- You must be certified in BLS CPR prior to the externship component. Certificates for EKG and Phlebotomy will not be awarded without proof of valid BLS CPR.

Please Note:

The Patient Care Technician (PCT) Certificate requires the successful completion of all three component courses: Certified Nursing Assistant, EKG Technician and Phlebotomy Technician. The PCT start date is the date of the first available component program. You do not need to complete courses in a specific sequence. A certificate for Patient Care Technician will be awarded upon completion of the three component courses.

Patient Care Technician (PCT)

CEU 37.4

Topics include anatomy, physiology and medical terminology, patient and staff safety, patient hygiene, basic nursing care procedures, infection control practices, laws and regulations; and the clinical skills applicable to CNA, EKG and Phlebotomy Technician.

Total Program Length: 374 hours.

Classes are conducted at Roosevelt Care Center in Edison, the main MCC campus in Edison and host externship locations throughout Middlesex County.

Required: Textbook required for FIRST class, available at College Bookstore.

For additional information about the **Patient Care Technician** Program, including costs, call 732.548.6000, Ext 3814.

ALLIED HEALTH

Pharmacy Technician Certificate

Entrance Requirements:

Proficiency in spoken and written English. An attendance rate and final grade of 80 percent or higher is required to pass this course.

Please Note:

Refunds may 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.



Pharmacy Technician

CEU 5.0

Prepare 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. 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.

Total Program Length: 50 hours

Tuition: \$240 + general fee & textbook \$959.

Total \$1,199

APTC 217-07 Tuesdays & Thursdays, 6-9:30 p.m.,
September 5-October 24
(15 sessions)



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Call **732.906.2556**



ALLIED HEALTH

Dialysis Technician Certificate

Requirements:

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

Note:

Refunds may 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.

Dialysis Technician Certificate

CEU 5.0

If you are a health care provider who wants to specialize in dialysis therapy and understand the principles of kidney failure, this essential training program is for you. Dialysis is the complex process of cleansing the blood of accumulated waste products and requires a team of highly trained professionals. Dialysis technicians are also referred to as renal dialysis, hemodialysis and nephrology technicians. Receive information from the instructor regarding the national certification examinations given by the Board of Nephrology Examiners Nursing and Technology (BONENT) and the American Nephrology Nurses Association (ANNA).

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

AHDT 001-08 Saturdays, 9 a.m.-2:30 p.m.,
(½ hour lunch) September 9-November 11
(10 sessions)

AHDT 001-09 Wednesdays, 6-9:30 p.m.,
September 13-December 20 (15 sessions)



Physical Therapy Aide NEW



The Physical Therapy Aide is responsible for preparing treatment areas, ordering devices and supplies, and transporting patients. Physical Therapy Aides help the Physical Therapist provide their services.

PLEASE NOTE: This program does not include a national or state certification.

Requirements:

Proficiency in spoken and written English. An attendance rate and final grade of 80% or higher is required to pass the course.

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

APHA-001-01 Monday & Wednesday,
6-9:30 p.m., September 11-November 1
(15 Sessions) (No class October 9)

ALLIED HEALTH

Dental Hygiene



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

DENTAL CEUs 4

This course is designed to meet the NJ 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. 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 005-09 Wednesday, 5:30-9:30 p.m.,
December 6

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

DENTAL CEUs 4

If you are a dental hygienist who has taken the local anesthesia course but may not be comfortable in administering all types of local anesthetic blocks, this course is designed for you. Refresh your knowledge and meet the NJ 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 includes a brief review of the following: 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 004-09 Tuesday, 5:30-9:30 p.m.,
December 12

ALLIED HEALTH

Nursing

IV Therapy

CEU 0.8

Gain an understanding of the theory and practical knowledge necessary to start and maintain intravenous therapy on patients in this eight-hour course. Topics are 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.

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

Tuition: \$66 + general fee \$200. Total \$266

ACSC 067-23 Friday, 8 a.m.-4:30 p.m.
(½ hour lunch), September 15

ACSC 067-24 Wednesday, 8 a.m.-4:30 p.m.
(½ hour lunch), November 15



American Registry of Radiologic Technologists (ARRT)

Advanced Placement Assessment and Remediation Plan I

This program assessment is intended to provide a pathway to ARRT certification eligibility through Advanced Placement in the Radiography program at Middlesex County College. 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.

To qualify for advanced placement and determine the appropriate point of entry, you will be assessed in the following areas 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. Receive a personalized action plan at the conclusion of your evaluation and assessment 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), NJ 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 68 for CPR details.

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

Instructor: MCC Radiography department faculty,
Tuition: \$299 + general fee \$700. Total \$999

ARAD 212-07 Hours to be arranged with Radiography faculty upon registration.

CAREER



Job Networking, Interviews & Negotiations **NEW**

CEU 0.3

Today's job market is extremely competitive, making it harder for individuals entering and returning the workforce to find their place. Develop an understanding of the current job market and also acquire the necessary skills to start your job search, including where to look for jobs, when/if to use headhunters and recruiters, how to use social media to create a professional persona and network, preparing for interviews, and how to negotiate once you have received the offer.

Instructor: C. Richards

Tuition: \$30 + general fee \$10. Total \$40

CBGE-003-01 Saturday, 9 a.m.-Noon, October 21

Resumes, Cover Letters & Portfolios **NEW**

CEU 0.3

Applying for a job is not what it used to be and the job market is constantly changing. Every job offer starts with one thing, a great resume, which is more than just a listing of your education and experience – it is a marketing tool used to highlight your professional journey. Become familiar with the career materials that wow employers and make you stand out in the application process. Learn how to create a strong resume, cover letter, and portfolio.

Instructor: C. Richards

Tuition: \$30 + general fee \$10. Total \$40

CBGE-004-01 Saturday, 9 a.m.-Noon, October 28



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

CAREER

Appliance Repair Certificate

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. 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.



Appliance Repair Basics

CEU 4.0

Become familiar with typical troubleshooting techniques needed to correct the common problems associated with today's consumer appliances. Using instructor-supplied tools and equipment, become familiar with 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, gain knowledge about how to identify and test the main electronic, electrical and electro-mechanical components associated with each appliance.

Additionally, learn to read the schematic symbols for appliance-related components. Successfully complete this course and be qualified for an entry-level position in the appliance repair field.

PLEASE 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 001-09 Saturdays, 9 a.m.-6 p.m.,
September 9-October 7 (5 sessions)

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CAREER

Electronics for High Tech Industries Certificate

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% from 2010 to 2020." Join us if you want to be a part of this growing field and become an electronics technician, assembler, installer or troubleshooter in the electronics field. No previous knowledge of electronics is required, but you must have a high school diploma or G.E.D. and have a solid knowledge of basic math. Also, good eye-hand coordination, arm-hand steadiness, attention to detail and analytical thinking skills will help you succeed.

Introduction to Electronics

CEU 3.2

Gain an 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, 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.

PLEASE 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 002-09 Saturdays, 9 a.m.-6 p.m.,
October 14, 21, 28, November 4



Testing Equipment and Troubleshooting CEU 2.0

Learn to measure frequency and other time-related signals, as well as how to use crucial testing equipment to measure AC and DC voltage and current. Careful attention will be given to the proper use of the digital and analog multi-meter and the oscilloscope. Gain knowledge about other instruments including the capacitance, ESR and inductance meters, the signal generator, frequency counter and bench DC power supplies. Perform typical live measurements on real-life circuits provided for class practice and increase your knowledge. Receive an introduction to the troubleshooting process and learn to apply commonly used procedures and techniques to diagnose and repair circuit failures. Enhance your understanding of troubleshooting methods by wiring and/or working on "bugged" circuits provided for class practice.

PLEASE 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 003-09 Saturdays, 9 a.m.-6 p.m.,
November 11, 18, and Saturday, 9 a.m.-1 p.m.,
December 2



Troubleshooting Electronic Systems

CEU 4.4

Receive 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. These 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. Develop a deeper understanding of the troubleshooting process and learn to apply commonly used procedures and techniques to diagnose and repair typical circuit failures. Enhance your understanding of troubleshooting methods by building and performing typical measurements and troubleshooting on a wide variety of real-life circuits provided for class practice.

PLEASE 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 004-09 Saturdays, 9 a.m.-6 p.m.,
December 9-January 20 and Saturday, 9 a.m.-1 p.m.,
January 27 (No class December 23, 30) (6 sessions)



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*

The program was wholly funded by a \$15,000,000 grant
awarded by the U.S. Department of Labor's Employment
and Training Administration.

CAREER

Programa de Certificado Técnico en Electrónica ¡Nuevo!

Según las últimas estadísticas del Departamento de Trabajo, "El empleo de los instaladores y reparadores de equipos comerciales e industriales se proyecta crecer un 5% desde el 2010 al 2020. Únase a nosotros si desea ser parte de esta profesión y convertirse en un técnico de electrónicas, ensamblador, instalador o solucionador de problemas en el campo de la electrónica. 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. Con este programa, usted logrará 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

Adquiera 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 aprenderá el funcionamiento general, aplicaciones típicas, fallas comunes y los procedimientos de prueba para los principales componentes electrónicos, eléctricos y electromecánicos de uso común. Se aprenderá rápidamente a identificar estos componentes 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.

NOTA: Todos los materiales y equipos serán proveídos por el maestro.

Instructor: Santronics, Inc.

Tuition: \$150 + general fee \$450. Total \$600

ELEC 002-09 Saturdays, 9 a.m.-6 p.m.,

October 21, 28, November 4, 11 (4 sessions)



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Prueba de Equipos y Solución de Problemas

CEU 2.0

Aprenda a 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 "refinando" circuitos, y realizando mediciones en vivo con circuitos reales para practicar en clase.

NOTA: Todos los materiales y equipos serán proveídos por el maestro.

Instructor: Santronics, Inc.

Tuition: \$100 + general fee \$200. Total \$300
ELEC 003-09 Saturdays, 9 a.m.-6 p.m., and Saturday, 9 a.m.-1 p.m., November 18, December 2 and Saturday, 9 a.m.-1 p.m., December 9

Solucionando Problemas De Sistemas Electrónicos

CEU 4.4

Reciba 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.

NOTA: Todos los materiales y equipos serán proveídos por el maestro.

Instructor: Santronics, Inc.

Tuition: \$150 + general fee \$450. Total \$600.
ELEC 004-08 Saturdays, 9 a.m.-6 p.m., and Saturday, 9 a.m.-1 p.m., December 16, January 6, 13, 20, 27 and Saturday, 9 a.m.-1 p.m., February 3 (6 sessions)

Construction Permits **NEW**



Uniform Construction Code Permit Application Process

CEU 1.2

The construction permitting process in the State of NJ is no simple task. It may become daunting to properly complete necessary forms and submit required documents to quickly obtain a construction permit. Thousands of pages of regulations govern the act of filing for construction permits and complex construction codes regulate building projects. Gain an understanding of the necessary steps you must take to obtain a construction permit as quickly as possible and become familiar with laws that regulate the process. Explore ways to save time, money and aggravation in what may easily become a frustrating and costly experience. Learn the differences between procedures for existing structures and new buildings, as well as the licensing of contractors and relevance to the permitting process.

Instructors: C. Eckart, S. Winters

Tuition: \$150 + general fee \$49 Total \$199

CNPM-001-01 Saturdays, 9 a.m.-4 p.m., (1 hr. lunch) September 9, 16

CAREER

Construction Management Certificate

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. Enroll in the courses on an individual basis or complete the Certificate program. Please note and comply with any listed prerequisites. To qualify for the Construction Management Certificate, complete the five required courses below.

Total Program Cost: \$799 (Save \$301)

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

Individual Pricing:

5 required courses: \$1,100 if paid separately (\$220 per course)

Project Management for Construction

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 935-51 Tuesdays & Thursdays, 6:30-9:30 p.m., September 26, 28, October 3, 5

Construction Contracts

CEU 1.2

Gain an understanding of legal issues that often arise on a construction project. Topics include: requirements of public and private contracts, bonding and obligations, commonly used contract provisions, presentation and defense of contract claims, liens and dispute resolution.

Instructor: T. Roselli

Tuition: \$200 + general fee \$20. Total \$220

CNMC 936-51 Thursdays & Tuesdays, 6:30-9:30 p.m., October 10, 12, 17, 19



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 for Construction, CNMC 935.

Instructor: A. Victors

Tuition: \$200 + general fee \$20. Total \$220

CNMC 937-51 Saturdays, 9 a.m.-4 p.m., October 28, November 4

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 938-51 Saturdays, 9 a.m.-4 p.m., November 11, 18

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.

Instructor: D. Coppola

Tuition: \$200 + general fee \$20. Total \$220

CNMC 939-51 Mondays & Wednesdays, 6:30-9:30 p.m., November 27, 29, December 4, 6

COMPUTERS & TECHNOLOGY

Programming and Database

COBOL Programming Fundamentals

NEW

CEU 1.2

COBOL (COmmon Business-Oriented Language), created in 1959, is one of the oldest and most established programming languages. It is said that COBOL is everywhere, as it runs over 70 percent of the world's business transactions and it is not going away anytime soon. IBM estimates that more than 200 billion lines of COBOL code are being used today across industries such as banking, insurance and retail. Since COBOL programmers are in demand, COBOL is a great skill to add to your toolkit.

If you are a new or experienced programmer, enroll in this course and learn how to get a COBOL development environment up and running, and how to start programming.

Topics include: COBOL's data types and constants, control structures, file storage and processing methods, tables and strings. Challenges issued along the way will help you practice what you have learned.

Recommended book: Murach's Mainframe COBOL, ISBN-10: 1890774243 ISBN-13: 978-1890774240

Prerequisite: Basic knowledge of Information Systems or any programming language.

Instructor: M. DeFeo

Tuition: \$150 + general fee \$49. Total \$199

COBL 001-01 Tuesdays, 6:30-9:30 p.m.,
September 12, 19, 26, October 3



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732.906.4681,
ndematteo@middlesexcc.edu

COMPUTERS & TECHNOLOGY

PHP Programming and Database Certificate

If you are a current web developer or interested in enhancing your web-related programming skills, join us for this unique certificate program. Gain 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.

Certificate Requirements:

Qualify for this Certificate by completing three required courses: Database Concepts and Development, PHP Programming and PHP and SQL Database.

Payment Options

Discount: Total Certificate Program cost \$499 (Save \$84)

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

Individual Pricing:

3 required courses: \$583 if paid separately

Instructor:

G. Zahid



HTML and CSS

PLEASE NOTE: This course is not part of the certificate program but it is **HIGHLY RECOMMENDED**. 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.

PLEASE NOTE: This class is not included in the cost of the certificate.

Tuition: \$88 + general fee \$13 + laboratory fee \$132. Total \$233

WEBD 036-09 Tuesdays & Thursdays, 6:30-9:30 p.m., September 19, 21, 26, 28

Database Concepts and Development

CEU 1.2

Learn how to design and manage a relational database using the MySQL relational database system. 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 more. Focus 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 004-39 Tuesdays & Thursdays, 6:30-9:30 p.m., October 3, 5, 10, 12



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 005-39 Thursdays & Tuesdays, 6:30-9:30 p.m., October 19, 24, 26, 31

PHP and SQL Database

CEU 1.5

Gain an understanding of how bringing together the power of PHP and integration with MySQL database creates a dynamic web service. 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 006-39 Thursdays & Tuesdays 6:30-9:30 p.m., November 2, 7, 9, 14, 16



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.

See courses on page 52-54

Approved provider for training grants sponsored by the Middlesex County Workforce Development Board (WDB).

COMPUTERS & TECHNOLOGY



If you have little or no computer knowledge, Computer Confidence I, II and III are for you. Once you successfully complete all three courses, you may wish to move on to Microsoft Comprehensives and learn about additional features, tips and tools. Please note and comply with any listed prerequisites.

Computer Confidence I

CEU 1.5

Welcome all beginners, including the computer phobic, the first-time user and those with a tiny bit of computer knowledge! In this hands-on course, gain an understanding of what you need to know to be on your way to developing computer confidence! View Microsoft 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 365-82 Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m. September 12-28 (no class September 21) (5 sessions)

JCSC 365-83 Instructor: S. Kapadia, Saturdays, 9 a.m.-12:45 p.m., September 16, 23, October 7, 14

Computer Confidence II

CEU 1.5

Increase your effectiveness and efficiency on the computer. Learn more about spreadsheets, word processing and file manipulation using computer commands. 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 366-68 Instructor: B. Frank, Tuesdays & Thursdays, 6:45-9:45 p.m., October 3-17 (5 sessions)

JCSC 366-69 Instructor: S. Kapadia, Saturdays, 9 a.m.-12:45 p.m., October 21, 28, November 4, 11

**REGISTER
NOW!**

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

Call 732.906.2556



COMPUTERS & TECHNOLOGY



Microsoft Office 2016

Make yourself more marketable and efficient. If you have little or no knowledge of MS Office products and want to learn more about MS Office, this comprehensive series is for you. Classes meet on the MCC Edison campus unless otherwise noted. Please note and comply with any listed prerequisites.

Word 2016: Level I

CEU 1.2

Master the basics of MS Word and stand out from the crowd! If you are a relatively new computer user or an experienced one who wants to learn about MS Word from the ground up, become familiar with beginning-level skills. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms, and more. Successfully complete this course and be ready to face the challenges presented in MS Word 2016: Level 2.

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

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 453-01 Mondays & Wednesdays,
6:45-9:45 p.m., October 23, 25, 30, November 1

Word 2016: Level II

CEU 1.2

Bring your best ideas to life in this course. Become familiar with more complex skills than those presented in Level 1, Topics include: newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more.

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

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 454-01 Mondays & Wednesdays,
6:45-9:45 p.m., November 6, 8, 13, 15

Excel 2016: Level I

CEU 1.2

Get on the road to turning complexity into clarity with the new visualization tools of Excel 2016. If you are a relatively new computer user or an experienced one who wants to learn about MS Excel from the ground up, gain an understanding of beginning-level skills. 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.

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

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 455-01 Tuesdays & Thursdays, 6:45-9:45 p.m.,
October 24, 26, 31, November 2



Excel 2016: 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.

Complete this course successfully and be ready to face the challenges presented in MS Excel 2016: Level 3.

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

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 456-01 Tuesdays & Thursdays, 6:45-9:45 p.m.,
November 7, 9, 14, 16

Excel 2016: Level III

CEU 1.2

Discover how to 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 MS Excel may help you be more productive, but only if you are able to find them when you need them!

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

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 457-01 Tuesdays & Thursdays, 6:45-9:45 p.m.,
November 28, 30, December 5, 7

Access 2016: Level I

CEU 1.2

MS Access allows you to make the most of your information – even if you’re not a database expert. Topics 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.

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

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 458-01 Mondays & Wednesdays, 6:45-9:45 p.m.,
November 27, 29, December 4, 6

PowerPoint 2016: Level I

CEU 1.2

MS PowerPoint gives you the ability to create and deliver dynamic presentations. 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.

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

Instructor: B. Frank

Tuition: \$109 + general fee 30 + laboratory fee \$20.
Total \$159

JCSC 459-01 Mondays & Wednesdays, 6:45-9:45 p.m.,
December 11, 13, 18, 20

COMPUTERS & TECHNOLOGY

QuickBooks Certificate

Gain comprehensive skills in computerized accounting procedures with QuickBooks. Enroll in individual or all the courses. Please note and comply with any listed prerequisites. Qualify for the QuickBooks Certificate by completing three required courses: QuickBooks Level I, Level II and Level III.

Prerequisites:

Before enrolling in QuickBooks Level I, you must be familiar with basic accounting principles and have experience working on a PC. A brief, recommended **Basic Principles of Accounting** course is listed below for those without an accounting background.

Payment Options

Discount: Total Certificate Program cost \$498
(Save \$99)

Please Note:

Does not include **Basic Principles of Accounting**. Savings are available to students who enroll, with payment, for the three required certificate courses.

Individual Pricing:

Three required courses if paid separately: \$597
(\$199 per course)

Instructor:

N. Thakkar



MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

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

See page 95 for detailed instructions.



Basic Principles of Accounting Recommended

CEU 1.8

Understand the fundamental principles of accounting. Topics include: basic principles of a transaction, recording and posting into a general ledger, preparing basic financial statements and more. Successfully complete this course and be ready to move on to QuickBooks Level I.

Required: Textbook required, available at the College Bookstore.

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

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

JCSC 854-31 Saturdays, 9 a.m.-4 p.m.,
September 9, 16, 23

QuickBooks: Level I

CEU 1.2

Gain an understanding of the features of QuickBooks. 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: Knowledge of basic principles of accounting and PC experience

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

JCSC 460-01 Saturdays, 9 a.m.-1 p.m.,
October 7, 14, 21

JCSC 460-02 Tuesdays, 6-10 p.m.,
October 17, 24, 31



QuickBooks: Level II

CEU 1.2

Continue your study of QuickBooks and learn to work with physical inventory. Become familiar with using QuickBooks for payroll and working with estimates, time tracking, balance sheet accounting, as well as 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 461-01 Saturdays, 9 a.m.-1 p.m.,
October 28, November 4, 11

JCSC 461-02 Tuesdays, 6-10 p.m.,
November 7, 14, 21

QuickBooks: Level III

CEU 1.2

Understand how to set-up, run a payroll, and manage payroll deductions, errors and corrections. 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 462-01 Saturdays, 9 a.m.-1 p.m.,
November 18, December 2, 16

JCSC 462-02 Tuesdays, 6-10 p.m.,
November 28, December 12, 19



**For Certified
NJ Teachers**

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 Spring 2018 enrollment starts 10/02/17 and ends 1/16/18. For Summer Sessions, enrollment begins 3/05/18. Summer I enrollment ends 5/01/18 and Summer II enrollment ends 7/02/17. Enrollment for Fall 2018 begins 3/26/18 and ends 8/01/18.

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

COMPUTERS & TECHNOLOGY

The Career Training Center (CTC)



Microsoft Office Applications 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. Gain an understanding of:

- Microsoft Word: Create and enhance documents, process mail merge, insert bookmarks and hyperlinks, create tables of contents, and create a master document with subdocuments inserted.
- Microsoft Excel: Understand spreadsheet layout, develop basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.
- Microsoft Access: Receive an introduction to the functions of database, including tables, query tables, forms, reports, Macros and switchboard. Learn about relational query tables and formulas.
- Microsoft PowerPoint: Become familiar with how to customize and animate presentations.
- Microsoft Outlook: Learn how to maintain schedules, navigate emails & organize contact lists.
- HTML: Develop, design and publish a webpage.

Textbook is included.

Total Program Length: 225 hours

Tuition: \$1,200 + general fee \$250 + lab fee \$700 + materials fee \$150. Total \$2,300

CSTC 239-01 Monday-Friday, 9 a.m.-2:30 p.m., September 6-November 8

CSTC 239-02 Monday-Friday, 9 a.m.-2:30 p.m., November 13-January 29, 2018

Microsoft Office with Accounts Receivable and Accounts Payable

Prepare for workforce demands as you become proficient with Microsoft Office 2013 (Word, Excel, Access, PowerPoint and Outlook) as well as accounts receivable and accounts payable, using QuickBooks 2015. Gain an understanding of:

- 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: Become familiar with how to customize and animate presentations.
- Microsoft Outlook: Learn how to maintain schedules, navigate emails & organize contact lists.
- Accounts Receivable, Accounts Payable and QuickBooks 2015: Learn about T accounts, accounts receivable, accounts payable, bank reconciliation and financial statements.

Textbook is included.

Total Program Length: 225 hours

Tuition: \$1,200 + general fee \$250 + lab fee \$700 + materials fee \$150. Total \$2,300

CSTC 237-01 Monday-Friday, 9 a.m.-2:30 p.m., September 6-November 8

CSTC 237-02 Monday-Friday, 9 a.m.-2:30 p.m., November 13-January 29, 2018



Computerized Medical Office Program

Successfully complete this course and become qualified to begin a career as an entry-level medical office specialist. Topics include: 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, 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.

Total Program Length: 450 hours

Tuition: \$2,600 + general fee \$250 + lab fee \$800 + materials fee \$350. Total \$4,000

CSTC 334-63 Monday- Friday, 9 a.m.-2:30 p.m.,
September 6-January 29, 2018

CSTC 334-64 Monday-Friday, 9 a.m.-2:30 p.m.,
November 13-April 6, 2018

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: 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.

Total Program Length: 225 hours

Tuition: \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250. Total \$2,300

CSTC 234-62 Monday-Friday, 9 a.m.-2:30 p.m.,
September 6-November 8

CSTC 234-63 Monday-Friday, 9 a.m.-2:30 p.m.,
November 13-January 29, 2018

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.

Total Program Length: 450 hours

Tuition: \$2,600 + general fee \$250 + lab fee \$800 + materials fee \$350. Total \$4,000

CSTC 333-68 Monday-Friday, 9 a.m.-2:30 p.m.,
September 6-January 29, 2018

CSTC 333-69 Monday-Friday, 9 a.m.-2:30 p.m.,
November 13-April 6, 2018

NEW THIS FALL....

Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program

- Improve your literacy and acquire the knowledge and skills you need to obtain/retain employment.
- Prepare to complete your secondary school education or an industry valued credential.
- Gain the necessary skills to become a partner in the education of your children.

You may be eligible for grant-funded courses in Adult Secondary Education and English Literacy/ Civics Education at no cost to you.

For more information and to find out if you qualify, contact the **MCC Career Training Center** at 732.906.4231.



Computerized Accounting Systems

Learn accounting and bookkeeping principles. Topics include: Accounting terminology, accounts receivable and payable, transaction analysis, general journal and general ledger postings, financial statements, payroll and recording transactions. Acquire comprehensive skills in computerized accounting procedures with QuickBooks 2015 and Sage 50 2016.

Textbooks included.

Total Program Length: 225 hours

Tuition: \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250. Total \$2,300

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

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

QuickBooks and Sage Applications with Microsoft Office

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

Textbooks included.

Total Program Length: 375 hours

Prerequisite: Knowledge of accounting principles.

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

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

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

QuickBooks and Sage Applications

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

Textbooks included.

Total Program Length: 150 hours

Prerequisite: Knowledge of accounting principles.

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

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

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

CREDIT PROGRAMS

Non-Credit Courses continue
on pg. 65



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 732.906.2596 or enroll@middlesexcc.edu.

CREDIT PROGRAMS

Non-Credit Courses continue
on pg. 65

NEW PROGRAMS

Homeland Security



If you would like to protect this nation from threats,
the **Homeland Security Program** is right for you.

The degree is designed for students to learn about securing borders, airports, waterways and seaports; preparing for and responding to natural and man-made disasters; providing counterterrorism and law enforcement intelligence support; and employing the latest security technology.

CAREER FIELDS INCLUDE:

- Border Patrol Agent
- CIA Analyst or Officer
- FBI Agent
- Federal Air Marshal
- ICE Agent
- Secret Service Agent
- TSA Screener
- Immigration Enforcement Agent.

Many of our graduates may take advantage of our dual admissions agreement with New Jersey City University's National Security Studies Bachelor of Science program, which is offered on both the NJCU and MCC campus.

For more information, contact the
History and Social Sciences Department at 732.906.2590.

CREDIT PROGRAMS

Non-Credit Courses continue on pg. 65



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!

Monday, October 30, 2017, 5:30 p.m.

Paying for College

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, November 2, 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, December 19, 2017, 5:30 p.m.

INFORMATION SESSIONS

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.

- Friday, October 6, 2017, 10 a.m.
- Monday, November 6, 2017, 5:30 p.m.
- Tuesday, December 5, 2017, 3 p.m.
- Thursday, January 11, 2018, 5:30 p.m.

Health Programs

At the Health Programs information session, an admissions counselor will review the application checklist and program criteria for all of our selective health programs: Dental Hygiene, Nursing and Radiography Education.

All students interested in applying for Fall 2018 should attend. These group sessions are approximately one hour and allow time for students' questions.

Please visit our website for available dates.

International Students

Are you seeking a form I-20 from MCC or interested in changing your nonimmigrant status to an F1 status? This information session is for you. Please visit our website for available dates.

CREDIT PROGRAMS

Non-Credit Courses continue on pg. 65

WINTERSESSION 2018

December 27-January 13

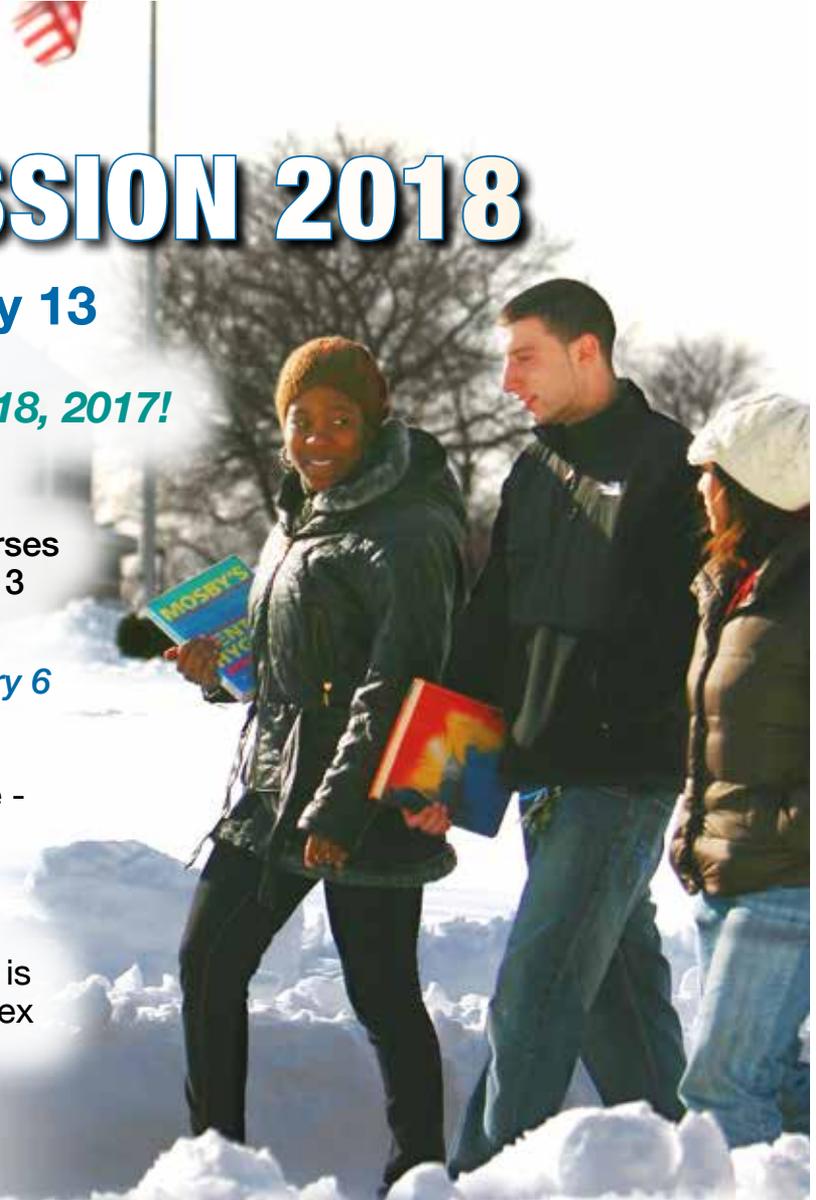
Registration Begins Sept. 18, 2017!

Earn 3 Credits in 3 Weeks!

Choose from a wide range of courses that meet December 27-January 13 on the Edison campus.

Snow days if necessary on January 6 & January 13

- Earn credits toward your degree - catch up or get ahead
- Complete 3 credits in 3 weeks
- Best value in the region - tuition is only \$110 per credit for Middlesex County residents.



Wintersession financial aid may be available for Middlesex County College students enrolled for Spring '18. Check with the Financial Aid Office for more information:

financial-aid@middlesexcc.edu, 732.906.2520

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.*

CREDIT PROGRAMS

Non-Credit Courses continue on pg. 65

NEW PROGRAMS



Culinary Arts / Hospitality Management

In these new programs, students acquire the necessary practical and theoretical skills for employment in one of the nation's fastest growing industries. Employment opportunities are growing in a variety of work settings, including hotels, motels, resorts, restaurants, clubs, cruise ships, catering centers, and health care facilities.

CULINARY ARTS graduates may be employed as a line cook, station chef, assistant pastry chef, assistant restaurant manager, dining room manager, cafeteria production manager, sous chef, or executive chef.

HOSPITALITY MANAGEMENT graduates may be employed as an assistant restaurant manager, hotel/motel assistant manager, front office manager, dining room manager, or cafeteria production manager.

Graduates are eligible for certification in several course areas by the American Hotel and Lodging Association and the National Restaurant Association.

For more information, contact the
Hospitality, Culinary Arts, & Dietetics Department at 732.906.2538

CREDIT PROGRAMS

Non-Credit Courses continue
on pg. 65

Admissions Open House Spotlight Events

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

All SPOTLIGHT events will be held during the evening. Tickets are limited!
For available dates and to register your attendance, visit us online at
www.middlesexcc.edu/infosession.

TRANSFER DEGREES AND PROGRAMS - TUESDAY, OCTOBER 17, 6 P.M.

Why pay more for the same degree? Graduate from MCC, transfer all over the nation, and save thousands! Learn in-depth about our transfer services and popular transfer program. Let us show you how Success Starts Here.

SCIENCE, TECHNOLOGY, ENGINEERING, ARTS, MATHEMATICS (STEAM) - WEDNESDAY, NOVEMBER 15, 6 P.M.

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

HEALTH PROGRAMS - MONDAY, DECEMBER 11, 6 P.M.

Allied Health, Dental Hygiene, Dietetics, Nursing, Radiography, Dialysis Technician, ECG/EKG Technician, Medical Assistant, Health Information Coding, Health Care Administration Specialist, Nursing Assistant, Phlebotomy Technician

CREDIT PROGRAMS

For information about MCC's credit programs, please call 732.548.6000, ext. 3848

Non-Credit Courses continue on pg. 65

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 and Information Systems
Computer Programming Certificate
Computer Science Transfer
Java Programming Certificate of Achievement
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

Creative Arts (Continued)

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
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

CREDIT PROGRAMS

Non-Credit Courses continue on pg. 65

CREDIT DEGREES & CERTIFICATES

Associate Degree Unless Specified

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
Dietetic Technology
Dietetics
Hospitality Management

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

Science & Mathematics

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

Middlesex County Board of Chosen Freeholders

Ronald G. Rios, *Freeholder Director*
Charles E. Tomaro, *Deputy Director*
Kenneth Armwood
Charles Kenny
Leslie Koppel
Shanti Narra
Blanquita Valenti

Middlesex County College Board of Trustees

Dorothy K. Power, *Chairman*
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Robert Oras
Eileen Palumbo '78
Praful Raja
Joann La Perla-Morales, *President*

CREDIT PROGRAMS

Non-Credit Courses continue on pg. 65

WE'RE MILITARY-FRIENDLY*



A national Top 10 two-year college for two years in a row, we're the only 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 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

CREDIT PROGRAMS

Non-Credit Courses continue on pg. 65



LIFELONG LEARNING FOR SENIORS

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

- Today's Table: Cooking Classes for Contemporary Cooks pg 4-8
- Social Media: Facebook, Instagram, Twitter and Skype pg 76
- Ten Ways to Use Color in Your Home pg 81
- Digital Photography pg 82
- Hatha Yoga pg 78
- Latin and Ballroom Dance pg 78

"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

LICENSE & CERTIFICATION



Requirements:

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

Advanced Preparation:

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

ServSafe® Food Safety Manager: Exam Prep & Exam

CEU 0.7

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

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

Instructor: J. Lukens, FSS Consultants

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

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

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

MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

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

TO PURCHASE BOOKS ONLINE:

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

LICENSE & CERTIFICATION



SORA Security Officer Training **NEW** CEU 2.4

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

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

Pre-Registration Instructions

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

Instructor: Trend Executive Protection Services

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

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

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

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

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

LICENSE & CERTIFICATION

Personal Training

Personal Trainer: National Certification CEU 3.6

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

PLEASE NOTE: Adult CPR/AED is required for certification and can be taken before, during or after the course.

Required: Textbook required for FIRST class, available at College Bookstore. Also, an attendance rate and final grade of 80 percent or higher is required to pass the course.

For more information about course content and certification, call Greg Mahadeen at 732.695.1649.

Instructor: Professional trainer from W.I.T.S., (World Instructor Training Schools)

Tuition: \$299 + general fee \$300. Total \$599

AFIT 003-32 Tuesdays & Thursdays, 6:30-9:30 p.m., September 19-October 26 (12 sessions)



Nutrition Concepts for Success CEU 0.6

Maximize your success as a personal trainer by helping clients with their nutritional needs. Learn more about nutrition, such as how to develop optimal ratios of carbs, fat and protein; how to analyze food labels and help clients change eating patterns. Explore nutritional needs of athletes and the effect of diet on aging. Co-sponsored with World Instructor Training Schools (W.I.T.S.) and provides six CEUs for W.I.T.S personal trainers.

PLEASE NOTE: Please bring calculator to class.

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

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

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

MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

For current operating hours: Call 732.906.2540

For general information: Call 732.906.2539

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

TO PURCHASE BOOKS ONLINE:

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

LICENSE & CERTIFICATION

Cardiopulmonary Resuscitation

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

CPR: American Heart Association Adult and Pediatric

CEU 0.4

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

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

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

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

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

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

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

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

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

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

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



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

CEU 0.45

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Advanced Cardiac Life Support (ACLS)

CEU 1.5

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

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

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

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

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

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

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



LICENSE & CERTIFICATION

Animal Control Officer



New Jersey State Certified Animal Control Officer

CEU 4.9

Enroll in this Certified Animal Control Officer (ACO) course, approved by the NJ Department of Health and receive instruction regarding animal control from eight of the foremost experts in NJ. If you are interested in animal welfare personally, or as part of your profession – current kennel manager, shelter worker, rescue group personnel or volunteer, as well as those seeking an exciting career in animal control, this course is for you. Topics include: The role and authority of an Animal Control Officer; the criminal justice system as it relates to animal control; animal behavior and breed recognition; equipment usage; shelter operations and NJ statutes; animal disease recognition and prevention; officer safety; and first aid for injured animals.

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

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

Prerequisites: None

Instructors: Provided by Career Development Institute

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

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

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

Advanced Animal Control Officer

CEU 2.1

If you are an Animal Control Officer (ACO), Animal Cruelty Investigator (ACI) or an ACO or ACI supervisor, this course is for you. Receive the advanced skills necessary to fulfill your responsibilities to animals and the community. Presented by some of the foremost experts in Animal Control in the State, topics will include:

- Dealing with potentially dangerous dogs and dog bites
- Arrest search and seizure updates, including criminal and non-criminal warrants, consent and non-consent searches, wellness searches and handling animals locked in parked cars
- Professionalism in the field
- Proper handling of Rabies specimens
- Handling wildlife calls
- Local government structure and how to successfully interact with health officers, administrators, police chiefs and elected officials
- Educational tools for the community
- Revenue generation and public safety through enhanced licensing programs

Instructors: Provided by Career Development Institute

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

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

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

LICENSE & CERTIFICATION

New Jersey Uniform Construction Code

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

Tuition Reimbursement:

75% of student tuition may be refunded (subject to availability of State funding) provided students adhere to NJ state guidelines.

Required Book:

The Uniform Construction Code Act and Regulations courses. To order 609.984.0040 or visit www.state.nj.us/dca/divisions/codes and click on publications. Allow four to six weeks for delivery.

Building Inspector RCS

CEU 9.0

Required for FIRST night of class: International Residential and Building Code books 2015, available at www.iccsafe.org

Prerequisite: None

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

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

Building Inspector ICS

CEU 7.5

Book Required: Uniform Construction Code from DCA

Prerequisite: Building Inspector RCS

Instructor: J. Damato

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

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



Building Inspector HHS

CEU 6.0

Required: Textbook required, Uniform Construction Code through DCA

Prerequisite: Building Inspector RCS & ICS

Instructor: J. Damato

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

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

Plumbing Inspector ICS

CEU 12.0

Prerequisite: None

Instructor: S. Kazmi

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

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

Technical Assistant

CEU 4.5

In just nine sessions, you will be able to satisfy the state requirement for certification as a Technical Assistant. Learn about uniform construction code law and administration, technical problem solving, violation notices, stop-work orders and certificates of occupancy. Register today and increase your on-the-job knowledge and skills and expand your career opportunities.

Prerequisite: None

Instructor: C. Eckart

Tuition: \$368 + general fee \$82. Total \$450

JCDE 989-14 Saturdays, 9:15 a.m.-3:15 p.m., September 23-November 18 (1 hour lunch) (9 sessions)



Hybrid IN-PERSON & ONLINE

Participate in these courses through a combination of in-person and online sessions. See specific dates and times listed below.

In-person classes are held on the Middlesex County College Edison campus.

Construction Official Hybrid

CEU 4.5

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

Prerequisite: Subcode Official or knowledge of NJ Uniform Construction Code

Instructor: D. Coppola

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

JCDE 941-45

In-Person Sessions:

Location: Middlesex County College – Edison Campus

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

Online Sessions:

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

Technical Requirements:

Computer with speaker and microphone

System Requirements:

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

Learning Platform:

Go To Training

Student Log-In:

Provided prior to the start of class

Questions on using Go To Training?

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

Fire Inspector ICS Hybrid

CEU 12.0

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

Prerequisite: None

Instructor: D. Coppola

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

JCDE 946-28

In-Person Sessions:

Location: Middlesex County College – Edison Campus

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

Online Sessions:

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

Technical Requirements:

Computer with speaker and microphone

System Requirements:

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

Learning platform:

Go To Training

Student log-In:

Provided prior to the start of class

Questions on using Go To Training?

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

NJ Uniform Construction Code classes are offered across the state. Visit www.middlesexcc.edu/continuing-education/ for current schedule of courses. If you do not see what you are looking for, contact MCC Continuing Education at 732.906.7740

LICENSE & CERTIFICATION

911 Dispatcher Certification **NEW**

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

Emergency Telecommunicator

CEU 4.0

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

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

Instructor: Community Safety Consultants

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

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



Emergency Medical Dispatch (EMD) – Coming January 2018

CEU 2.1 (21 Electives for EMTs)

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

Prerequisites: Successful completion of Emergency Telecommunicator and BLS CPR

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

REGISTER NOW!

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

Call 732.906.2556



ONLINE COURSES

ENROLL IN THREE & SAVE

Microsoft Office 2016 Value Suite

Whether you need or want to learn Microsoft's newest Office release, we have the online courses for you. When you purchase these 3 titles together, you'll receive discounted pricing.



**Introduction to
Microsoft Word 2016**



**Introduction to
Microsoft Excel 2016**



**Introduction to
Microsoft PowerPoint 2016**

\$324

for three

– Or Purchase Individual Online Courses –

Introduction to Microsoft Word 2016

Learn how to create and edit documents within Microsoft's newest version of Word.

Introduction to Microsoft Excel 2016

Learn how to create spreadsheets and add data to analyze within Microsoft's newest release of Excel.

Introduction to Microsoft PowerPoint 2016

Prepare presentations within PowerPoint2016. Learn all of the new features in Microsoft's newest software release.

Introduction to Microsoft Access 2016

Learn how to create and edit databases in Microsoft's newest release of Access.

\$129

each

www.ed2go.com/Middlesex

ONLINE COURSES

Online Career Training Programs

- One-On-One Instructor Assistance
- 24/7 Access
- All Materials and Books are Included!

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace, any time of the day or night.

Features:

- Courses start anytime – begin when you wish.
- A typical program takes 3-6 months to complete.
- Receive a certificate upon successful completion.

Popular Programs:

Project Management

This program will help you improve your project management skills and prepare you for certification as a project management professional.

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)

ONLINE COURSES

Online Courses

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

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

Features:

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

Popular Courses:

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns and prepare proposals.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

GRE Preparation-Part 1 (Verbal and Analytical)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services and other industries.

Computer Skills in the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

More programs available at:
WWW.ED2GO.COM/MIDDLESEX

LIFE



Understanding Wildlife in Your Community **NEW**

Learn how to identify and interact with wildlife and gain an understanding of the legal responsibilities of citizens regarding wildlife. You will be taught by, interact with, and build relationships with some of the foremost experts in wildlife and wildlife rehabilitation. Receive information on mammals, bird and reptile species including identification, environmental issues, care and nutrition, and much more.

Instructors: Provided by Career Development Institute (CDI)

Tuition: \$59 + general fee \$240. Total \$299

COAC 004-01 Saturdays, 9 a.m.-4 p.m., October 21, 28, November 4

Crime Scene Investigation and Interrogation Techniques **NEW**

CEU 0.7

Designed for both civilians and law enforcement, this class will help you understand the proper way to secure and preserve a crime scene. Become familiar with evidence collection and how to maintain the chain of custody. Through the use of videos and interactive media, learn about interview techniques that will assist you in identifying verbal and nonverbal clues indicative of an individual who may not be telling the truth. Become familiar with a variety of investigative techniques including:

- Identification and preservation of the scene
- Evidence identification, marking and preservation
- Photographic documentation of the scene
- Insuring admissibility of evidence through proper chain of custody
- Transporting evidence to the appropriate designated lab
- Nine steps of effective interviewing.
- Indicators of potential deception.

Instructors: Provided by Career Development Institute (CDI)

Tuition: \$28 + general fee \$111. Total \$139

GCSI-001-01 Saturday, 9 a.m.-5 p.m., (1 hr. lunch) October 7

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 course is for you! We welcome everyone – from those with absolutely no experience to those with just a little knowledge. Explore 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 001-05 Mondays & Wednesdays, 6:30-9:30 p.m., November 27, 29, December 4, 6



REGISTER NOW!

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

Call 732.906.2556





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.

PLEASE 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 055-63 Tuesday, 6:30-7:30 p.m.,
September 26

Lose Weight with Hypnosis

Hypnosis can be an effective and empowering technique for managing weight loss. This class will teach you how!

PLEASE 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 056-63 Tuesday, 7:30-8:30 p.m.,
September 26

Better Sleep with Hypnosis **NEW**

Do you have difficulty falling asleep? Do you have difficulty getting back to sleep if you wake up during the night? Imagine leaving life's cares and worries behind at the end of each day. Learn relaxation techniques and strategies to fall asleep easier.

PLEASE NOTE: Bring a small pillow to class. Reinforcement CD is strongly recommended and available for purchase for \$18.

Instructor: B. Wolfson, Hypnosis Counseling Center,

Tuition: \$15 + general fee \$40. Total \$55

GHEL 060-01 Tuesday, 8:30-9:15 p.m.,
September 26

Pet First Aid for Dogs and Cats

CEU 0.4

Receive information and skills practice in pet first aid for dogs and cats. Topics include: recognizing an emergency with your pet, Pet CPR, choking, diabetes, ticks, bee stings, bleeding, administering medication, poisoning, diseases and much more. Successfully complete the course and receive a course completion card.

PLEASE 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 007-23 Thursday, 6-10 p.m., September 28

COVA 007-24 Saturday, 9 a.m.-1 p.m., November 4

Defensive Driving - Driver Point Reduction

The NJ Motor Vehicle Commission will apply a two-point reduction toward existing points on your driving record with successful completion of this course. All defensive driving courses meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen. 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.,
November 4



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.

PLEASE NOTE: As always, consult with your physician before starting any new exercise program. Please bring a yoga mat to ALL classes and plan to arrive 10 minutes prior to class time to set up your spot.

Tuition: \$100 + general fee \$54. Total \$154

GFIT 004-45 Wednesdays, 6:30-7:30 p.m.,
September 13-December 20 (no class November 22)
(14 sessions)

Beginner's 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: Dance Passion NJ, LLC

Tuition: \$100 + general fee \$50. Total \$150

GDAN 348-13 Mondays, 7-9 p.m., September 18-
October 30 (no class October 9) (6 sessions)

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. Other topics include tuning a guitar, using a capo, transposing songs, and how to coordinate singing and playing simultaneously. 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 009-15 Thursdays, 6:30-9 p.m.,
September 21-October 26 (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 course is for you. If you have already taken the Guitar for Beginners course, continue to advance your skills. We will pick out notes, improve strumming, develop finger picking, and work on singing. 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 010-11 Thursdays, 6:30-9 p.m.,
November 2-December 14 (no class November 23)
(6 sessions)

FINANCE & LEGAL



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 018-13 Tuesday, 6:30-9:30 p.m., September 26

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. Learn 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 019-13 Thursday 6:30-9:30 p.m., September 28



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. Learn effective strategies that address the financial realities of retirement. Gain the 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 017-15 Tuesdays & Thursdays, 6:30-9:30 p.m., October 31, November 2, 7, 9

FINANCE & LEGAL



Smart Money

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. Learn strategies to be smart with your money.

Instructor: A. Gomez

Tuition: \$75 + general fee \$50. Total \$125
GFIN 028-03 Wednesdays, 6:30-9:30 p.m.,
October 11, 18, 25

Legal Documents for Life (and Death)

NEW

Need a Will, Power of Attorney, Advanced Directive or other simple legal document, but haven't gotten around to taking care of it yet? If you believe that only the rich who own property or have health issues need the aforementioned documents, think again. If you want to make your final wishes clear, you need all three – a Will, Power of Attorney and Advanced Directive. Most people finish the class with the completed and fully executed documents that they need. With over 40 years of experience as an attorney and more than 25 serving as an AARP attorney, your instructor is uniquely qualified to teach this course.

Required: Bring USB Flash Drive to class.

Instructor: Career Development Institute

Tuition: \$40 + general fee \$159. Total \$199

GLAW 331-02 Saturdays, 9 a.m.-3:30 p.m.,
(1/2 hour lunch) November 4, and 9 a.m.-1 p.m.,
November 11



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Call 732.906.2556



CREATE



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, 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 338-04 Tuesdays, 6-8 p.m., September 19-October 31 (7 sessions)

Three Steps to Discovering Your Decorating Style

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. Gain 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!

PLEASE 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 001-03 Wednesday, 6:30-9 p.m., September 27

Ten Ways to Use Color in Your Home

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.

PLEASE NOTE: Bring printed pictures of one room to class.

Instructor: S. Teekah

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

GEID 002-03 Saturday, 10 a.m.-12:30 p.m., October 21

CREATE



Photography

Enhance your digital photography skills by enrolling in one or more of the following courses. Register, with payment, for the complete three-course Digital Photography series and save money.

Requirements:

Bring your digital camera, instruction manual and cable connections to class.

Digital Photography Series Discount:

\$399 (Save \$51)

Individual Pricing:

3 courses: \$450 if paid separately (\$150 per course)

Doable Digital Photography: Intro

CEU 0.9

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. Become familiar with your camera, inside and out. Topics include camera controls, exposures, capturing images in JPEG, TIFF and RAW, memory sticks, multimedia cards and more!

Instructor: F. Peluso

Tuition: \$100 + general fee \$50. Total \$150

GENI 261-29 Mondays & Wednesday, 6:30-9:30 p.m., September 18, 25, 27

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. Taught by a professional photographer with over 45 years of experience, this course will help you make your images look the way you would like. Topics include camera lenses, exposure controls, composition, multiple flash photography, working in RAW, retouching images, cropping, color and balance.

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., October 2, 4, 11

Doable Digital Photography: Advanced Techniques

CEU 0.9

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 is for you. Taught by a professional photographer with over 45 years of experience, 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 392-07 Mondays & Wednesday, 6:30-9:30 p.m., October 16, 18, 23



ADDITIONAL PHOTOGRAPHY COURSES

Outdoor Photography Workshop **NEW**

CEU 0.4

Review and practice techniques learned in the Doable Digital Photography Basic, Beyond the Basics and Advanced classes. Practice proper exposure measurement and exposure compensation techniques, depth of field, use of creative filters and polarizers, close-up and macro photography, fill flash, synchro-sunlight flash, use of reflectors, action photography and more. The workshop will wrap up with a lab session to go over your work as well as questions & answers.

Instructor: F. Peluso

Tuition: \$48 + general fee \$9. Total \$57

GEPH 002-01 Saturday, 9 a.m.-1 p.m., September 16

Creative Portrait Photography **NEW**

CEU 1.25

Explore the art of people photography and how to use your camera to create beautiful photographs of your friends and family. Learn about camera operations that enhance portraits and the skills and confidence needed to create that perfect image. Become familiar with various lighting techniques including the use of natural light and flash. Emphasis will be placed on photo shoots, with both in-class and at home assignments. One session will be devoted to the studio portrait, in which you will be encouraged to bring a subject to photograph.

PLEASE NOTE: A USB drive (thumb drive) and any kind of digital camera, including a cell phone, is required for all class sessions.

Instructor: K. Ducote-Schimmel

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

GEPH 001-04 Thursday 6:30-9 p.m., September 28-October 26 (5 sessions)



PHOTOSHOP

Photoshop CC: Introduction

CEU 0.9

If you are an amateur photographer and/or aspiring web designer, this course is for you. 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.

Prerequisite: Basic knowledge of Windows 7 or equivalent.

Instructor: E. Silverstein

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

JWEB 020-29 Mondays & Wednesday, 6:30-9:30 p.m., November 6, 8, 13

Photoshop CC: 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.

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

Instructor: E. Silverstein

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

JWEB 021-29 Wednesdays & Monday, 6:30-9:30 p.m., November 15, 20, 22

CHILDREN & YOUTH



Beginner Hindi for Conversation (grades 6-8) **NEW**

Learn a new language, Hindi – the fourth most spoken language in the world! Become familiar with everyday phrases and simple sentences that you can use while talking with your friends and their families, as well as during shopping trips to Indian stores. Take a “virtual” trip and explore travel and everyday life in India. Understand and enjoy Bollywood songs and movies, even without subtitles, through various fun-filled exercises, games, group discussions and activities. No prior knowledge of the Hindi language is needed for this course.

Instructor: Savita Bala, B.A., M.A., Hindi; Teacher Certification, World Language (Hindi).

Tuition: \$100 + general fee \$125. Total \$225

CHFL 010-02 Saturdays, 10 a.m.-Noon, October 7-
November 4 (5 sessions)

SAT Prep

Prepare 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.

Required: Latest edition of **Textbook required, available at College Bookstore.**

Instructors: B. Borrus & L. Payne

Tuition: \$200 + general fee \$199. Total \$399

CSYA 022-33 Tuesdays & Thursdays, 6:30-8:30 p.m.,
September 5-October 31, (No class September 21)
and Saturdays, 9 a.m.-1:30 p.m., September 9,
October 21 (18 sessions total)

Coding With OZOBOT & SCRATCH (grades 2-6) **NEW**

In this exciting program, robotics and coding will become elementary! Have fun expanding your horizons with a learning toy that opens the doors to computer science, STEM education, robotics and coding with simple color-coded commands and “Ozoblockly,” a coding language powered by Google’s Blockly program. Also learn to program with SCRATCH, MIT’s popular programming language.

Instructor: Super Science For Kids

Tuition: \$24 + general fee \$75. Total \$99

CHSS 012-01 Saturdays, 9 a.m.-Noon, September 9, 16

Lego® WeDo Robotics (grades 1-4) **NEW**

Build Lego® models featuring working motors and sensors, program your models on laptop computers, and participate in new unique WeDo challenges that will develop your skills in Science, Technology, Engineering and Mathematics. Using simple drag and drop software and a laptop computer, learn how to program robots made from Legos®. This workshop will offer both Lego 1.2 and all new Lego 2.0 projects. LEGO® Education WeDo 2.0 makes elementary science come to life through hands-on tasks, real-world projects, and relevant technology that engages students.

Instructor: Super Science For Kids

Tuition: \$24 + general fee \$75. Total \$99

CHSS 013-01 Saturdays, 9 a.m.-Noon, October 14, 21



Black Rocket Special STEAM One Day Workshop (grades 4-7) **NEW**

Black Rocket provides unique enrichment and educational opportunities in Creative Science, Digital Arts, and Leadership. Each course emphasizes self-empowerment, cognitive reasoning, and divergent thinking through hands-on learning. Students will work in pairs and/or teams for most of each program.

Instructor: Black Rocket Productions, LLC.

Tuition: \$24 + general fee \$75. Total \$99

Register for both a morning and afternoon Black Rocket Special STEAM One Day Workshop and bring a Bag Lunch for a supervised lunch break from Noon-12:30 p.m.

Droids & Bots

The world of the future belongs to...Robots! Work with a series of hands-on activities to build a variety of different task-oriented robots.

CHBR 065-01 Saturday, October 7

Morning Session: 9 a.m.-Noon

Video Game Design

If you love playing video games, you will love this workshop! Learn the basics of what makes a great video game and the crucial elements to game design. Explore the concepts of sprites and level creation.

CHBR 066-01 Saturday, October 7

Morning Session: 9 a.m.-Noon

Code Creators

Calling all future coders & programmers! Learn the basics of coding and logic statements in an interactive and fun workshop.

CHBR 067-01 Saturday, October 7

Afternoon Session: 12:30-3:30 p.m.

Minecraft Designs

If you love the game Minecraft, and you always wanted to design your own characters or buildings for your own game, this class is for you! To access your project at home you must have a PC/MAC version of Minecraft.

PLEASE NOTE: Tablet, phone, and game console version of Minecraft are not compatible. Parent e-mail address is required to use 3D modeling software.

CHBR 068-01 Saturday, October 7

Afternoon Session: 12:30-3:30 p.m.

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:

Three courses: \$597 if paid separately

Required:

Textbook required, available in College Bookstore. (Same book for ASL I, II, III)

Instructor:

D. Sarnouski

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3. Choose your textbook format: NEW, USED, or DIGITAL.
4. Go to CHECKOUT.

American Sign Language I

CEU 1.6

Receive 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 001-33 Mondays & Wednesdays, 6:30-8:30 p.m., September 18-October 16 (no class October 9) (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 002-32 Wednesdays & Mondays, 6:30-8:30 p.m., October 18-November 13 (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 003-32 Wednesdays & Mondays, 6:30-8:30 p.m., November 15-December 11 (8 sessions)

LANGUAGES

World Languages

Beginner Hindi for Everyday Use **NEW** CEU 2.0

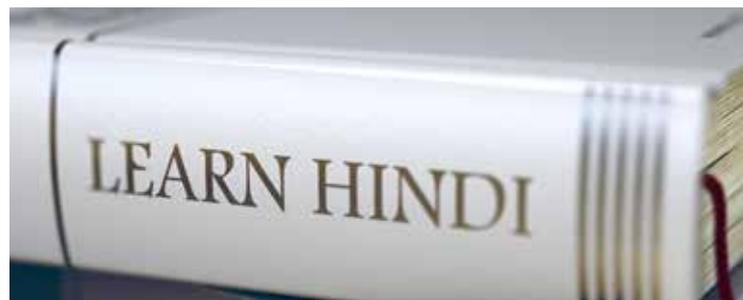
Learn a new language, Hindi – the fourth most spoken language in the world! Become familiar with everyday phrases and simple sentences that you can use while talking with your friends and their families, as well as during shopping trips to Indian stores. Take a “virtual” trip and explore travel and everyday life in India. No prior knowledge of the Hindi language is needed for this course.

Required: Textbook required, available at College Bookstore.

Instructor: Savita Bala, B.A., M.A., Hindi; Teacher Certification, World Language (Hindi)

Tuition: \$125 + general fee \$100. Total \$225

LHIN 002-01 Thursdays, 6:30-8:30 p.m.
September 14-November 16 (10 sessions)



Italian for Conversation & Business CEU 2.0

Become familiar with everyday phrases to help you communicate with speakers of Italian. Learn the language and facilitate your business and travel communication.

Required: Textbook required, available at College Bookstore.

Instructor: S. Tasy

Tuition: \$150 + general fee \$75. Total \$225

LITA 008-36 Tuesdays, 7:30-9:30 p.m.,
September 19-November 21 (10 sessions)

Spanish: Learning the Fast and Fun Way 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. Gain knowledge of Spanish through engaging exercises, games, group discussions and activities! ¡Nos vemos en clase!

Required: Textbook required, available at College Bookstore.

Instructor: D. Quiles

Tuition: \$200 + general fee \$125. Total \$325

LSPA 029-10 Saturdays, 9 a.m.-Noon,
September 23-December 9
(no class November 11, 25) (10 sessions)

Location: New Brunswick Center, 140 New Street,
New Brunswick, NJ.

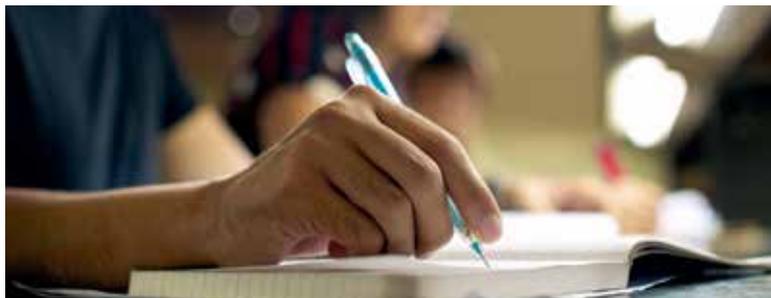
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TEST PREPARATION



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.

Required: Latest edition of textbook required, available at College Bookstore.

Instructors: B. Borrus & L. Payne

Tuition: \$200 + general fee \$199. Total \$399

CSYA 022-33 Tuesdays & Thursdays, 6:30-8:30 p.m., September 5-October 31, (No class September 21) and Saturdays, 9 a.m.-1:30 p.m., September 9, October 21 (18 sessions total)

Math Accuplacer Test Prep (Pre-College Level Math 2017) **ONLINE**

Get a jump start on your college education... and save time and money. Prepare for the Pre-College Level Math 2017 Accuplacer college admission exam. Complete this online self-paced assessment and review program, which consists of 19 modules covering the major fields of study in Mathematics from Algebra to Whole numbers and everything in between. Take the self-assessment and either follow up with specific modules to address any concerns, or complete the entire program just to refresh your skills! Utilizing this program may help you test out of remedial math classes. Register now to receive your access code.

Tuition: General fee \$15. Total \$15

ACCU 001-01

TOEFL® IBT Preparation **NEW**

CEU 3.9

This course is designed to introduce the TOEFL internet based test. Practice skills specific to improving your TOEFL score, including academic reading, writing, listening and speaking. Also work on developing academic vocabulary. Become very familiar with the test format and working under timed conditions.

Tuition: \$200 + general fee \$199. Total \$399

TEFL 001-01 Saturdays, 9 a.m.-Noon, September 9-December 16 (no class September 30, November 25) (13 sessions)

Praxis Core Preparation

CEU 3.1

Prepare for the Praxis Core Academic Skills Test for Educators (Praxis Core), which is required for entry into any teacher preparation program in NJ and many neighboring states.

Become familiar with the content measured on the Core, learn test-taking and study strategies, and complete practice tests that will prepare you to take the Praxis Core.

Required: Textbook required, available at College Bookstore.

Tuition: \$195 + general fee \$45. Total \$240

NOTE: Special discount rate of \$195 for Middlesex County College academic credit students.

PRAX001-01 Mondays & Wednesdays, 6:30-8:30 p.m., September 25-November 8 (No class October 9) and Saturday, 9:00am-2:00pm, November 4 (14 sessions total)



GED Preparation

Prepare for the GED Exam through lectures, test taking tips, and practice exams. An emphasis will be placed on mathematics, reading and writing.

Required: Textbook required for FIRST class, available at College Bookstore.

Total Program Length: 40 hours

Tuition: \$225 + general fees \$75. Total \$300

CSTC 806-16 Saturday, 9 a.m.-1 p.m. September 30-December 9 (no class 11/25/17)

CSTC 806-17 Tuesday and Thursday, 6-10 p.m. October 3-November 2

CSTC 806-18 Tuesday and Thursday, 6-10 p.m. November 7-December 12

Math GED Preparation

Topics covered are number sense and operations, basic algebra, data analysis, probability, measurement and geometry. Essential to pass the exam.

Required: Textbook required for FIRST class, available at College Bookstore.

Total Program Length: 15 hours

Tuition: \$100 + general fees \$50. Total \$150

CSTC 801-03 Wednesday, 6:30-9:30 p.m., September 20-October 18

Reading GED Preparation

Become familiar with functional, expository, persuasive, nonfiction and fiction texts. Gain the necessary knowledge to help you pass the exam.

Required: Textbook required for FIRST class, available at College Bookstore.

Total Program Length: 9 hours

Tuition: \$75 + general fees \$25. Total \$100

CSTC 802-03 Wednesday, 6:30-9:30 p.m., October 26-November 8

Science GED Preparation

Increase your knowledge of Science topics that may help you pass the exam, such as life, physical and earth and space sciences.

Required: Textbook required for FIRST class, available at College Bookstore.

Total Program Length: 9 hours

Tuition: \$75 + general fees \$25. Total \$100

CSTC 803-03 Wednesday, 6:30-9:30 p.m., November 15-November 29

Social Studies GED Preparation

Topics covered are U.S. History, civics, world history, economics and geography. Gain the necessary knowledge to help you pass the exam.

Required: Textbook required for FIRST class, available at College Bookstore.

Total Program Length: 12 hours

Tuition: \$90 + general fees \$35. Total \$125

CSTC 804-03 Wednesday, 6:30-9:30 p.m., January 3-January 24, 2018

Writing GED Preparation

Increase your knowledge of basic grammar, sentence structure, parts of speech and the writing process.

Required: Textbook required for FIRST class, available at College Bookstore.

Total Program Length: 9 hours

Tuition: \$75 + general fees \$25. Total \$100

CSTC 805-03 Wednesday, 6:30-9:30 p.m., December 6-December 20

ENGLISH AS A SECOND LANGUAGE

Pathways to English Language Competence

Continuing Education

Gain a general knowledge of English language and possibly bridge to Pre-Academic ESL. Acquire Integrated Skills: Vocabulary, conversation, listening, reading, writing, grammar, critical thinking. Take English for Specific Purposes: U.S. citizenship, pronunciation, conversation, word building. 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

If you are a degree-seeking students, prepare for the Academic ESL program. Parts 1, 2, 3, and 4 cover reading, speaking, writing, structure.

Academic ESL

Prepare for college level degree and certificate programs. Develop the academic English skills you need to be successful in all MCC college programs. Levels I-V cover reading, speaking, writing, structure.

Language Assessment and Placement Exam

A Language assessment or placement exam is required for all students.

Continuing Education

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

Please Note:

A language assessment for placement purposes is required for all students. Call 732.906.2556 for information.



CONTINUING EDUCATION PATHWAY

Open Enrollment Non-Credit Courses for Adults Vocabulary, Conversation, Listening, Reading, Writing, Grammar & Critical Thinking

ESL I Level: Low-Beginner

CEU 4.5

Designed for adults with little or no exposure to English, each class includes a segment on workplace and life skills, language for social interaction, grammar, civics and American culture. Register today and be on your way to living and working successfully in an English-speaking country.

Required: Textbook required for FIRST class, available at College Bookstore.

Tuition: \$80 + general fee \$99. Total \$179

BASK 001-10 Saturdays, 9 a.m.-12:30 p.m., September 9-December 9 (no class November 25) (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, 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.

Required: Textbook required for FIRST class, available at College Bookstore.

Instructor: S. Slovic

Tuition: \$80 + general fee \$99. Total \$179

BASK 002-10 Saturdays, 9 a.m.-12:30 p.m., September 9-December 9 (no class November 25) (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.

Required: Textbook required for FIRST class, available at College Bookstore.

Instructor: A. Quintero

Tuition: \$80 + general fee \$99. Total \$179

BASK 003-10 Saturdays, 9 a.m.-12:30 p.m., September 9-December 9 (no class November 25) (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. Required course materials available at College Bookstore.

Instructor: G. Selliah

Tuition: \$124 + general fee \$25. Total \$149

BASK 013-10 Saturdays, 9 a.m.-Noon, September 16-November 18 (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.

Instructor: S. Slovick

Tuition: \$124 + general fee \$25. Total \$149

Prerequisite: Near proficiency and ease with conversational English.

BASK 011-10 Thursdays, 6-9 p.m., September 7-November 16 (10 sessions) (no class September 14)

Word Building

CEU 3.0

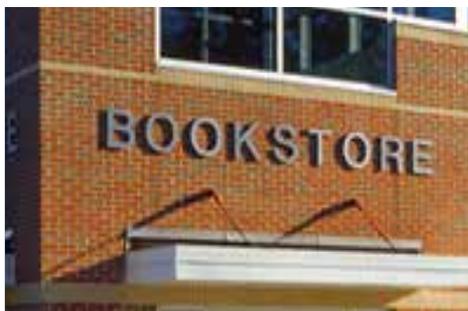
Build your vocabulary and spelling skills by reading, writing and participating in an assortment of word exercises. Learn about word connections and definitions within a particular context, and about idiomatic expressions.

Instructor: A. Quintero

Tuition: \$124 + general fee \$25. Total \$149

BASK 005-10 Tuesdays, 6-9 p.m., September 19-November 21 (10 sessions)

Location: New Brunswick Center, 140 New Street, New Brunswick



MCC'S COLLEGE BOOKSTORE CARRIES REQUIRED BOOKS!

FOR CURRENT OPERATING HOURS: Call 732.906.2540

FOR GENERAL INFORMATION: Call 732.906.2539

TO PURCHASE BOOKS ONLINE: Go to middlesexcc.bncollege.com

See page 95 for detailed instructions.

ENGLISH AS A SECOND LANGUAGE

Pre-Academic ESL Certificate

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 may 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."
- 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 Courses

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 successfully complete Parts 1, 2, 3, and 4 in order to earn your certificate and to be considered for enrollment in academic ESL classes.

Pre-Academic ESL Courses, Part 1

CEU 3.5

Prerequisite: Placement exam.

Required: Required textbook for all ESL Pre-Academic Certificate courses available for purchase at the College Bookstore.

Tuition: \$100 + general fee \$50. Total \$150

PREA 003-07 Monday-Thursday, 9:30 a.m.-Noon, September 5-27 (class starts Tuesday) (14 sessions)

Location: Edison Campus

PREA 003-08 Monday-Thursday, 6-8:30 p.m., September 5-27 (class starts Tuesday) (14 sessions)

Location: Edison Campus

PREA 003-35 Monday-Thursday, 9:30 a.m.-Noon, September 5-27 (class starts Tuesday) (14 sessions)

Location: Perth Amboy Center

PREA 003-36 Monday-Thursday, 6-8:30 p.m., September 5-27 (class starts Tuesday) (14 sessions)

Location: Perth Amboy Center

PREA 003-50 Monday-Thursday, 9:30 a.m.-Noon, September 5-27 (class starts Tuesday) (14 sessions)

Location: New Brunswick Center

Pre-Academic ESL Courses, Part 2

CEU 3.5

Prerequisite: Successful completion of Pre-Academic ESL, Part 1

Required: Required textbook for all ESL Pre-Academic Certificate courses available for purchase at the College Bookstore.

Tuition: \$100 + general fee \$50. Total \$150

PREA 004-07 Monday-Thursday, 9:30 a.m.-Noon, October 2-25 (no class October 9) (14 sessions)

Location: Edison Campus

PREA 004-08 Monday-Thursday, 6-8:30 p.m., October 2-25 (no class October 9) (14 sessions)

Location: Edison Campus

PREA 004-35 Monday-Thursday, 9:30 a.m.-Noon, October 2-25 (no class October 9) (14 sessions)

Location: Perth Amboy Center

PREA 004-36 Monday-Thursday, 6-8:30 p.m., October 2-25 (no class October 9) (14 sessions)

Location: Perth Amboy Center

PREA 004-50 Monday-Thursday, 9:30 a.m.-Noon, October 2-25 (no class October 9) (14 sessions)

Location: New Brunswick Center



Pre-Academic ESL Courses, Part 3

CEU 3.5

Prerequisite: Successful completion of Pre-Academic ESL, Part 1 and Part 2

Required: Required textbook for all ESL Pre-Academic Certificate courses available for purchase at the College Bookstore.

Tuition: \$100 + general fee \$50. Total \$150

PREA 005-07 Monday-Thursday, 9:30 a.m.-Noon, October 30-November 21 (14 sessions)

Location: Edison Campus

PREA 005-08 Monday-Thursday, 6-8:30 p.m., October 30-November 21 (14 sessions)

Location: Edison Campus

PREA 005-35 Monday-Thursday, 9:30 a.m.-Noon, October 30-November 21 (14 sessions)

Location: Perth Amboy Center

PREA 005-36 Monday-Thursday, 6-8:30 p.m., October 30-November 21 (14 sessions)

Location: Perth Amboy Center

PREA 005-50 Monday-Thursday, 9:30 a.m.-Noon, October 30-November 21 (14 sessions)

Location: New Brunswick Center

Pre-Academic ESL Courses, Part 4

CEU 3.5

Prerequisite: Successful completion of Pre-Academic ESL, Part 3

Required: Required textbook for all ESL Pre-Academic Certificate courses available for purchase at the College Bookstore.

Tuition: \$100 + general fee \$50. Total \$150

PREA 006-07 Monday-Thursday, 9:30 a.m.-Noon, November 27-December 19 (14 sessions)

Location: Edison Campus

PREA 006-08 Monday-Thursday, 6-8:30 p.m., November 27-December 19 (14 sessions)

Location: Edison Campus

PREA 006-35 Monday-Thursday, 9:30 a.m.-Noon, November 27-December 19 (14 sessions)

Location: Perth Amboy Center

PREA 006-36 Monday-Thursday, 6-8:30 p.m., November 27-December 19 (14 sessions)

Location: Perth Amboy Center

PREA 006-50 Monday-Thursday, 9:30 a.m.-Noon, November 27-December 19 (14 sessions)

Location: New Brunswick Center

PRESIDENTIAL SCHOLARSHIPS

for Continuing Education Pre-Academic ESL Certificate Program

To assist adult students, age 21 and older, who need to enroll in the Pre-Academic ESL Certificate Program in order to pursue an MCC college degree, the Presidential Scholarship program is expanded for the Fall 2017 semester. Students enrolling in the Pre-Academic ESL Certificate Program may be eligible to receive a scholarship to cover 50% of the tuition and fees when registering and paying for the Pre-Academic ESL Certificate Program courses. Recipients of this special scholarship will receive up to \$340 toward the cost of the full Pre-Academic ESL Certificate Program.

Contact: Continuing Education for scholarship application & more information.

Telephone: 732.906.4677 or Email: cgreen@middlesexcc.edu

Note: Deadline for scholarship applications for the Fall Continuing Education Pre-Academic ESL Certificate Program is August 17, 2017.

This scholarship was established by the Middlesex County College Foundation with support from the Willard T.C. Johnson Foundation.

OFFICE OF SCHOOL RELATIONS

Middlesex's Link to the K-12 Sector

Register your high school student today for the High School Scholars program. High School students will be able to experience a college course and earn college credit.

For more information and to download an application, please visit www.middlesexcc.edu/schoolrelations
Full tuition and fees apply.

Questions?

Email us at schoolrelations@middlesexcc.edu



MCC BOOKSTORE INFORMATION

The College Bookstore carries required books as indicated in course descriptions.

For current operating hours, call 732.906.2540.

For general information, call 732.906.2539.

TO PURCHASE BOOKS ONLINE:

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



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 (12 hours)
- Basic Communications – Written (12 hours)
- Basic Communication for Improved Customer Service (12 hours)
- Basic Mathematics (16 hours)
- Basic Measurement (16 hours)
- MS Windows Operating System (8 hours)
- MS Word Levels I & II (each level is 8 hours)
- MS Excel Levels I, II, & III (each level is 8 hours)
- MS PowerPoint Levels I & II (each level is 8 hours)
- MS Outlook (8 hours)
- ESL I, II and III (each level is 40 hours)
- Spanish in the Workplace (40 hours)
- Team Building (16 hours)
- Team Leadership
- Problem Solving (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



New Jersey
**transportation, logistics
& distribution**
talent development center

Supply Chain Management Principles • Customer Service Operations
Warehouse Operations • Transportation Operations • Inventory Management
Procurement • Demand Planning • Manufacturing & Service Operations



New Jersey
advanced manufacturing
talent development center

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.

HOW TO REGISTER FOR NON-CREDIT COURSES



Online

You may register Online for select courses. Visit www.middlesexcc.edu/continuing-education

Mail

Continuing Education, Crabiel Hall 110,
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, Crabiel 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.

Prerequisites

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

Course Confirmation and Location

Confirmation letters will be generated 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.

Certificates

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

Credit Courses

For information please call 732.548.6000, ext. 3848.

PLEASE NOTE: Continuing Education courses are limited to students 18 years and older unless otherwise noted.

TUITION WAIVER INFO



College Employees

Full-time MCC employees should contact Human Resources for information regarding course waivers. In the case of vendor programs, College employees are responsible for paying all fees.

Senior Citizen Tuition Waivers

Middlesex County residents, 65 years of age or older, are eligible for a course waiver, which 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.

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

Unemployment Waivers

If you are unemployed and planning to enroll in course with an unemployment waiver, you are required to submit an application for financial aid and receive a decision prior to submitting the waiver. You must also submit documentation to the Continuing Education Office in Crabiell Hall, Room 110 from the NJ Department of Labor and Workforce Development as proof of eligibility. Your documentation must be dated no earlier than 30 days prior to the first day of class. You also must complete the appropriate MCC Registration Form and include payment for all fees. You 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. You must be prepared to pay any balance and/or fees at the time of registration.

PLEASE NOTE: Students will not be reimbursed and allowed to apply the waiver to any previously paid registration.

Veteran and Military Benefits

Middlesex County College is approved by the NJ Department of Military and Veterans Affairs State Approving Agency, under Title 38, U.S. Code Section 1775 for veterans' training. GI Bill benefits may be used for certain programs.

Questions concerning eligibility and certification may be directed to The Veterans Services Center by calling 732.906.7770 or by emailing Vets@middlesexcc.edu.

Volunteer Tuition Waiver

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

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

COLLEGE POLICIES



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.

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 educational records. Copies of the complete policy are available in the FERPA section of the most recent e-Catalog:

<http://www.course-catalog.com/mcc/modules/content/?id=MzU5NQ==>.

For questions concerning the Family Educational Rights and Privacy Act, call the Registration Office 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://www.course-catalog.com/mcc/modules/content/?id=MzU5OQ==>.

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 required books as indicated in course descriptions. For current operating hours, call 732.906.2540.

For general information, call 732.906.2539.

To purchase books online, visit the Bookstore at middlesexcc.bncollege.com and select Textbooks. Under TERM, select Non-Credit 16-17, then select Department, Course number, and Section for each course. Choose your textbook format (New, Used, or Digital) and go to Checkout.



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

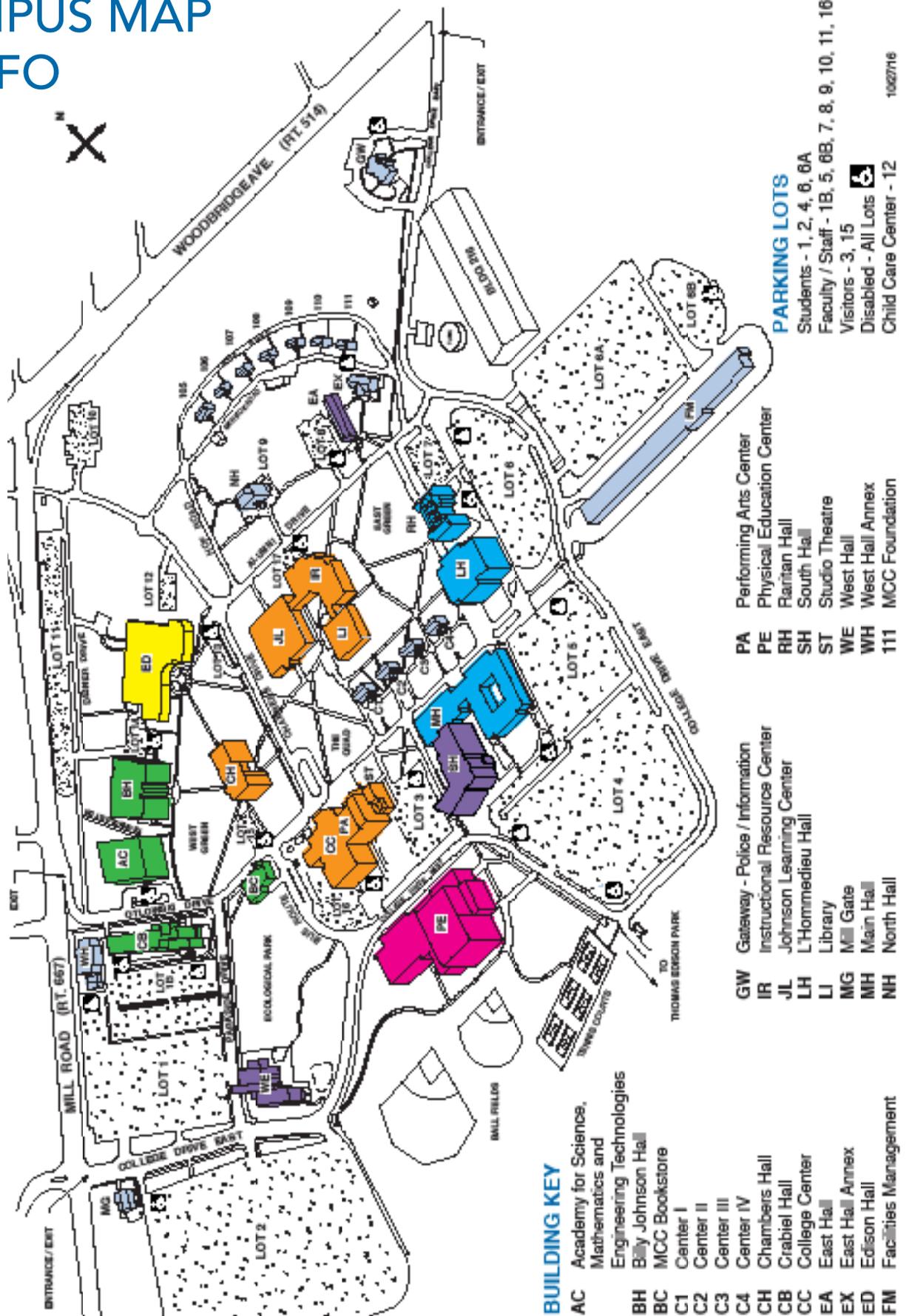
Certified staff • Small group learning
Math and Literacy Program
New playground

Limited Space

Call for a tour today 732.906.2542

(located in Room 185 Edison Hall on MCC campus)

CAMPUS MAP & INFO



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 11½ 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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WINTERSESSION 2018

December 27-January 13

Registration Begins Sept. 18, 2017!

Earn 3 Credits in 3 Weeks!

Choose from a wide range of courses
that meet December 27-January 13
on the Edison campus.

Snow days if necessary on January 6 & January 13

- Earn credits toward your degree - catch up or get ahead
- Complete 3 credits in 3 weeks
- Best value in the region - tuition is only \$110 per credit for Middlesex County residents.

Wintersession financial aid may be available for Middlesex County College students enrolled for Spring '18.

Check with the Financial Aid Office for more information: financial-aid@middlesexcc.edu, 732.906.2520

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.*

