

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.

Is it 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



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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



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If you:

- Are 16-24 years old
- Reside in Middlesex County

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*For additional information, contact
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