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

For more information, please visit middlesexcollege.edu/workforce-development or scan the QR Code.
Middlesex College wants to ensure that everyone has access to education, and offers several scholarships for students in Workforce Development and Lifelong Learning programs.

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

Current Dental Assistants
Program made possible by Delta Dental
Certified Dental Assistant Review  CDA Review

Needs-Based Scholarship Program
Program made possible by the Middlesex College Foundation
Healthcare Careers  Management  Trade  Workforce Development

Scholarship Program for Students of Color
Program made possible by the Trammell Crow Company
Construction Management Certificate  Electro-Mechanical Technician
Supply Chain Management  Warehousing Operations  AWS MIG Welding
# NEW BRUNSWICK AND PERTH AMBOY CENTER COURSE OFFERINGS

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# WORKFORCE DEVELOPMENT (Now located in East Hall)

## WORKFORCE DEVELOPMENT

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# LIFELONG LEARNING

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<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>BASK 001-10</td>
<td>ESL I</td>
<td>Sa</td>
<td>9/12/16</td>
<td>12/16</td>
<td>9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)</td>
</tr>
<tr>
<td>BASK 002-10</td>
<td>ESL II</td>
<td>Sa</td>
<td>9/12/16</td>
<td>12/16</td>
<td>9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)</td>
</tr>
<tr>
<td>BASK 002-11</td>
<td>ESL II</td>
<td>T</td>
<td>9/9-11/28</td>
<td>12 Sessions</td>
<td></td>
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<td>BASK 003-10</td>
<td>ESL III</td>
<td>Sa</td>
<td>9/9-12/16</td>
<td>12 Sessions</td>
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<td>BASK 003-11</td>
<td>ESL III</td>
<td>TH</td>
<td>9/12-12/7</td>
<td>12 Sessions</td>
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<td>BASK 017-10</td>
<td>ESL IV</td>
<td>Sa</td>
<td>9/9-12/16</td>
<td>12 Sessions</td>
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<td>BASK 011-10</td>
<td>Conversational English</td>
<td>W</td>
<td>9/27-12/6</td>
<td>6-9 p.m. (no class 11/22)</td>
<td></td>
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### Healthcare Careers

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>AHCW 001-11</td>
<td>Community Health Worker</td>
<td>TWTh</td>
<td>9/12-12/14</td>
<td>6-9 p.m. (no class 11/22, 11/23) (Tuesdays Online)</td>
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### COURSES AT THE PERTH AMBOY CENTER

### English as a Second Language (ESL) Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASK 001-20</td>
<td>ESL I</td>
<td>Sa</td>
<td>9/12/16</td>
<td>12/16</td>
<td>9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)</td>
</tr>
<tr>
<td>BASK 002-20</td>
<td>ESL II</td>
<td>Sa</td>
<td>9/12/16</td>
<td>12/16</td>
<td>9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)</td>
</tr>
<tr>
<td>BASK 003-20</td>
<td>ESL III</td>
<td>Sa</td>
<td>9/12-12/16</td>
<td>12 Sessions</td>
<td></td>
</tr>
<tr>
<td>BASK 017-20</td>
<td>ESL IV</td>
<td>Sa</td>
<td>9/9-12/16</td>
<td>12 Sessions</td>
<td></td>
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</tbody>
</table>

### Healthcare Careers

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Start Date</th>
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<tbody>
<tr>
<td>AHPH 100-20</td>
<td>Phlebotomy</td>
<td>M-F</td>
<td>10/16-11/13</td>
<td>9 a.m.-2:30 p.m. (no class 11/10)</td>
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<tr>
<td>AHPH 101-20</td>
<td>Phlebotomy 100</td>
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<td>Externship starts 11/14/23</td>
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### Personal Enrichment

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>GENI 407-04</td>
<td>Citizenship Preparation Course</td>
<td>MTh</td>
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<td>6-8 p.m. (no class 11/23)</td>
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Workforce Development
(Now located in East Hall)
In Need of Training? Looking for Employment?

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

Call 732.906.4231 for additional information and to register for courses.

Funding is available for students who qualify.
GET YOUR GED AT MIDDLESEX COLLEGE

A GED, or high school equivalency (HSE), offers the same credential as a high school diploma. Our GED program will prepare you to take the GED exam, and can be completed in less than two months.

Contact our Career Training Center at 732.906.4231 for more information, including schedules and how you can register or email TMontani@middlesexcc.edu
Workforce Development Training Department Offerings
For more information on our offerings, call 732.906.4231

Microsoft Office Applications Specialist (180 hours)
Master the complete Microsoft Office Suite 2019 (Word, Excel, Access and PowerPoint) beginning with basic concepts. Training includes webpage design using HTML, and career development. Learn: MS Word: create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted. MS Excel: spreadsheet layout, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros. MS Access: database functions, i.e. tables, query tables, forms, reports, Macros and switchboard with an emphasis on relational query tables and formulas. MS PowerPoint: customize and animate presentations. MS Outlook: maintain schedules, navigate emails and organize contact lists. HTML: develop, design, and publish a webpage.

Classes meet 9 a.m.- 1 p.m.
$2,300 (Tuition $1,200 + general fee $250 + lab fee $700 + materials fee $150)
Textbooks included.
CSTC 244-46 MTWThF 9/6-11/8
CSTC 244-47 MTWThF 9/27-12/5
CSTC 244-48 MTWThF 10/19/23-1/4/24
CSTC 244-49 MTWThF 11/13/23-1/29/24
CSTC 244-50 MTWThF 12/6/23-2/20/24

Microsoft Office Word and Excel Applications (120 hours)
MS Word – Create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted. MS Excel – Learn spreadsheet layouts, basic-to-advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.

Classes meet 9 a.m.-1 p.m.
$1,600 (Tuition $800 + general fee $250 + lab fee $500 + materials fee $50)
Textbook included.
CSTC 243-04 MTWThF 9/6-10/18
CSTC 243-05 MTWThF 11/13/23-1/4/24

Microsoft Office Word Applications (60 hours)
Create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted.

Classes meet 9 a.m.-1 p.m.
$900 (Tuition $450 + general fee $150 + lab fee $250 + materials fee $50)
Textbook included.
CSTC 241-16 MTWThF 9/6-9/26
CSTC 241-17 MTWThF 11/13-12/5
WORKFORCE DEVELOPMENT

Microsoft Office Excel Application (60 hours)
Learn spreadsheet layouts, basic-to-advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.
Classes meet 9 a.m.-1 p.m.
$900 (Tuition $450 + general fee $150 + lab fee $250 + materials fee $50)
Textbook included.
CSTC 242-13 MTWThF 9/27-10/18
CSTC 242-14 MTWThF 12/6/23-1/4/24

Computerized Accounting Program with MS Office (360 hours)
Classes meet 9 a.m.-1 p.m.
$4,000 (Tuition $2,600 + general fee $250 + lab fee $800 + materials fee $350)
Textbooks included.
CSTC 245-46 MTWThF 9/6/23-1/29/24
CSTC 245-47 MTWThF 9/27/23-2/20/24
CSTC 245-48 MTWThF 10/19/23-3/12/24
CSTC 245-49 MTWThF 11/13/23-4/3/24
CSTC 245-50 MTWThF 12/6/23-4/26/24

Computerized Accounting Systems (180 hours)
Topics include accounting terminology, accounts receivable/payable, transaction analysis, general journal and ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016.
Classes meet 9 a.m.-1 p.m.
$2,300 (Tuition $1,200 + general fee $250 + lab fee $600 + materials fee $250)
Textbooks included.
CSTC 246-16 MTWThF 9/6-11/8
CSTC 246-17 MTWThF 11/13/23-1/29/24

QuickBooks and Sage Applications with Microsoft Office (300 hours)
Gain skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable/payable, maintaining payroll information and processing checks, and preparing and analyzing financial reports. Prepare for workforce demands and become proficient with Microsoft Office 2019 (Word, Excel, Access, PowerPoint and Outlook).
Prerequisite: Knowledge of accounting principles.
Classes meet 9 a.m.-1 p.m.
$3,000 (Tuition $1,900 + general fee $200 + lab fee $600 + materials fee $300)
Textbooks included.
CSTC 247-16 MTWThF 9/27/23-1/29/24
CSTC 247-17 MTWThF 12/6/23-4/3/24
**QuickBooks and Sage Applications (120 hours)**
Gain skills in computerized accounting procedures with QuickBooks 2019 and Sage 50 2016, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable/payable, maintaining payroll information and processing checks, and preparing and analyzing financial reports.  
**Prerequisite:** Knowledge of accounting principles.  
Classes meet 9 a.m.-1 p.m.  
$1,400 (Tuition $600 + general fee $100 + lab fee $500 + materials fee $200)  
Textbooks included.  
CSTC 248-16 MTWThF 9/27-11/8  
CSTC 248-17 MTWThF 12/6/23-1/30/24

**Supply Chain Management Principles Module (24 hours)**
The Supply Chain Management Principles certification track is a great place to start and is considered to be a 'launching pad' to begin your supply chain educational and certification process. It provides a high-level overview of each of the functions in a supply chain.  
$1,300 (Tuition $1000 + general fee $150 + materials $150)  
CSTC 256-04 MTh (Remote Classes), W (In-Person) 10/16-11/1 6-9 p.m.  
CSTC 256-05 TTh (Remote Classes), MWF (In-Person) 9/25-9/29 9 a.m.-1 p.m.

**Warehousing Operations Module (24 hours)**
The Warehousing Operations certification track provides the basics of warehousing operations, including distribution centers and fulfillment centers.  
$1,300 (Tuition $1000 + general fee $150 + materials $150)  
CSTC 257-04 MTh (Remote Classes), W (In-Person) 11/13-11/29 6-9 p.m.  
CSTC 257-05 TTh (Remote Classes), MWF (In-Person) 10/2-10/6 9 a.m.-1 p.m.

**Customer Service Module (10 hours)**
Customer service is woven into every aspect of the supply chain; therefore, customer satisfaction and customer retention are of paramount importance for every company. This certification track discusses the basics of customer service, sound communications, advice for dealing with challenging customers, the customer order and return processes (reverse logistics), jobs in customer service, and legal concerns.  
$600 (Tuition $350 + general fee $100 + materials $150)  
CSTC 258-04 MTh (Remote Classes), W (In-Person) 12/11-12/18 6-8:30 p.m.  
CSTC 258-05 TTh (Remote Classes), WF (In-Person) 10/10-10/13 9-11:30 a.m.

**CompTIA A+ Hardware Preparation Course (40 hours)**
This course prepares you for the CompTIA A+ Certification Exam 220-1101, which covers hardware, virtualization, cloud computing, mobile devices, networking technology and troubleshooting. The following hardware components will be taught: motherboard, central processing unit, random access memory, expansion cards, power supply unit, hard drive and video card.  
Classes meet 9 a.m.-1 p.m.  
$1,500 (Tuition $1,050 + general fee $100 + materials $150 + supplies and tools $200)  
CSTC 260-04 Sa 9/23-12/16 (no class 10/14, 11/11 and 11/25)
**CompTIA A+ Software Preparation Course (40 hours)**
This course will prepare you for the CompTIA A+ Certification Exam 220-1102, which covers installing, configuring, and maintaining PCs, mobile devices, and software for end users; understanding the basics of networking and security forensics, scripting, virtualization, desktop imaging and deployment; diagnosing, resolving, and documenting common hardware and software issues; applying troubleshooting skills; and providing appropriate customer support.

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

CSTC 261-03   MW    10/23-12/13   6:30-9 p.m.
CSTC 261-04   Sa    1/6-3/16/24 (no class 2/17)

**CompTIA Network+ Preparation Course (40 hours)**
Learn to troubleshoot, configure and manage common network devices, establish basic network connectivity, understand and maintain network documentation, identify network limitations and weaknesses, and implement network security, standards and protocols. This course prepares you for the CompTIA Network+ (N10-008) Certification Exam.

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

CSTC 262-03   TTh   11/7/23-1/4/24 (no class 11/23, 12/26, 12/28)   6:30-9 p.m.

**CompTIA Security+ Preparation Course (40 hours)**
Learn to identify risk and respond quickly to threats and attacks. This course will prepare you to install and configure systems to secure applications, networks and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable governance and compliance. This course prepares you for the CompTIA Security+ (SY0-601) Certification Exam.

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

CSTC 263-03   TTh   12/5/23-2/1/24   6:30-9 p.m.

**CompTIA Cloud+ Preparation Course (40 hours)**
This course will prepare you to understand cloud concepts, models, computing, architecture and design; deploy cloud services and solutions; maintain, secure and optimize a cloud environment; and troubleshoot common issues related to cloud management. This course prepares you for the CompTIA Cloud+ (CV0-003) Certification Exam.

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

CSTC 264-03   TTh   1/9-2/29/24   6:30-9 p.m.

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

$3,300 (Tuition $2,350 + general fee $250 + supplies and tools $250 + exam $450)

CSTC 259-03   MTW   10/16-12/11   6-10 p.m.
Customized course offerings to address the specific needs of your company. Classes delivered at your workplace or on our nearby campus. Mobile computer lab available for training at your site.

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

TRANSPORTATION, LOGISTICS AND DISTRIBUTION

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

We also Offer Needs Assessments and Apprenticeship Training Opportunities

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

Call or email today - 732.906.4681 - AVega@middlesexcc.edu
Ask us about potential grant programs to support your training needs!
Lifelong Learning
Mastering any art is a continuing process. Join our professional chefs in our commercial kitchen to learn the art of cooking.

**Learn – Taste – Inspire – Experience**

*In-Person Demonstration Classes, In-Person Hands-On Classes*

Whether you are a seasoned cook who’d like to add exciting new dishes to your repertoire or you’re a beginner just getting started in the kitchen, we can’t wait to share our favorite recipes with you.

**Gift Certificates Available for Demonstration Cooking Classes**

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

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

**Note:** Recipes are subject to change

To ensure that all students have the best experience in our classes, we kindly ask that you **arrive 10 minutes prior to class** so that we can get started on time.

### DEMONSTRATION CLASSES AT A GLANCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Day/Times</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCUL 587-02</td>
<td>Postcards from Southern Italy with Wine <strong>NEW RECIPES!</strong></td>
<td>T</td>
<td>10/3  6:30-9 p.m.</td>
</tr>
<tr>
<td>GCUL 744-01</td>
<td>German Oktoberfest <strong>NEW RECIPES!</strong></td>
<td>Th</td>
<td>10/12 6:30-9 p.m.</td>
</tr>
<tr>
<td>GCUL 745-01</td>
<td>Breakfast for Dinner <strong>NEW RECIPES!</strong></td>
<td>T</td>
<td>10/24 6:30-9 p.m.</td>
</tr>
<tr>
<td>GCUL 558-02</td>
<td>Surf and Turf: Latin Edition with Wine <strong>NEW RECIPES!</strong></td>
<td>Th</td>
<td>11/2  6:30-9 p.m.</td>
</tr>
<tr>
<td>GCUL 746-01</td>
<td>Fresh and Fast 30-Minute Meals <strong>NEW RECIPES!</strong></td>
<td>T</td>
<td>11/14 6:30-9 p.m.</td>
</tr>
<tr>
<td>GCUL 110-02</td>
<td>Chinese Cooking</td>
<td>T</td>
<td>12/5  6:30-9 p.m.</td>
</tr>
</tbody>
</table>

**Discount Option:** Choose any three Demonstration classes and pay only $150. (Only $50 per class, save $15)
IN-PERSON DEMONSTRATION COOKING CLASSES

Demonstration classes include a generous tasting of food and a copy of the recipes. Menus are subject to change due to market availability.

Postcards from Southern Italy with Wine NEW RECIPES!
Take a journey with us to southern Italy for an enjoyable dinner. We start with an antipasto, followed by a shrimp pasta course, ending with a refreshing dessert.
Sample Menu: Blistered Tomatoes, Ricotta and Fontina Crostini, Shrimp Scampi over Linguini, Lemoncello Mousse with Macerated Mixed Berries.
Note: Students must be 21 years old and bring a valid driver’s license to class.
$55 (Tuition $17 + general fee $38)
GCUL 587-02 T 10/3 6:30-9 p.m.

German Oktoberfest NEW RECIPES!
Let’s celebrate Oktoberfest together with some hearty traditional German recipes!
Sample Menu: jägerschnitzel (pork sautéed with onions, mushrooms in wine and cream sauce), Gerkensalat (cucumber salad with sour cream and fresh dill), Kartoffelsalat (warm German potato salad with bacon, gherkin, and warm cider vinaigrette), Black Forest Cherry Buckle with vanilla ice cream.
$55 (Tuition $17 + general fee $38)
GCUL 744-01 Th 10/12 6:30-9 p.m.

Breakfast for Dinner NEW RECIPES!
Welcome to Breakfast for Dinner, featuring an out-of-the-ordinary menu that is satisfying and impressive for any holiday brunch.
Sample Menu: French Style Baked Eggs with Toast Points, Homemade Breakfast Sausage, Home Fries, Warm German Apple Pancake with cinnamon whipped cream.
$55 (Tuition $17 + general fee $38)
GCUL 745-01 T 10/24 6:30-9 p.m.

Surf and Turf: Latin Edition with Wine NEW RECIPES!
Due to popular demand, we are offering Surf and Turf: Latin Edition. This culinary experience takes you to Latin America where steak and seafood are dishes influenced by its geography.
Sample Menu: New York Strip Steak with Chimichurri Sauce, Cabo San Lucas Grilled Shrimp with Dark Rum Glaze and Tropical Salsa, Creamy Mac and Cheese Mexicana, Cinnamon Sugar Sopaipillas (cinnamon sugar pastries).
Note: Students must be 21 years old and bring a valid driver’s license to class.
$55 (Tuition $17 + general fee $38)
GCUL 558-02 Th 11/2 6:30-9 p.m.
Fresh and Fast 30-Minute Meals *NEW RECIPES!*
Fast home cooked meals don’t have to sacrifice flavor. Our next-level approach for weeknight cooking is practical and delicious.

**Sample Menu:** Grilled Chicken and Ramen Noodle Salad with Mango, Avocado and Sesame Dressing, Vietnamese Ginger Beef, Quick Pasta with Chorizo and Blistered Tomatoes.

$55 (Tuition $17 + general fee $38)
GCUL-746-01  T  11/14  6:30-9 p.m.

**Chinese Cooking**
Mastering the fundamentals of Chinese cooking: the basics, key stir-frying techniques, and getting to know Chinese pantry ingredients and techniques.

**Sample Menu:** Kung Pao Chicken, Simple Fried Rice and how to make it your own, Beef and Broccoli.

$55 (Tuition $17 + general fee $38)
GCUL 110-02  T  12/5  6:30-9 p.m.
IN-PERSON HANDS-ON COOKING CLASSES

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

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

Note: We cannot accommodate participants’ food allergies.

Note: Hands-on classes priced per couple; each person must be registered. $154 per couple.

Note: Class is limited to 12 students.

HANDS-ON CLASSES AT A GLANCE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCUL 610-02</td>
<td>The Italian Baker</td>
<td>Sa</td>
<td>10/21</td>
<td>11 a.m.-1:30 p.m.</td>
</tr>
<tr>
<td>GCUL 693-03</td>
<td>Homemade Pasta NEW</td>
<td>Sa</td>
<td>12/2</td>
<td>6:30-9 p.m.</td>
</tr>
<tr>
<td>GCUL 599-02</td>
<td>Couples Night Out - Perfect Paella</td>
<td>Th</td>
<td>12/14</td>
<td>6:30-9 p.m.</td>
</tr>
</tbody>
</table>

FALL YOUTH ENRICHMENT PROGRAM

GCUL 748-01 Junior Chef Workshop NEW (Ages 12-16)

The Italian Baker (HANDS-ON)

Bring a partner, friend or loved one for an afternoon of learning how bake like an Italian.

Sample Menu: Easy Apple Strudel from Italy’s Trentino- Alto Adige Region, Two Cheese and Artichoke Torta from the Island of Sardinia, Italian Almond Cookies from the Island of Sicily.

$77 (Tuition $ 30 + general fee $47)

Note: Bring containers to class for your leftovers

Homemade Pasta (HANDS-ON) NEW RECIPES!

Bring a partner, friend or loved one for an afternoon of learning how to make homemade fresh pasta without a pasta machine. Featuring easily accessible ingredients and step-by-step instruction.


$77 (Tuition $ 30 + general fee $47)

Note: Bring containers to class for your leftovers

Couples Night Out Perfect Paella (HANDS-ON)

Bring a partner, friend or loved one for an evening of fun cooking! These Latin inspired dishes are fresh and flavorful. Bring home a delicious Spanish Almond Cake.

Sample Menu: Manchego Cheese and Roasted Pepper Tapas, Perfect Shrimp, Chicken and Chorizo Paella, Spanish Almond Cake.

$154 (Tuition $ 60 + general fee $94) Per Couple

Note: Bring one 9-inch round cake pan and containers for leftovers to class
FALL YOUTH ENRICHMENT PROGRAM

Note: Students must be 12 years or older and menus are subject to change without notice due to market availability.

Note: We cannot accommodate participants’ food allergies.

Note: Class is limited to 12 students.

Junior Chef Workshop (HANDS-ON) NEW
Join us for a three-day Junior Chef Workshop designed for ages 12 to 16. Our workshop teaches children the important life skill of cooking in a fun environment. Easy-to-follow recipes and fresh ingredients will inspire your inner chef.

Sample Menu:
- Joy of Baking
  Learn the secrets of making delicious sweets and the skills needed to be a great baker.

- Foods From Around the Globe
  Junior chefs will chop, grate, measure and mix their way through dishes from around the globe.

- Must-Try Noodles and Pasta
  Do you love noodles? Spend the day making noodle and pasta dishes that you can re-create at home for you family.

$231 (Tuition $92 + general fee $139)
GCUL 748-01  TWTh  11/7-11/9  11 a.m.-1:30 p.m.
Note: Bring containers to class for your leftovers
CORPORATE CULINARY TEAM BUILDING EVENTS AT MIDDLESEX COLLEGE

Have you ever thought about a cooking experience as a team building activity?

A team building cooking activity is an effective and fun way to bond with colleagues and improve your team’s skills and communication. This experience can be tailored to the needs of your team.

The team is greeted with a cheese board and beverages in our state-of-the-art culinary lab. We explain the flow of activities to you, divide you into teams and you start cooking in our fully prepared kitchen. Each team has its own work station, recipes and chef assistant to help guide them through the cooking activities. After cooking, everyone dines together on their creations.

If you are interested in having a corporate culinary team building event, please contact: Marlena Marulli, 732.906.7744

PRIVATE EVENTS

Are you looking for a way to celebrate a special occasion in your life in a unique way? How about a one-of-a-kind cooking experience?

We offer hands-on and demonstration cooking classes for your next special occasion in our state-of-the-art culinary lab. We work with you to create a memorable experience by developing a fully customized menu. We will work with you to bring some of your favorite foods to your special occasion. Cooks from beginners to experts will enjoy the opportunity to either watch a cooking demonstration or participate in the hands-on cooking experience.

Come celebrate your one-of-a-kind birthday party, bridal shower, grooms’ event, social event or any special occasion with us.

If you are interested in having a corporate culinary team building event, please contact: Marlena Marulli, 732.906.7744.
ED2GO ONLINE COURSES

Please visit the Ed2go website to learn more about these and all their other course offerings.
ed2go.com/middlesex

ED2Go (ONLINE COURSES)
Our Ed2Go instructor-facilitated online courses are informative, fun, convenient and highly interactive. Complete any course entirely from your home or office, any time of day or night.

COURSES FOR PROFESSIONAL DEVELOPMENT

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

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

A to Z Grant Writing
This course provides students with the hands-on experience and knowledge they need to successfully begin the planning process for projects in need of grants.

WRITING COURSES

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

Beginner’s Guide to Getting Published
A published writer shows you how to give yourself the credibility you need to get your books and articles published.

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

LANGUAGE COURSES

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

Conversational Japanese
Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.
ENGLISH AS A SECOND LANGUAGE (ESL)

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

ESL classes are held on the Middlesex College Edison Campus, New Brunswick Center and Perth Amboy Center.

Workforce Development and Lifelong Learning ESL Placement: Students are required to take a placement test at the Workforce Development and Lifelong Learning Office located in Crabiel Hall 110 or at the New Brunswick or Perth Amboy Centers. Call 732.906.2556 for information.

EDISON CAMPUS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASK 001-30</td>
<td>ESL I</td>
<td>MW</td>
<td>9/11-11/1</td>
<td>(no class 9/25, 10/9)</td>
<td>6-9 p.m.</td>
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<tr>
<td>BASK 001-31</td>
<td>ESL I</td>
<td>TTh</td>
<td>9/12-10/26</td>
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<td>6-9 p.m.</td>
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<tr>
<td>BASK 002-30</td>
<td>ESL II</td>
<td>MW</td>
<td>9/11-11/1</td>
<td>(no class 9/25, 10/9)</td>
<td>6-9 p.m.</td>
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<tr>
<td>BASK 002-31</td>
<td>ESL II</td>
<td>TTh</td>
<td>9/12-10/26</td>
<td></td>
<td>6-9 p.m.</td>
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<tr>
<td>BASK 002-32</td>
<td>ESL II</td>
<td>TTh</td>
<td>10/19-12/12</td>
<td>(no class 11/7, 11/23)</td>
<td>6-9 p.m.</td>
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<td>BASK 002-33</td>
<td>ESL II</td>
<td>MW</td>
<td>11/6-12/20</td>
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<td>6-9 p.m.</td>
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<td>BASK 003-31</td>
<td>ESL III</td>
<td>MW</td>
<td>9/11-11/1</td>
<td>(no class 9/25, 10/9)</td>
<td>6-9 p.m.</td>
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<td>BASK 003-32</td>
<td>ESL III</td>
<td>TTh</td>
<td>9/12-10/26</td>
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<td>6-9 p.m.</td>
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<tr>
<td>BASK 003-33</td>
<td>ESL III</td>
<td>TTh</td>
<td>10/19-12/12</td>
<td>(no class 11/7, 11/23)</td>
<td>6-9 p.m.</td>
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<td>BASK 003-34</td>
<td>ESL III</td>
<td>MW</td>
<td>11/6-12/20</td>
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<td>6-9 p.m.</td>
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<tr>
<td>BASK 017-09</td>
<td>ESL IV</td>
<td>MW</td>
<td>9/11-11/1</td>
<td>(no class 9/25, 10/9)</td>
<td>6-9 p.m.</td>
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<tr>
<td>BASK 017-11</td>
<td>ESL IV</td>
<td>TTh</td>
<td>9/12-10/26</td>
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<td>6-9 p.m.</td>
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<tr>
<td>BASK 017-12</td>
<td>ESL IV</td>
<td>TTh</td>
<td>10/19-12/12</td>
<td>(no class 11/7, 11/23)</td>
<td>6-9 p.m.</td>
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<tr>
<td>BASK 017-13</td>
<td>ESL IV</td>
<td>MW</td>
<td>11/6-12/20</td>
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<td>6-9 p.m.</td>
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<tr>
<td>BASK 011-19</td>
<td>Conversational English</td>
<td>T</td>
<td>10/5-12/5</td>
<td></td>
<td>6-9 p.m.</td>
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<tr>
<td>BASK 018-01</td>
<td>Reading and Writing</td>
<td>TTh</td>
<td>10/31-11/30</td>
<td>(no class 11/7, 11/23)</td>
<td>6-9 p.m.</td>
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### NEW BRUNSWICK CENTER

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
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<th>End Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>BASK 001-10</td>
<td>ESL I</td>
<td>Sa</td>
<td>9/9-12/16</td>
<td>9 a.m.-12:30 p.m.</td>
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<td>BASK 003-10</td>
<td>ESL III</td>
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<td>9 a.m.-12:30 p.m.</td>
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<td>BASK 017-10</td>
<td>ESL IV</td>
<td>Sa</td>
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<td>9 a.m.-12:30 p.m.</td>
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<tr>
<td>BASK 011-10</td>
<td>Conversational English</td>
<td>W</td>
<td>9/27-12/6</td>
<td>6-9 p.m.</td>
<td>(no class 11/22)</td>
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### PERTH AMBOY CENTER

<table>
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<tr>
<th>Course Name</th>
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<th>End Date</th>
<th>Time</th>
<th>Notes</th>
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<tbody>
<tr>
<td>ESL I</td>
<td>BASK 001-20</td>
<td>Sa</td>
<td>9/9-12/16</td>
<td>9 a.m.-12:30 p.m.</td>
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<tr>
<td>ESL II</td>
<td>BASK 002-20</td>
<td>Sa</td>
<td>9/9-12/16</td>
<td>9 a.m.-12:30 p.m.</td>
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<td>ESL III</td>
<td>BASK 003-20</td>
<td>Sa</td>
<td>9/9-12/16</td>
<td>9 a.m.-12:30 p.m.</td>
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<td>ESL IV</td>
<td>BASK 017-20</td>
<td>Sa</td>
<td>9/9-12/16</td>
<td>9 a.m.-12:30 p.m.</td>
<td>(no class 10/7, 11/11, 11/25)</td>
<td></td>
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</tbody>
</table>
ESL I Level: Low-Beginner CEUs 4.2 (IN-PERSON)
For adults with little or no exposure to English, topics include workplace and life skills, language for social interaction, grammar, civics, and United States’ culture.
$196 (Tuition $97 + general fee $99)

- **BASK 001-10**
  - Days: Sa
  - Dates: 9/9-12/16
  - Times: 9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)
  - Location: New Brunswick Center
  - Sessions: 12

- **BASK 001-20**
  - Days: Sa
  - Dates: 9/9-12/16
  - Times: 9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)
  - Location: Perth Amboy Center
  - Sessions: 12

- **BASK 001-30**
  - Days: MW
  - Dates: 9/11-11/1 (no class 9/25, 10/9)
  - Times: 6-9 p.m.
  - Sessions: 14

- **BASK 001-31**
  - Days: TTh
  - Dates: 9/12-10/26
  - Times: 6-9 p.m.
  - Sessions: 14

ESL II Level: High-Beginner CEUs 4.2 (IN-PERSON)
Learn to communicate in your own words in English through written and spoken language. Emphasis is on English grammar, culture, behavioral expectations at work and in the community, and practical math skills.
$196 (Tuition $97 + general fee $99)

- **BASK 002-10**
  - Days: Sa
  - Dates: 9/9-12/16
  - Times: 9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)
  - Location: New Brunswick Center
  - Sessions: 12

- **BASK 002-20**
  - Days: Sa
  - Dates: 9/9-12/16
  - Times: 9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)
  - Location: Perth Amboy Center
  - Sessions: 12

- **BASK 002-30**
  - Days: MW
  - Dates: 9/11-11/1 (no class 9/25, 10/9)
  - Times: 6-9 p.m.
  - Sessions: 14

- **BASK 002-31**
  - Days: TTh
  - Dates: 9/12-10/26
  - Times: 6-9 p.m.
  - Sessions: 14

- **BASK 002-32**
  - Days: TTh
  - Dates: 10/19-12/12
  - Times: 6-9 p.m. (no class 11/7, 11/23)
  - Sessions: 14

- **BASK 002-33**
  - Days: MW
  - Dates: 11/6-12/20
  - Times: 6-9 p.m.
  - Sessions: 14

ESL III Level: Low-Intermediate CEUs 4.2 (IN-PERSON)
Topics include listening, speaking, reading and writing skills as well as life and math skills, civic concepts and practice with authentic documents encountered in daily life.
$196 (Tuition $97 + general fee $99)

- **BASK 003-10**
  - Days: Sa
  - Dates: 9/9-12/16
  - Times: 9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)
  - Location: New Brunswick Center
  - Sessions: 12

- **BASK 003-20**
  - Days: Sa
  - Dates: 9/9-12/16
  - Times: 9 a.m.-12:30 p.m. (no class 10/7, 11/11, 11/25)
  - Location: Perth Amboy Center
  - Sessions: 12

- **BASK 003-30**
  - Days: MW
  - Dates: 9/11-11/1 (no class 9/25, 10/9)
  - Times: 6-9 p.m.
  - Sessions: 14

- **BASK 003-31**
  - Days: TTh
  - Dates: 9/12-10/26
  - Times: 6-9 p.m.
  - Sessions: 14

- **BASK 003-32**
  - Days: TTh
  - Dates: 10/19-12/12
  - Times: 6-9 p.m. (no class 11/7, 11/23)
  - Sessions: 14

- **BASK 003-33**
  - Days: MW
  - Dates: 11/6-12/20
  - Times: 6-9 p.m.
  - Sessions: 14
ESL IV Level: High Intermediate  CEUs 4.2 (IN-PERSON)  NEW LEVEL
For students who have successfully completed, ESL Level III. Emphasis will be on pronunciation, listening, reading and writing skills.
$196 (Tuition $97 + general fee $99)

- **BASK 017-10**  Sa  9/9-12/16  9 a.m.-12:30 p.m.  (12 sessions)  (New Brunswick Center)
  (no class 10/7, 11/11, 11/25)
- **BASK 017-20**  Sa  9/9-12/16  9 a.m.-12:30 p.m.  (12 sessions)  (Perth Amboy Center)
  (no class 10/7, 11/11, 11/25)
- **BASK 017-09**  MW  9/11-11/1  6-9 p.m.  (14 sessions)
  (no class 9/25, 10/9)
- **BASK 017-11**  TTh  9/12-10/26  6-9 p.m.  (14 sessions)
- **BASK 017-12**  TTh  10/19-12/12  6-9 p.m.  (14 sessions)
  (no class 11/7, 11/23)
- **BASK 017-13**  MW  11/6-12/20  6-9 p.m.  (14 sessions)
  (no class 11/7, 11/30)

Conversational English  CEUs 3.0 (IN-PERSON)
Advanced level ESL students, develop and practice your speaking and listening skills. Vocabulary and grammar associated with each topic is reviewed before discussion begins.
Prerequisite: Near proficiency and ease with conversational English.
$163 (Tuition $138 + general fee $25)

- **BASK 011-10**  W  9/27-12/6  6-9 p.m.  (10 sessions)  (New Brunswick Center)
  (no class 11/22)
- **BASK 011-19**  T  10/5-12/5  6-9 p.m.  (10 sessions)

Reading and Writing for ESL  CEUs 3.0 (IN-PERSON)  NEW COURSE
Advanced level ESL students, develop and practice your reading and writings skills.
$163 (Tuition $138 + general fee $25)

- **BASK 018-01**  TTh  10/31-11/30  6-9 p.m.  (10 sessions)
  (no class 11/7, 11/30)
LIFELONG LEARNING

HEALTHCARE CAREERS

NJ 911 DISPATCHER CERTIFICATION

911-Dispatcher/Telecommunicator (46 hours) 4.6 CEUs (ONLINE)
Prepare for the 40-hour 9-1-1 Officer Basic Dispatcher National Certification in this course, which covers the skills and knowledge needed to work as a basic 911 Dispatcher. Receive overviews of Police, Fire, and EMS functions. Hone your interpersonal communications skills and telephone techniques. Learn about the telecommunicator role in public safety, radio broadcasting rules and procedures, and enhanced 9-1-1 systems and operating procedures. Gain an understanding of public safety telecommunications and records systems, as well as telecommunicator legal issues. Course includes role-play and simulations involving 911 calls. Hours for prerequisite FEMA courses included in total CEUs.

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

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

$573 (Tuition $248 + general fee $325 ) includes textbook
DISP 001-05  MW  9/11-10/30 (no class 10/9)  6:30-9:30 p.m.  (14 sessions)

NJ EMERGENCY MEDICAL DISPATCHER CERTIFICATION

Emergency Medical Dispatcher (32.5 hours) 3.25 CEUs (ONLINE)
Gain the skills and knowledge needed to be an Emergency Medical Dispatcher (EMD). Prepare for the secondary level of certification required for any officer or dispatcher who will answer 9-1-1 medical calls. Topics include EMD responsibilities, legal/liability issues, interpersonal communications, providing proper medical instructions by phone, and use of emergency medical guide cards. This course includes role-play and simulations involving 911 calls.

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

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

$434 (Tuition $159 + general fee $275 ) includes textbook
DISP 002-05  MW  11/1-12/11 (no class 11/22)  6:30-9:30 p.m.  (11 sessions)
COMMUNITY HEALTH WORKER

Community Health Worker CEUs 12.0 (HYBRID – Some sessions in person and some online)

Entrance Requirement: Proficiency in spoken and written English.
The Community Health Worker serves as a bridge between the community and the health care, government and social service systems. Complete this course and be prepared to help individuals, families, groups, and communities develop their capacity and access to resources including health insurance, food, housing, quality care, and health information.

$1,155 (Tuition $892 + general fee $263)

AHCW 001-10 TTh 9/12-12/14 (no class 11/22 and 11/23) 6-9 p.m.
(Tuesday Online)

DENTAL

Certified Dental Assistant Review – CDA Review

This course will help prepare dental assistants for the Dental Assisting National Board (DANB). DANB is the nationally recognized certification organization or dental assistants. This course will focus on infection control, radiation, and general chair side care

Prerequisites:
- Must submit proof of 3500 hours assisting in a dental office.
- A resume
- A letter from an employer verifying work hours, office address, and phone number.

$840 (Tuition $390 + Exam Fee $450) (36 hours/6 weeks)

ADEN 009-05 Th 9/14, 9/21, 9/28 6-9 p.m.
W 10/4, 10/11, 10/18, 10/25, 11/1, 11/8 6-9 p.m.
Th 11/16, 11/30, 12/7 6-9 p.m.

Administration of Local Anesthesia for the Dental Hygienist

NJ DENTAL CEUs 32

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

Required: Textbook available through the College Bookstore.

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

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

ADEN 003-18 W 9/27-11/15 5:30-9:30 p.m.
Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher  
**NJ DENTAL CEUs 4**

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

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

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

ADEN 004-22  W  11/29  6-10 p.m.

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

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

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

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

ADEN 005-23  T  12/5  6-10 p.m.
ECG/EKG TECHNOLOGIST CERTIFICATE

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

Entrance Requirements:
- Proficiency in spoken and written English

Program Requirements:
- Wear a complete set of blue scrubs to each class.
- Wear closed-toe shoes every day.
- Purchase textbook and EKG calipers for first day of class, available at College Bookstore.
- Successful completion of all coursework.
- Be certified in BLS CPR prior to EKG course completion.
- Attendance rate and final grade of 80% or higher is required to pass the course.
- Students are required to practice setting up and performing EKGs on each other. *The ECG/ EKG will be performed behind a screened area on an exam table similar to a physician’s office. Performing an ECG/ EKG is necessary for both practice and grading. All tracings will be destroyed to ensure confidentiality and compliance with the Federal HIPAA Law (Health Insurance Portability and Accountability Act).*

ECG/EKG COURSE

ECG/EKG Technician CEUs 6.0 (IN-PERSON)
Topics include anatomy and physiology of the heart, set-up and operation of the ECG/EKG machine, identification and description of basic waveforms and placement of electrodes. 
Required: EKG calipers and textbook needed for FIRST class available at College Bookstore. ([middlesexcollege.bncollege.com/shop/middlesex-cc/home](http://middlesexcollege.bncollege.com/shop/middlesex-cc/home))
$999 (Tuition $495 + general fee $75 + lab fee $429)
AHEK 001-75 M-F 9/25-10/11 (no class 10/9) 9 a.m.-2:30 p.m. (12 sessions)
MEDICAL BILLING AND CODING COURSE

Special Note: This module is offered only for those students who completed all FOUR other modules of the Medical Billing and Coding Certification Program.

Medical Billing and Insurance CEUs 6.0 (ONLINE)
Understand health insurance, medical billing and reimbursement practices, along with HIPAA, medical law and ethics, and analysis of patient records to be able to assign appropriate codes for billing purposes. Topics also include: Medicare, Medicaid and other state programs, Tricare, CHAMPVA and hospital billing. Learn Medisoft software and gain hands-on experience entering a sample patient through the electronic medical billing cycle.

Required: Textbook available at College Bookstore. (middlesexcollege.bncollege.com/shop/middlesex-cc/home) and a flash drive.

Prerequisite: Medical Terminology and Anatomy for ICD-10

$839 (Tuition $548 + general fee $299)

AMRC 829-12 Sa 9/23-12/16 (no class 11/11) 8:30 a.m.-2 p.m. (12 sessions)

MENTAL HEALTH TECHNICIAN COURSE

Mental Health Technician CEUs 12.0 (HYBRID – Some sessions in person and some online)
Learn to care for mentally impaired or emotionally disturbed people in a variety of healthcare settings. Topics include patient hygiene; patients’ pulse, temperature and respiration; maintaining accurate patient records; issuing medication from a dispensary; leading individual and group therapy sessions; and assisting patients with daily living activities. At the completion of this course, participants will be prepared to take the Mental Health Technician exam offered by the American medical Certification Association.

$1,500 (Tuition $1,075 + general fee $425)

AHMH 001-02 TWTh 9/19-12/21 (no class 11/22 and 11/23) 6-9 p.m. (40 sessions)

MENTAL HEALTH FIRST AID CERTIFICATION

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

Certification for Mental Health First Aid lasts for 3 years.

AHMH 002-01 Adult MW 10/2/23 and 10/4/23 6-9 p.m.
Youth M 11/6/23 10 a.m.-2 p.m.
PHLEBOTOMY TECHNICIAN CERTIFICATE

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

Entrance Requirements:
- Proficiency in spoken and written English

Program Requirements:
- Successfully complete the three Phlebotomy Technician Program courses
- Wear a complete set of blue scrubs to each class.
- Wear closed-toe shoes daily.
- Wear a white lab coat for Phlebotomy PHL II and III.
- Purchase mandatory textbook and workbook for first day of class, available at College Bookstore.
- Maintain attendance rate of 80% per module and 90% overall, and final grade of 80% or higher 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.
- Successful completion of criminal background check.

PHLEBOTOMY COURSES

Phlebotomy CEUs 10.0 (IN-PERSON)
Receive an introduction to the phlebotomy profession, infection control, patient care and professional ethics. Topics include proper techniques and methods to safely handle samples. Initially practice venipuncture and finger sticks on an artificial arm. Once proficiency is achieved, practice venipuncture and finger-sticks on each other under supervision of instructor.
$1,662 (Tuition $1250 + general fee $376 + Liability Insurance $36)
AHPH 100-20 M-F 10/16-11/13 (no class 11/10) 9 a.m.-2:30 p.m. (5 hours) (20 sessions) (Perth Amboy)

Phlebotomy Externship CEUs 10.0 (IN-PERSON)
At a hospital or other facility, collect samples and perform other duties associated with phlebotomy. Prerequisites: Successful completion of Phlebotomy and BLS/CPR certification, criminal background check and physical examination with current immunizations and personal health insurance coverage.
Note: Externships are only available during the day.
Externship hours must be completed within one year of finishing the Phlebotomy course.
$1,036 (Tuition $799 + general fee $237)
AHPH 101-20 11/14 (Orientation) (100 hours)
CANNABIS DISPENSARIES CERTIFICATE

Medical Cannabis Dispensaries Training Certificate CEUs 1.5 (ONLINE)

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

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

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

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

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

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

CBGE 009-03   M  11/6-12/4  6-9 p.m.  (5 sessions)
HUMAN RESOURCES CERTIFICATE

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

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

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

HUMAN RESOURCES COURSES

**Human Resources Management CEUs 0.6 (IN-PERSON)**
Learn how current issues affect the human resources manager role in hiring, training, development, employment relations, and compensation practices.
$175 (Tuition $150 + general fee $25)
CBHR 735-61  Sa 10/21  9 a.m.-4 p.m. (1 hr break)

**Employment Relations CEUs 0.35 (IN-PERSON)**
Create a positive working environment to maximize productivity and remain competitive!
$125 (Tuition $100 + general fee $25)
CBHR 737-61  Sa 10/28  9 a.m.-12:30 p.m.

**Compensation: Salary and Benefits CEUs 0.35 (IN-PERSON)**
Become familiar with cost containment strategies, federal/state laws governing compensation, compensation techniques, anti-discrimination laws, unemployment, workers’ compensation issues, and changing trends in benefits and laws, i.e. COBRA and Family Leave.
$125 (Tuition $100 + general fee $25)
CBHR 739-61  Sa 10/28  1:30-4:30 p.m.

**Training and Development CEUs 0.35 (IN-PERSON)**
Learn basics of a sound training and development plan, principles of adult learning, the trainer role and how to assess training needs, defining objectives, and creating and evaluating programs.
$125 (Tuition $100 + general fee $25)
CBHR 738-64  Sa 11/4  9 a.m.-12:30 p.m.

**Recruiting and Selecting: Hire Right the First Time CEUs 0.35 (IN-PERSON)**
Learn and practice good interviewing and recruiting techniques to get the best candidate for a position. Bring sample job descriptions for a workshop exercise.
$125 (Tuition $100 + general fee $25)
CBHR 724-61  Sa 11/4  1-4:30 p.m.
A Toolbox to Retain Valuable Employees CEUs 0.35 (IN-PERSON)
Become familiar with the whys and hows of employee attrition to retain valuable employees.
$125 (Tuition $100 + general fee $25)
CBEL 909-17  Sa  11/18  9 a.m.-12:30 p.m.

Managing Difficult People and Situations CEUs 0.35 (IN-PERSON)
Learn to build trust and confidence with difficult people, whether it is a boss, co-worker, employee or customer, and manage difficulty by changing conflict into a constructive force.
$125 (Tuition $100 + general fee $25)
CBEL 758-58  Sa  11/18  1-4:30 p.m.

Employment Law CEUs 0.6 (ONLINE)
Learn about legal rights and responsibilities of employers and employees and how to deal with issues concerning discrimination, sexual harassment, day-to-day implications of the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), NJ Conscientious Employee Protection Act (CEPA) and federal as well as NJ wage and hour laws.
$175 (Tuition $150 + general fee $25)
CBEL 901-19  Sa  12/2  9 a.m.-4:30 p.m. (1 hr break)
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 Middlesex College Management Certificate of Completion, you must complete eight (8) courses:
- Six required courses and
- Two courses from the Human Resource Certificate Program or the Meeting and Planning Event Planning Certificate Program (one from each or two from either for a total of two)

The total cost of required management courses is $750.

Discount Cost: $625 (save $125) for students who enroll with payment for the six courses.

**MANAGEMENT CERTIFICATE COURSES**

**The Role of the Manager** CEUs 0.35 (IN-PERSON)
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.

$125 (Tuition $100 + general fee $25)
CBMA 706-26  Sa  9/23  9 a.m.-12:30 p.m.

**The Planning Process** CEUs 0.35 (IN-PERSON)
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.

$125 (Tuition $100 + general fee $25)
CBMA 711-16  Sa  9/23  1-4:30 p.m.

**Effective Communication** CEUs 0.35 (IN-PERSON)
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.

$125 (Tuition $100 + general fee $25)
CBMA 709-28  Sa  9/30  9 a.m.-12:30 p.m.
Managing Your Staff and Team CEUs 0.35 (IN-PERSON)
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.
$125 (Tuition $100 + general fee $25)
CBMA 712-16  Sa  9/30  1-4:30 p.m.

Key Human Resources Issues for Non-HR Managers CEUs 0.35 (IN-PERSON)
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.
$125 (Tuition $100 + general fee $25)
CBMA 713-16  Sa  10/7  9 a.m.-12:30 p.m.

Financial Skills for Managers CEUs 0.35 (IN-PERSON)
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.
$125 (Tuition $100 + general fee $25)
CBEL 908-15  Sa  10/7  1-4:30 p.m.
MEETING AND EVENT PLANNING CERTIFICATE

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

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

Discount Cost: $300 (save $60) for students who enroll with payment for the four courses.

Event Planning Primer CEUs 0.3 (ONLINE)
Follow a systematic guide to planning, organizing, and implementing an event.
$90 (Tuition $65 + general fee $25)
COEV 006-13    M    12/4    6-9 p.m.

Program Development CEUs 0.3 (ONLINE)
Topics include developing the appropriate event, keys to financial success and how to wow the attendees! Learn about locations, date selection, room set-ups, technology, hospitality, and on-site management.
$90 (Tuition $65 + general fee $25)
COEV 007-13    W    12/6    6-9 p.m.

Marketing the Event CEUs 0.3 (ONLINE)
Become familiar with event marketing strategies.
$90 (Tuition $65 + general fee $25)
COEV 008-13    M    12/11    6-9 p.m.

Developing the Event CEUs 0.3 (ONLINE)
Using a hypothetical event, create a compelling program, recruit engaging speakers, find alternate funding sources, market the event and plan to implement it.
Prerequisite: Event Planning Primer, Program Development, and Marketing the Event
$90 (Tuition $65 + general fee $25)
COEV 009-13    W    12/13    6-9 p.m.
Entrepreneurship
How to Start, Develop and Grow a Business from the Ground Up

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

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

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

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

Part I: Developing an Idea or Opportunities
Part II: How to Start a Business
Part III: How to Develop/Build the Business
Part IV: How to Grow the Business

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

CBMA 100-01 TTh 10/3-10/26 6-8 p.m. (Perth Amboy Center)
PERSONAL ENRICHMENT

ART

Ceramics: Hand Building (IN-PERSON)
Be ready to enter a freeing, relaxing and rewarding creative experience. Bring your imagination and enthusiasm. We’ll provide the materials, tools and all the technical assistance you’ll need whether you’ve had experience with clay before or are a true beginner. You will learn all the quintessential hand-building techniques and processes you need to know in order to create your own functional and artistic ceramics pieces. This course does not provide students access to open studio hours in the ceramics studio.
$382 (Tuition $232 + general fee $100 + lab fee $50)
GHOB 366-09  Sa  9/16-12/9 (no class 10/7, 11/11, 11/25)  9:30 a.m.-12:30 p.m.  (10 sessions)

Introduction and Intermediate Fusible Glass (IN-PERSON)
Create your own glass art! The fundamentals of fusible glass will be taught, with a project made during each of the three sessions. Learn the different types of art glass that can be used: cathedral glass, opal, iridescent, luminescent and dichroic glass and how to use them to make a piece of art. The instructor will take all pieces to her studio, fire them, and return them to Middlesex College for student pickup. Glass fusing is an enormously fun medium and easy to pick up. A first-time fuser can make beautiful pieces in the very first session. There is no experience necessary for this course.
$250 (Tuition $75 + general fee $100 + materials fee $75)
GHOB 368-04  Sa  11/4, 11/18, 12/2  10 a.m.-1 p.m.  (3 sessions)

Sewing for Beginners (IN-PERSON)
In this class you will enjoy learning basic sewing techniques done on a sewing machine. You will learn how to thread a machine, use it for alterations, and complete easy-to-sew projects. Do not purchase fabric and patterns prior to the first class. Information and suggestions will be shared to avoid having complicated projects for beginners.
$200 (Tuition $150 + general fee $50)
GENI 406-02  Th  10/5-11/9  6-8:30 p.m.  (6 sessions)

Beginning Watercolors (IN-PERSON)
Express yourself creatively in this fun and relaxed introduction to watercolor painting. Learn how to choose the appropriate brushes, papers and paints, and explore basic watercolor skills such as wet into wet and dry brush. Class will be a mixture of demonstration and one-on-one attention, with time for practice. A supply list will be sent to you upon registration; please bring all materials with you to the first class.
$240 (Tuition $140 + general fee $100)
GHOB 365-07  Sa  9/23-10/28 (no class 10/14)  9:30 a.m.-12:30 p.m.  (5 sessions)

Voices for all: One-on-One Class CEUs 0.15 (ONLINE)
Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a script and receive coaching from your instructor, a professional voice actor, to improve your delivery. This is a onetime, 90-minute, one-on-one, video-chat class! Learn more www.voicesforall.com. Class is scheduled for a day and time of your preference. Must be 18 years and older.
$55 (Tuition $30 + general fee $25)
COVO 002-24  (day and time of your preference)
LIFELONG LEARNING

DANCE

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

Class space limited; register now to reserve your spot.
$175 (Tuition $125 + general fee $50)
GDAN 348-24  M  9/18-10/30 (no class on 10/9)  7-9 p.m.  (6 sessions)

Intermediate Latin and Ballroom Dancing for Adults (IN-PERSON) NEW CLASS!
Practice popular ballroom and Latin dances. Dance to the beat of awesome Latin music and learn the basics of salsa and cha-cha. This is an intermediate level class.

Prerequisite: Successful completion of Beginner Latin and Ballroom Dancing for Adults. Partners preferred but not required.

Class space limited; register now to reserve your spot.
$175 (Tuition $125 + general fee $50)
GDAN 349-01  M  11/13-12/18  7-9 p.m.  (6 sessions)

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

Class space limited; register now to reserve your spot.
$125 (Tuition $75 + general fee $50)
GDAN 350-01  Sa  9/23-11/18 (no class on 11/11)  10 a.m.-Noon  (8 sessions)

PERSONAL TRAINER

Personal Trainer: National Certification CEUs 3.6 (HYBRID - online and in-person)
Become a Certified Personal Trainer! Topics include elements of exercise science, client screening, program design and methods of training, injury prevention, exercise physiology, cardio, respiratory fitness, nutrition and weight control. National certification exam given on last class day.

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

Required: Textbook needed for FIRST class available at College Bookstore.
(middlesexcollege.bncollege.com/shop/middlesex-cc/home)

Attendance rate and final grade of 80% or higher required to pass course. Questions about course content and certification? Call Greg Mahadeen at 732.695.1649.

$629 (Tuition $329 + general fee $300)
AFIT 003-47  TTh  10/3-11/2  6:30-9:30 p.m. (online)  (12 Sessions)
T  11/7  6:30-9 p.m. (practical review) (in-person)
Th  11/9  6 p.m. (practical exam) (in-person)
T  11/14  6:30-8:30 p.m.(written exam) (in-person)

Call 732.906.2556 I Please visit middlesexcollege.edu/workforce-development 41
CIVICS

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

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

$196 (Tuition $97 + general fee $99)
GENI 407-04  MTh 10/12-12/21 (no class 11/23)  6-8 p.m.  (20 sessions) (Perth Amboy Center)

Power Civics (ONLINE)
Are you employed in the public sector, a business, or an agency? Do you serve on a local committee, council or board, or are you a newly elected official in your local municipality? Hone your professional abilities with this unique online course. Our Power Civics course will provide you with knowledge and skills that will prepare you for and strengthen your role as a leader. Learn more with our free Power Civics course.

Power Civics 10 Course
Gain knowledge about citizen powers that go beyond voting and how you may play a role as a public citizen in our 21st century democracy. Acquire the tools to become active and informed participants in government problem-solving and decision-making. Developed by experienced practitioners in local government in partnership with professors who are experts in the emerging discipline of beyond-the-ballot civic power, explore how to take leadership positions in your community that do not require running for public office.
Topics include:
- Using technology to find proven solutions
- Accessing information about current government policy
- Crafting cost-effective, evidence-based solutions
- Using a no-blame strategy to keep the focus on the solution
- Using citizens’ legal rights to advance solutions before local government decision-making bodies
- Maintaining a respectful, ongoing pursuit of progress toward the adoption of solutions

GENI 400-01  Self-Paced Online Power Civics Course (No Charge)
middlesexcollege.edu/workforce-development/
**FINANCIAL**

**Financial Management: Is Social Security Secure?** *(ONLINE)*

Gain an understanding of the importance of Social Security in retirement planning. Decisions 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 when to apply.

$25 (Tuition $20 + general fee $5)

GFIN 019-25  T  10/17  6:30-9:30 p.m.

**Financial Planning for Special Needs** *(ONLINE)*

The focus of financial planning for individuals with special needs may span several generations. The instructor, a parent of a special needs adult, will share his personal experiences and help you to develop a roadmap going forward. Topics include: SSI (Supplemental Security Income); Social Security Disability Benefits and when to apply for them; guardianship and conservatorship; an ABLE account – what it is and how to fund it, and how to use it; what is a Special Needs or Supplemental Needs Trust and who should prepare it; funding a trust – various alternatives; what other family members need to know if they wish to provide resources to a special needs individual; and how financial planning for special needs changes your personal financial planning.

$50 (Tuition $40 + general fee $10)

GFIN 029-12  T  10/10  6:30-9:30 p.m.

**LANGUAGES**

**Hindi for Everyday Use** CEUs 1.2 *(ONLINE)*

Learn vocabulary and basic grammar for conversing in Hindi for travel and social interactions. Explore the culture and everyday life in India. Learn about places and people, Indian food and festivals. No prior knowledge of the Hindi language is needed for this course.

$199 (Tuition $100 + general fee $99)

LHIN 002-05  T  10/3-11/7  6-9 p.m.  (6 sessions)

**Beginning Spanish** CEUs 3.0 *(IN-PERSON)*

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

**Required:** Textbook available at College Bookstore.

(middlesexcollege.bncollege.com/shop/middlesex-cc/home)

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

LSPA 032-09  MW  10/2-11/6 (no class 10/9)  6-9 p.m.  (10 sessions)

**Intermediate Spanish** CEUs 3.0 *(IN-PERSON)* **NEW CLASS!**

Further develop your reading, writing and speaking Spanish.

**Prerequisite:** Beginning Spanish

**Required:** Textbook available at College Bookstore.

(middlesexcollege.bncollege.com/shop/middlesex-cc/home)

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

LSPA 033-04  MW  11/8-12/13 (no class on 11/22)  6-9 p.m.  (10 sessions)
TECHNOLOGY

COMPUTER CONFIDENCE

Computer Confidence CEUs 1.5 (IN-PERSON)
Gain an understanding of what you need to know to be computer confident. Learn about Microsoft applications such as Word, Excel, PowerPoint and Access, how to search the internet, and create, save and print documents.
$218 (Tuition $118 + general fee $31 + lab fee $69)
JCSC 365-100 TTh 9/26-10/10 6:30-9:30 p.m. (5 sessions)

MICROSOFT OFFICE 2019

Word 2019: Level I CEUs 1.2 (IN-PERSON)
Master basics of MS Word and beginning-level skills. Topics include Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables, forms and more.
Prerequisite: Familiarity with computers or successful completion of Computer Confidence.
$175 (Tuition $125 + general fee $30 + lab fee $20)
JCSC 453-19 TTh 10/17-10/26 6:30-9:30 p.m. (4 sessions)

Word 2019: Level II CEUs 1.2 (IN-PERSON)
Topics include newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents, indexes and more.
Prerequisite: Successful completion of Word 2016: Level I or equivalent knowledge.
$175 (Tuition $125 + general fee $30 + lab fee $20)
JCSC 454-19 TTh 11/2-11/16 (no class on 11/7) 6:30-9:30 p.m. (4 sessions)

EXCEL 2019

Excel 2019: Level I CEUs 1.2 (IN-PERSON)
Become familiar with the visualization tools of Excel 2016 and gain an understanding of beginning-level skills. Topics include the improved Ribbon interface, entering and editing data, selecting cells and ranges, creating formulas/functions, formatting cell contents, and inserting and deleting columns, charts, rows and cells.
Prerequisite: Familiarity with computers or successful completion of Computer Confidence.
$175 (Tuition $125 + general fee $30 + lab fee $20)
JCSC 455-18 TTh 11/28-12/7 6:30-9:30 p.m. (4 sessions)

Excel 2019: Level II CEUs 1.2 (IN-PERSON)
Learn about large worksheets and workbooks, tables, outlines, inserting clip art, pictures and SmartArt; templates, digital signatures and adding graphics to worksheets.
Prerequisite: Successful completion of Excel 2016: Level I, or equivalent knowledge.
$175 (Tuition $125 + general fee $30 + lab fee $20)
JCSC 456-19 TTh 12/12-12/21 6:30-9:30 p.m. (4 sessions)
ARTIFICIAL INTELLIGENCE WITH CHATGPT

Understanding Artificial Intelligence with ChatGPT CEUs 0.25 (ONLINE) NEW
Artificial Intelligence (AI) refers to the ability of machines to mimic human intelligence and perform tasks that would typically require human-level intelligence. ChatGPT is a state-of-the-art language model that uses deep learning to generate human-like responses in chatbot conversations. In this course, we will learn how to use ChatGPT and explore how ChatGPT leverages AI technology to improve the way chatbots are built and used.
$75 (Tuition $45 + general fee $30)
GENI 408-01  W  11/29  6:30-9 p.m.  (1 session)

VIRTUAL REALITY AND THE METAVERSE

Introduction to Virtual Reality and the Metaverse CEUs 0.8 (ONLINE)
In this course, students will learn the basics and the latest about how virtual reality impacts our world, understand the fundamental mechanism behind the Metaverse and understand the risks involved when entering a Metaverse platform. They will also learn about the infrastructure of the Metaverse and explore potential areas of application for Metaverse technology and the companies they may want to invest in. In addition, social ethics, blockchain technology, virtual real estate and conducting business in the Metaverse using MetaMask, Wallets, cryptocurrency and NFTs will also be covered.
$125 (Tuition $95 + general fee $30)
GENI 405-03  W  10/18-11/8  6:30-8:30 p.m.  (4 sessions)
CONSTRUCTION MANAGEMENT CERTIFICATE

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

Discount cost: $956 (save $324) for students who enroll with payment for all five courses.

Construction Project Management CEUs 1.2 (IN-PERSON)
Learn to successfully manage a small- or medium-sized construction project, including site survey and engineering, building design, budget analysis, bid procedures and scheduling.
Prerequisite: Basic knowledge of small construction projects.
$253 (Tuition $233 + general fee $20)
CNMC 935-63  Sa  9/9 and 9/16  9 a.m.-4 p.m. (1 hr break)  (2 sessions)

Construction Methods and Materials CEUs 1.2 (IN-PERSON)
Topics include footings and foundations; concrete, wood and steel framing; pre-cast concrete, masonry and roofing; solar and conventional heating systems; fire protection and suppression; radon mitigation and construction codes.
Prerequisite: Construction Project Management
$253 (Tuition $233 + general fee $20)
CNMC 937-63  Sa  9/23 and 9/30  9 a.m.-4 p.m. (1 hr break)  (2 sessions)

Cost Estimating and Administration CEUs 1.2 (IN-PERSON)
Learn to prepare cost estimates by evaluating labor, material, equipment and other direct and indirect costs.
Prerequisite: Construction Project Management or equivalent knowledge.
$253 (Tuition $233 + general fee $20)
CNMC 938-63  Sa  10/14 and 10/21  9 a.m.-4 p.m. (1 hr break)  (2 sessions)

Construction Site Safety CEUs 1.5 (ONLINE)
Topics include uniform construction and fire codes, safety regulations and enforcement procedures, techniques to reduce risk, safety in confined spaces and hazardous areas, delegating responsibility, right to know and hazard communication standards.
$316 (Tuition $241 + general fee $75)
CNMC 939-63  Sa  10/28, 11/4, 11/18  8:30 a.m.-1:30 p.m.  (3 sessions)

Construction Contracts CEUs 1.2 (IN-PERSON)
Topics include legal issues that may arise on a construction project, including public and private contract requirements; bonding and obligations; commonly used contract provisions; presentation and defense of contract; and claims, liens and dispute resolution.
$253 (Tuition $233 + general fee $20)
CNMC 936-63  TTh  11/28-12/7  6-9 p.m.  (4 sessions)
The Electronics/Electro-Mechanical Technician Program explores the operation, troubleshooting, maintenance and repair of key electronic/electrical circuits and electro-mechanical systems commonly used in all major household appliances. These technicians possess specialized technical knowledge and skills needed to repair gas/electric clothes dryers, gas/electric ranges and ovens, clothes washers, dishwashers, microwave ovens and refrigerators. Common job locations include: large electronics/appliance retail stores; energy companies and public utilities; building contractors or home owner associations of condos/town-houses/single-family developments; large independent repair centers; resorts, and hotels and public housing developments. There are countless small-business owners operating private repair shops in every state.

**Note:** All books, manuals and other instructional materials will be supplied by the instructor at no additional cost. Tools, test equipment, parts and practice machines used in class will also be supplied by the instructor at no additional cost.

**Prerequisites:** No previous knowledge of electronics or electricity needed to enroll; high-school diploma or equivalent required; English proficiency; solid understanding of basic math; basic PC skills such as web navigation/checking e-mail and MS office; good eye-hand coordination, arm-hand steadiness, attention to detail and analytic thinking skills.

**Training provided by:** Santronics, Inc.

**Required courses:**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ELEC 013-04</td>
<td>Introduction to Electronics and Electricity</td>
<td>16</td>
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<tr>
<td>ELEC 014-04</td>
<td>Introduction to Key Components</td>
<td>16</td>
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<tr>
<td>ELEC 015-04</td>
<td>Introduction to Technical Documentation</td>
<td>16</td>
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<td>ELEC 016-04</td>
<td>Introduction to Live Testing</td>
<td>16</td>
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<tr>
<td>ELEC 018-04</td>
<td>Electronic/Electro-Mechanical Troubleshooting and Repair</td>
<td>72</td>
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**ELECTRONICS/ELECTRO-MECHANICAL TECHNICIAN COURSES**

**Introduction to Electricity and Electronics** CEUs 1.6

Learn the fundamental technical concepts and vocabulary needed to understand and apply the troubleshooting process to repair today’s high-tech machines.

$350 (Tuition $150 + general fee $200) (16 hours)

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<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Start Date</th>
<th>End Date</th>
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<td>ELEC 013-09</td>
<td>MTWTh 9/11-9/14 6-10 p.m.</td>
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**Introduction to Key Components** CEUs 1.6

Understand the general operation, typical applications, and testing techniques and procedures associated with the major electronic, electrical, photonic, magnetic, and electro-mechanical components used in today’s machines.

$350 (Tuition $150 + general fee $200) (16 hours)

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Introduction to Technical Documentation CEUs 1.6
Understand how to interpret and use functional block diagrams, layout diagrams, wiring diagrams and schematic diagrams; other technical documents commonly used in the field are also discussed.
$350 (Tuition $150 + general fee $200) (16 hours)
ELEC 015-09 MTWTh 9/25-9/28 6-10 p.m.  (4 sessions)

Introduction to Live Testing CEUs 1.6
Learn to use a Digital or Analog Multimeter and the oscilloscope to measure AC and DC voltage, current, frequency and other time-related signals. Other testing equipment is also discussed.
$350 (Tuition $150 + general fee $200) (16 hours)
ELEC 016-09 MTWTh 10/2-10/5 6-10 p.m.  (4 sessions)

Electronic/Electro-Mechanical Troubleshooting and Repair CEUs 7.2
Learn to assemble complete electronic circuits and electro-mechanical systems following written instructions and diagrams; and understand the operation and troubleshooting process for key analog and digital circuits found in a wide variety of consumer and commercial machines.
$900 (Tuition $200 + general fee $700) (72 hours)
ELEC 018-09 MTWTh 10/10-11/8 6-10 p.m.  (18 session)
NEW JERSEY UNIFORM CONSTRUCTION CODE

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

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

Plumbing Inspector ICS CEUs 12.0 (ONLINE)
Prerequisite: At least 5 years’ work experience under a master plumber.
$1,049 (Tuition $650 + general fee $399)

- JCDE 948-33 TTh 9/12-12/14 6-10 p.m. (18 sessions)
  MW 11/6-12/13 6-10 p.m. (12 sessions)
  Sa 9/16, 9/23, 9/30 9 a.m.-1 p.m.

Building Inspector RCS CEUs 9.0 (ONLINE)
Prerequisite: For licensing, five years of construction work experience.
$867 (Tuition $742 + general fee $125)

- JCDE 942-59 TTH 9/5-12/19 6:30-9:30 p.m. (20 sessions)
  (no class 11/23)

Building Inspector ICS CEUs 7.5 (ONLINE)
Prerequisite: Building Inspector RCS and for licensing, seven years of construction experience.
$709 (Tuition $634 + general fee $75)

- JCDE 943-56 MW 9/11-12/11 6:30-9:30 p.m. (no class 10/9, 11/22)

Fire Inspector ICS CEUs 12.0 (ONLINE)
Required: Textbook available at www.iccsafe.org
$1,049 (Tuition $650 + general fee $399) (40 sessions)

- JCDE 946-35 TTh 9/5-12/19 6-10 p.m. (no class on 11/23)
Send Your Child to COLLEGE

Programs for Preschool and Kindergarten

Certified staff

Literacy-rich environment

Outdoor recreation

Hands-on learning

Open-year round

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

LIMITED SPACE - CALL FOR A TOUR TODAY! 732.906.2542

(located in Room 185, Edison Hall on the Middlesex College campus)
Choose one morning class and one afternoon class to make an awesome STEM Day. $125 (Tuition $32 + fees $93) for the day.

Note: Please bring your lunch and eat with our instructors. No refrigeration. We cannot accommodate allergies. Ages 8-14.

CHBR 201-10 Minecraft Modders and Python Programmers
CHBR 202-01 Minecraft Modders and Drone Adventures
CHBR 203-01 Cloud Gamers: Mobile App Development and Drone Adventures
CHBR 204-01 Cloud Gamers: Mobile App Development and Python Programmers

MORNING: CHOOSE ONE CLASS

**Minecraft® Modders**
Customize your own Minecraft world and mod the classic game in this one-of-a-kind class. Learn scripting and logic statements as you create your first mods. Students will create a wide variety of new elements, gameplay mechanics, and world-generating mods to change the way you play Minecraft. Projects will be available on a password-protected Black Rocket website to share with friends and family. Students must have the Java version of Minecraft to play their mods at home. Tablet, phone, and game console versions of Minecraft are not compatible.

**Cloud Gamers: Mobile App Development**
Cloud gaming is the way of the future! Build games you can play everywhere and anywhere using a web-based development tool. Learn in-demand skills like programming events and coding controls for a touch screen or keyboard and mouse. Finish by personalizing levels and characters with your own design. Now you are ready to upload your games to the Black Rocket cloud arcade and play on any mobile device or computer. Games can easily be shared with friends and family!

9 a.m.-Noon (Lunch 12-12:30 p.m.)

AFTERNOON: CHOOSE ONE CLASS

**Python Programmers**
Want to learn the world’s fastest-growing programming language favored by Google, NASA, YouTube, and the CIA? Learn how to code with Python to create engaging apps and games. Each lesson takes you step-by-step on a programming path that will let you challenge friends with fun content you create from start to finish! Returning students can create more advanced projects that build on previous years’ versions.

**Drone Adventures**
The Drones are here! Let the battles begin. In this hands-on, interactive class you will learn how to safely fly drone robots. Working in teams, you will be able to code your drone to compete in missions that will prepare you for the ultimate team challenge at the end of the week. Students will work in pairs or teams for most of the program.

12:30-3:30 p.m. Please pick up on time.
**Chemical Wizardry** (Ages 6-12)
This consists of our favorite experiments combined into one amazing super-class of science. Learn about matter, bonding, chemical reactions and more as you make bouncy balls, slime, a “mushroom monster,” instant snow, and a lot more. Plus see Dan The Science Man’s chemistry demonstrations including Elephant Toothpaste, The Big Bang Cannon, Van De Graaf generator, and much more. Students will take home a chemical recipe booklet, and projects made in class.
$45 (Tuition $20 + $25 fees)
CHSS 023-05  Sa 10/21  9 a.m.-Noon
CHSS 023-06  Sa 12/9  9 a.m.-Noon

**Diggin’ for Dinosaurs, Rockin’ Rocks, and Crystal Creations** (Ages 7-12)
Young scientists will discover the exciting science of paleontology as they excavate skeletal replicas from simulated “fossilized” rock. Dig for T-Rex, Triceratops, Stegosaurus, Velociraptors, Brachiosaurus, and more! Make fossilized plaster replicas of dinosaur teeth, claws, trilobites and ancient sea creatures. Sort, classify and take home a variety of real fossils. Break open geodes and discover crystals inside. Take home a unique mini collection of rocks, fossilized shark teeth and more.
$45 (Tuition $20 + $25 fees)
CHSS 027-02  Sa 10/28  9 a.m.-Noon

**Battle Bots and Robotic Fun** (Ages 7-12)
Have fun constructing a Battle-Bot from our huge modular collection and participate in a Sumo-Style Battle-Bot competition, tug o’ war, giant ramp race, robot bowling, and more. Plus — have fun playing with and programming mini robots.
$45 (Tuition $20 + $25 fees)
CHSS 009-12  Sa 12/2  9 a.m.-Noon
FALL YOUTH ENRICHMENT PROGRAM

Note: Students must be 12 years or older, menus are subject to change without notice due to market availability.
Note: We cannot accommodate participants’ food allergies.
Note: Class is limited to 12 students.

Junior Chef Workshop (HANDS-ON) NEW
Join us for a three-day Junior Chef Workshop designed for ages 12 to 16. Our workshop teaches children the important life skill of cooking in a fun environment. Easy to follow recipes and fresh ingredients will inspire your inner chef.

Sample Menu:

- Joy of Baking
  Learn the secrets to making delicious sweets and the skills needed to be a great baker.

- Foods from Around the Globe
  Junior chefs will chop, grate, measure and mix their way through dishes from around the globe.

- Must Try Noodles and Pasta
  Do you love noodles? Spend the day making noodle and pasta dishes that you can re-create at home for your family.

$231 (Tuition $92 + general fee $139)
CHJC 003-01  TWTh  11/7-11/9  11 a.m.-1:30 p.m.

Note: Bring containers to class for your leftovers
NOTE: Workforce Development and Lifelong Learning courses are limited to students 18 years and older unless otherwise noted.

**HOW TO REGISTER FOR COURSES**

**Online**
Register online for select courses. Visit middlesexcollege.edu/workforce-development.

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

**Payment Method**
Check, Money Order, Visa, MasterCard, Discover or Purchase Order.

**Payment Procedure**
Full payment is due at the time of registration.

**Telephone**
Call 732.906.2556. Use Visa, MasterCard, Discover.

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

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

**Course Confirmation and Location**
Confirmation letters will be generated once your registration is processed. Classes meet at the main College campus or other community sites. Registrations are processed daily, but in the event that you have not received your confirmation within five days of the start date, call the department at 732.906.2556. **There will be no refunds because you did not receive a confirmation letter.**

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

**Credit Courses**
For information please call 732.906.4240.
TUITION WAIVER INFORMATION

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

Senior Citizen
Middlesex County residents 65 years of age or older are eligible for a course waiver, which covers tuition only, and is on a space-available basis, to a maximum of $125. Student must pay all fees at the time of registration. In-person registration is required with proof of age and full payment. Students must telephone 24 hours before the start of class to check on availability.
Note: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

Unemployment
Certain courses may be available for unemployment tuition waivers. If you are unemployed and planning to enroll in a course with an unemployment tuition waiver, you are required to submit an application for financial aid and receive a decision prior to submitting the waiver. Submit documentation to Workforce Development and Lifelong Learning in Crabiel Hall, Room 110, from the NJ Department of Labor as proof of eligibility. Documentation must be dated no earlier than 30 days prior to the first day of class. In addition, complete the appropriate Middlesex College Registration Form and include payment for all fees. We will accept your registration 24 hours before the course begins, if space is available.
Note: Students will not be reimbursed and permitted to apply the waiver to any previously paid registration.

Volunteer
Volunteer firefighters, first aid and rescue squad members and their spouse or dependent children may qualify for a tuition waiver. The volunteer shall agree to serve as a member volunteer for a minimum of four years. Following each year of volunteer service performed, the person or family member is entitled to receive a maximum of $600 per academic year of tuition credit. The cumulative maximum tuition credit is $2,400. The student must complete a waiver form available in the Student Accounts Office each semester. All remaining expenses must be paid by the regular due date.
Note: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

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

Workforce Development Training Refund and Cancellation Policy
We are pleased to offer you a refund or credit for a class from which you withdraw if you notify us at least five working days before the start of class. No refunds will be issued thereafter. Refunds and credits are processed upon the receipt of an official Withdrawal Form. Call 732.906.2556 to request the form. A $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 Workforce Development Training Department Refund and Cancellation Policy may significantly differ from the above; contact the Workforce Development Training Department at 732.906.4231 for this information.

Late Registration Fee
Register before the first day of the course in order to avoid a late fee of $20.

Change Fee
We will accept your course change with a $20 fee.

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

Student Rights and Responsibilities: Code of Student Conduct
In order to provide for the maximum safety and well-being of the College community, including guests, certain standards of behavior have been established at the College. These standards of conduct apply to students engaging in College sponsored activities both on-and off-campus.
For more information, see Code of Student Conduct section under Students’ Rights and Responsibilities in the most recent Middlesex College e-Catalog: course-catalog.com/mcc/C.

Emergency Closings
The College is in full operation every scheduled class day. In certain cases, the interest of all concerned is best served by cancellation or delayed openings of classes. Announcements are made on the College website, middlesexcollege.edu. You may also call the Middlesex College Information Line at 732.906.2555.
All announcements should be noted carefully. On certain occasions, morning, afternoon, or evening classes only may be delayed or canceled.

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

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

College Bookstore
The College Bookstore carries required books as indicated in course descriptions. For current operating hours and general information, call 732.906.2539. To purchase books online, visit the Bookstore at middlesexcc.bncollege.com/shop/middlesexcc/home.
**REGISTRATION FORM**

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<th>BIRTH DATE</th>
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**EDUCATION:**
- ☐ HS diploma/GED
- ☐ Some College
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Master's degree or higher
- ☐ Yes
- ☐ No

**ARE YOU HISPANIC/LATINO?**
- ☐ American/Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hawaiian/Pacific Islander
- ☐ White

**HOW DID YOU HEAR ABOUT THESE COURSES?**
- ☐ Bulletin
- ☐ Email Announcement
- ☐ Postcard
- ☐ Middlesex College Web Page
- ☐ Flyer
- ☐ Other (describe)________________________________________________________________________

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**SEND YOUR REGISTRATION FORM WITH PAYMENT TO:**
Continuing Education - Crabiel Hall
Middlesex College, 2600 Woodbridge Avenue, Edison, NJ 08818-3050

**METHOD OF PAYMENT:**
- ☐ I am enclosing a check/money order payable to Middlesex College - Continuing Education in the amount of $__________
- ☐ Purchase Order (please include registration form)
- ☐ Tuition Waiver
- ☐ Check or P.O. Number _________________________

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

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| ☐ VISA | ☐ MasterCard | ☐ DISCOVER |

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X ____________________________ $____________________ AUTHORIZED SIGNATURE DATE AMOUNT

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

Call 732.906.2556 | Please visit middlesexcollege.edu/workforce-development
BUILDING KEY
AC Academy for Science, Mathematics and Engineering Technologies
BH Billy Johnson Hall
BC Bookstore
C1 Center 1
C2 Center 2
C3 Center 3
C4 Center 4
CH Chambers Hall
CB Crabel Hall
CC College Center
EA East Hall
EX East Hall Annex
ED Edison Hall
FM Facilities Management
GW Gateway - Police / Information
IR Instructional Resource Center
JL Johnson Learning Center
LI Library
MG Mill Gate
MH Main Hall
NH North Hall
PA Performing Arts Center
PE Physical Education Center
RH Raritan Hall
SH South Hall
ST Studio Theatre
WE West Hall
WH West Hall Annex
111 Middlesex College Foundation

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

Middlesex College is a Smoke-Free Environment
Middlesex College es un ambiente libre de humo
The mission of Middlesex College is to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social and cultural life of the community.

For more information, visit middlesexcollege.edu/workforce-development/

or scan the QR Code

Edison Campus
2600 Woodbridge Ave., Edison, NJ 08818-3050
P: 732.906.2556
E: ce_registration@middlesexcc.edu

New Brunswick Center
140 New St., New Brunswick, NJ 08901
P: 732.745.8866
F: 732.249.7306
E: infoNB@middlesexcc.edu

Perth Amboy Center
60 Washington St., Perth Amboy, NJ 08861
P: 732.906.7755
F: 732.442.7811
E: Perth_Amboy_Center@middlesexcc.edu

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