

# 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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NOW!**

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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](mailto: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)



## REGISTER NOW!

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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