

Spring/Summer 2025

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.





CAMP MIDDLESEX SUMMER 2025

Youth Programs for Ages 5-13 (Edison, NJ Campus)

June 23-August 15, 2025

middlesexcollege.edu/community-programs/camp-middlesex

Arts and Crafts and Design ■ Black Rocket Computer Tech ■ Crayola Camp
Performing Arts ■ Super Science for Kids ■ Magic Camp

Musical Theater with *Better Than Broadway* ■ Sports Camp and More!

For details (dates, times) and to register, please see class information-to be posted on website February 2025.

Save the date and come to our **OPEN HOUSE** on Sunday, March 9, 1-3 p.m.

We can't wait to see you!



JUNIOR CHEF CAMP 2025

A Culinary Camp Experience for Youth and Teens

June 30-August 1 Monday-Friday, 9 a.m.-12:30 p.m.

Campers will have the opportunity to cook a variety of meals and bake a variety of treats.

Ages 11-13 (three one-week sessions)

Ages 14-17 (two one-week sessions)

Registration posted on Middlesex College website in February 2025.

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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.

Current Dental Assistants

Program made possible by Delta Dental

Certified Dental Assistant Review

CDA Review

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

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

COURSES AT THE NEW BRUNSWICK CENTER

English as a Second Language (ESL) Courses

BASK 001-10	ESL I	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 001-11	ESL I	TTh	5/15-7/1	6-9 p.m.
BASK 002-10	ESL II	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 002-11	ESL II	TTh	5/15-7/1	6-9 p.m.
BASK 003-10	ESL III	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 003-11	ESL III	TTh	5/15-7/1	6-9 p.m.
BASK 017-10	ESL IV	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 017-11	ESL IV	TTh	5/15-7/1	6-9 p.m.

Citizenship Course

GENI 407-11		MW	2/5-4/22 (no class 2/19, 3/11, 3/13)	6:30-8:30 p.m.
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COURSES AT THE PERTH AMBOY CENTER

English as a Second Language (ESL) Courses

BASK 001-20	ESL I	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 001-21	ESL I	MW	5/14-7/2	6-9 p.m.
BASK 002-20	ESL II	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 002-21	ESL II	MW	5/14-7/2	6-9:00pm
BASK 003-20	ESL III	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 003-21	ESL III	MW	5/14-7/2	6-9 p.m.
BASK 017-20	ESL IV	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 017-21	ESL IV	MW	5/14-7/2	6-9 p.m.

Citizenship Course

GENI 407-10		MTh	2/5-4/25 (no class 2/19, 3/11, 3/14, 3/28, 4/22)	6-8 p.m.
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Phlebotomy Technician Certificate

AHPH 100-20	Phlebotomy Technician	M-F	7/7-8/4	9 a.m.-3:30 p.m.
AHPH 101-20	Phlebotomy Externship	T	8/5	9 a.m.-3:30 p.m.

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) In-Person

CSTC 268-05	Microsoft Office Applications Specialist	M-F	2/5-4/10	9 a.m.-1 p.m.
CSTC 268-06	Microsoft Office Applications Specialist	M-F	3/11-5/15	9 a.m.-1 p.m.
CSTC 268-07	Microsoft Office Applications Specialist	M-F	4/14-6/19	9 a.m.-1 p.m.
CSTC 268-08	Microsoft Office Applications Specialist	M-F	5/19-7/24	9 a.m.-1 p.m.
CSTC 268-09	Microsoft Office Applications Specialist	M-F	6/23-9/12	9 a.m.-1 p.m.
CSTC 268-10	Microsoft Office Applications Specialist	M-F	7/28-10/16	9 a.m.-1 p.m.

Microsoft Office Applications Specialist (184 Hours) (ONLINE)

CSTC 601-05	Microsoft Office Applications Specialist	M-F	2/5-4/10	9 a.m.-1 p.m.
CSTC 601-06	Microsoft Office Applications Specialist	M-F	3/11-5/15	9 a.m.-1 p.m.
CSTC 601-07	Microsoft Office Applications Specialist	M-F	4/14-6/19	9 a.m.-1 p.m.
CSTC 601-08	Microsoft Office Applications Specialist	M-F	5/19-7/24	9 a.m.-1 p.m.
CSTC 601-09	Microsoft Office Applications Specialist	M-F	6/23-9/12	9 a.m.-1 p.m.
CSTC 601-10	Microsoft Office Applications Specialist	M-F	7/28-10/16	9 a.m.-1 p.m.

Computerized Accounting Program with QuickBooks and Microsoft Office (368 Hours) In-Person

CSTC 269-05	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	2/5-6/19	9 a.m.-1 p.m.
CSTC 269-06	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	3/11-7/24	9 a.m.-1 p.m.
CSTC 269-07	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	4/14-9/12	9 a.m.-1 p.m.
CSTC 269-08	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	5/19-10/16	9 a.m.-1 p.m.
CSTC 269-09	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	6/23-11/20	9 a.m.-1 p.m.
CSTC 269-10	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	7/28-1/7/26	9 a.m.-1 p.m.

Computerized Accounting Program with QuickBooks and Microsoft Office (368 Hours) (ONLINE)

CSTC 602-05	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	2/5-6/19	9 a.m.-1 p.m.
CSTC 602-06	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	3/11-7/24	9 a.m.-1 p.m.
CSTC 602-07	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	4/14-9/12	9 a.m.-1 p.m.
CSTC 602-08	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	5/19-10/16	9 a.m.-1 p.m.
CSTC 602-09	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	6/23-11/20	9 a.m.-1 p.m.
CSTC 602-10	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	7/28-1/7/26	9 a.m.-1 p.m.

Computerized Accounting with QuickBooks (184 Hours) In-Person

CSTC 270-03	Computerized Accounting with Microsoft Office	M-F	2/5-4/10	9 a.m.-1 p.m.
CSTC 270-04	Computerized Accounting with Microsoft Office	M-F	4/14-6/20	9 a.m.-1 p.m.
CSTC 270-05	Computerized Accounting with Microsoft Office	M-F	6/23-9/12	9 a.m.-1 p.m.

Computerized Accounting with QuickBooks (184 Hours) (ONLINE)

CSTC 603-03	Computerized Accounting with Microsoft Office	M-F	2/5-4/10	9 a.m.-1 p.m.
CSTC 603-04	Computerized Accounting with Microsoft Office	M-F	4/14-6/20	9 a.m.-1 p.m.
CSTC 603-05	Computerized Accounting with Microsoft Office	M-F	6/23-9/12	9 a.m.-1 p.m.

QuickBooks with Microsoft Office (276 Hours) In-Person

CSTC 271-03	QuickBooks with Microsoft Office	M-F	3/11-5/15	9 a.m.-1 p.m.
CSTC 271-04	QuickBooks with Microsoft Office	M-F	5/19-7/24	9 a.m.-1 p.m.
CSTC 271-05	QuickBooks with Microsoft Office	M-F	7/18-10/16	9 a.m.-1 p.m.

QuickBooks with Microsoft Office (276 Hours) (ONLINE)

CSTC 604-03	QuickBooks with Microsoft Office	M-F	3/11-5/15	9 a.m.-1 p.m.
CSTC 604-04	QuickBooks with Microsoft Office	M-F	5/19-7/24	9 a.m.-1 p.m.
CSTC 604-05	QuickBooks with Microsoft Office	M-F	7/18-10/16	9 a.m.-1 p.m.

QuickBooks Application (92 Hours) In-Person

CSTC 272-03	QuickBooks Application	M-F	3/11-4/10	9 a.m.-1 p.m.
CSTC 272-04	QuickBooks Application	M-F	5/19-6/19	9 a.m.-1 p.m.
CSTC 272-05	QuickBooks Application	M-F	7/18-9/12	9 a.m.-1 p.m.

WORKFORCE DEVELOPMENT

QuickBooks Application (92 Hours) (ONLINE)

CSTC 272-03	QuickBooks Application	M-F	3/11-4/10	9 a.m.-1 p.m.
CSTC 272-04	QuickBooks Application	M-F	5/19-6/19	9 a.m.-1 p.m.
CSTC 272-05	QuickBooks Application	M-F	7/18-9/12	9 a.m.-1 p.m.

Supply Chain Management Principles Module (24 Hours) (ONLINE)

CSTC 256-010	Supply Chain Management Principles Module	MWTh	2/3-2/20	6-9 p.m.
CSTC 256-011	Supply Chain Management Principles Module	MWTh	5/5-5/21	6-9 p.m.

Warehousing Operations Module (24 Hours) (ONLINE)

CSTC 257-10	Warehousing Operations Module	MWTh	3/3-3/19	6-9 p.m.
CSTC 257-11	Warehousing Operations Module	MWTh	6/2-6/18	6-9 p.m.

Customer Service Module (10 Hours) (ONLINE)

CSTC 258-10	Customer Service Module	MWTh	4/7-4/14	6-8:30 p.m.
CSTC 258-11	Customer Service Module	MWTh	6/23-6/30	6-8:30 p.m.

Telecommunications Technologies Program (40 hours)

CSTC 265-02	Telecommunications Technologies Program	M-F	3/3-3/14	1-5 p.m.
CSTC 265-03	Telecommunications Technologies Program	M-Th	5/5-5/20	1-5 p.m.

Network Copper Cabling Program (40 hours)

CSTC 266-02	Network Copper Cabling Program	M-F	3/24-4/4	1-5 p.m.
CSTC 266-03	Network Copper Cabling Program	M-Th	6/2-6/17	1-5 p.m.

Network Fiber Optic Cabling Program (30 hours)

CSTC 267-02	Network Fiber Optic Cabling Program	M-F	4/7-4/16	1-5 p.m.
CSTC 267-03	Network Fiber Optic Cabling Program	M-Th	6/18-7/1	1-5 p.m.

AWS MIG Welding

CSTC 259-08	AWS MIG Welding	TWTh	4/1-6/12	6-9 p.m.
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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 268-05	MTWThF	2/5-4/10
CSTC 268-06	MTWThF	3/11-5/15
CSTC 268-07	MTWThF	4/14-6/19
CSTC 268-08	MTWThF	5/19-7/24
CSTC 268-09	MTWThF	6/23-9/12
CSTC 268-10	MTWThF	7/28-10/16

Online Classes

CSTC 601-05	MTWThF	2/5-4/10
CSTC 601-06	MTWThF	3/11-5/15
CSTC 601-07	MTWThF	4/14-6/19
CSTC 601-08	MTWThF	5/19-7/24
CSTC 601-09	MTWThF	6/23-9/12
CSTC 601-10	MTWThF	7/28-10/16

Computerized Accounting Program 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 269-05	MTWThF	2/5-6/19
CSTC 269-06	MTWThF	3/11-7/24
CSTC 269-07	MTWThF	4/14-9/12
CSTC 269-08	MTWThF	5/19-10/16
CSTC 269-09	MTWThF	6/23-11/20
CSTC 269-10	MTWThF	7/28-1/7/25

Online Classes

CSTC 602-05	MTWThF	2/5-6/19
CSTC 602-06	MTWThF	3/11-7/24
CSTC 602-07	MTWThF	4/14-9/12
CSTC 602-08	MTWThF	5/19-10/16
CSTC 602-09	MTWThF	6/23-11/20
CSTC 602-10	MTWThF	7/28-1/7/25

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 270-03	MTWThF	2/5-4/10
CSTC 270-04	MTWThF	4/14-6/20
CSTC 270-05	MTWThF	6/23-9/12

Online Classes

CSTC 603-03	MTWThF	2/5-4/10
CSTC 603-04	MTWThF	4/14-6/20
CSTC 603-05	MTWThF	6/23-9/12

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 271-03	MTWThF	3/11-5/15
CSTC 271-04	MTWThF	5/19-7/24
CSTC 271-05	MTWThF	7/18-10/16

Online Classes

CSTC 604-03	MTWThF	3/11-5/15
CSTC 604-04	MTWThF	5/19-7/24
CSTC 604-05	MTWThF	7/18-10/16

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 272-03	MTWThF	3/11-4/10
CSTC 272-04	MTWThF	5/19-6/19
CSTC 272-05	MTWThF	7/28-9/12

Online Classes

CSTC 605-03	MTWThF	3/11-4/10
CSTC 605-04	MTWThF	5/19-6/19
CSTC 605-05	MTWThF	7/28-9/12

Supply Chain Management Principles Module (24 hours)

The Supply Chain Management Principles certification track is a great place to start and is considered to be a 'launching pad' to begin your supply chain educational and certification process. It provides a high-level overview of each of the functions in a supply chain.

\$1,300 (Tuition \$1,000 + general fee \$150 + materials \$150)

CSTC 256-010	MWTh	2/3-2/20	6-9 p.m.	Remote Classes
CSTC 256-011	MWTh	5/5-5/21	6-9 p.m.	Remote Classes

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

\$1,300 (Tuition \$1,000 + general fee \$150 + materials \$150)

CSTC 257-10	MWTh	3/3-3/19	6-9 p.m.	Remote Classes
CSTC 257-11	MWTh	6/2-6/18	6-9 p.m.	Remote Classes

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 258-10	MWTh	4/7-4/14	6-8:30 p.m.	Remote Classes
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CSTC 258-11	MWTh	6/23-6/30	6-8:30 p.m.	Remote Classes
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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.

CSTC 265-02	MTWThF	3/3-3/14	1-5 p.m.
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CSTC 265-03	MTWTh	5/5-5/20	1-5 p.m.
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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

CSTC 266-02	MTWThF	3/24-4/4	1-5 p.m.
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CSTC 266-03	MTWTh	6/2-6/17	1-5 p.m.
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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

CSTC 267-02	MTWThF	4/7-4/16	1-5 p.m.
CSTC 267-03	MTWTh	6/18-7/1	1-5 p.m.

AWS MIG Welding

The concepts and fundamentals and best education practice methods to teach atomic structure, grain structure, heat flow, phase transformations, welding metallurgy, and the weldability of ferrous commercial alloys are taught. The course provides the basics and principles of major joining and cutting 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 259-08	TWTh	4/1-6/12	6-9 p.m.
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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:

<https://mcinfo.co/LifelongLearningPrograms>

Call 732.906.2556 to register today.

BUSINESS – AT-A-GLANCE

Grant Writing Certificate Program

COWR 016-03	Introduction to Grants	Sa	4/5	9 a.m.-noon
COWR 017-03	Overview of Different Grant Types	Sa	4/5	12:30-3 p.m.
COWR 018-03	Creating the Grant Proposal	Sa	4/12	9 a.m.-noon
COWR 019-03	Grant Proposal Evaluation	Sa	4/12	12:30 a.m.-3 p.m.
COWR 020-03	Grant Review	Sa	4/26	9 a.m.-1 p.m.

Human Resources Management Certificate

CBHR 735-64	Human Resources Management	Sa	3/1	9 a.m.-4 p.m.
CBHR 726-02	Employment Relations	Sa	3/8	9 a.m.-12:30 p.m.
CBHR 727-02	Compensation: Salary and Benefits	Sa	3/8	1:30-4:30 p.m.
CBHR 728-02	Training and Development	Sa	3/15	9 am.-12:30 p.m.
CBHR 725-02	Recruiting and Selecting: Hire Right the First Time	Sa	3/15	1-4:30 p.m.
CBEL 760-02	A Toolbox to Retain Valuable Employees	Sa	3/22	9 a.m.-12:30 p.m.
CBEL 759-02	Managing Difficult People and Situations	Sa	3/22	1-4:30 p.m.
CBEL 761-01	Employment Law	Sa	3/29	9 a.m.-4:30 p.m.

Journalism

JOUR 100-03	Community Journalism Certificate	MW	5/12-8/11	4-5:30 p.m.
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Medical Cannabis Dispensaries Certificate

CBGE 009-07	Medical Cannabis Dispensaries Training Certificate	M	7/7-8/4	6-9 p.m.
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Meeting and Event Planning Certificate

COEV 006-15	Event Planning Primer	M	3/31	6-9 p.m.
COEV 007-15	Program Development	W	4/2	6-9 p.m.
COEV 008-15	Marketing the Event	M	4/7	6-9 p.m.
COEV 009-15	Developing the Event	W	4/9	6-9 p.m.

Non-Profit Management Certificate *NEW*

CBMA 200-01	The Structure of a Non-Profit Organization	Sa	2/1	9 a.m.-3 p.m.
CBMA 201-01	Leadership and Management in a Non-Profit Organization	Sa	2/8	9 a.m.-3 p.m.
CBMA 202-01	Program Planning and Evaluation for a Non-Profit Organization	Sa	2/15	9 a.m.-noon
CBMA 203-01	Event Planning and Management for a Non-Profit Organization	Sa	2/15	1-3 p.m.
CBMA 204-01	Non-Profit Financial Management	Sa	2/22	9 a.m.-3 p.m.

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 016-03 Sa 4/5 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 017-03 Sa 4/5 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 018-03 Sa 4/12 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 019-03 Sa 4/12 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 020-03 Sa 4/26 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

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 735-64 Sa 3/1 9 a.m.-4 p.m. (1 hour break)

Employment Relations CEU 0.35

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

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

CBHR 726-02 Sa 3/8 9 a.m.-12:30 p.m.

Compensation: Salary and Benefits CEU 0.35

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 727-02 Sa 3/8 1-4:30 p.m.

Training and Development CEU 0.35

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 728-02 Sa 3/15 9 a.m.-12:30 p.m.

Recruiting and Selecting: Hire Right the First Time CEU 0.35

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 725-02 Sa 3/15 1-4:30 p.m.

A Toolbox to Retain Valuable Employees CEU 0.35

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

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

CBEL 760-02 Sa 3/22 9 a.m.-12:30 p.m.

Managing Difficult People and Situations CEU 0.35

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 759-02 Sa 3/22 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 761-01 Sa 3/29 9 a.m.-4:30 p.m. (1 hour break)

Community Journalism Certificate Free (ONLINE - REMOTE LIVE)

Do you have something to report or say about your community? Our new community journalism certificate will help you become an active contributor to local news in Middlesex County.

Through this free, 13-week course, students will learn to produce compelling content based on the issues that shape their communities. Participants will learn essential tools, practices and values involved in producing journalism and their practical application in creating content for different platforms: including social media, print media, and more. Moreover, they will learn about the history of Middlesex County and how to engage with local government institutions.

The course format is primarily remote-live but will include a couple of live sessions. Students will complete one journalistic project and develop skills that will prepare them to continue their education in journalism or pursue related careers in communications, media, education, the nonprofit sector, advertising, business, and more. For additional information contact Melissa Edwards MEdwards@middlesexcc.edu

JOUR 101-01 MW 5/12-8/11 4-5:30 p.m.

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 fulfil 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 009-07 M 7/7-8/4 6-9 p.m. (5 Sessions)

MEETING AND EVENT PLANNING CERTIFICATE

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

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

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

To take advantage of this discount please call us at 732.906.2556

Event Planning Primer CEU 0.3 (ONLINE)

Follow a systematic guide to planning, organizing, and implementing an event.

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

COEV 006-15 M 3/31 6-9 p.m.

Program Development CEU 0.3 (ONLINE)

Topics include developing the appropriate event, keys to financial success and how to wow the attendees! Learn about locations, date selection, room set-ups, technology, hospitality, and on-site management.

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

COEV 007-15 W 4/2 6-9 p.m.

Marketing the Event CEU 0.3 (ONLINE)

Become familiar with event marketing strategies.

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

COEV 008-15 M 4/7 6-9 p.m.

Developing the Event CEU 0.3 (ONLINE)

Using a hypothetical event, create a compelling program, recruit engaging speakers, find alternate funding sources, market the event and plan to implement it.

Prerequisite: Event Planning Primer, Program Development, and Marketing the Event

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

COEV 009-15 W 4/9 6-9 p.m.

NON-PROFIT MANAGEMENT CERTIFICATE *New*

Do you want to gain a better understanding of how non-profit organizations work?

Join us for the Middlesex College Non-Profit Certificate program. If you are new to the non-profit world or have years of experience, this certificate program will provide you with insight into everything from how non-profits are formed, how they operate, creating programming and fiscal operations.

To qualify for the Middlesex College Non-Profit Management Certificate of Completion, you must complete all five (5) required courses. The total for the five (5) courses is: \$897.

Discount cost: \$800 for students who enroll with payment for all five courses.

To take advantage of the discount, please call us at 732.906.7556.

The Structure of a Non-Profit Organization

This class provides an overview of the foundation of a non-profit organization and the benefits versus pitfalls of this business model. All non-profits must operate with three core elements, governance, administration, and programs. Although organizations operate with a similar framework, a well-designed structure aligned with strategic objectives will make or break a new agency.

\$199 (Tuition \$150 + general fee \$49)

CBMA 200-01 Sa 2/1 9 a.m.-3 p.m.

Leadership and Management in a Non-Profit Organization

There is a difference between a leader and manager, but can you be both? Learn ways to develop both competencies and when to apply them for maximum impact. Discover how successful nonprofit leaders remain focused on building programs and services that accomplish their overall mission.

\$199 (Tuition \$150 + general fee \$49)

CBMA 201-01 Sa 2/8 9 a.m.-3 p.m.

Program Planning and Evaluation for a Non-Profit Organization

Designing effective non-profit programs includes embedding an evaluation strategy to gauge its success. Learning how to assess the need is a step that is often overlooked. Today's leaders must know how to move initiatives from transactional to transformational.

\$150 (Tuition \$125 + general fee \$25)

CBMA 202-01 Sa 2/15 9 a.m.-12:30 p.m.

Event Planning and Management for a Non-Profit Organization

Explore the elements needed to manage and execute a successful non-profit event. It is essential to learn how to align the event with well laid-out objectives leading to positive mission impact. Adhering to a detailed timeline will help staff achieve the goals.

\$150 (Tuition \$125 + general fee \$25)

CBMA 203-01 Sa 2/15 1-3 p.m.

Non-Profit Financial Management

Understanding how to read and interpret non-profit financial statements is critical to assessing the health of an agency. Having this skill is critical for developing a strategic plan to move the agency forward. The best non-profit leaders know how to diversify funding.

\$199 (Tuition \$150 + general fee \$49)

CBMA 204-01 Sa 2/22 9 a.m.-3 p.m.

COMPUTERS

Computer Confidence CEU 1.5

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 365-104 TTh 2/4-2/18 6:30-9:30 p.m. (5 sessions)

MICROSOFT OFFICE 2019

Word 2019: Level I CEU 1.2

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 453-22 TTh 2/25-3/6 6:30-9:30 p.m. (4 sessions)

Word 2019: Level II CEU 1.2

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 454-23 TTh 3/18-3/27 6:30-9:30 p.m. (4 sessions)

EXCEL 2019

Excel 2019: Level I CEU 1.2

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 455-21 TTh 4/1-4/10 6:30-9:30 p.m. (4 sessions)

Excel 2019: Level II CEU 1.2

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 456-22 TTh 4/15-4/24 6:30-9:30 p.m. (4 session)

SPECIAL WINE TASTING AND DINNER PARING

Celebrating with Curtis Green Wine promoter, enthusiast, and author celebrating and pairing the foods of The African American Diaspora

Menu:

Starters: Akara Cakes with spicy Tamarind Sauce, Mac and cheese bites, and Pickled Okra, Bread Basket consisting of Buttermilk Jalapeno Cheddar Corn Bread and Sweet Potato Rolls

Entrée: Heirloom Polenta w/ Pinto Beans, Roasted vegetable, and Bajan Spiced Fish Cakes

Dessert: Chef Pearl Grandmothers Lemon Glazed Coconut Cake w/ Spicy Ginger Sauce

Second Annual Valentine's Day, Event special pricing, for this event 16 people maximum

\$99 (Tuition \$45 + general fee \$55)

GCUL 701-01 Th 2/13 5:30-9pm

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 769-01	New Quick Heart-Warming Soups and Cool Sandwiches	Th	1/9	6-9 p.m.
GCUL 770-01	Honoring Our Chinese Citizens New Year Celebration	Th	1/23	6-9 p.m.
GCUL 771-01	Fresh Pasta Sheets, Cannelloni and Ravioli	Th	3/13	6-9 p.m.
GCUL 772-01	Street Food of The Caribbean	Th	3/20	6-9 p.m.
GCUL 773-01	Quick Bread, Sweet and Savory	Th	4/10	6-9 p.m.
GCUL 774-01	A Spring Dinner Celebration	Th	4/17	6-9 p.m.
GCUL 775-01	Quick Exploration into the Asian Diaspora	Th	5/1	6-9 p.m.
GCUL 776-01	Plant Based Meals	Th	5/29	6-9 p.m.
GCUL 777-01	Game Day Foods Menu Healthy and Not So Healthy	Th	6/5	6-9 p.m.
GCUL 778-01	Celebrating Juneteenth and Summer Solstice Fusion Cuisine	Th	6/12	6-9 p.m.
GCUL 779-01	Light Summer Meals	Th	7/10	6-9 p.m.
GCUL 780-01	The Summer Bounty – What’s in Season?	Th	7/17	6-9 p.m.
GCUL 781-01	End of Season Menu	Th	8/14	6-9 p.m.

New Quick Heart-Warming Soups and Cool Sandwiches, a Classic Combination

Menu: Apple, Turkey, and Curry Mayo Sandwich ■ Gorgonzola and Pear Sandwich
Cheddar Cheese Soup ■ Thai Chicken Soup w/ Coconut Milk and Galangal

GCUL 769-01 Th 1/9 6-9 p.m.

Honoring Our Chinese Citizens New Year Celebration

Menu: Steamed Fish with Scallions and Seasoned Soy Sauce Chinese Broccoli w / Ginger
Garlic and Oyster Sauce ■ Longevity Noodles ■ Almond Cookies

GCUL 770-01 Th 1/23 6-9 p.m.

Fresh Pasta Sheets, Cannelloni and Ravioli

A take on two types of pasta with one dough.

Menu: Eggplant and Ricotta Cannelloni ■ Ravioli filled with Spinach and Goat Cheese
in Herbed Cream Sauce

GCUL 771-01 Th 3/13 6-9 p.m.

Street Food of the Caribbean

Menu: Trini Doubles ■ Fry Dough ■ Jamaican Pepper Shrimp

GCUL 772-01 Th 3/20 6-9 p.m.

Quick Bread, Sweet and Savory

Menu: Quick Sweet Bread ■ Olive Cheese Bread ■ Strawberry Banana Bread

GCUL 773-01 Th 4/10 6-9 p.m.

A Spring Dinner Celebration

Menu: Coulibiac w/ Fresh Dill Sauce ■ Roasted Asparagus w/ Leeks

GCUL 774-01 Th 4/17 6-9 p.m.

Quick Exploration into the Asian Diaspora

Menu: Grandmother's Bean Curd ■ Hanoi Fried Fish w/ Dill
Jiggly Japanese Cheesecake

GCUL 775-01 Th 5/1 6-9 p.m.

Plant Based Meals

Doesn't mean eliminating the carnivore in us.

Menu: Quick Braised Chicken and Eggplant w/ Coconut Milk and Scallions
Kale and Crispy Turkey Bacon Salad

GCUL 776-01 Th 5/29 6-9 p.m.

Game Day Foods Menu Healthy and Not So Healthy

Menu: Almond Crusted and Roasted Chicken Wing ■ Spicy Lamb Meatballs w/Yogurt
Sauce ■ Herbed Ricotta w/ English Muffin Toast, Parsnip ■ Apple and Celery Salad w/
Honey Ginger Dressing and Grilled Pineapple w/ Nutella

GCUL 777-01 Th 6/5 6-9 p.m.

Celebrating Juneteenth and Summer Solstice Fusion Cuisine

Menu: Collard Green Rolls w/ Pan Fried Fish with Corn ■ Tomato and Avocado Relish
Okra Pilau ■ Strawberry Cobbler

GCUL 778-01 Sa 6/14 10 a.m.-1 p.m.

Light Summer Meals

Menu: Heirloom Tomato Salad ■ Poached Chicken Breast w/ Tarragon Sauce ■ Roasted
Green Bean and Baby Potatoes w/ Shallots ■ Roasted Peach Halves Filled Ricotta Cream

GCUL 779-01 Th 7/10 6-9 p.m.

The Summer Bounty – What's In Season?

Menu: Fresh Tomato Tart ■ Ginger Pickled Green Beans ■ Ratatouille over Orzo

GCUL 780-01 Th 7/17 6-9 p.m.

End of Season Menu

Menu: Roasted Cabbage Steaks w/ Tomato and Parmesan ■ Fresh Corn Pudding
Stone Fruit Cardamom Clafoutis

GCUL 781-01 T 8/19 6-9 p.m.

HANDS-ON CLASSES AT-A-GLANCE

GCUL 782-01	Quick Breads, Flatbreads and Biscuits with Flavored Butters	Sa	1/18	10 a.m.-1 p.m.
GCUL 783-01	All Day Yeast Bread Baking	Sa	2/22	9:30 a.m.-3:30 p.m.
GCUL 784-01	Celebrating Lent, Fish and Seafood	Sa	3/1	10 a.m.-1 p.m.
GCUL 785-01	Sweet Rich Doughs	Sa	4/5	9 a.m.-2 p.m.
GCUL 786-01	Baking Series continued - Baking Basic, Pie and Tart doughs	Sa	5/17	10 a.m.-1 p.m.
GCUL 787-01	Steaks, Chops and Sauces	Sa	6/28	10 a.m.-1 p.m.
GCUL 788-01	Pate Choux, New Takes on Cream Puff Dough	Sa	7/26	10 a.m.-1 p.m.
GCUL 789-01	Food Preservation Refrigerator Pickles, Quick Fruit Jams, and a Relish	Sa	8/2	10 a.m.-1 p.m.

Quick Breads, Flatbreads and Biscuits with Flavored Butters

Exciting Repeats that always bring joy.

Menu: Cheddar Biscuits ■ Easy Flat Bread ■ Cranberry, Ginger and Orange Quick Bread

GCUL 782-01 Sa 1/18 10 a.m.-1 p.m.

All Day Yeast Bread Baking

Menu: Raisin Bread w/ Cinnamon Swirl ■ Focaccia w/ Roasted Tomatoes and Garlic Soft Dinner Rolls

GCUL 783-01 Sa 2/22 9:30 a.m.-3:30 p.m.

Celebrating Lent, Fish and Seafood

Menu: Mediterranean Fish Stew with Crusty Bread ■ Codfish w Cream, Mushrooms, and Tomatoes w/ Orzo ■ Feta ■ and Fresh Herbs

GCUL 784-01 Sa 3/1 10 a.m.-1 p.m.

Sweet Rich Doughs

Menu: Yeast Coffee Cake ■ Cinnamon Buns ■ Yeast Raised Doughnuts

GCUL 785-01 Sa 4/5 9 a.m.-2pm

Baking Series Continued - Baking Basic, Pie and Tart doughs

Menu: Pâte Brisée, Pâte Sucreé and their applications ■ Fresh Strawberry Tart and Tomato Pie

GCUL 786-01 Sa 5/17 10 a.m.-1 p.m.

Steaks, Chops and Sauces

Menu: Grilled Lamb Chops w/ Harissa ■ Classic Steak Diane ■ Tarragon Butter Roast Red Pepper Sauce

GCUL 787-01 Sa 6/28 10 a.m.-1 p.m.

Pate Choux, New Takes on Cream Puff Dough

Menu: Gougeres w/ Savory Mushroom Filling ■ Spicy Pate Choux w/ Curried Turkey Filling

GCUL 788-01 Sa 7/26 10 a.m.-1 p.m.

Food Preservation Refrigerator Pickles, Quick Fruit Jams, and a Relish

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

GCUL 789-01 Sa 8/2 10 a.m.-1 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:

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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 001-40	ESL I	MW	1/13-3/5 (no class 1/20, 2/17)	6-9 p.m.
BASK 001-41	ESL I	MW	3/10-4/23	6-9 p.m.
BASK 001-42	ESL I	TTh	1/14-2/27	6-9 p.m.
BASK 001-35	ESL I	W	5/14-8/13	6-9 p.m.
BASK 002-47	ESL II	MW	1/13-3/5 (no class 1/20, 2/17)	9 a.m.-noon
BASK 002-43	ESL II	MW	1/13-3/5 (no class 1/20, 2/17)	6-9 p.m.
BASK 002-44	ESL II	MW	3/10-4/23	6-9 p.m.
BASK 002-45	ESL II	TTh	3/18-5/1	6-9 p.m.
BASK 002-46	ESL II	W	5/14-8/13	6-9 p.m.
BASK 003-44	ESL III	MW	1/13-3/5 (no class 1/20, 2/17)	6-9 p.m.
BASK 003-48	ESL III	MW	3/10-4/23	9 a.m.-noon
BASK 003-45	ESL III	MW	3/10-4/23	6-9 p.m.
BASK 003-46	ESL III	TTh	3/18-5/1	6-9 p.m.
BASK 003-47	ESL III	W	5/14-8/13	6-9 p.m.
BASK 017-26	ESL IV	MW	3/10-4/23	6-9 p.m.
BASK 017-27	ESL IV	TTh	3/18-5/1	6-9 p.m.
BASK 017-28	ESL IV	W	5/14-8/13	6-9 p.m.
BASK 012-03	Conversational English	MW	3/10-4/23	6-9 p.m.
BASK 012-04	Conversational English	TTh	5/13-6/26	6-9 p.m.
BASK 019-04	Reading and Writing	MW	3/10-4/23	6-9 p.m.
BASK 019-05	Reading and Writing	TTh	5/13-6/26	6-9 p.m.

NEW BRUNSWICK CENTER

BASK 001-10	ESL I	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 001-11	ESL I	TTh	5/15-7/1	6-9 p.m.
BASK 002-10	ESL II	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 002-11	ESL II	TTh	5/15-7/1	6-9 p.m.
BASK 003-10	ESL III	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 003-11	ESL III	TTh	5/15-7/1	6-9 p.m.
BASK 017-10	ESL IV	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 017-11	ESL IV	TTh	5/15-7/1	6-9 p.m.

PERTH AMBOY CENTER

BASK 001-20	ESL I	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 001-21	ESL I	MW	5/14-7/2	6-9 p.m.
BASK 002-20	ESL II	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 002-21	ESL II	MW	5/14-7/2	6-9 p.m.
BASK 003-20	ESL III	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 003-21	ESL III	MW	5/14-7/2	6-9 p.m.
BASK 017-20	ESL IV	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.
BASK 017-21	ESL IV	MW	5/14-7/2	6-9 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 001-40	ESL I	MW	1/13-3/5 (no class 1/20, 2/17)	6-9 p.m.	
BASK 001-42	ESL I	TTh	1/14 -2/27	6-9 p.m.	
BASK 001-10	ESL I	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.	New Brunswick
BASK 001-20	ESL I	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.	Perth Amboy
BASK 001-41	ESL I	MW	3/10-4/23	6-9 p.m.	
BASK 001-21	ESL I	MW	5/14 - 7/2	6-9 p.m.	Perth Amboy
BASK 001-35	ESL I	W	5/14-8/13	6-9 p.m.	
BASK 001-11	ESL I	TTh	5/15 - 7/1	6-9 p.m.	New Brunswick

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 002-43	ESL II	MW	1/13-3/5 (no class 1/20, 2/17)	6-9 p.m.	
BASK 002-47	ESL II	MW	1/13-3/5 (no class 1/20, 2/17)	9 a.m.-noon	
BASK 002-10	ESL II	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.	New Brunswick
BASK 002-20	ESL II	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.	Perth Amboy
BASK 002-44	ESL II	MW	3/10-4/23	6-9 p.m.	
BASK 002-45	ESL II	TTh	3/18-5/1	6-9 p.m.	
BASK 002-21	ESL II	MW	5/14-7/2	6-9 p.m.	Perth Amboy
BASK 002-46	ESL II	W	5/14-8/13	6-9 p.m.	
BASK 002-11	ESL II	TTh	5/15-7/1	6-9 p.m.	New Brunswick

ENGLISH AS A SECOND LANGUAGE (ESL)

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	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.	New Brunswick Center
BASK 003-11	TTh	5/15-7/1	6-9 p.m.	New Brunswick Center
BASK 003-20	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.	Perth Amboy Center
BASK 003-21	MW	5/14-7/2	6-9 p.m.	Perth Amboy Center
BASK 003-44	MW	1/13-3/5 (no class 1/20, 2/17)	6-9 p.m.	
BASK 003-48	MW	3/10-4/23	9 a.m.-noon	
BASK 003-45	MW	3/10-4/23	6-9 p.m.	
BASK 003-46	TTh	3/18-5/1	6-9 p.m.	
BASK 003-47	W	5/14-8/13	6-9 p.m.	

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	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.	New Brunswick Center
BASK 017-11	TTh	5/15-7/1	6-9 p.m.	New Brunswick Center
BASK 017-20	Sa	1/25-5/3 (no class 2/15, 3/8, 4/19)	9 a.m.-12:30 p.m.	Perth Amboy Center
BASK 017-21	MW	5/14-7/2	6-9 p.m.	Perth Amboy Center
BASK 017-26	MW	3/10-4/23	6-9 p.m.	
BASK 017-27	TTh	3/18-5/1	6-9 p.m.	
BASK 017-28	W	5/14-8/13	6-9 p.m.	

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 012-03	MW	3/10-4/23	6-9 p.m.	
BASK 012-04	TTh	5/14-7/2 (no class 5/26)	6-9 p.m.	

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 019-03	MW	3/10-4/23	6-9 p.m.	
BASK 019-04	TTh	5/14-7/2 (no class 5/26)	6-9 p.m.	

HEALTHCARE CAREERS AT-A-GLANCE

911 Dispatcher Certification

DISP 001-08	911-Dispatcher/ Telecommunicator	MW	2/10-3/31	6:30-9:30 p.m.
DISP 002-08	Emergency Medical Dispatcher	MW	4/2-5/7	6:30-9:30 p.m.

Dental

ADEN 010-02	Certified Dental Assistant Review – CDA Review	W	1/29-4/23	6-9 p.m.
ADEN 004-24	Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher	TH	5/29	6-10 p.m.
ADEN 005-25	Administration of Local Anesthesia for the Dental Hygienist: Didactic Refresher	T	5/27	6-10 p.m.
ADEN 001-01	Ethics in Dentistry, Infection Prevention for the Dental Professional and Opioids	T	4/1	6-9 p.m.

ECG/EKG Technician Certificate

AHEK 001-78	ECG/EKG Technician	M-F	4/9-4/28	9 a.m.-2:30 p.m. (no class 4/18)
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Medical Assistant Certificate

AHMA 200-01	Medical Assistant	M-F	1/13-6/12	9 a.m.-2 :30 p.m. (no class 1/20, 2/17, 4/18, 5/26)
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Mental Health Technician Certificate

AHMH 001-05	Mental Health Technician (Hybrid)	TWTh	5/13-8/14	6-9 p.m. (no class 6/19, 7/3)
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Patient Care Technician Certificate

AHPC 101-02	Patient Care Technician	M-F	3/12-5/12	9 a.m.-2:30 p.m. (no class 4/18)
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Phlebotomy Technician Certificate

AHPH 100-24	Phlebotomy Technician	M-F	3/12-4/9	9 a.m.-2:30 p.m.
AHPH 100-20	Phlebotomy Technician	M-F	7/7-8/4	9 a.m.-3:30 p.m. Perth Amboy
AHPH 101-22	Phlebotomy Externship	Th	4/10	9 a.m.-2:30 p.m.
AHPH 101-20	Phlebotomy Externship	T	8/5	9 a.m.-3:30 p.m. Perth Amboy

WELLNESS CAREERS AT-A-GLANCE

Holistic Health and Wellness Classes

GHEL 010-02	Health and Wellness Alternatives	W	1/8	6-8 p.m.
GHEL 011-02	Health After a Pandemic	W	1/15	6-8 p.m.
GHEL 012-02	Suppressive. Palliative. Curative	W	1/22	6-8 p.m.
GHEL 013-02	Follow the Science	W	1/29	6-8 p.m.

Personal Trainer

AFIT 003-50	Personal Trainer: National Certification (HYBRID)	TTh	2/20-3/29	6:30-9:30 p.m.
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Pet First Aid

COVA 007-40	Pet First Aid	Sa	5/10	9 a.m.-noon
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Veterinary Assistant Program

COVA 010-01	Veterinary Assistant	M-Th New Brunswick	7/14-8/14	9 a.m.-2:30 p.m.
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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, Medical Assistant

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 001-08 MW 2/10-3/31 6:30-9:30 p.m. (14 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 002-08 MW 4/2-5/7 6:30-9:30 p.m. (11 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.

\$390 (Tuition \$300 + general fee \$90) (36 Hours/12 weeks)

ADEN 010-03	W	1/29, 2/5, 2/12 2/19, 2/26, 3/5 3/19, 3/26, 4/2 4/9, 4/16, 4/23	6-9 p.m.
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Administration of Local Anesthesia for the Dental Hygienist: Clinical Refresher NJ DENTAL CEUs 4

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

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

\$209 (Tuition \$128 + general fee \$20 + material fee \$25 + liability insurance \$36)

ADEN 004-25	Th	5/29	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 005-26	T	5/27	6-10 p.m.	Via Zoom
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Ethics in Dentistry, Infection Prevention for the Dental Professional and Opioids CEUs 3 **NEW**

The Ethics in Dentistry portion of the class is designed to review ethical decision making with regard to standards of care. We will discuss scope of practice and its importance to the delivery of ethical, quality patient care. This course is approved by the New Jersey State Board of Dentistry.

The Infection Prevention for the Dental Professional portion is designed to review best practices in infection control and prevention. It will provide an overview of CDC guidelines and OSHA regulations. This course is approved by the New Jersey State Board of Dentistry.

The Opioids portion is designed to review management of acute odontogenic pain is accomplished through a clinical approach that successfully incorporates both opioid and non-opioid analgesics. Dental clinicians must employ best practices when utilizing analgesics to treat pain, when assessing pain control, and when educating patients on associated risks. This program will provide an overview of techniques for effectively assessing and managing dental pain, appropriately prescribing analgesics, educating patients on adverse effects as well as proper handling of opioid medications. Special emphasis will be given to strategies for identifying patients at risk for substance use disorder and counseling patients on agents used in its management.

Course Objectives

- Upon successful completion of this program, participants will be able to:
- Describe the pharmacology and mechanism of action of opioid and non-opioid analgesics.
- Explain the intended role of opioid and non-opioid analgesics in the management of acute dental pain, as well as situations that may preclude their use, based on a patient's underlying medical conditions.
- Discuss appropriate prescribing practices for opioid analgesics to utilize in everyday clinical situations.
- Describe techniques useful in developing individualized pain management plans as well as strategies useful in identifying potential opioid addiction and counseling on treatments.

\$45 (Tuition \$25 + general fee \$20)

ADEN 011-01 T 4/1 6-9 p.m. Via Zoom

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 001-78 M-F 4/9-4/28 9 a.m.-2:30 p.m. (20 Sessions)
(no class 4/18)

MEDICAL ASSISTANT CERTIFICATE

Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

- Wear a complete set of blue scrubs and closed-toe shoes daily
- White lab coat is required for Clinical Procedures and Phlebotomy.
- Purchase textbook(s) for first day of class and required EKG calipers for EKG. (Available for purchase at College Bookstore.)
- Successfully complete a criminal background check prior to entering the MA Externship. Information provided on the first day of class.
- Provide immunization records and personal health Insurance card prior to entering MA Externship.

Note: An attendance rate of 80% per module and 90% overall and final grade of 80% or higher are required to pass each class.

Medical Assistant

Medical Assistants perform a wide-range of both clinical and administrative procedures, typically in an out-patient environment such as clinics or doctors' offices. The wide variety of skills required are encompassed in our comprehensive Medical Assistant Program. Our multi-module program includes Phlebotomy, EKG, Clinical Procedures, Pharmacology and a strong foundation of Anatomy, Physiology and Medical Terminology. The capstone of this program is a 150-hour externship at a doctor's office or clinical where you gain real-world experience so beneficial to obtaining employment.

\$6,926 (\$4,967 Tuition + general fee \$1,959)

AHMA 200-01 M-F 1/13-6/12 9 a.m.-2:30 p.m.
(no class 1/20, 2/17, 4/18, 5/26)

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 001-05 TWTh 5/13-8/14 6-9 p.m. (40 Sessions)
(no class 6/19, 7/3)

PATIENT CARE TECHNICIAN CERTIFICATE

Patient Care Technician (210 hours)

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.

\$3,825 (Tuition \$2,745 + general fee \$1,080)

AHPC 101-02 M-F 3/12-5/12 9 a.m.-2:30 p.m.
(no class 5/26)

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.

\$1,662 (Tuition \$1,250 + general fee \$376 + liability insurance \$36)

AHPH 100-24 M-F 3/12-4/9 9 a.m.-2:30 p.m. Edison Campus
(no class 4/8)

AHPH 100-20 M-Th 7/7-8/4 9 a.m.-3:30 p.m. Perth Amboy Center

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.

\$1,036 (Tuition \$799 + general fee \$237)

AHPH 101-22 Th 4/10 9 a.m.-2:30 p.m. Edison Campus
Orientation

AHPH 101-20 T 8/5 9 a.m.-3:30 p.m. Perth Amboy Center
Orientation

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 + general fee \$19)

GHEL 010-02 W 1/8 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 + general fee \$19)

GHEL 011-02 W 1/15 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 + general fee \$19)

GHEL 012-02 W 1/22 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 + general fee \$19)

GHEL 013-02 W 1/29 6-8 p.m.

PERSONAL TRAINER

Personal Trainer: National Certification CEU 3.6

(HYBRID – ON LINE AND IN PERSON)

Become a Certified Personal Trainer! Topics include elements of exercise science, client screening, program design and methods of training, injury prevention, exercise physiology, cardio, respiratory fitness, nutrition and weight control. National certification exam given on last class day.

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

Required: Textbook needed for FIRST class available at College Bookstore. (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 003-50	TTh	2/20-3/20	6-9:30 p.m.	Remote (Live via Zoom)
	Th	3/27	6:30-9:30 p.m.	Practical Exam (in-person)
	Sa	3/29	9 a.m.	Certification Exam (in-person)

PET FIRST AID

Pet First Aid

Pets are now, more than ever, considered a part of the family. Today is the day to prepare for an emergency that may threaten the lives of our "other" loved ones, our pets. This course provides information and skills practice. Topics include: Recognizing an emergency with your pet, Pet CPR, choking, diabetes, ticks, bee stings, bleeding, administering medication, poisoning, diseases, and much more.

\$99 (\$65 Tuition + general fee \$34)

COVA 007-40	Sa	5/10	9 a.m.-noon	
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VETERINARY ASSISTANT

Veterinary Assistant Program with Clinical Externship

This 100 hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students will enjoy learning through classroom lecture as well as hands on labs. (Textbooks included)

Clinical Externship: As part of this Veterinary Assistant program, you will be eligible to participate in a 40 hour clinical externship.

NWCA National Certification: This program meets the necessary requirements to take the National Workforce Career Association (NWCA) Veterinary Assistant (VET) Exam.

\$2,349 (Tuition \$2099 + scrubs and certification exam \$250)

COVA 010-01	M-Th	7/14-8/14	9 a.m.-2:30 p.m.	New Brunswick
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PERSONAL ENRICHMENT – AT-A-GLANCE

Art

GHOB 366-12	Ceramics: Hand Building	MW	6/2-7/2	6-9 p.m.
GENI 406-05	Sewing for Beginners	Th	3/6-4/10	6-8:30 p.m.
GENI 406-06	Sewing for Beginners	Th	1/16-2/20	6-8:30 p.m.
GHOB 300-01	Lotion Making From Scratch	Sa	3/1	10-4 p.m.
COVO 002-29	Voices for All: One-on-One Class		(day and time of your preference)	

Civics

GENI 407-10	Citizenship Preparation Course in Spanish	MTh	2/5-4/25 (no class 2/19, 3/11, 3/14, 3/28, 4/22)	6 p.m.-8 p.m.
GENI 407-11	Citizenship Preparation Course in Spanish	MW	2/5-4/22 (no class 2/19, 3/11, 3/13)	6:30 p.m.-8:30 p.m.
GENI 400-01	Leadership and No Blame Problem		Self-Paced	

Dance

GDAN 348-27	Introduction to Latin and Ballroom Dancing for Adults	M	1/27-3/10 (no class 2/17)	7-9 p.m.
GDAN 349-03	Beginner/Intermediate Latin and Ballroom Dancing for Adults	M	3/17-4/21	7-9 p.m.
GDAN 351-01	Intro to Step Dance	W	5/28-7/2	6-8 p.m.

Language

LSPA 032-12	Beginning Spanish	MW	2/10-3/17 (no class 2/17)	6-9 p.m.
LSPA 033-07	Intermediate Spanish	MW	3/24-4/23	6-9 p.m.

ART

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 366-12 MW 6/2-7/2 6-9 p.m.

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 406-05 Th 3/6-4/10 6-8:30 p.m. (6 sessions)

GENI 406-06 Th 1/16-2/20 6-8:30 p.m.

Lotion Making From Scratch

This is a hands-on class. Learn how to make your own lotion from scratch. Learn the importance of good manufacturing practices and temperature control. Learn how to choose oils and butters for your skin type, why to use a preservative, how to scent with fragrant oils or essential oils as a matter of preference and proper labeling even when not selling.

Participants need to bring the following items:

- Full apron
- Rubber gloves, light weight such as Nitrile or Latex, bring several pairs
- Old clothes that you do not mind getting soiled
- Tie back for long hair
- Flat bottom to bring products home

What you will take home:

- Class handout
- Confidence
- A new skill set
- A big smile
- Bottles of lotion: 8oz and 4oz

\$140 (\$80 Tuition + general fee \$60)

GHOB 300-01 Sa 3/1 12-4 p.m.

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 002-29 (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 Preparación para la Ciudadanía en Español

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

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

GENI 407-10	MTh	2/5-4/25 (no class 2/19, 3/11, 3/14, 3/28, 4/22)	6-8 p.m.	Perth Amboy Center
GENI 407-11	MW	2/5-4/22 (no class 2/19, 3/11, 3/13)	6:30-8:30 p.m.	New Brunswick Center

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 348-27 M 1/27-3/10 7-9 p.m. (6 sessions)
(no class 2/17)

Beginner/Intermediate Latin and Ballroom Dancing for Adults

Practice popular ballroom and Latin dances. Dance to the beat of awesome Latin music and learn the basics of salsa and cha-cha. This is a Beginner/Intermediate level class.

Prerequisite: Successful completion of Intro to Latin and Ballroom Dancing for Adults.

Partners preferred but not required.

Class space limited; register now to reserve your spot.

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

GDAN 349-03 M 3/17-4/21 7-9 p.m. (6 sessions)

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 351-02 W 5/28-7/2 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 032-12 MW 2/10-3/17 6-9 p.m. (10 sessions)
no class 2/17

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 033-07 MW 3/24-4/23 6-9 p.m. (10 sessions)

TRADE – AT-A-GLANCE

Construction Management Certificate

CNMC 935-66	Construction Project Management	Sa	3/8, 3/15	9 a.m.-4 p.m.
CNMC 937-66	Construction Methods and Materials	Sa	3/22, 3/29	9 a.m.-4 p.m.
CNMC 938-66	Cost Estimating and Administration	Sa	4/5, 4/12	9 a.m.-4 p.m.
CNMC 936-66	Construction Contracts	MW	5/13-5/22	6-9 p.m.
CNMC 939-66	Construction Site Safety	Sa	4/26, 5/3, 5/10	8:30 a.m.-1:30 p.m.

New Jersey Uniform Construction Code

JCDE 941-54	Construction Official (Online)	TTh	3/4-4/10 (no class 3/28)	6-10 p.m.
JCDE 942-63	Building Inspector RCS (Online)	TTh	2/6-5/20 (no class 3/28)	6:30-9:30 p.m.
JCDE 943-59	Building Inspector ICS (Online)	MW	2/5-5/5 (no class 2/19)	6:30-9:30 p.m.
JCDE 944-43	Building Inspector HHS (Online)	MW	5/12-7/21 (no class 7/4)	6:30-9:30 p.m.
JCDE 946-37	Fire Inspector HHS (Online)	TTh	1/9-2/27	6-10 p.m.
JCDE 948-36	Plumbing Inspector ICS (Online)	MW	2/3-5/21 (no class 3/17, 3/19)	6-10 p.m.
JCDE 949-34	Plumbing Inspector HHS (Online)	Sa	2/8-4/12 (no class 3/30)	8:30 a.m.-3 p.m.
JCDE 949-345	Plumbing Inspector HHS (Online)	MW Sa	6/16-7/26	6-10 p.m. 8:30 a.m.-12:30 p.m.
JCDE 940-57	SubCode Official	MW	1/6 - 3/3 (no class 1/20, 2/17)	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 935-66	Sa	3/8, 3/15	9 a.m.-4 p.m. (1 hr break)	2 sessions
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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 937-66	Sa	3/22, 3/29	9 a.m.-4 p.m. (1 hr break)	2 sessions
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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 938-66	Sa	4/5, 4/12	9 a.m.-4 p.m. (1 hr break)	2 sessions
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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 936-66	MW	5/13-5/22	6-9 p.m.	4 sessions
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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 939-66	Sa	4/26, 5/3, 5/10	8:30 a.m.-1:30 p.m.	
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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.

Construction Official CEU 4.5 (ONLINE)

Prerequisite: SubCode official

\$450 (Tuition \$368 + general fee \$82) (14 Sessions)

JCDE 941- 54	TTh	3/5-4/11	6-10 p.m.
		(no class 3/28)	

Building Inspector RCS CEU 9.0 (ONLINE)

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

\$867 (Tuition \$742 + general fee \$125) (30 Sessions)

JCDE 942-63	TTh	2/6-5/21	6:30-9:30 p.m.
		(no class 3/28)	

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) (25 Sessions)

JCDE 943-59	MW	2/5-5/1	6:30-9:30 p.m.
		(no class 2/19)	

Building Inspector HHS CEU 6.0 (ONLINE)

Prerequisite: Building Inspector ICS

\$550 (Tuition \$468 + general fee \$82) (20 Sessions)

JCDE 944-43	TTh	5/13-7/23	6:30-9:30 p.m.
		(no class 7/4)	

Fire Inspector ICS CEU 12.0 (ONLINE)

Required: Textbook available at www.iccsafe.org

\$1,049 (Tuition \$650 + general fee \$399) (40 sessions)

JCDE 946-37	TTh	1/9-2/27	6-10 p.m.
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Plumbing ICS CEU 12.0 (ONLINE)

Prerequisite: At least 5 years work experience under a master plumber
\$1,049 (Tuition \$650 + general fee \$399) (30 Sessions)

	TTh	2/20-5/30	6-10 p.m.
JCDE 948-36	Sa	3/9-5/18 (no class 3/30)	6-10 p.m.
JCDE 948-37	TTh	7/9-8/27	6-9 p.m.

Plumbing Inspector HHS CEU 6.0 (ONLINE)

Prerequisite: Plumbing Inspector ICS, plus at least 7 years' work experience under a master plumber.

\$550 (Tuition \$468 + general fee \$82)

JCDE 949-34	Sa	2/8/-4/12 (1/2 hour break)	8:30 a.m.-3 p.m.
JCDE 949-35	MW	6/16-7/26 (no class 6/30, 7/2, 7/5)	6-10 p.m.
	Sa		8:30 a.m.-12:30 p.m.

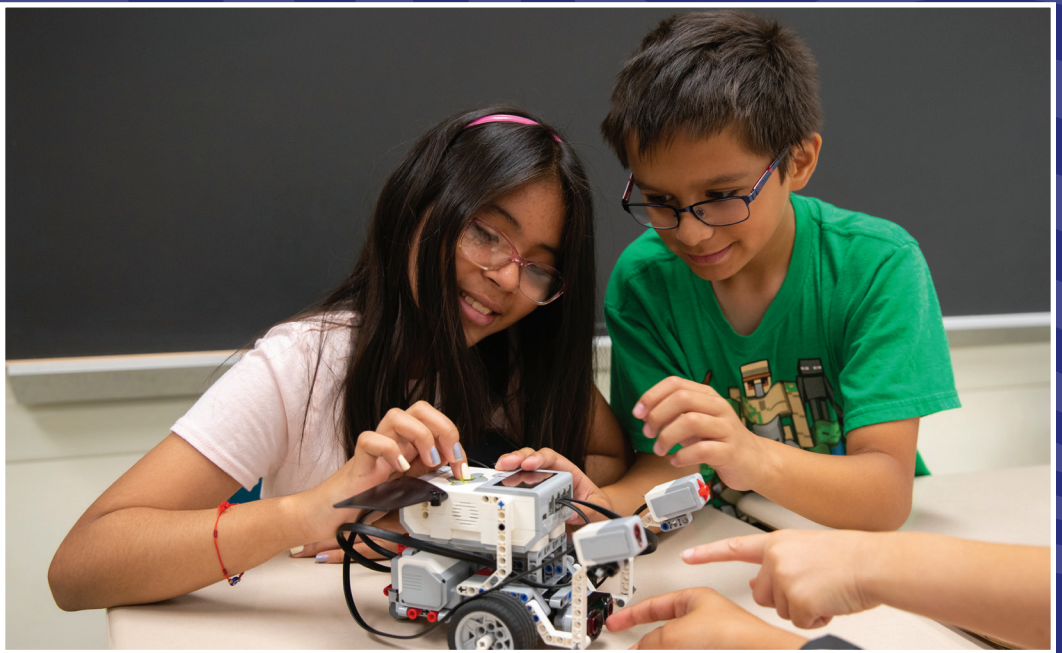
Subcode Official CEU 4.5 (ONLINE)

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

\$446 (Tuition \$389 + general fee \$57) (15 Sessions)

JCDE 940-57	MW	1/8-3/4	6-9 p.m.
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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)

SPRING 2025 YOUTH PERFORMING ARTS

Traits of a True Magician (Ages 8-13) **NEW**

Give your child the experience of a "Life Skills Class" cleverly disguised as a magic class! Every kid finds magic fascinating, and loves the self-esteem boosts that automatically come from performing tricks successfully. We leverage that fascination and fun into quick and powerful "take-away" lessons in respect, preparation, confidence, public speaking, creativity, humility, enthusiasm, and giving. Really! Enjoy the performances your child will amaze you with, as they grow their "Traits of a True Magician!" Each child will receive \$49 in props and learn at least 5 tricks: 3 professionally produced age-specific tricks, a deck of cards, and a magician's performance mat to dress up their shows. Come join the fun this winter and chose from two dates. (Min class size 10 and Max. 15).

Presented by Kid Wizard Club.

\$79 (Tuition \$20 + general fee \$59) each class

CHPF 010-01 2/22 9 a.m.-noon

CHPF 010-02 3/22 9 a.m.-noon

Musical Theater Dance Class (Ages 10-16) **NEW**

This Saturday morning Musical Theatre Dance Intensive will allow for the students to cultivate and explore their love for theatre through the different styles of musical theatre dance. Students will learn about many Broadway choreographers and what made their choreography a staple on the Broadway stages throughout history. This program will dive into different aspects of Musical Theatre as well, but the main focus will be on dance and how these different styles helped further the plot of the musicals they were a part of. Whether you are a seasoned theatre kid or new to the scene, this is the intensive for you!

Instructor: Kerri McNeil

\$240 (Tuition \$120 + general fee \$120)

CHTR 032-01 3/22-5/3 9-11 a.m. (6 sessions)
(no class 4/19)

SPRING 2025 YOUTH SPORTS

Speed and Agility! (Ages 8-13) **NEW**

This mini-series program is designed to help kids enhance their athletic performance and develop essential movement skills! Through a series of dynamic drills and exercises, participants will improve their speed, coordination, and agility in a fun and supportive environment. Kids will engage in activities like ladder drills, cone sprints, and shuttle runs, all aimed at boosting their quickness and overall fitness. This program not only helps children become faster and more agile athletes but also builds confidence and teamwork skills, making it a perfect fit for young athletes looking to elevate their game while having a blast! Presented by GymGuyz.

\$100 (Tuition \$40 + general fee \$60)

CHSP 027-01 3/1, 3/8 9 a.m.-noon (2 sessions)

Games, Sports, and More Workshop (Ages 7-12) **NEW**

Through sports drills, skills, and technique, children do their best in an instructional and healthy competitive environment. Basic sport fundamentals like running, jumping, catching, and throwing are incorporated into an outdoor atmosphere of encouragement and fun! Kidz will pump up confidence, build self-esteem and instill an “I can do it” attitude. GYMGUYZ will instruct classes, which may include kickball, soccer, flag football, obstacle course and so much more, all while learning to promote an active and healthy lifestyle. Sign up for one class or more, as no class will ever be the same! Presented by GymGuyz \$50 (Tuition \$20 + general fee \$30) per class

CHSP 028-01	Classic Games and Sports	4/5	9 a.m.-noon
CHSP 028-02	Around the World Games/Sports	5/3	9 a.m.-noon

Kidz on the Move Workshop (Ages 5-8) **NEW**

Kidz on the Move is designed to keep you active the entire time. We’ll channel your energy into fun fitness activities, while embracing essential concepts including sharing and sportsmanship. Sign up for one class or more, as no class will ever be the same!

Fun and Fitness Workshop: Kids will develop their athletic abilities and embrace an active lifestyle through a variety of sports, games, and fitness activities.

Superhero Workshop: Kids will engage in strength and conditioning activities to promote healthy minds and bodies. Presented by GymGuyz.

\$50 (Tuition \$20 + general fee \$30) per class

CHSP 029-01	Fitness Fun Workshop	4/5	9 a.m.-noon
CHSP 029-02	Superhero Workshop	4/26	9 a.m.-noon

YOUTH SCIENCE FALL 2025

You Build It-Super Science (Ages 7-12) **NEW**

Do you like putting things together? Join us for a designing and building mini-series on two Saturday mornings. Have fun making unique gadgets, crazy contraptions and inventive machines. Explore a wide variety of STEM and Engineering projects. Construct Battle Bots, wooden catapults, amusement park rides, models of famous buildings and more. Learn about the forces acting on structures and participate in a bridge building challenge. Work with a large variety of components from Lego, Zome Tool, K’NEX and Mindware. Enjoy creative, hands-on activities, challenges and experiments, plus make projects to take home with you. Join the science fun with this 2 Saturday mini-series! Presented by Super Science for Kids.

\$95 (Tuition \$40+ general fee \$55) (2 classes)

CHSS 036-01	3/22, 3/29	9 a.m.-noon
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Chemical Curiosities (Ages 6-12) **NEW**

Mix up potions and experiment with all kinds of chemical reactions! Combine chemicals to create exothermic reactions, examine our non-Newtonian fluid, make your own sidewalk chalk and crystal gardens to take home! Presented by Mad Science.

\$64 (Tuition \$20 + general fee \$44)

CHMS 109-01 3/1 9 a.m.-noon

Shake It Up (Ages 6-12) **NEW**

Immerse yourself in the world of acids and bases, solutions and solubility, and lots of crazy chemical reactions! We'll make corks pop, mix up a "magic muffin," dissolve Styrofoam, create crystal gardens and even experiment with shaving cream marbling! Presented by Mad Science.

\$64 (Tuition \$20 + general fee \$44)

CHMS 110-01 3/8 9 a.m.-noon



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

NOTE: Workforce Development and Lifelong Learning courses are limited to students 18 years and older unless otherwise noted.

HOW TO REGISTER FOR COURSES

Online

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

Mail

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

Payment Method

Check, Money Order, Visa, MasterCard, Discover or Purchase Order.

Payment Procedure

Full payment is due at the time of registration.

Telephone

Call 732.906.2556. Use Visa, MasterCard, Discover.

In-Person

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

Prerequisites

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

Course Confirmation and Location

Confirmation letters will be generated once your registration is processed. Classes meet at the main College campus or other community sites. Registrations are processed daily, but in the event that you have not received your confirmation within five days of the start date, call the department at 732.906.2556.

There will be no refunds because you did not receive a confirmation letter.

Certificates

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

Credit Courses

For information please call 732.906.4240.

TUITION WAIVER INFORMATION

College Employees

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

Senior Citizen

Middlesex County residents 65 years of age or older are eligible for a course waiver, which covers tuition only, and is on a space-available basis, to a maximum of \$125. Student must pay all fees at the time of registration. In-person registration is required with proof of age and full payment. Students must telephone 24 hours before the start of class to check on availability.

Note: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

Unemployment

Certain courses may be available for unemployment tuition waivers. If you are unemployed and planning to enroll in a course with an unemployment tuition waiver, you are required to submit an application for financial aid and receive a decision prior to submitting the waiver. Submit documentation to Workforce Development and Lifelong Learning in Crabiel Hall, Room 110, from the NJ Department of Labor as proof of eligibility. Documentation must be dated no earlier than 30 days prior to the first day of class. In addition, complete the appropriate Middlesex College Registration Form and include payment for all fees. We will accept your registration 24 hours before the course begins, if space is available.

Note: Students will not be reimbursed and permitted to apply the waiver to any previously paid registration.

Volunteer

Volunteer firefighters, first aid and rescue squad members and their spouse or dependent children may qualify for a tuition waiver. The volunteer shall agree to serve as a member volunteer for a minimum of four years. Following each year of volunteer service performed, the person or family member is entitled to receive a maximum of \$600 per academic year of tuition credit. The cumulative maximum tuition credit is \$2,400. The student must complete a waiver form available in the Student Accounts Office each semester. All remaining expenses must be paid by the regular due date.

Note: Students will not be reimbursed and allowed to apply the waiver to any registration that was previously paid.

Veteran and Military Benefits

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

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.

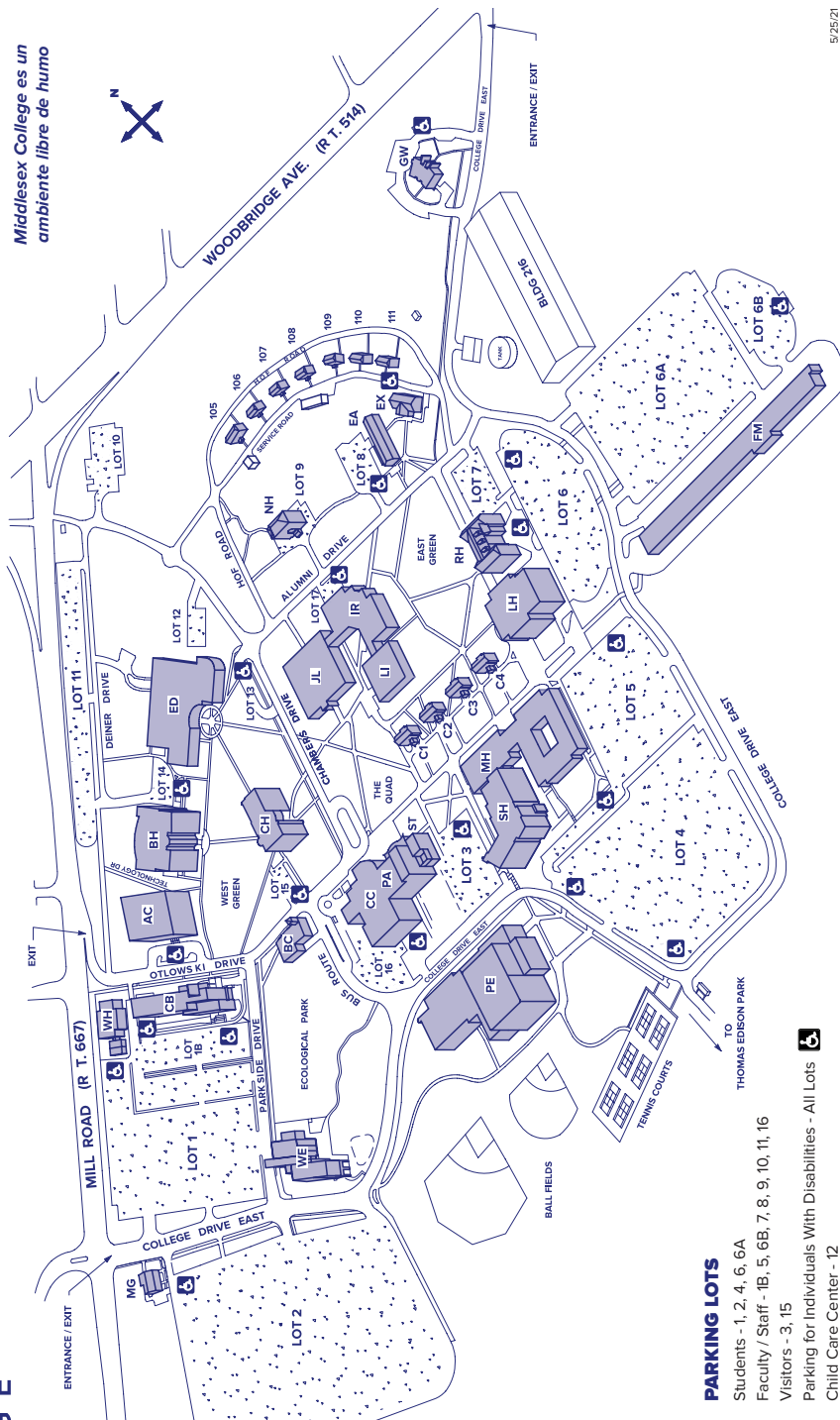
College Bookstore

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.bncollege.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 Crabel Hall
- CC College Center
- EA East Hall
- EX East Hall Annex
- ED Edison Hall
- FM Facilities Management
- GW Gateway - Police / Information
- IR Instructional Resource Center
- JL Johnson Learning Center
- LH L'Hommedieu 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

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.**

Mobile computer lab available for training at your site.

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

TRANSPORTATION, LOGISTICS AND DISTRIBUTION

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

We also Offer Needs Assessments and Apprenticeship Training Opportunities

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

Call or email today - 732.906.4681 - AVega@middlesexcc.edu

Ask us about potential grant programs to support your training needs!



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.