

Fall 2024

Workforce Development and Lifelong Learning

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



Visit middlesexcollege.edu/workforce-development
or scan the QR Code.





Explore

OUR SCHOLARSHIPS



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.

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

Certificate Programs

Grant Writing Certificate Program ■ Human Resources Certificate
Small Business Marketing Certificate ■ ECG/EKG Technician Certificate
Mental Health Technician ■ Patient Care Technician
Phlebotomy Technician Certificate ■ Construction Management Certificate

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Workforce Development and Lifelong Learning Courses Offered at the Middlesex College Centers

COURSES AT THE NEW BRUNSWICK CENTER

Citizenship Course

GENI 407-08	Citizenship Preparation Course in Spanish	MW	9/9-11/20	6:30-8:30 p.m. (no class 10/14, 11/11)
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English as a Second Language (ESL) Courses

BASK 001-10	ESL I	Sa	9/7-12/14	9 a.m.-12:30 p.m. (no class 10/12, 11/9, 11/30)
BASK 002-10	ESL II	Sa	9/7-12/14	9 a.m.-12:30 p.m. (no class 10/12, 11/9, 11/30)
BASK 003-10	ESL IV	Sa	9/7-12/14	9 a.m.-12:30 p.m. (no class 10/12, 11/9, 11/30)
BASK 017-10	ESL III	Sa	9/7-12/14	9 a.m.-12:30 p.m. (no class 10/12, 11/9, 11/30)

COURSES AT THE PERTH AMBOY CENTER

Citizenship Course

GENI 407-09	Citizenship Preparation Course in Spanish	MW	9/9-11/20	6-8 p.m. (no class 10/14, 11/11)
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English as a Second Language (ESL) Courses

BASK 001-20	ESL I	Sa	9/7-12/14	9 a.m.-12:30 p.m. (no class 10/12, 11/9, 11/30)
BASK 002-20	ESL II	Sa	9/7-12/14	9 a.m.-12:30 p.m. (no class 10/12, 11/9, 11/30)
BASK 003-20	ESL III	Sa	9/7-12/14	9 a.m.-12:30 p.m. (no class 10/12, 11/9, 11/30)
BASK 017-20	ESL IV	Sa	9/7-12/14	9 a.m.-12:30 p.m. (no class 10/12, 11/9, 11/30)

Business

CBMA 101-01	Small Business Marketing Certificate	M	9/30-10/28	6-8 p.m.
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Workforce Development

(Now located in East Hall on Edison campus)

WORKFORCE DEVELOPMENT TRAINING DEPARTMENT

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.

WORKFORCE DEVELOPMENT TRAINING – AT-A-GLANCE

For information on our offerings, call 732.906.4231

Microsoft Office Applications Specialist (184 hours)

CSTC 268-01	Microsoft Office Applications Specialist	M-F	9/4-11/8	9 a.m.-1 p.m.
CSTC 268-02	Microsoft Office Applications Specialist	M-F	10/7-11/17	9 a.m.-1 p.m.
CSTC 268-03	Microsoft Office Applications Specialist	M-F	11/12-2/4	9 a.m.-1 p.m.
CSTC 268-04	Microsoft Office Applications Specialist	M-F	1/5-3/10	9 a.m.-1 p.m.
CSTC 601-01	Microsoft Office Applications Specialist	M-F	9/4-11/8	9 a.m.-1 p.m.
CSTC 601-02	Microsoft Office Applications Specialist	M-F	10/7-12/17	9 a.m.-1 p.m.
CSTC 601-03	Microsoft Office Applications Specialist	M-F	11/12-2/4	9 a.m.-1 p.m.
CSTC 601-04	Microsoft Office Applications Specialist	M-F	1/2-3/10	9 a.m.-1 p.m.

Computerized Accounting with QuickBooks and Microsoft Office (368 hours)

CSTC 269-01	Computerized Accounting with QuickBooks and Microsoft Office	M-F	9/4-2/4	9 a.m.-1 p.m.
CSTC 269-02	Computerized Accounting with QuickBooks and Microsoft Office	M-F	10/7-3/10	9 a.m.-1 p.m.
CSTC 269-03	Computerized Accounting with QuickBooks and Microsoft Office	M-F	11/12-5/15	9 a.m.-1 p.m.
CSTC 269-04	Computerized Accounting with QuickBooks and Microsoft Office	M-F	1/25-5/15	9 a.m.-1 p.m.
CSTC 602-01	Computerized Accounting with QuickBooks and Microsoft Office	M-F	9/4-2/4	9 a.m.-1 p.m.
CSTC 602-02	Computerized Accounting with QuickBooks and Microsoft Office	M-F	10/7-3/10	9 a.m.-1 p.m.
CSTC 602-03	Computerized Accounting with QuickBooks and Microsoft Office	M-F	11/12-4/10	9 a.m.-1 p.m.
CSTC 602-04	Computerized Accounting with QuickBooks and Microsoft Office	M-F	1/25-5/15	9 a.m.-1 p.m.

WORKFORCE DEVELOPMENT

Computerized Accounting with QuickBooks (184 hours)

CSTC 270-01	Computerized Accounting with QuickBooks	M-F	9/4-11/8	9 a.m.-1 p.m.
CSTC 270-02	Computerized Accounting with QuickBooks	M-F	11/12-2/4/25	9 a.m.-1 p.m.
CSTC 603-01	Computerized Accounting with QuickBooks	M-F	9/4-11/8	9 a.m.-1 p.m.
CSTC 603-02	Computerized Accounting with QuickBooks	M-F	11/12-2/4/25	9 a.m.-1 p.m.

QuickBooks with Microsoft Office (276 hours)

CSTC 271-01	QuickBooks with Microsoft Office	M-F	10/7-2/4/25	9 a.m.-1 p.m.
CSTC 271-02	QuickBooks with Microsoft Office	M-F	1/2-4/10	9 a.m.-1 p.m.
CSTC 604-01	QuickBooks with Microsoft Office	M-F	10/7-2/4/25	9 a.m.-1 p.m.
CSTC 604-02	QuickBooks with Microsoft Office	M-F	1/2-4/10	9 a.m.-1 p.m.

QuickBooks Application (92 hours)

CSTC 272-01	QuickBooks Application	M-F	10/7-11/8	9 a.m.-1 p.m.
CSTC 272-02	QuickBooks Application	M-F	1/2/25-2/4	9 a.m.-1 p.m.
CSTC 605-01	QuickBooks Application	M-F	10/7-11/8	9 a.m.-1 p.m.
CSTC 272-01	QuickBooks Application	M-F	1/2/25-2/4	9 a.m.-1 p.m.

Supply Chain Management Principles Module (24 hours)

CSTC 256-09	Supply Chain Management Principles Module	MWTh	9/23-10/9	6-9 p.m.
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Warehousing Operations Module (24 hours)

CSTC 257-09	Warehousing Operations Module	MWTh	10/21-11/6	6-9 p.m.
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Customer Service Module (10 hours)

CSTC 258-06	Customer Service Module	MWTh	11/18-11/25	6-8:30 p.m.
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AWS MIG Welding

CSTC 259-06	AWS MIG Welding	TWThF	9/10-11/6 (no class 10/14)	9 a.m.-noon
CSTC 259-07	AWS MIG Welding	MTW	10/28-1/15/25 (no class 11/11, 12/24-1/1/25)	6-9:30 p.m.

Telecommunications Technologies Program (40 hours)

CSTC 265-01	Telecommunications Technologies Program	M-F	9/30-10/11	9 a.m.-1 p.m.
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Network Copper Cabling Program (40 hours)

CSTC 266-01	Network Copper Cabling Program	M-F	10/15-10/28	9 a.m.-1 p.m.
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Network Fiber Optic Cabling Program (30 hours)

CSTC 267-01	Network Fiber Optic Cabling Program	M-F	10/29-11/7	9 a.m.-1 p.m.
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Workforce Development Training Department Offerings For information on our offerings, call 732.906.4231

Microsoft Office Applications Specialist (184 hours)

Master the complete Microsoft Office Suite 2019 (Word, Excel, and PowerPoint) beginning with basic concepts. Training includes webpage design using HTML and career development. Learn:

Microsoft Word: create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted.

Microsoft Excel: spreadsheet layout, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.

Microsoft PowerPoint: customize and animate presentations.

Microsoft Outlook: maintain schedules, navigate emails and organize contact lists.

HTML: develop, design, and publish a webpage. Textbooks included.

\$2,300 (Tuition \$1,200 + general fee \$250 + lab fee \$700 + materials fee \$150)

Classes meet 9 a.m.-1 p.m. Course is offered in-person or online.

In-Person Classes

CSTC 268-01	MTWThF	9/4-11/8
CSTC 268-02	MTWThF	10/7-12/17
CSTC 268-03	MTWThF	11/12-2/4/25
CSTC 268-04	MTWThF	1/2/25-3/10

Online Classes

CSTC 601-01	MTWThF	9/4-11/8
CSTC 601-02	MTWThF	10/7-12/17
CSTC 601-03	MTWThF	11/12-2/4/25
CSTC 601-04	MTWThF	1/2/25-3/10



Computerized Accounting with QuickBooks and Microsoft Office (368 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. Prepare for workforce demands and become proficient with Microsoft Office 2019 (Word, Excel, PowerPoint and Outlook). Training includes webpage design using HTML and career development. Learn:

Microsoft Word: create and enhance documents; process mail merge; insert bookmarks and hyperlinks; create table of contents and a master document with subdocuments inserted.

Microsoft Excel: spreadsheet layout, basic to advanced formulas including IF and nested IF statements, payment functions, VLOOKUP, what IF analysis and Macros.

Microsoft PowerPoint: customize and animate presentations.

Microsoft Outlook: maintain schedules, navigate emails and organize contact lists.

HTML: develop, design, and publish a webpage. Textbooks included.

\$4,000 (Tuition \$2,600 + general fee \$250 + lab fee \$800 + materials fee \$350)

Classes meet 9 a.m.-1 p.m. Course is offered in person or online.

In Person Classes

CSTC 269-01	MTWThF	9/4-2/4/25
CSTC 269-02	MTWThF	10/7-3/10/25
CSTC 269-03	MTWThF	11/12-4/10/25
CSTC 269-04	MTWThF	1/25/25-5/15

Online Classes

CSTC 602-01	MTWThF	9/4-2/4/25
CSTC 602-02	MTWThF	10/7-3/10/25
CSTC 602-03	MTWThF	11/12-4/10/25
CSTC 602-04	MTWThF	1/25/25-5/15

Computerized Accounting with QuickBooks (184 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. Textbooks included.

\$2,300 (Tuition \$1,200 + general fee \$250 + lab fee \$600 + materials fee \$250)

Classes meet 9 a.m.-1 p.m. Course is offered in person or online.

In Person Classes

CSTC 270-01	MTWThF	9/4-11/8
CSTC 270-02	MTWThF	11/12-2/4/25

Online Classes

CSTC 603-01	MTWThF	9/4-11/8
CSTC 603-02	MTWThF	11/12-2/4/25

QuickBooks with Microsoft Office (276 hours)

Gain skills in computerized accounting procedures with QuickBooks 2019, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable/payable, maintaining payroll information and processing checks, preparing and analyzing financial reports. Prepare for workforce demands and become proficient with Microsoft Office 2019 (Word, Excel, PowerPoint and Outlook). Textbooks included.

Prerequisite: Knowledge of accounting principles.

\$3,000 (Tuition \$1,900 + general fee \$200 + lab fee \$600 + materials fee \$300)

Classes meet 9 a.m.-1 p.m. Course is offered in person or online.

In Person Classes

CSTC 271-01	MTWThF	10/7/24-2/4/25
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CSTC 271-02	MTWThF	1/2/25-4/10
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Online Classes

CSTC 604-01	MTWThF	10/7/24-2/4/25
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CSTC 604-02	MTWThF	1/2/25-4/10
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QuickBooks Application (92 hours)

Gain skills in computerized accounting procedures with QuickBooks 2019, including creating a company, generating accounting reports, reconciling accounts, posting transactions and information, managing accounts receivable/payable, maintaining payroll information and processing checks, preparing and analyzing financial reports. Textbooks included.

Prerequisite: Knowledge of accounting principles.

\$1,000 (Tuition \$500 + general fee \$100 + lab fee \$200 + materials fee \$200)

Classes meet 9 a.m.-1 p.m. Course is offered in person or online.

In Person Classes

CSTC 272-01	MTWThF	10/7-11/8
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CSTC 272-02	MTWThF	1/2/25-2/4
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Online Classes

CSTC 605-01	MTWThF	10/7-11/8
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CSTC 605-02	MTWThF	1/2/25-2/4
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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.

\$1300 (Tuition \$1000 + general fee \$150 + materials \$150)

CSTC 256-09	MWTh	9/23-10/9	6-9 p.m.	Remote Classes
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Warehousing Operations Module (24 hours)

The Warehousing Operations certification track provides the basics of warehousing operations, including distribution centers and fulfillment centers.

Prerequisite: Supply Chain Management Principles Module

\$1300 (Tuition \$1000 + general fee \$150 + materials \$150)

CSTC 257-09	MWTh	10/21-11/6	6-9 p.m.	Remote Classes
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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.

Prerequisite: Supply Chain Management Principles Module

\$600 (Tuition \$350 + general fee \$100 + materials \$150)

CSTC 258-06 MWTh 11/18-11/25 6-8:30 p.m. Remote Classes

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 process and the concepts of fundamentals of the weld quality and inspection methods, welding codes, specifications and safety.

\$3,300 (Tuition \$2,300 + general fees \$250 + supplies and tools \$250 + \$500 credential)

CSTC 259-06 TWThF 9/10-11/6 9 a.m.-noon
(no classes 10/14)

CSTC 259-07 MTW 10/28-11/15 6-9 p.m.
(Wednesdays start on 11/13)
(no classes 11/11, 12/24-1/1/25)

Telecommunications Technologies Program (40 hours)

Throughout this program, you will gain a comprehensive understanding of the different connectivity methods used in modern communication systems. From the history and theory behind broadband communications to hands-on practice with authentic devices, you will learn how these systems function in real-world applications, such as Smart Homes or industry 4.0 environments.

In addition to technical knowledge, this program will also focus on developing important soft skills, such as safety protocols, effective communication techniques, and customer service practices. These skills are essential for success in the field of connectivity, as they ensure that you can effectively troubleshoot issues, communicate with clients, and provide high-quality service. Upon completing this course, you can take the Telecommunications Technologies industry-recognized exam.

\$1,000 (Tuition \$700 + general fees \$150 + materials and credential exam \$150)

CSTC 265-01 MTWThF 9/30-10/11 9 a.m.-1 p.m.

Network Copper Cabling Program (40 hours)

By completing this course, you will gain a thorough understanding of copper cabling and be equipped with the knowledge and practical skills needed to succeed in the field. Some of the key topics covered in this course include: installation techniques for various types of copper cabling, construction principles, troubleshooting strategies, Power over Ethernet (PoE) technology, and hands-on practice with interactive workstations and trainers to simulate real-world scenarios.

Upon completion of the course, you are eligible to take the industry-recognized certification exam: Network Cabling Specialist Copper Systems. Do not miss this opportunity to master the basics of copper cabling and take your networking career to the next level.

Prerequisite: Telecommunications Technologies Program

\$1,000 (Tuition \$700 + general fees \$150 + materials and credential exam \$150)

CSTC 266-01 MTWThF 10/15-10/28 9 a.m.-1 p.m.

Network Fiber Optic Cabling Program (30 hours)

This course covers all aspects of fiber optics cabling as well as its advantages. Fiber optics cabling is a method of transmitting data using light signals sent through thin, flexible glass or plastic fibers. A comprehensive understanding of fiber optics cabling, including cabling standards, optic loss budgets, cable routing, and placement, as well as testing and troubleshooting techniques is essential for successfully designing, installing, and maintaining fiber optic cabling systems. Upon completing this course, you can sit for the Network Cabling Specialist Fiber Optic Systems certification exam.

Prerequisites: Telecommunications Technologies Program and Network Copper Cabling Program

\$1,000 (Tuition \$700 + general fees \$150 + materials and credential exam \$150)

CSTC 267-01 MTWThF 10/29-11/7 9 a.m.-1 p.m.

CORPORATE EDUCATION AND TRAINING



CORPORATE EDUCATION AND TRAINING

**Customized course offerings to address the specific needs of your company.
Classes delivered at your workplace or on our nearby campus.**

- 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

The **Lifelong Learning Department** provides opportunities to enhance your skills, learn a new skill or to just have fun. With a variety of certificate programs, Healthcare Career opportunities, culinary courses, English as a Second Language courses, and so much more, there is something for the Lifelong Learner in each of us.

For more information on any of the courses offered by the Lifelong Learning Department, please visit our website at:

continuinged.middlesexcc.edu/public/listProgramAreas.do?method=load

Call 732.906.2556 to register today.

BUSINESS AND MANAGEMENT – AT-A-GLANCE

Grant Writing Certificate Program

COWR 016-02	Introduction to Grants	Sa	9/21	9 a.m.-noon
COWR 017-02	Overview of Different Grant Types	Sa	9/21	12:30-3 p.m.
COWR 018-02	Creating the Grant Proposal	Sa	9/28	9 a.m.-noon
COWR 019-02	Grant Proposal Evaluation	Sa	9/28	12:30-3 p.m.
COWR 020-02	Grant Review	Sa	10/5	9 a.m.-1 p.m.

Human Resources Management Certificate

CBHR 735-63	Human Resources Management	Sa	10/19	9 a.m.-4 p.m.
CBHR 726-01	Employment Relations	Sa	10/26	9 a.m.-12:30 p.m.
CBHR 727-01	Compensation: Salary and Benefits	Sa	10/26	1-4:30 p.m.
CBHR 728-01	Training and Development	Sa	11/2	9 a.m.-12:30 p.m.
CBHR 725-01	Recruiting and Selecting: Hire Right the First Time	Sa	11/2	1-4:30 p.m.
CBEL 760-01	A Toolbox to Retain Valuable Employees	Sa	11/16	9 a.m.-12:30 p.m.
CBEL 759-01	Managing Difficult People and Situations	Sa	11/16	1-4:30 p.m.
CBEL 901-21	Employment Law	Sa	11/23	9 a.m.-4:30 p.m.

Medical Cannabis Dispensaries Certificate

CBGE 009-06	Medical Cannabis Dispensaries Training Certificate	M	11/11-12/9	6-9 p.m.
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Small Business Marketing Certificate

CBMA 101-01	Small Business Marketing Certificate	M	9/30-10/28 (no class 10/14)	6-8 p.m.
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GRANT WRITING CERTIFICATE

Do you want to learn more about the Grant Writing process? Each course is a complete learning experience; you can enroll in an individual course and receive a certificate of completion for that course. To qualify for the Middlesex College Grant Writing Certificate, you must take all five (5) classes.

The total cost of the program for all five courses is \$450.

Discount Costs: \$375 (save \$75) for students who enroll with payment for all five courses.

To take advantage of this discount please call us at 732.906.2556

Introduction to Grants CEUs 0.3

Engage in a discussion of grants, including what they are, how they work and why they are important for various organizations and individuals.

\$90 (Tuition \$65 + general fee \$25)

COWR 016-02 Sa 9/21 9 a.m.-noon

Overview of Different Grant Types CEUs 0.25

Identify various types of grants, and understand where and how to find grant opportunities that match your needs or interests.

\$90 (Tuition \$65 + general fee \$25)

COWR 017-02 Sa 9/21 12:30-3 p.m.

Creating the Grant Proposal CEUs 0.3

Develop the skills to write a compelling grant proposal, from identifying a suitable grant opportunity to crafting a well-structured proposal. In addition, learn to develop a budget for the proposal.

\$90 (Tuition \$65 + general fee \$25)

COWR 018-02 Sa 9/28 9 a.m.-noon

Grant Proposal Evaluation CEUs 0.25

Explore the process of and understand the criteria for reviewing grant applications.

\$90 (Tuition \$65 + general fee \$25)

COWR 019-02 Sa 9/28 12:30-3 p.m.

Grant Review CEUs 0.4

Learn to critically review a grant proposal and provide constructive feedback on evaluation criteria.

\$90 (Tuition \$65 + general fee \$25)

COWR 020-02 Sa 10/5 9 a.m.-1 p.m.

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 over Five (5) days. The total for all eight courses is: \$1,100.

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

To take advantage of this discount please call us at 732.906.2556

HUMAN RESOURCE COURSES

Human Resources Management CEU 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 735-63 Sa 10/19 9 a.m.-4 p.m. (1 hour break)

Employment Relations CEU 0.35 (IN-PERSON)

Create a positive working environment to maximize productivity and remain competitive!

\$125 (Tuition \$100 + general fee \$25)

CBHR 726-01 Sa 10/26 9 a.m.-12:30 p.m.

Compensation: Salary and Benefits CEU 0.35 (IN-PERSON)

Become familiar with cost containment strategies, federal/state laws governing compensation, compensation techniques, anti-discrimination laws, unemployment, worker compensation issues, and changing trends in benefits and laws, i.e. COBRA and Family Leave.

\$125 (Tuition \$100 + general fee \$25)

CBHR 727-01 Sa 10/26 1-4:30 p.m.

Training and Development CEU 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, define objectives, and create and evaluate programs.

\$125 (Tuition \$100 + general fee \$25)

CBHR 728-01 Sa 11/2 9 a.m.-12:30 p.m.

Recruiting and Selecting: Hire Right the First Time CEU 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 725-01 Sa 11/2 1-4:30 p.m.

A Toolbox to Retain Valuable Employees CEU 0.35 (IN-PERSON)

Become familiar with the why and how of employee attrition to retain valuable employees.

\$125 (Tuition \$100 + general fee \$25)

CBEL 760-01 Sa 11/16 9 a.m.-12:30 p.m.

Managing Difficult People and Situations CEU 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 759-01 Sa 11/16 1-4:30 p.m.

Employment Law CEU 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 901-21 Sa 11/23 9 a.m.-4:30 p.m. (1 hour)

Medical Cannabis Dispensaries Training Certificate CEU 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 student 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 009-06 M 11/11-12/9 6-9 p.m. (5 Sessions)

Small Business Marketing Certificate CEU 0.8. (In-Person) **New**

This course provides a comprehensive introduction to marketing principles and strategies tailored for small businesses. Students will learn how to develop a marketing plan, create effective marketing materials, and utilize digital marketing channels to reach their target audience. You must attend all four (4) weeks of the course to receive a certificate of completion.

Learning Objectives

- Understand the importance of marketing for small businesses
- Identify target audience and conduct market research
- Develop a marketing strategy and plan
- Create marketing materials using Canva
- Utilize social media and digital marketing channels effectively

Schedule

Week 1: Introduction to Small Business Marketing

Week 2: Creating a Marketing Strategy

Week 3: Digital Marketing Fundamentals

Week 4: Creating Marketing Materials

\$300 (Tuition \$200 + General Fee \$100)

CBMA 101-01	M	9/30-10/28 (no class 10/14)	6-8 p.m.	(4 sessions)	(Perth Amboy)
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COMPUTERS

Computer Confidence **CEU 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 365-103 TTh 9/24-10/8 6:30-9:30 p.m. (5 sessions)

MICROSOFT OFFICE 2019

Word 2019: Level I **CEU 1.2 (IN-PERSON)**

Master basics of Microsoft 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 453-21 TTh 10/15-10/24 6:30-9:30 p.m. (4 sessions)

Word 2019: Level II **CEU 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 454-22 TTh 11/5-11/14 6:30-9:30 p.m. (4 sessions)

EXCEL 2019

Excel 2019: Level I **CEU 1.2 (IN-PERSON)**

Become familiar with 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 455-20 TTh 11/19-12/3 (no class 11/28) 6:30-9:30 p.m. (4 sessions)

Excel 2019: Level II **CEU 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 456-21 TTh 12/5-12/17 6:30-9:30 p.m. (4 session)

We have New Chefs and Many New Recipes!

DEMONSTRATION CLASSES AND 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.

Note: students must be 18 years or older

Note: We cannot accommodate participants' food allergies.

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

All Demonstration Classes are \$55 each.

Culinary Discount Option: Choose any three Demonstration classes, and pay only \$150.
(Only \$50 per class, and save \$15)

To take advantage of this discount please call us at 732.906.2556

Gift Certificates Available for 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.



DEMONSTRATION CLASSES AT-A-GLANCE

GCUL 500-01	Seasonal Sides With Chef Andrew Rubin	T	9/10	6-9 p.m.
GCUL 501-01	Celebrating Healthy Latin American Food From the Isle of Puerto Rico With Chef Diana Reustle	T	9/17	6-9 p.m.
GCUL 502-01	Latin America Continues – Further Exploration of the Foods of Spain With Chef Diana Reustle	Th	9/19	6-9 p.m.
GCUL 571-01	Preserving Our Harvest With Chef Wendy Johnson	T	9/26	6-9 p.m.
GCUL 597-01	Rosh Hashanah Traditional Family Style With Chef Andrew Rubin	T	10/1	6-9 p.m.
GCUL 603-01	Spanish Desserts With Chef Diana Reustle	Th	10/3	6-9 p.m.
GCUL 615-01	Hearty Fall Salads – Salads Are Not Just for Summer With Chef Pearl Thompson	Th	10/10	6-9 p.m.
GCUL 616-01	Appetizers To Add to Your Menus With Chef Andrew Rubin	Th	11/14	6-9 p.m.
GCUL 617-01	Celebrating Kwanzaa With Chef Pearl Thompson	Th	12/5	6-9 p.m.



Seasonal Sides With Chef Andrew Rubin

Fall brings a whole new set of vegetables for our table. Brassica, roots, and greens rule the season!

Menu: Curried Cauliflower ■ Farro Risotto ■ “Mash” 2 ways, Rutabaga Mash and Parsnip Potato Mash

GCUL 500-01 T 9/10 6-9 p.m.

Celebrating Healthy Latin American Food From the Isle of Puerto Rico With Chef Diana Reustle

Develop the flavoring and seasoning that produce the great flavors of Puerto Rican Cuisine is what makes this island cuisine spectacular.

Menu: Sofrito ■ Recao, Using Annatto Seeds in a Variety of Dishes ■ Sancocho, Puerto Rican Stew ■ Mofongo ■ Mashed Plantains ■ Traditional Rice and Beans

GCUL 501-01 T 9/17 6-9 p.m.

Latin America Continues – Further Exploration of the Foods of Spain With Chef Diana Reustle

Join us as we dive deeper into the tastes of Spain.

Menu: Fiduia, the Rival to Paella ■ Coquetas De Jamon ■ Traditional Ham Fritters ■ Escalivada, Spanish Roasted Vegetables

GCUL 502-01 Th 9/19 6-9 p.m.

Preserving Our Harvest With Chef Wendy Johnson

Learn how to make pickles, quick jams, tomato sauce as well as proper freezing techniques.

Menu: The menu will depend upon what is seasonally available.

GCUL 571-01 Th 9/26 6-9 p.m.

Rosh Hashanah Traditional Family Style With Chef Andrew Rubin

Chef Rubin will prepare a feast for the eyes, heart and soul of this holiday.

Menu: Challah and Apples With Honey ■ Homemade Gefilte Fish ■ Chopped Chicken Liver ■ Braise Brisket ■ Potato Kugel ■ Tzimmes ■ Broccoli ■ Honey Cake

GCUL 597-01 T 10/1 6-9 p.m.

Spanish Desserts With Chef Diana Reustle

Everyone loves a sweet ending. Tonight’s menu we will prepare several Latin influenced desserts.

Menu: Leche Frita From Spain ■ Tembleque, Coconut Dessert From Puerto Rico ■ Pastel De Nata Portugal Egg Tarts

GCUL 603-01 Th 10/3 6-9 p.m.

Hearty Fall Salads – Salads Are Not Just for Summer With Chef Pearl Thompson

With summer gone, there is still great ingredients for salad to explore.

Menu: Red Cabbage with Roasted Cipollini Onions ■ Warm Israeli Cous Cous Salad With Salmon and Mustard Dill Dressing ■ Wild Rice ■ Wild Mushrooms ■ Grilled Chicken ■ Celery Root and Pine Nut salad.

GCUL 615-01 Th 10/10 6-9 p.m.

Appetizers To Add to Your Menus With Chef Andrew Rubin

Appetizers that can fit in almost any part of a menu, from casual gatherings to festive entertaining.

Menu: Potato Pancakes ■ Smoked Salmom ■ Chive Crème Fraiche ■ Frisee Ricotta Gnocci With Seasonal Garnish ■ Kimchee Pork Belly With Spicy Asian Slaw ■ Eggplant Roulade with Fresh Mozzarella

GCUL 616-01 Th 11/14 6-9 p.m.

Celebrating Kwanzaa With Chef Pearl Thompson

Kwanzaa is a holiday that celebrates the African American roots in African Diaspora.

Menu: Chicken and Dumplings ■ Corn and Black-Eye Pea Dip With Homemade Tortilla Chips ■ Braised Mustard Greens ■ Spice Cake With Lemon Glaze

GCUL 617-01 Th 12/5 6-9 p.m.

HANDS-ON COOKING CLASSES

All hands-on cooking classes are \$75.00 each.

Culinary Discount Option: If two people sign up for the Hands-On Classes together, Pay only \$140 (Save \$10).

To take advantage of this discount please call us at 732.906.2556

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, on behalf of chef 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, menus are subject to change due to market availability without notice.

Note: We cannot accommodate participants' food allergies.

Class is limited to 12 students.

HANDS-ON CLASSES AT-A-GLANCE

GCUL 618-01	Classic Pies and Tarts – From Crust to First Bite With Chef Leroi Baldwin	Sa	9/7	9:30 a.m.-1 p.m.
GCUL 619-01	Yeast Bread and Pizza Workshop With Chef Ron Nicholas	Th	9/12	5:30-9 p.m.
GCUL 620-01	Honoring Our Roots, Vegan Style With Chef Vhaashtay Ra El	Sa	9/14	10 a.m.-1 p.m.
GCUL 621-01	Portugal Foodways With Chef Diana	Sa	9/21	10 a.m.-1 p.m.
GCUL 622-01	Donuts, Yeast Raised and Baking Powder Donuts With Chef Leroi Baldwin	Sa	10/5	9:30 a.m.-1:30 p.m.
GCUL 623-01	It’s the Great Pumpkin, Vegan Friends With Chef Vhaashtay Ra El	Sa	10/12	9:30 a.m.-1 p.m.
GCUL 624-01	Oil-Based Cake Production With Chef Leroi Baldwin	Sa	10/19	9:30 a.m.-1 p.m.
GCUL 625-01	Seasonal Fruit Cookery in a Savory Application With Chef Pearl Thompson	T	10/22	6-9 p.m.
GCUL 626-01	Easy Holiday Desserts With Chef Andrew Rubin	Sa	11/2	9:30 a.m.-12:30 p.m.
GCUL638-01	Have a Holly, Jolly Holiday Vegan Spread Withs Chef Vhaashtay Ra El	Sa	11/9	9:30 a.m.-1 p.m.
GCUL 684-01	Cheesecakes, Cheesecakes, and More Cheesecakes! With Chef Leroi Baldwin	Sa	11/23	9:30 a.m.-1 p.m.
GCUL 685-01	Holiday Baking Workshop – Get Ready to Get All Your Holiday Baking Done With Chef Ron Nichols	Sa	12/14	9:30 a.m.-1 p.m.

Classic Pies and Tarts – From Crust to First Bite With Chef Leroi Baldwin

Understanding tart and pie dough is an art. We will learn how to perfect a classic French all butter Tart (Pate Sucre) and classic all butter Pie Crust (Pate Brise)

Menu: Fresh Apple Crumb Pie ■ Chocolate Tart ■ Walnut Tart

Please bring 2 pie and 2 tart pans with you to class to take your goodies home in.

GCUL 618-01 Sa 9/7 9:30 a.m.-1 p.m.

Yeast Bread and Pizza Workshop With Chef Ron Nicholas

The art of bread making is a treat to accomplish. We will make some classic and new iterations.

Menu: Tomato Olive Schiacciata (Tuscan Flat Bread) ■ The Ultimate Deep Dish Pizza ■ Easy Herb Bread

GCUL 619-01 Th 9/12 5:30-9 p.m.

Honoring Our Roots, Vegan Style With Chef Vhaashtay Ra El

And the Root Season Continues. Let's dig in and continue our seasonal food quest.

Menu: Black Bean, Kale, and Sweet Potato Fritters ■ Root Vegetable Salad With Creamy Dressing ■ Rutabaga Fries With Homemade Ketchup

GCUL 620-01 Sa 9/14 10 a.m.-1 p.m.

Portugal Foodways With Chef Diana Reustle

Look at the further influences of the European Latin influence on Spanish cuisine.

Menu: Piri Piri Chicken ■ Crispy Potato Croquettes ■ Brulee Custard Tarts (Pasteis de Nata)

GCUL 621-01 Sa 9/21 10 a.m.-1 p.m.

Donuts, Yeast Raised and Baking Powder Donuts With Chef Leroi Baldwin

Donuts are nothing more than miniature cakes. We will produce a couple.

Menu: French Crullers ■ Filled Donuts ■ Powdered and Yeast Raised

GCUL 622-01 Sa 10/5 9:30 a.m.-1:30 p.m.

It's the Great Pumpkin, Vegan Friends With Chef Vhaashtay Ra El

Come out and enjoy different ways to carve this nutritious fruit vegetable into your menu.

Menu: Vegan Chili ■ Vegan Pumpkin Cornbread With Vegan Whipped Honey Butter ■ Massaged Kale Salad With Candied Pepitas and Pecans ■ Vegan Pumpkin Spiced Latte

GCUL 623-01 Sa 10/12 9:30 a.m.-1 p.m.

Oil-Based Cake Production With Chef Leroi Baldwin

We will produce cakes that get their moistness, flavor, and fine crumb from oil.

Menu: Italian Lemon Olive Oil Cake With Figs ■ Orange Chiffon Cake With Orange Glaze

GCUL 624-01 Sa 10/19 9:30 a.m.-1 p.m.

Seasonal Fruit Cookery in a Savory Application With Chef Pearl Thompson

Fruit takes center stage in many savory applications.

Menu: Spicy Apple Chutney ■ Chicken With Blistered Grapes ■ Lamb With figs

GCUL 625-01 T 10/22 6-9 p.m.

Easy Holiday Desserts With Chef Andrew Rubin

With the holiday season upon us we will produce 4 stunning desserts sure to please all.

Menu: Pear Cranberry Galette ■ Flavored Crème Brulee
■ Awesome Chocolate Chip Cookies ■ A Very Fun Chocolate Fondue

GCUL 626-01 Sa 11/2 9:30 a.m.-12:30 p.m.

Have a Holly, Jolly Holiday Vegan Spread With Chef Vhaashtay Ra El

Vegan merriment abounds as we create fun and festive vegan selections for our vegan guests.

Menu: Vegan Wellington ■ Vegan Mac and Cheese ■ Delectable Roasted Vegetables
■ Cranberry Relish ■ Vegan Egnog

GCUL 683-01 Sa 11/9 9:30 a.m.-1 p.m.

Cheesecakes, Cheesecakes, and More Cheesecakes With Chef Leroi Baldwin

Cheesecakes are a favorite for almost all dessert lovers.

Menu: Sweet Potato Pecan ■ Italian Ricotta Cheesecake ■ Chocolate Ganache Cheesecake

Please bring 9 or 10 inch springform pan or cake pan to take home your goodies.

GCUL 684-01 Sa 11/23 9:30 a.m.-1 p.m.

Holiday Baking Workshop – Get Ready To Get All Your Holiday Baking Done With Chef Ron Nichols

Holiday desserts sure to please everyone on your guest list.

Menu: Red Velvet and Plain Cupcakes ■ Assorted Butter Cookies ■ Palmiers

GCUL 685-01 Sa 12/14 9:30 a.m.-1:30 p.m.





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: Pearl Thompson 732.906.6000 ext 3250

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: Pearl Thompson 732.906.6000 ext 3250

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. Find a wide variety of online, interactive courses which are led by expert instructors. Most courses run for 6 weeks, and are composed of 12 lessons, representing 24 or more hours of instruction. Go to the Ed2go.com/Middlesex/webpage to find courses in the following areas:

Arts and Design ■ Business ■ Computer Applications ■ Computer Science ■ Hospitality ■ Language ■ Math and Science ■ Teacher Professional Development ■ Test Prep ■ Writing
and so much more!



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

Before registering for these courses, you must first take a placement test or contact our office to confirm completion of a previous level.

Placement Test Information: Students may take a placement test at one of three locations

- Edison Campus, Crabiel Hall, Room 110;
- The New Brunswick Center (140 New Street, New Brunswick) or
- The Perth Amboy Center (60 Washington Street, Perth Amboy).

To register for an ESL course, please call: 732.906.2556

EDISON CAMPUS

BASK 001-36	ESL I	TTh	9/3-10/17	6-9 p.m.
BASK 001-37	ESL I	MW	9/4-10/23 (no class 10/14)	6-9 p.m.
BASK 001-38	ESL I	MW	10/28-12/18 (no class 11/11, 11/27)	6-9 p.m.
BASK 001-39	ESL I	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.
BASK 002-38	ESL II	TTh	9/3-10/17	6-9 p.m.
BASK 002-39	ESL II	MW	9/4-10/23 (no class 10/14)	6-9 p.m.
BASK 002-40	ESL II	MW	9/4-10/23 (no class 10/14)	9 a.m.-noon
BASK 002-41	ESL II	MW	10/28-12/18 (no class 11/11, 11/27)	6-9 p.m.
BASK 002-42	ESL II	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.
BASK 003-38	ESL III	TTh	9/3-10/17	6-9 p.m.
BASK 003-39	ESL III	MW	9/4-10/23 (no class 10/14)	6-9 p.m.
BASK 003-40	ESL III	MW	10/28-12/18 (no class 11/11, 11/27)	9 a.m.-noon
BASK 003-41	ESL III	MW	10/28-12/18 (no class 11/11, 11/27)	6-9 p.m.
BASK 003-42	ESL III	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.
BASK 017-22	ESL IV	TTh	9/3-10/17	6-9 p.m.
BASK 017-23	ESL IV	MW	9/4-10/23 (no class 10/14)	6-9 p.m.
BASK 017-24	ESL IV	MW	10/28-12/18 (no class 11/11, 11/27)	6-9 p.m.

ENGLISH AS A SECOND LANGUAGE (ESL)

BASK 017-25	ESL IV	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.
BASK 012-01	Conversational English	MW	9/4-10/23 (no class 10/14)	6-9 p.m.
BASK 012-02	Conversational English	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.
BASK 018-04	Reading and Writing	MW	9/4-10/23 (no class 10/14)	6-9 p.m.
BASK 018-05	Reading and Writing	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.

NEW BRUNSWICK CENTER

BASK 001-10	ESL I	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.
BASK 002-10	ESL II	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.
BASK 003-10	ESL IV	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.
BASK 017-10	ESL III	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.

PERTH AMBOY CENTER

BASK 001-20	ESL I	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.
BASK 002-20	ESL II	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.
BASK 003-20	ESL III	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.
BASK 017-20	ESL IV	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL I Level: Low-Beginner CEU 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 American culture.

\$196 (Tuition \$97 + general fee \$99)

BASK 001-10	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.	(12 Sessions) (New Brunswick Center)
BASK 001-20	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.	(12 Sessions) (Perth Amboy Center)
BASK 001-36	TTh	9/3-10/17	6-9 p.m.	(14 Sessions)
BASK 001-37	MW	9/4-10/23 (no class 10/14)	6-9 p.m.	(14 Sessions)
BASK 001-38	MW	10/28-12/18 (no class 11/11, 11/27)	6-9 p.m.	(14 Sessions)
BASK 001-39	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.	(14 Sessions)

ESL II Level: High-Beginner CEU 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	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.	(12 Sessions) (New Brunswick Center)
BASK 002-20	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.	(12 Sessions) (Perth Amboy Center)
BASK 002-38	TTh	9/3-10/17	6-9 p.m.	(14 Sessions)
BASK 002-39	MW	9/4-10/23 (no class 10/14)	6-9 p.m.	(14 Sessions)
BASK 002-40	MW	9/4-10/23 (no class 10/14)	9 a.m.-noon	(14 Sessions) Daytime
BASK 002-41	MW	10/28-12/18 (no class 11/11, 11/27)	6-9 p.m.	(14 Sessions)
BASK 002-42	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.	(14 Sessions)

ESL III Level: Low-Intermediate CEU 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	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.	(12 Sessions) (New Brunswick Center)
BASK 003-20	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.	(12 Sessions)) (Perth Amboy Center)
BASK 003-39	TTh	9/3-10/17	6-9 p.m.	(14 Sessions)
BASK 003-40	MW	9/4-10/23 (no class 10/14)	6-9 p.m.	(14 Sessions)
BASK 003-41	MW	10/28-12/18 (no class 11/11, 11/27)	9 a.m.-noon	(14 sessions) Daytime
BASK 003-42	MW	10/28-12/18 (no class 11/11, 11/27)	6-9 p.m.	(14 Sessions)
BASK 003-43	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.	(14 Sessions)

ESL IV Level: High Intermediate CEU 4.2 (IN-PERSON)

For students who have successfully completed, ESL Level III. Emphasis will be on pronunciation, listening, reading and writing skills. This course replaces these former courses: American English Pronunciation and ESL/Vocabulary and Word Building.

\$196 (Tuition \$97 + general fee \$99)

BASK 017-10	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.	(12 Sessions) (New Brunswick Center)
BASK 017-20	Sa	9/7-12/14 (no class 10/12, 11/9, 11/30)	9 a.m.-12:30 p.m.	(12 Sessions) (Perth Amboy Center)
BASK 017-22	TTh	9/3-10/17	6-9 p.m.	(14 Sessions)
BASK 017-23	MW	9/4 -10/23 (no class 10/14)	6-9 p.m.	(14 Sessions)
BASK 017-24	MW	10/28-12/18 (no class 11/11, 11/27)	6-9 p.m.	(14 Sessions)
BASK 017-25	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.	(14 Sessions)

Conversational English for ESL CEU 4.2 (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.

\$196 (Tuition \$97 + general fee \$99)

BASK 012-01	MW	9/4-10/23 (no class 10/14)	6-9 p.m.	(14 Sessions)
BASK 012-02	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.	(14 Sessions)

Reading and Writing for ESL CEU 4.2 (IN-PERSON)

Advanced level ESL students, develop and practice your reading and writings skills.

\$196 (Tuition \$97 + general fee \$99)

BASK 018-04	MW	9/4-10/23 (no class 10/14)	6-9 p.m.	(14 Sessions)
BASK 018-05	TTh	10/29-12/17 (no class 11/28)	6-9 p.m.	(14 Sessions)



HEALTHCARE CAREERS AT-A-GLANCE

911 Dispatcher Certification

DISP 001-07	911-Dispatcher/ Telecommunicator	MW	9/16-10/21 (no class 10/14)	6-10 p.m.
DISP 002-07	Emergency Medical Dispatcher	MW	10/28-11/21 (no class 11/11)	6-10 p.m.

Dental

ADEN 010-02	Certified Dental Assistant Review – CDA Review	WTh	9/12-12/5	6-9 p.m.
ADEN 004-24	Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher	Th	12/5	6-10 p.m.
ADEN 005-25	Administration of Local Anesthesia for the Dental Hygienist: Didactic Refresher	T	12/10	6-10 p.m.

ECG/EKG Technician Certificate

AHEK 001-77	ECG/EKG Technician	TTh	9/10-11/14	6-9 p.m.
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Mental Health Technician Certificate

AHMH 001-04	Mental Health Technician (HYBRID)	TWTh	9/17-12/19 (no class 10/3, 11/28)	6-9 p.m.
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Patient Care Technician Certificate

AHPC 101-01	Patient Care Technician	M-Th	9/3-12/19 (no class 10/14, 11/11, 11/28)	6-9:30 p.m.
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Phlebotomy Technician Certificate

AHPH 100-23	Phlebotomy Technician	MWF	9/4-11/25	6-9 p.m.
AHPH 101-21	Phlebotomy Externship	T	11/26	6-9 p.m.

WELLNESS CAREERS AT-A-GLANCE

Healthcare and Wellness

GHEL 015-01	ACE Certified Health Coach	Sa	9/21-11/23 (no class 10/12, 11/9)	9 a.m.-noon
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Holistic Health and Wellness Classes

GHEL 010-01	Health and Wellness Alternatives	W	10/9	6-8 p.m.
GHEL 011-01	Health After a Pandemic	W	10/16	6-8 p.m.
GHEL 012-01	Suppressive. Palliative. Curative	W	10/23	6-8 p.m.
GHEL 013-01	Follow the Science	W	10/30	6-8 p.m.
GHEL 014-01	Food and Nutrition Program	TTh	9/10-10/10	10-11:30 a.m.
AFIT 003-49	Personal Trainer: National Certification (HYBRID)	TTh	10/1-10/29	6:30-9:30 p.m.

Healthcare Program Requirements:

- Must be a minimum of 18 years of age.
- Must have a HS diploma or equivalent.
- Textbooks/workbooks required the first day of class.
- Scrubs required for Phlebotomy, Patient Care Technician

Programs with externships require personal health insurance or other health care coverage, background checks, physical exams and possibly drug testing at additional expense.

911 DISPATCHER CERTIFICATION

911-Dispatcher/Telecommunicator (46 hours) 4.6 CEU (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 pre-requisite 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/>

\$573 (Tuition \$248 + general fee \$325) includes textbook

DISP 001-07 MW 9/16-10/21 (no class on 10/14) 6-10 p.m. (10 Sessions)

EMERGENCY MEDICAL DISPATCHER CERTIFICATION

Emergency Medical Dispatcher (32.5 hours) 3.25 CEU (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 text book

DISP 002-07 MW 10/28-11/21 (no class 11/11) 6-10 p.m. (8 sessions)

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 for dental assistants. This course will focus on Infection Control, Radiation, and General Chair Side care.

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

\$840 (Tuition \$390 + Exam Fee \$450) (36 Hours/12 weeks)

ADEN 010-02	Th	9/12, 9/19, 9/26	6-9 p.m.
	W	10/2, 10/9, 10/16 10/23, 10/30, 11/6	6-9 p.m.
	Th	11/14, 11/21, 12/5	6-9 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 suprapariosteal (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 \$128 + general fee \$20 + material fee \$25 + liability insurance \$36)

ADEN 004-24	Th	12/5	6-10 p.m.
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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 005-25	T	12/10	6-10 p.m.
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ECG/EKG TECHNICIAN CERTIFICATE

Entrance Requirements:

- Proficiency in spoken and written English

Program Requirements:

- Wear a complete set of blue scrubs and closed-toe shoes daily
- Purchase textbook and EKG calipers for first day of class, available at College Bookstore.
- Be certified in BLS CPR prior to EKG course completion.
- Attendance rate of 90% 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 assure confidentiality and compliance with the Federal HIPAA Law (Health Insurance Portability and Accountability Act).

ECG/EKG Technician CEU 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)

\$999 (Tuition \$495 + general fee \$75 + lab fee \$429)

AHEK 001-77 TTh 9/10-11/14 6-9 p.m. (20 Sessions)

College Credit: Three (3) credits toward a Middlesex College degree through the Health Science option may be awarded to students who successfully complete all requirements of the ECG/ EKG program. For additional information regarding potential college credit ONLY, call 732.906.2502.

MENTAL HEALTH TECHNICIAN CERTIFICATE

Mental Health Technician CEU 12.0 (HYBRID)

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, maintain accurate patient records, issuing medication from a dispensary, lead individual and group therapy session and assist 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 001-04 TWTh 9/17-12/19 6-9 p.m. (40 Sessions)
(no class 10/3, 11/28)

PATIENT CARE TECHNICIAN CERTIFICATE

Patient Care Technician (210 hours) **New**

Prepare for a career in “in-patient” healthcare. Learn to provide care and perform EKG and Phlebotomy skills required of those caring for hospitalized patients. Topics include EKG, Phlebotomy and general nursing skills with the focus on the hospital setting. Program includes lecture, simulation and performing select procedures live in class. The course prepares the successful student for certification by National Healthcareer Association as a Certified EKG Technician, Certified Phlebotomy Technician as well as Certified Patient Care Technician. Refer to “EKG” and “Phlebotomy” in this booklet for additional information.

Note: Successful completion of BLS/CPR is a requirement to obtain a certificate of completion. Must be a minimum of 18 years of age. High School diploma or equivalent required for admission to the program.

\$3825 (Tuition \$2745/Fees \$1080)

AHPC 101-01 M-Th 9/3-12/19 (no class 10/14, 11/11, 11/28) 6-9:30 p.m.

PHLEBOTOMY TECHNICIAN CERTIFICATE

Phlebotomy CEU 10.0

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.

Required: Textbook and workbook needed for FIRST class available at College Bookstore. (middlesexcollege.bncollege.com). Students must complete 30 in-class venipunctures to qualify for NHA certification. Optional Externships are available ONLY during daytime work hours. Externships would qualify a student for ASCP certification

\$1662 (Tuition: \$1250/Fees \$376/Liability Insurance \$36)

AHPH 100-23 MWF 9/4-11/25 6-9 p.m.

Phlebotomy Externship (OPTIONAL) 100-hour externship. 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. Drug testing may be required.

Note: Externships are available only during daytime hours.

\$1036 (Tuition \$799/Fees \$237)

AHPH 101-21 T 11/26 6-9 p.m. Orientation

College Credit: Seven (7) credits toward a Middlesex College degree through the Health Science option may be awarded to students who successfully complete all requirements of the Phlebotomy Technician program. For additional information regarding potential college credit ONLY, call 732.906.2502.

Biotech Bootcamp *New Program – Coming Soon*

Join Our Comprehensive 6-Week Aseptic Techniques Course!

Are you looking to enhance your skills in aseptic techniques? Whether you're a healthcare professional, a laboratory technician, or simply passionate about sterile environments, our 6-week course is designed to equip you with the knowledge and practical skills you need to excel in aseptic practices.

Course Highlights:

- Expert Instructors:
- Hands-On Training:
- Comprehensive Curriculum:
- Flexible Learning: Lecture topics are asynchronous online
- Certification upon successful completion of the course

If you are interested in receiving more information about this program, please send an email to: WDLL@middlesexcc.edu and we will update you when the course registration opens.

ACE Certified Health Coach *CEU 2.4 New*

The ACE Health Coach Certification is designed for fitness, healthcare, corporate wellness, and allied health professionals coaching a wide variety of individuals and groups to adopt structured behavior-change programs that focus on lifestyle and weight management through physical activity, nutrition, and education necessary to improve and maintain health, fitness, weight, and total wellness. This course is designed to give you both the knowledge and skills needed to assess a client's lifestyle behaviors and then support them through behavior change. This course is designed to help you prepare for the ACE Health Coach Certification exam. Students must purchase the Manual, Study Guide and Practice Test at an additional cost.

ACE Health Coaching Requirements:

- Must be at least 18 years old at the time of registration
- Must present a current government-issued photo ID with signature (driver's license, passport, military ID)
- Must hold an adult CPR and AED Certificate with live skills check (Online CPR/AED not accepted)
- You must submit supporting documentation for one of the following:
Current NCCA-accredited certification* in fitness, nutrition, healthcare, wellness, human resources, or a related field; or
An associate's degree or higher from an accredited college or university in fitness, exercise science, nutrition, healthcare, wellness, or a related field; or
Completed health coach training and education program approved by the National Board for Health and Wellness Coaches (NBHWC) or
A minimum of 2 years of documented work experience in coaching, leading, designing, implementing, or facilitating one or more of the following: behavior or lifestyle change, exercise, wellness, nutrition, or physical activity
- Must register at least 10 days prior to the exam date of your choice
- Special accommodation exams require registration at least 15-30 days prior to the requested exam date

\$475 (\$275 Tuition + Fees \$200)

GH1 015-01 Sa 9/21-11/23 (no class 10/12, 11/9) 9 a.m.-noon

HOLISTIC HEALTH AND WELLNESS CLASSES **NEW**

Are you interested in knowing more about the Holistic Health and Wellness? Attend these informational sessions to educate yourself about this area of health and wellness.

The total cost of all classes is \$196.

Discount Costs: \$150 (save \$46) if you register for all 4 classes.

To take advantage of this discount please call us at 732.906.2556

Health and Wellness Alternatives – a Homeopathic Perspective

For more than 200 years, people have sought the benefits of homeopathy and have found it to be an effective option that has significantly improved the quality of their lives for chronic and acute ailments. These natural medicines have no side effects and act on a deeper level of healing by balancing the mind and emotions which leads to physical health. It is useful for babies, teens, adults, pregnancies, seniors, and pets. Find out how homeopathic medicines can benefit you and your family.

\$49 (\$30 Tuition + Fees \$19)

GHEL 010-01 W 10/9 6-8 p.m.

Health After a Pandemic – a Homeopathic Perspective

Homeopathy treats acute and chronic ailments with potentized, deep acting, all-natural medicines for balance and healing. Each person is treated as a unique individual with the purpose of stimulating your own body to heal. This PowerPoint Presentation discusses things like ‘treating the whole person’, ‘how not to attract illness to yourself’, ‘how to feel better after flu-type viruses’, and more. Learn which common homeopathic medicines are essential to have on hand for yourself and family.

\$49 (\$30 Tuition + Fees \$19)

GHEL 011-01 W 10/16 6-8 p.m.

Suppressive. Palliative. Curative – a Homeopathic Perspective

With so many medicines for so many illnesses, how do we know what is best for our personal health? We’ll take a look at what makes medicines suppressive, palliative or curative. Join this interactive discussion about how homeopathically indicated medicines are the only medicines able to produce a cure and reverse disease processes with the natural law of ‘Likes cures likes’ and how one can recognize curative action with Hering’s Law of Direction of Cure.

\$49 (\$30 Tuition + Fees \$19)

GHEL 012-01 W 10/23 6-8 p.m.

Follow the Science – a Homeopathic Perspective

Can we find accuracy in medical science? Is it trustworthy? We'll take a brief look at its history with some documented revelations. We'll compare accuracy of the Science of Homeopathy with its history of some documented revelations.

\$49 (\$30 Tuition + Fees \$19)

GHEL 013-01 W 10/30 6-8 p.m.

Food and Nutrition Program **FREE**

The NJ Expanded Food and Nutrition Education Program is a Rutgers Cooperative Extension program that uses a practical evidence-based lesson series to help limited resource families and college students eat better and be more active on a budget. NJ EFNEP classes are designed to teach people to improve their: food security, physical activity, food safety practices, resource management and shopping practices, and increase access to food resources. The program is 10 sessions and includes recipe tasting and preparation, physical activity walking videos, and a Rutgers program completion certificate to add to your resume upon the completion of at least 8 of the 10 sessions of the program. Be prepared to learn new ways to eat healthy on a budget!

GHEL 014-01 TTh 9/10-10/10 10-11:30 a.m. (The Culinary Lab)

PERSONAL TRAINER

Personal Trainer: National Certification **CEU 3.6 (HYBRID)**

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. (middlesexcc.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 003-49	TTh	10/1-10/29	6:30-9:30 p.m.	Remote (Live Via Zoom)
	Th	10/31 (in-person)	6:30-9:30 p.m.	Practical Exam
	Sa	11/2 (in-person)	9 a.m.-3 p.m.	Certification Exam

PERSONAL ENRICHMENT – AT-A-GLANCE

Art					
GHOB 372-01	Beginner's Cold Process Soap Making	Sa	9/28	1-4 p.m.	
GHOB 366-11	Ceramics: Hand Building	Sa	9/14-12/7 (no class 10/12, 11/9, 11/30)	9:30 a.m.-12:30 p.m.	
GHOB 368-05	Introduction and Intermediate Fusible Glass	Sa	11/16-12/7	10 a.m.-1 p.m.	
GENI 406-04	Sewing for Beginners	Th	10/3-11/7	6-8:30 p.m.	
COVO 002-27	Voices for All: One-on-One Class	(day and time of your preference)			

Civics					
GENI 407-08	Citizenship Preparation Course in Spanish (Perth Amboy)	MW	9/9-11/20 (no class 10/14, 11/11)	6-8 p.m.	
GENI 407-09	Citizenship Preparation Course in Spanish (New Brunswick)	MW	9/9-11/20 (no class 10/14, 11/11)	6:30-8:30 p.m.	
GENI 409-01	Citizenship Preparation Course in English	TTh	9/10-11/21	6-8 p.m. (Edison)	
GENI 400-01	Leadership and No Blame Problem	(day and time of your preference)			

Dance					
GDAN 348-26	Intro to Ballroom and Latin Dance	M	9/23-11/24 (no class 10/14)	7-9 p.m.	
GDAN 352-01	Intro to Step Dance	W	9/25-10/30	6-8 p.m.	

Languages					
LSPA 032-11	Beginning Spanish	MW	9/16-10/21	6-9 p.m.	
LSPA 033-06	Intermediate Spanish	MW	10/28-12/4 (no class 11/11, 11/24)	6-9 p.m.	

ART

Beginner's Cold Process Soap Making

This is a hand-on class for the beginner soap maker, no prior experience is required. The soap making process taught is Cold Process, technique Thermal Heat/Room Temperature.

Allergen Alert: The raw materials used in this class are coconut oil as well as fragrant and essential oils. Participants with known allergies or sensitivities to nuts or specific fragrances should exercise caution and consider whether this class is suitable for them.

Objectives of class

- Understanding lye safety
- Learning how to correctly measure raw materials using grams and ounces
- What is a soap calculator and why it is used
- How fats and oils become soap
- What is super fatting
- Essential Oils and Fragrant Oils: How they differ
- Handout will contain the following information: soap making instructions, safety instructions, equipment, and reference books and websites

General Information

Participants need to bring the following items and participation is prohibited without the necessary equipment:

- Full Apron
- Heavy Rubber Gloves (i.e., Playtex Long Line)
- 2 old heavy towels to keep your soap warm
- Soap Making attire: Closed toes shoes
- Long sleeve shirt (high collar)
- Long pants (these can be old, something that you do not mind getting soiled)
- Tie back for long hair
- Bag that will accommodate soap being wrapped in the two towels.

What you will take home. Class handout with curing instructions, conversion calculations, starter soap recipes and other information.

- One log of soap - approximately 30oz. prior to curing
- 6 Weeks of reminder emails

\$99 (\$50 Tuition + general fee \$49)

GHOB 372-01 Sa 9/28 1-4 p.m.

Ceramics: Hand Building

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 366-11 Sa 9/14-12/7 (no class 10/12, 11/9, 11/30) 9:30 a.m.-12:30 p.m.

PERSONAL ENRICHMENT

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 MC for student pickup. Glass fusing is an enormously fun medium and is 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 368-05 Sa 11/16-12/7 (no class on 11/30) 10 a.m.-1 p.m. (3 sessions)

Sewing for Beginners

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 406-04 Th 10/3-11/7 6-8:30 p.m. (6 sessions)

Voices for All: One-on-One Class CEU 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. Onetime, 90 minutes, 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 002-27 (day and time of your preference)



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 Espanol

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 407-08	MW	9/9-11/20	6-8 p.m.	(Perth Amboy Center)
		(no class 10/14, 11/11)		(20 Sessions)
GENI 407-09	MW	9/9-11/20	6:30-8:30 p.m.	(New Brunswick Center)
		(no class 10/14, 11/11)		(20 Sessions)

Citizenship Preparation Course in ENGLISH (IN-PERSON) **NEW**

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 English with all materials and practices in English.

\$196 (Tuition \$97 + general fee \$99)

GENI 409-01	TTh	9/10-11/21	6-8 p.m.	(Edison)	(20 Sessions)
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Leadership and No Blame Problem Solving – A Free Certificate Course

This course will teach you the ten steps of No-Blame practical problem-solving, proven successful in the venue of local government. This method has been applauded by respected government and business leaders alike for its applicability in all venues. You will also learn how to get in the game of government decision-making. Learn the rules of the game, the positions you can take, and how to score with proven solutions. And while you’re at it, earn a Certificate in Leadership and No-Blame Problem-Solving

GENI 400-01 Self-Paced Online Power Civic Course (no charge)

Note: Link to online course provided once you register.

DANCE

Intro to Ballroom and Latin Dance

Are you ready to dazzle on the dance floor? Join our exhilarating Ballroom and Latin Dance Class and unlock the secrets of four sensational dances!

Learn the Waltz and Tango. Sway across the floor with elegance and grace. Perfect for weddings and social gatherings, impress your friends and family with your newfound moves!

Dive into the rhythm of Latin beats. Get your hips moving to the vibrant tunes of Salsa and Cha-Cha! Feel the energy as you master these sizzling dances.

Beginner-Friendly Fun: No prior dance experience? No problem! Our classes are tailored for beginners, so everyone can jump right in and start dancing.

Bring a partner for twice the fun, or come solo and meet someone new.

\$175 (Tuition \$125 + general fee \$50)

GDAN 348-26 M 9/23-11/4 7-9 p.m. (6 sessions)
(no class 10/14)

Intro to STEP Dance **NEW**

STEP dance, with its origins in African traditions and further popularized by African American fraternities and sororities, embodies the spirit of unity, competition, and cultural heritage. It is a powerful medium for students to explore rhythm, coordination, teamwork, and the history of African American cultural practices. This class will seek to educate students about the historical and cultural significance of STEP, promoting an understanding and appreciate of African American traditions. In addition, the class will teach students the fundamentals of STEP, including rhythm, coordination, and choreography, enhancing their physical fitness and artistic expression.

\$99 (Tuition \$49 + general fee \$50)

GDAN 352-01 W 9/25-10/30 6-8 p.m. (6 sessions)

LANGUAGE

Beginning Spanish **CEU 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 (middlesexcc.bncollege.com/shop/middlesex-cc/home)

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

LSPA 032-11 MW 9/16-10/21 6-9 p.m. (10 sessions)

Intermediate Spanish **CEU 3.0 (IN-PERSON)**

Further develop your reading, writing and speaking Spanish.

Prerequisite: Beginning Spanish

Required: Textbook available at College Bookstore (middlesexcc.bncollege.com/shop/middlesex-cc/home)

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

LSPA 033-06 MW 10/28-12/4 6-9 p.m. (10 sessions)
(no class 11/11, 11/27)

TRADE – AT-A-GLANCE

Construction Management Certificate

CNMC 935-65	Construction Project Management	Sa	9/21, 9/28	9 a.m.-4 p.m.
CNMC 937-65	Construction Methods and Materials	Sa	10/5, 10/19	9 a.m.-4 p.m.
CNMC 938-65	Cost Estimating and Administration	Sa	11/16, 11/23	9 a.m.-4 p.m.
CNMC 936-65	Construction Contracts	MW	12/2-12/11	6-9 p.m.
CNMC 939-65	Construction Site Safety	Sa	10/26, 11/2, 11/9	8:30 a.m.-1:30 p.m.

Home Inspector Certificate Program

JDCE 100-01	Home Inspector	TWTh (no class 11/28)	9/10-12/19	6-10 p.m.
JDCE 101-01	Field Experience	Date and time will be scheduled with mentor.		

New Jersey Uniform Construction Code

JCDE 942-62	Building Inspector RCS	TTh (no class 11/28)	9/5-12/19	6:30-9:30 p.m.
JCDE 943-58	Building Inspector ICS	MW (no class 10/14, 11/11, 11/27)	9/9-12/11	6:30-9:30 p.m.
JCDE 946-37	Fire Inspector ICS	TTh (no class 10/31, 11/28)	9/3-12/19	6-10 p.m.
JCDE 948-35	Plumbing Inspector ICS	TTh (no class 10/8, 10/10, 10/15, 10/17, 10/22, 10/24, 12/24, 12/26, 12/31)	9/3-1/16/25	6-10 p.m.
JCDE 940-56	SubCode Official	MW (no class 10/14)	9/9-10/30	6-9 p.m.

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. To take advantage of this discount please call us at 732.906.2556

Construction Project Management CEU 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 935-65 Sa 9/21 and 9/28 9 a.m.-4 p.m. (1 hr break) (2 sessions)

Construction Methods and Materials CEU 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 937-65 Sa 10/5 and 10/19 9 a.m.-4 p.m. (1 hr break) (2 sessions)

Cost Estimating and Administration CEU 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 938-65 Sa 11/16 and 11/23 9 a.m.-4 p.m. (1 hr break) (2 sessions)

Construction Contracts CEU 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 936-65 MW 12/2-12/11 6-9 p.m. (4 sessions)

Construction Site Safety CEU 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 939-65 Sa 10/26, 11/2, 11/9 8:30 a.m.-1:30 p.m.

HOME INSPECTOR CERTIFICATE PROGRAM

Home Inspector Course CEU 14.0 (IN-PERSON) **NEW**

The Home Inspector certificate program, prepares one for the requirements of a New Jersey Licensed Home Inspector and the Home Inspector National Exam. The home inspection course is intended for individuals desiring an occupation as a Licensed Home Inspector. This series also provides you with a Field Mentoring component. Both, the 10 Module Classroom Instruction and the Field Mentoring Experience components, are required as a prerequisite for the licensing of a Home Inspector in the State of New Jersey. Students are required to purchase textbooks separately. The classroom curriculum includes instruction in the following topics:

- Structural Inspection
- Roofing Inspection
- Electrical Inspection
- Plumbing Inspection
- Heating I Inspection
- Heating II Inspection
- Air Conditioning / Heat Pump Inspection
- Exterior Inspection
- Interiors / Insulation and Ventilation Inspection
- Communication and Professional Practice

\$3,500 (Tuition \$2500 + fees \$1000)

JCDE 100-01 TWTh 9/10-12/19 (no class 11/28) 6-10 p.m.

Field Experience Mentoring Internship CEU 4.0 **NEW**

This internship consists of 40 hours of field training by a licensed Home Inspector during actual home inspections. Students will be paired with mentors for their internship experience.

Prerequisite: High School Diploma or Equivalent is needed for Licensure.

\$1,500 (Tuition \$500 + fees \$1000)

JCDE 101-01 Date and time will be scheduled with mentor.

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 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.

Building Inspector RCS CEU 9.0 (ONLINE)

Prerequisite: For licensing, five years of construction work experience.

\$867 (Tuition \$742 + general fee \$125)

JCDE 942-62	TTh	9/5-12/19	6:30-9:30 p.m.	(30 Sessions)
		(no class on 11/28)		

Building Inspector ICS CEU 7.5 (ONLINE)

Prerequisite: Building Inspector RCS and for licensing, seven years of construction experience.

\$709 (Tuition \$634 + general fee \$75)

JCDE 943-58	MW	9/9-12/11	6:30-9:30 p.m.	(25 Sessions)
		(no classes 10/14, 11/11, 11/27)		

Fire Inspector ICS CEU 12.0 (ONLINE)

Required: Textbook available at www.iccsafe.org

\$1,049 (Tuition \$650 + general fee \$399)

JCDE 946-36	TTh	9/3-12/19	6-10 p.m.	(30 sessions)
		(no class 10/31, 11/28)		

Plumbing Inspector ICS CEU 12.0 (ONLINE)

Prerequisite: At least 5 years work experience under a master plumber.

JCDE 948-35	TTh	9/3-1/16/25	6-10 p.m.	(30 Sessions)
		(no class 10/8, 10/10, 10/15, 10/17, 10/22, 10/24, 12/24, 12/26, 12/31)		

Subcode Official CEU 4.5 (ONLINE)

Prerequisite: For licensing, students must have a license in at least one technical course.

\$446 (Tuition \$389 + general fee \$57)

JCDE 940-56	MW	9/9-10/30 (no class 10/14)	6-9 p.m.	(15 Sessions)
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Youth





Early Learning Center

Send Your Child to **COLLEGE**

Programs for Toddlers and Preschool



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

LIMITED SPACE - CALL FOR A TOUR TODAY! 732.906.2542

(located in Room 185, Edison Hall on the Middlesex College campus)

YOUTH ENRICHMENT OFFERINGS FOR FALL 2024

Are you looking for fun and engaging activities for your child on Saturday Mornings? We are offering magic and science classes this fall. In-person one-day classes located at Middlesex College in Edison, NJ. Pick one class or several. You will be impressed with the activities and leave wanting more. Consider enrolling with a sibling, friend or a group. Pick a class on 10/19, 11/9 or 12/7. Come explore and grow with us and discover youth enrichment programs this Fall.

Chemical Wizardry (IN-PERSON, ages 6-12)

Get a glimpse of the favorite camp experiments combined into one super class of science! Many fun and interesting activities you will not want to miss.

\$50 (tuition \$ 20 + \$30 fees)

CHSS 029-04	10/19	9 a.m.-noon
CHSS 029-05	11/9	9 a.m.-noon
CHSS 029-06	12/7	9 a.m.-noon

Detective Science (IN-PERSON, ages 6-13 years) NEW

Help solve the Bustertown Bake-Off Mystery! We’ve been asked to help the police investigate the scene of the “crime;” we’ll dust for fingerprints, examine clues, analyze different powders and interview witnesses. Help figure out whodunit!

\$60 (Tuition \$20 + \$40 fees)

CHMS 106-01	11/9	9 a.m.-noon
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BLACKROCKET
Launch Your Creativity

After School and Saturday On-line Black Rocket Classes

We partner with Black Rocket to offer after-school and Saturday classes. There are cutting-edge courses in coding, game design, eSports, virtual reality, and more.

Go directly to the link below for details and to register

www.blackrocket.com/online/Middlesex

Laser and Optics (IN-PERSON, ages 6-13) **NEW**

Become immersed in the world of lasers, light, and color! Discover how laser light differs from white light as we bend and shine beams of light all around the room and dissect white light with our special specs! Witness a small indoor firework display to show how different metals react to heat, and learn about tricks our eyes play on us by experimenting with mirrors and optical illusions!

\$60 (Tuition \$20 + \$40 fees)

CHMS 107-01 12/7 9 a.m.-noon

Slimey Science and Smokey Ice (IN-PERSON, 6-13 years) **NEW**

Build model molecules, copper-plate a nickel, and make your very own ooey gooey Mad Science slime and putty to take home! Witness fantastic dry ice demonstrations with smoking and bubbling flasks!

\$60 (Tuition \$20 + \$40 fees)

CHMS 108-01 10/19 9 a.m.-noon



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 Crabiell 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.

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 \$25 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.

Workforce Development Training Department

The Workforce Development Training Department Refund and Cancellation Policy may significantly differ from the above; contact the Workforce Development Training office 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 \$25.

Change Fee

We will accept your course change with a \$25 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.bnccollege.com/shop/middlesexcc/home.

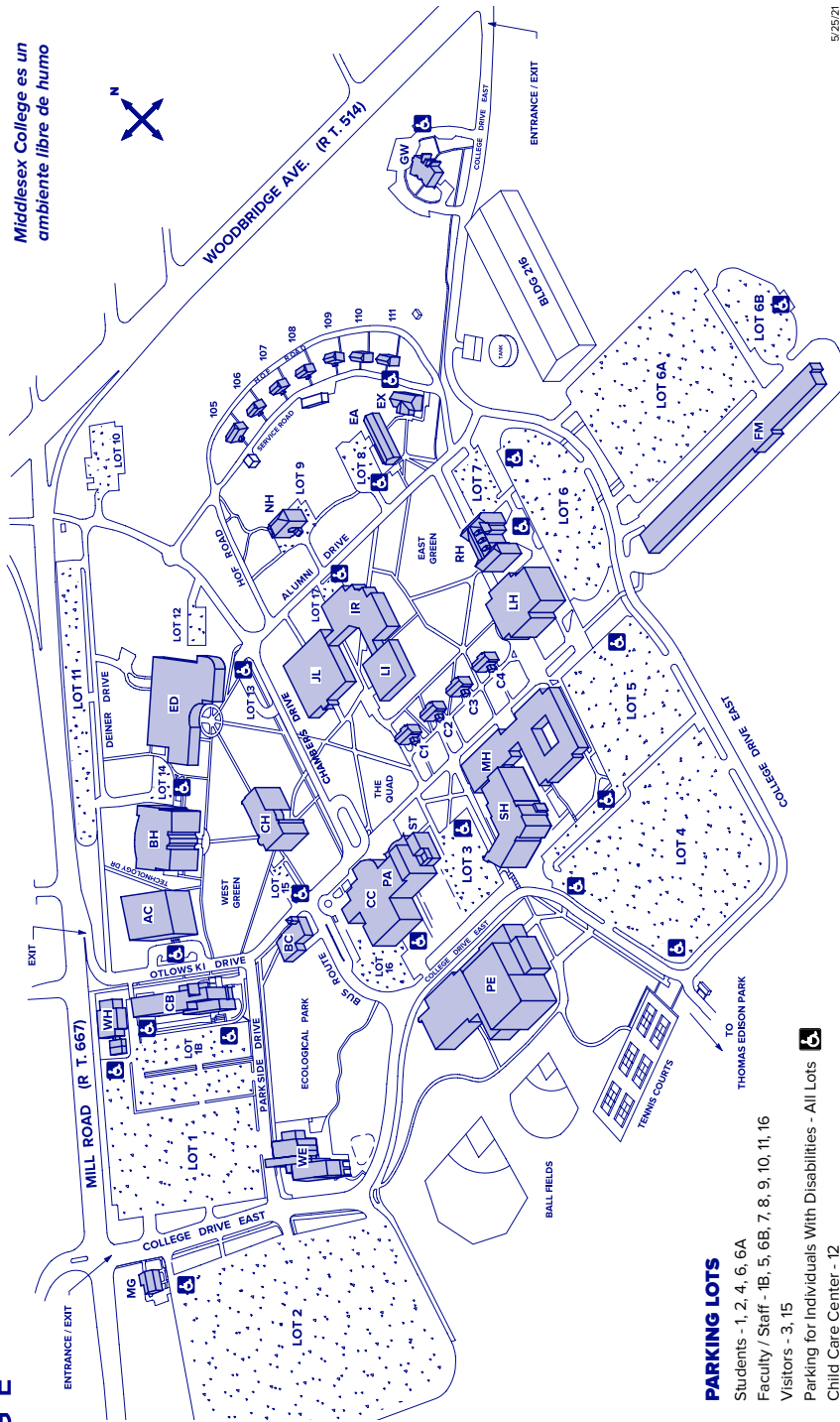


EDISON CAMPUS MAP

Middlesex College is a
Smoke-Free Environment
Middlesex College es un
ambiente libre de humo

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	Crabtree 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
LH	L'Honmedieu Hall
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

5/25/21



For more information, visit

**[middlesexcollege.edu/
workforce-development/](https://middlesexcollege.edu/workforce-development/)**

or scan the QR Code



Edison Campus

2600 Woodbridge Ave., Edison, NJ 08818-3050

P: 732.906.2556

E: WDLL@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

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.