

Fall 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](https://middlesexcollege.edu/workforce-development)  
or scan the QR Code.





*Explore*

# OUR SCHOLARSHIPS



**Middlesex College** wants to ensure that everyone has access to education, and offers several scholarships for students in Workforce Development and Lifelong Learning programs.

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

## Needs-Based Scholarship Program

*Program made possible by the Middlesex College Foundation*

Healthcare Careers ■ Management ■ Trade ■ Workforce Development

## Certificate Programs

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

Learn more information about our noncredit scholarships by visiting  
[middlesexcollege.edu/funding-your-education/scholarships](https://middlesexcollege.edu/funding-your-education/scholarships).



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

### NEW BRUNSWICK CENTER

|             |                                 |  |                   |
|-------------|---------------------------------|--|-------------------|
| BASK 001-10 | ESL I Level: Low-Beginner       | MW 9/3-10/22<br>(no class 10/13)       | 9 a.m.-noon       |
| BASK 001-11 | ESL I Level: Low-Beginner       | Sa 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. |
| BASK 002-11 | ESL II Level: High-Beginner     | MW 9/3-10/22<br>(no class 10/13)       | 9 a.m.-noon       |
| BASK 002-10 | ESL II Level: High-Beginner     | Sa 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. |
| BASK 003-10 | ESL III Level: Low Intermediate | Sa 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. |
| BASK 003-11 | ESL III Level: Low Intermediate | MW 10/27-12/15<br>(no class 11/26)     | 9 a.m.-noon       |
| BASK 017-10 | ESL IV: High-Intermediate       | Sa 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. |
| BASK 017-11 | ESL IV: High-Intermediate       | MW 10/27-12/15<br>(no class 11/26)     | 9 a.m.-noon       |

### PERTH AMBOY CENTER

|             |                                      |  |                   |
|-------------|--------------------------------------|--|-------------------|
| BASK 001-20 | ESL I Level: Low-Beginner            | TTh 9/2-10/16                          | 6-9 p.m.          |
| BASK 001-21 | ESL I Level: Low-Beginner            | Sa 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. |
| BASK 001-22 | ESL I Level: Low-Beginner            | TTh 10/28-12/18<br>(no class 10/27)    | 6-9 p.m.          |
| BASK 002-21 | ESL II Level: High-Beginner          | TTh 9/2-10/16                          | 6-9 p.m.          |
| BASK 002-20 | ESL II Level: High-Beginner          | Sa 9/6-12/6                            | 9 a.m.-12:30 p.m. |
| BASK 002-22 | ESL II Level: High-Beginner          | TTh 10/28-12/16<br>(no class 10/27)    | 6-9 p.m.          |
| BASK 003-20 | ESL III Level: Low Intermediate      | MW 9/3-10/22<br>(no class 10/13)       | 6-9 p.m.          |
| BASK 003-21 | ESL III Level: Low Intermediate      | Sa 9/6-12/6<br>(no class 10/11, 11/29) | 9a.m.-12:30p.m.   |
| BASK 003-22 | ESL III Level: Low Intermediate      | MW 10/27-12/15<br>(no class 11/26)     | 6-9 p.m.          |
| BASK 017-21 | ESL IV: High-Intermediate            | MW 9/3-10/22<br>(no class 10/13)       | 6-9 p.m.          |
| BASK 017-20 | ESL IV: High-Intermediate            | Sa 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. |
| BASK 017-22 | ESL IV: High-Intermediate            | MW 10/27-12/15                         | 6-9 p.m.          |
| CBMA 101-02 | Small Business Marketing Certificate | M 10/20-11/10                          | 6-8 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.*

*All class details, including dates and prices, are subject to change.  
For the most up to date information, please visit our website.*



## WORKFORCE DEVELOPMENT TRAINING – AT-A-GLANCE

For information on our offerings, call 732.906.4231

### Microsoft Office Applications Specialist (184 hours)

|             |   |     |                  |               |
|-------------|---|-----|------------------|---------------|
| CSTC 268-11 | Microsoft Office Applications Specialist          | M-F | 11/24/25-2/10/26 | 9 a.m.-1 p.m. |
| CSTC 601-11 | Microsoft Office Applications Specialist - Online | M-F | 11/24/25-2/10/26 | 9 a.m.-1 p.m. |

### Computerized Accounting Program with QuickBooks and Microsoft Office (368 hours)

|             |  |     |                  |               |
|-------------|--|-----|------------------|---------------|
| CSTC 269-11 | Computerized Accounting Program with QuickBooks and Microsoft Office | M-F | 9/15/25-2/10/26  | 9 a.m.-1 p.m. |
| CSTC 269-12 | Computerized Accounting Program with QuickBooks and Microsoft Office | M-F | 11/24/25-4/17/26 | 9 a.m.-1 p.m. |
| CSTC 269-13 | Computerized Accounting Program with QuickBooks and Microsoft Office | M-F | 1/8/26-5/20/26   | 9 a.m.-1 p.m. |

### Computerized Accounting Program with QuickBooks and Microsoft Office (368 hours) (Online)

|             |  |     |                  |               |
|-------------|--|-----|------------------|---------------|
| CSTC 602-11 | Computerized Accounting Program with QuickBooks and Microsoft Office | M-F | 9/15/25-2/10/26  | 9 a.m.-1 p.m. |
| CSTC 602-12 | Computerized Accounting Program with QuickBooks and Microsoft Office | M-F | 11/24/25-4/17/26 | 9 a.m.-1 p.m. |
| CSTC 602-13 | Computerized Accounting Program with QuickBooks and Microsoft Office | M-F | 1/8-5/20/26      | 9 a.m.-1 p.m. |

### Computerized Accounting Program with QuickBooks (184 hours)

|             |  |     |            |               |
|-------------|--|-----|------------|---------------|
| CSTC 270-06 | Computerized Accounting Program with QuickBooks          | M-F | 9/15-11/20 | 9 a.m.-1 p.m. |
| CSTC 603-06 | Computerized Accounting Program with QuickBooks - Online | M-F | 9/15-11/20 | 9 a.m.-1 p.m. |

### QuickBooks with Microsoft (276 hours)

|            |                                    |     |                  |               |
|------------|------------------------------------|-----|------------------|---------------|
| CSTC 271-6 | QuickBooks with Microsoft          | M-F | 10/20/25-2/10/26 | 9 a.m.-1 p.m. |
| CSTC 604-6 | QuickBooks with Microsoft - Online | M-F | 10/20/25-2/10/26 | 9 a.m.-1 p.m. |

### QuickBooks Application (92 hours)

|            |                                 |     |             |               |
|------------|---------------------------------|-----|-------------|---------------|
| CSTC 272-6 | QuickBooks Application          | M-F | 10/20-11/20 | 9 a.m.-1 p.m. |
| CSTC 605-6 | QuickBooks Application - Online | M-F | 10/20-11/20 | 9 a.m.-1 p.m. |

### Supply Chain Management Principles Module (24 hours)

|             |  |      |           |          |
|-------------|--|------|-----------|----------|
| CSTC 256-12 | Supply Chain Management Principles Module - Online | MWTh | 9/15-10/1 | 6-9 p.m. |
|-------------|--|------|-----------|----------|

# WORKFORCE DEVELOPMENT

## Warehousing Operations Module (24 hours)

|             |   |      |            |          |
|-------------|---|------|------------|----------|
| CSTC 257-12 | Warehousing Operations<br>Module - Online | MWTh | 10/20-11/5 | 6-9 p.m. |
|-------------|---|------|------------|----------|

## Customer Service Operations Module (10 hours)

|             |  |      |             |             |
|-------------|--|------|-------------|-------------|
| CSTC 258-12 | Customer Service Operations<br>Module - Online | MWTh | 11/17-11/24 | 6-8:30 p.m. |
|-------------|--|------|-------------|-------------|

## Telecommunications Technologies Program (40 hours)

|            |  |     |            |               |
|------------|--|-----|------------|---------------|
| CSTC 265-4 | Telecommunications<br>Technologies Program | M-F | 9/29-10/10 | 9 a.m.-1 p.m. |
|------------|--|-----|------------|---------------|

## Network Copper Cabling Program (40 hours)

|            |                                   |     |             |               |
|------------|-----------------------------------|-----|-------------|---------------|
| CSTC 266-4 | Network Copper<br>Cabling Program | M-F | 10/20-10/31 | 9 a.m.-1 p.m. |
|------------|-----------------------------------|-----|-------------|---------------|

## Network Fiber Optic Cabling Program (30 hours)

|            |  |     |             |               |
|------------|--|-----|-------------|---------------|
| CSTC 267-4 | Network Fiber Optic<br>Cabling Program | M-F | 11/12-11/21 | 9 a.m.-1 p.m. |
|------------|--|-----|-------------|---------------|

## AWS MIG Welding (100 hours)

|             |                 |     |            |          |
|-------------|-----------------|-----|------------|----------|
| CSTC 259-12 | AWS MIG Welding | MTW | 10/6-12/23 | 6-9 p.m. |
| CSTC 259-13 | AWS MIG Welding | MTW | 1/12-3/31  | 6-9 p.m. |



## 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.

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 268-11 | M-F | 11/24/25-2/10/26 |
|-------------|-----|------------------|

### Online Classes

|             |     |                  |
|-------------|-----|------------------|
| CSTC 601-11 | M-F | 11/24/25-2/10/26 |
|-------------|-----|------------------|

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). 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.

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 269-11 | M-F | 9/15/25-2/10/26  |
| CSTC 269-12 | M-F | 11/24/25-4/17/26 |
| CSTC 269-13 | M-F | 1/8/-5/20/26     |

Online Classes

|             |     |                  |
|-------------|-----|------------------|
| CSTC 602-11 | M-F | 9/15/25-2/10/26  |
| CSTC 602-12 | M-F | 11/24/25-4/17/26 |
| CSTC 602-13 | M-F | 1/8-5/20/26      |

## 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 270-06 | M-F | 9/15-11/20 |
|-------------|-----|------------|

### Online Classes

|             |     |            |
|-------------|-----|------------|
| CSTC 603-06 | M-F | 9/15-11/20 |
|-------------|-----|------------|

## 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).

**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 271-6 | M-F | 10/20/25-2/10/26 |
|------------|-----|------------------|

### Online Classes

|            |     |                  |
|------------|-----|------------------|
| CSTC 604-6 | M-F | 10/20/25-2/10/26 |
|------------|-----|------------------|

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.

\$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 272-6          M-F                  10/20-11/20

Online Classes

CSTC 605-6          M-F                  10/20-11/20

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) **This is an online course.**  
CSTC 256-12          MWTh                  9/15-10/1                  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) **This is an online course.**  
CSTC 257-12          MWTh                  10/20-11/5                  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) **This is an online course.**

CSTC 258-12      MWTh      11/17-11/24      6-8:30 p.m.      Remote Classes

## Telecommunications Technologies Program (40 hours)

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

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

\$1,000 (Tuition \$700 + general fee \$150 + materials \$150)

CSTC 265-4      M-F      9/29-10/10      9 a.m.- 1 p.m.

## Network Copper Cabling Program (40 hours)

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

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

**Prerequisite:** Telecommunications Technologies Program

\$1,000 (Tuition \$700 + general fee \$150 + materials \$150)

CSTC 266-4      M-F      10/20-10/31      9 a.m.- 1 p.m.

Network Fiber Optic Cabling Program (30 hours)

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

**Prerequisites:** Telecommunications Technologies Program and Network Copper Cabling Program

\$1000 (Tuition \$700 + general fee \$150 + materials fee \$150)

CSTC 267-4          M-F                  11/12-11/21          9 a.m.-1 p.m.

AWS MIG Welding (100 hours)

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 259-12          MTW                  10/6-12/23          6-9 p.m.

CSTC 259-13          MTW                  1/12-3/31           6-9 p.m.





# CORPORATE EDUCATION AND TRAINING



## CORPORATE EDUCATION AND TRAINING

**Customized course offerings to address the specific needs of your company.**

**Classes delivered at your workplace or on our nearby campus.**

**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](mailto:AVega@middlesexcc.edu)**

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



# Introducing the WDLL Senior Academy!

## Empower Yourself With New Skills in a Friendly Environment

Join us at WDLL's Senior Academy, for those 60 and over, where learning meets fun and community! Our programs are specially designed for seniors who want to embrace new opportunities, connect with others, and enjoy life to the fullest.

### **Basic Computer Skills:**

- Master email, video calls, and social media.
- Learn how to browse the internet safely and confidently.
- Explore how technology can simplify your everyday life.

### **Making Healthy Food Choices on a Budget:**

- Learn to prepare nutritious, budget-friendly meals with ease.
- Explore affordable ingredients and easy-to-make recipes.
- Get tips for smart shopping and meal planning.

*Classes are for Middlesex County residents only.*

### **Free Admission**

**Registration required**

*Space is limited, register today!*



Scan the QR Code by opening up  
your smart phone camera  
to register for a class.

### **FOR MORE INFORMATION, PLEASE CONTACT**

**WDLL@middlesexcollege.edu**

**732.906.2556**

# 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.**

*All class details, including dates and prices, are subject to change.  
For the most up to date information, please visit our website.*

NEW JERSEY FILM ACADEMY

The NJ Film Academy curriculum offers various programs and courses focused on different aspects of film production, including onset production, production office and accounting, and hair, makeup, and wardrobe. These programs are designed to prepare individuals for careers in the film and television industry, with a focus on practical, hands-on experience.

All certificate tracks require successful completion of **Script to Screen: Introduction to the Entertainment Industry** and at least one other course.

Additional courses will be added for the spring semester. Please contact our office for more information about this series at 732.906.2556

Introduction to the Entertainment Industry: Script to Screen

This course provides foundational knowledge about the different stages of production, job opportunities, and professional expectations in film and television. Students will acquire the knowledge and skills necessary to pursue entry-level positions in the industry, including how to obtain employment and the training required to succeed. Through a blend of theoretical understanding and practical assignments, students will be prepared to navigate the realities of the job market and embark on their careers in the entertainment industry with confidence and professionalism.

Upon completion of this course, students will have gained a comprehensive understanding of the entertainment industry, from script to screen, including its various stages of production, job opportunities, and professional expectations in film and television.

This course is a prerequisite for all other courses in the NJ Film Academy curriculum.

\$375 (Tuition \$125 + general fee \$250)

FILM 301-01      TTh      9/4-10/23      6-9 p.m.      (15 sessions)

Introduction to Production Office: Production Coordinating and Management

This course explores the essential functions of a production office and the responsibilities of the team members that make it up. Film or TV Production Managers and Coordinators are members of the production team who provide logistical support and help manage administrative tasks to ensure the production runs smoothly, finish on time, and on budget.

Upon completion of this course, students will have a clear understanding of the team’s roles and responsibilities inside the production office, and how each member plays a part in the studio filmmaking process. Students will be able to recognize and interpret various documents used throughout production and confidently navigate the production office environment with a path toward pursuing employment.

**Prerequisite:** Script to Screen: Intro to the Entertainment Industry

\$799 (Tuition \$549 + general fee \$250)

FILM 302-01      TTh      10/28-12/18      6-9 p.m.      (15 sessions)  
(no class 11/27)

## BUSINESS AND MANAGEMENT – AT-A-GLANCE

### Grant Writing Certificate Program

|             |                                   |    |      |               |
|-------------|-----------------------------------|----|------|---------------|
| COWR 016-04 | Introduction to Grants            | Sa | 9/20 | 9 a.m.-noon   |
| COWR 017-04 | Overview of Different Grant Types | Sa | 9/20 | 1-3:30 p.m.   |
| COWR 018-04 | Creating the Grant Proposal       | Sa | 9/27 | 9 a.m.-noon   |
| COWR 019-04 | Grant Proposal Evaluation         | Sa | 9/27 | 1-3:30 p.m.   |
| COWR 020-04 | Grant Review                      | Sa | 10/4 | 9 a.m.-1 p.m. |

### Human Resources Management Certificate

|             |   |    |       |                   |
|-------------|---|----|-------|-------------------|
| CBHR 735-65 | Human Resources Management                          | Sa | 10/11 | 9 a.m.-4 p.m.     |
| CBHR 726-03 | Employment Relations                                | Sa | 10/18 | 9 a.m.-12:30 p.m. |
| CBHR 727-03 | Compensation: Salary and Benefits                   | Sa | 10/18 | 1:30-5 p.m.       |
| CBHR 725-03 | Recruiting and Selecting: Hire Right the First Time | Sa | 10/25 | 9 a.m.-12:30 p.m. |
| CBHR 728-03 | Training and Development                            | Sa | 10/25 | 1:30-5 p.m.       |
| CBEL 761-02 | Employment Law                                      | Sa | 11/1  | 9 a.m.-4:30 p.m.  |
| CBEL 760-03 | A Toolbox to Retain Valuable Employees              | Sa | 11/8  | 9 a.m.-4 p.m.     |
| CBEL 759-03 | Managing Difficult People and Situations            | Sa | 11/15 | 9 a.m.-12:30 p.m. |

### Medical Cannabis Dispensaries Certificate

|             |  |   |             |          |
|-------------|--|---|-------------|----------|
| CBGE 009-08 | Medical Cannabis Dispensaries Training Certificate | M | 10/20-11/17 | 6-9 p.m. |
|-------------|--|---|-------------|----------|

### Meeting and Event Planning Certificate

|             |                       |   |       |           |
|-------------|-----------------------|---|-------|-----------|
| COEV 006-16 | Event Planning Primer | M | 10/20 | 6-9 p.m.  |
| COEV 007-16 | Program Development   | W | 10/22 | 6-9 p.m.. |
| COEV 008-06 | Marketing the Event   | M | 10/27 | 6-9 p.m.  |
| COEV 009-16 | Developing the Event  | W | 10/29 | 6-9 p.m.  |

### Non-Profit Management Certificate

|             |   |    |      |                   |
|-------------|---|----|------|-------------------|
| CBMA 200-02 | The Structure of a Non-Profit Organization                    | Sa | 9/13 | 9 a.m.-3 p.m.     |
| CBMA 201-02 | Leadership and Management in a Non-Profit Organization        | Sa | 9/20 | 9 a.m.-3 p.m.     |
| CBMA 202-02 | Program Planning and Evaluation for a Non-Profit Organization | Sa | 9/27 | 9 a.m.-12:30 p.m. |
| CBMA 203-02 | Planning and Managing Events for a Non-Profit Organization    | Sa | 9/27 | 1-3 p.m.          |
| CBMA 204-02 | Non-Profit Financial Management                               | Sa | 10/4 | 9 a.m.-3 p.m.     |

### Small Business Marketing Certificate

|             |                                      |   |             |          |
|-------------|--------------------------------------|---|-------------|----------|
| CBMA 101-02 | Small Business Marketing Certificate | M | 10/20-11/10 | 6-8 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 Cost:** \$375 (save \$75) for students who enroll with payment for all five Grant Writing Certificate courses. This discount will automatically be applied to your cart when registering for all classes in this series in our online portal. If you experience any issues, please call us for assistance at 732.906.2256 for our staff to manually apply the pricing discount.

Introduction to Grants CEUs 0.3

Writing grants is often a critical part of gaining funding for any nonprofit organization’s mission. This introductory-level course offers an outline of the grant process.

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

COWR 016-04      Sa      9/20      9 a.m.-noon

Overview of Different Grant Types CEUs 0.25

There are over 86,000 different grantmaking entities in the United States, and each manages their funds differently. This course will teach you how to identify various types of grants and what kind of application you should expect.

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

COWR 017-04      Sa      9/20      1-3:30 p.m.

Creating the Grant Proposal CEUs 0.3

This class will walk you through the initial stages of the grant writing process. You will develop the skills to write a compelling grant proposal.

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

COWR 018-04      Sa      9/27      9 a.m.-noon

Grant Proposal Evaluation CEUs 0.25

This course will explore the process of reviewing grant applications and develop methods to improve your grant proposal.

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

COWR 019-04      Sa      9/27      1-3:30 p.m.

Grant Review CEUs 0.4

Learn to critically review a grant proposal through the lens of different types of funders, and provide constructive feedback on evaluation criteria.

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

COWR 020-04      Sa      10/4      9 a.m.-1 p.m.



## HUMAN RESOURCES CERTIFICATE

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

The total cost of all eight courses is \$1,150.

**Discount Cost:** \$975 (save \$175) for students who enroll with payment for all eight Human Resources courses. This discount will automatically be applied to your cart when registering for all classes in this series in our online portal. If you experience any issues, please call us for assistance at 732.906.2256 for our staff to manually apply the pricing discount.

## 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 735-65      Sa      10/11      9 a.m.-4 p.m.

### Employment Relations CEU 0.35

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

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

CBHR 726-03      Sa      10/18      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 727-03      Sa      10/18      1:30-5 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 725-03      Sa      10/25      9 a.m.-12:30 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 728-03      Sa      10/25      1:30-5 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 761-02            Sa            11/8            9 a.m.-4:30 p.m.

## A Toolbox to Retain Valuable Employees CEU 0.6

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

\$175 (Tuition \$150 + general fee \$25)

CBEL 760-03            Sa            11/8            9 a.m.-4 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 759-03            Sa            11/15            9 a.m.-12:30 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 009-08            M            10/20-11/17            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 all four Meeting and Event Planning courses. This discount will automatically be applied to your cart when registering for all classes in this series in our online portal. If you experience any issues, please call us for assistance at 732.906.2256 for our staff to manually apply the pricing discount.

### 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 006-16      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 007-16      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 008-16      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 009-16      W      4/9      6-9 p.m.

NON-PROFIT MANAGEMENT CERTIFICATE

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 (save \$97) for students who enroll with payment for all five Non-Profit Management Certificate courses. This discount will automatically be applied to your cart when registering for all classes in this series in our online portal. If you experience any issues, please call us for assistance at 732.906.2256 for our staff to manually apply the pricing discount.

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 200-02      Sa      9/13      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 201-02      Sa      9/20      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 202-02      Sa      9/27      9 a.m.-12:30 p.m.

Planning and Managing Events 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 203-02      Sa      9/27      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 204-02      Sa      10/4      9 a.m.-3 p.m.

## COMPUTERS

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### 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 365-105      TTh      9/16-9/30      6:30-9:30 p.m.      (5 sessions)

## MICROSOFT OFFICE 2021

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### Word 2021: 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 453-23      TTh      10/4-10/16      6:30-9:30 p.m.      (4 sessions)

### Word 2021: 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 2021: Level I or equivalent knowledge.

\$175 (Tuition \$125 + general fee \$30 + lab fee \$20)

JCSC 454-24      TTh      10/28-11/6      6:30-9:30 p.m.      (4 sessions)

## EXCEL 2021

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### Excel 2021: 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 455-22      TTh      11/18-12/2      6:30-9:30 p.m.      (4 sessions)

### Excel 2021: Level II CEU 1.2

Get the Excel training you need to achieve success so you can manipulate data faster and more efficiently in most workplace situations. If your organization uses lists of any kind, you need to know how to use Microsoft Excel. 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 2021: Level I, or equivalent knowledge.

\$175 (Tuition \$125 + general fee \$30 + lab fee \$20)

JCSC 456-24      TTh      12/9-12/18      6:30-9:30 p.m.      (4 session)

We have New Chefs and Many New Recipes!

DEMONSTRATION CLASSES AND HANDS-ON CLASSES

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

Demonstration Classes include a generous tasting of food and a copy of the recipes. All menus are subject to change due to market availability.

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

New Culinary Lab classes may be added throughout the year - please keep an eye on our website for new additions!

**Note:** Students must be 18 years or older

**Important Considerations for Participants with Food Allergies:** We cannot accommodate participants’ food allergies or other restrictions as the menus are set in advance. Please contact us if you have any questions regarding ingredients used in a class prior to registering.

**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)

*This discount will automatically be applied to your cart when registering for all classes in this series in our online portal. If you experience any issues, please call us for assistance at 732.906.2256 for our staff to manually apply the pricing discount.*

*Gift Certificates Available for Demonstration Cooking Classes.*

DEMONSTRATION CLASSES AT-A-GLANCE

|             |   |    |       |                |
|-------------|---|----|-------|----------------|
| GCUL 793-01 | Early Fall Dinner                             | Th | 9/4   | 6-9 p.m.       |
| GCUL 795-01 | Celebrating Oktoberfest                       | Th | 9/25  | 5:30-8:30 p.m. |
| GCUL 797-01 | Harvest Comforts: Vegan Comforts for the Fall | Th | 10/9  | 6-9 p.m.       |
| GCUL 798-01 | Roti, the Caribbean take on Wraps             | Th | 10/16 | 6-8:30 p.m.    |
| GCUL 852-01 | Vegan Elegance Celebrated for the Holidays    | Th | 12/4  | 5:30-8:30 p.m. |



## Early Fall Dinner

As the weather gets colder and we head into Autumn, join us for Early Fall Dinner to enjoy and learn how to make some heartier meals.

**Menu:** Poached Breast of Chicken with Tarragon Sauce, Wild Mushroom and Potato Cake with Cumin, Maple Pear Crisp.

GCUL 793-01      Th      9/4      6-9 p.m.

## Celebrating Oktoberfest

Oktoberfest cooking classes are a fun way to learn about and prepare traditional Bavarian dishes for the festival with a new menu for celebrating. A beer flight will complement the meal of German Soft Pretzels with Beer Cheese Dip (Obatzda), Beer-Braised Bratwurst en Papillote, German Schnitzel (Pork) with Rotkohl (Sweet and Sour Red Cabbage), Black Forest Mini Bundt Cakes.

GCUL 795-01      Th      9/25      5:30-8:30 p.m.

## Harvest Comforts: Vegan Comforts for the Fall

It's time for some Vegan Harvest Comforts for the Fall! Our recipes feature deep flavors, nourishing ingredients, and nostalgic vibes.

Recipes include - Roasted Butternut Squash Stuffed with veggies, Spicy Maple Roasted Carrot with crispy chickpeas and hummus, Creamy Roasted Garlic Cauliflower Alfredo with Plant-based Pasta, Spiced Apple Crisp with Coconut Whipped Cream.

GCUL 797-01      Th      10/9      6-9 p.m.

## Roti, the Caribbean take on Wraps

Roti is a thin, unleavened flatbread made from whole wheat flour and water. It's a staple in many South Asian, Southeast Asian, Caribbean, and East African cuisines, and our Chef Ron will demonstrate the making of Roti while pairing it into vegetarian and chicken dishes.

GCUL 798-01      Th      10/16      6-8:30 p.m.

## Vegan Elegance Celebrated for the Holidays

It can be difficult during the holiday season to maintain a vegan menu! Holidays are a celebration of our finest foods, so let's add some wonderful holiday items to our vegan repertoire. Our menu will include Wild and Domestic Mushroom "Wellington" with a Rich Red Wine Reduction, Rosemary Smashed Root vegetables, and Cranberry Glazed Vegan Cheesecake.

GCUL 852-01      Th      12/4      5:30-8:30 p.m.

## HANDS-ON COOKING CLASSES

All hands-on cooking classes are \$75 each.

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

*Please call us for assistance at 732.906.2256 for our staff to manually apply the pricing discount.*

*Gift Certificates are available for Hands-On Cooking Classes.*

Our Hands-On Cooking Classes are for all skill levels! Join us with a friend, partner, or loved one. In our classes you will work together in groups of two in a fun environment led by a professional chef instructor. Each group will prepare every dish on the menu.

Hands-On Classes include the full complete dishes and a copy of the recipes for each participant. All menus are subject to change due to market availability.

Classes are limited to 12 participants.

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

New Culinary Lab classes may be added throughout the year - please keep an eye on our website for new additions!

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

**Important Considerations for Participants with Food Allergies:** We cannot accommodate participants' food allergies or other restrictions as the menus are set in advance. Please contact us if you have any questions regarding ingredients used in a class prior to registering.

## HANDS-ON CLASSES AT-A-GLANCE

|             |   |    |       |                |
|-------------|---|----|-------|----------------|
| GCUL 794-01 | A Hearty Pasta and Fish                           | Sa | 9/13  | 10 a.m.-2 p.m. |
| GCUL 796-01 | Philippine Cuisine with Chef Leo                  | Sa | 10/4  | 10 a.m.-2 p.m. |
| GCUL 799-01 | A Journey Through Tea with Judith Krall-Russo     | Sa | 10/18 | noon-2:30 p.m. |
| GCUL 850-01 | Holiday Bread Baking First Session with Chef Ron  | Sa | 11/1  | 10 a.m.-2 p.m. |
| GCUL 851-01 | Tomato, Tomato, and Tomato                        | Sa | 11/8  | 10 a.m.-2 p.m. |
| GCUL 853-01 | Holiday Bread Baking Second Session with Chef Ron | Sa | 11/22 | 10 a.m.-2 p.m. |
| GCUL 854-01 | Vegan Holiday Cookie Bake                         | Sa | 12/6  | 10 a.m.-2 p.m. |
| GCUL 855-01 | A Real Christmas Classic                          | Sa | 12/13 | 10 a.m.-2 p.m. |

### A Hearty Pasta and Fish

For this event we'll walk you through creating a Hearty Pasta and Fish Entrée to warm the cool nights. Our menu will consist of Grilled Tuna with Shallot and Dijon Cream Sauce, Homemade Sage and Sweet Potato Ravioli, Braised Mixed Greens with Tomatoes

GCUL 794-01      Sa      9/13      10 a.m.-2 p.m.

### Philippine Cuisine with Chef Leo

Tonight we'll be celebrating the cuisine of the Philippine Cuisine with Chef Leo, Owner and Chef of Tropical Hut in Old Bridge. He will be walking us through preparing phenomenal dishes from his restaurant - Lumpiang Shanghai, Pancet Bihon, and Chicken Adobo.

GCUL 796-01      Sa      10/4      10 a.m.-2 p.m.

### A Journey Through Tea with Judith Krall-Russo

Food Historian and Tea Specialist, Judith Krall-Russo, will lead us through an in-depth tea class including history, types of tea, brewing, tasting, buying and storing. We will accompany this with modern small taste samples for your next tea event. Judith will conclude the program with a special tea cocktail. Registrants must be 21 or older to attend the program.

GCUL 799-01      Sa      10/18      noon-2:30 p.m.

### Holiday Bread Baking First Session with Chef Ron

Welcome to the 1st session of our Holiday Bread Series with Chef Ron! Today we will go through the process of producing baguettes, boules, and yeast rolls. Be sure to register for the 2nd session on November 22nd to join in on making twisted olive loaves along with corn and molasses rolls.

GCUL 850-01      Sa      11/1      10 a.m.-2 p.m.

## Tomato, Tomato, and Tomato

Today we'll be saying goodbye to the tomato growing season by showcasing what can be done with the latest harvest of tomatoes along with making some sauce to see us through a part of the winter. Recipes include tomato tart, ratatouille crusted salmon with heirloom tomato concasse with fresh herbs, and tomato sauce. Please bring containers to take sauce home with you!

GCUL 851-01      Sa      11/8      10 a.m.-2 p.m.

## Holiday Bread Baking Second Session with Chef Ron

Welcome to the 2nd session of our Holiday Bread Series with Chef Ron! Today we will go through the process of producing twisted olive loaves along with corn and molasses rolls. Be sure to also register for the 1st session of Holiday Bread on November 1st to join in on making baguettes, boules, and yeast rolls.

GCUL 853-01      Sa      11/22      10 a.m.-2 p.m.

## Vegan Holiday Cookie Bake

Join us for a Vegan Holiday Cookie Bake and Exchange! It's time for baking, bonding, and sharing seasonal sweets. Vegan Baked Goods do not get the credit they should. To correct that misconception, we will produce and decorate.

**Recipes:** Snickerdoodle, Orange Cardamom Shortbread with orange glaze, Red Velvet Cookies, Chubby Santa Cookies, Chocolate Reindeer Brownie Cookies

GCUL 854-01      Sa      12/6      10 a.m.-2 p.m.

## A Real Christmas Classic

A Real Christmas Classic – Buche de Noel has always been synonymous with the Christmas holiday. Today, let us attempt our re-interpretations of the classic. We will make and decorate Cherry and Chocolate Buche de Noel with Meringue Mushrooms

GCUL 855-01      Sa      12/13      10 a.m.-2 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 or email [PTompson@middlesexcollege.edu](mailto:PTompson@middlesexcollege.edu)

## **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 or email [PTompson@middlesexcollege.edu](mailto:PTompson@middlesexcollege.edu)

# ED2GO ONLINE COURSES

Please visit the Ed2go website to learn more about these and all their other course offerings.  
[ed2go.com/middlesex](https://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](https://Ed2go.com/Middlesex/webpage) to find courses in the following areas:

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





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

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

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

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

To register for an ESL course or schedule to take a placement test, please call 732.906.2556

### EDISON CAMPUS

|             |                                 |     |                                 |             |
|-------------|---------------------------------|-----|---------------------------------|-------------|
| BASK 001-45 | ESL I Level: Low-Beginner       | MW  | 9/3-10/22<br>(no class 10/13)   | 6-9 p.m.    |
| BASK 001-46 | ESL I Level: Low-Beginner       | MW  | 9/3-10/22<br>(no class 11/27)   | 9 a.m.-noon |
| BASK 001-44 | ESL I Level: Low-Beginner       | TTh | 9/2-10/16                       | 6-9 p.m.    |
| BASK 001-48 | ESL I Level: Low-Beginner       | TTh | 10/28-12/16<br>(no class 11/27) | 6-9 p.m.    |
| BASK 001-47 | ESL I Level: Low-Beginner       | MW  | 10/27-12/15<br>(no class 11/26) | 6-9 p.m.    |
| BASK 002-45 | ESL II Level: High-Beginner     | MW  | 9/3-10/22<br>(no class 10/13)   | 6-9 p.m.    |
| BASK 002-44 | ESL II Level: High-Beginner     | TTh | 9/2-10/16                       | 6-9 p.m.    |
| BASK 002-47 | ESL II Level: High-Beginner     | TTh | 10/28-12/16<br>(no class 11/27) | 6-9 p.m..   |
| BASK 002-48 | ESL II Level: High-Beginner     | TTh | 10/28-12/16                     | 9 a.m.-noon |
| BASK 002-46 | ESL II Level: High-Beginner     | MW  | 10/27-12/15<br>(no class 11/26) | 6-9 p.m..   |
| BASK 003-52 | ESL III Level: Low Intermediate | TTh | 9/4-10/21<br>(no class 11/26)   | 9 a.m.-noon |
| BASK 003-51 | ESL III Level: Low Intermediate | MW  | 9/3-10/22<br>(no class 10/13)   | 6-9 p.m.    |
| BASK 003-50 | ESL III Level: Low Intermediate | TTh | 9/2-10/16                       | 6-9 p.m.    |
| BASK 003-54 | ESL III Level: Low Intermediate | TTh | 10/28-12/16<br>(no class 11/27) | 6-9 p.m.    |
| BASK 003-53 | ESL III Level: Low Intermediate | MW  | 10/27-12/15<br>(no class 11/26) | 6-9 p.m.    |
| BASK 017-32 | ESL IV: High-Intermediate       | MW  | 9/3-10/22<br>(no class 11/26)   | 6-9 p.m.    |
| BASK 017-31 | ESL IV: High-Intermediate       | TTh | 9/2-10/16                       | 6-9 p.m.    |
| BASK 017-33 | ESL IV: High-Intermediate       | TTh | 10/28-12/16<br>(no class 10/13) | 6-9 p.m.    |
| BASK 017-35 | ESL IV: High-Intermediate       | MW  | 10/27-12/15<br>(no class 11/26) | 6-9 p.m.    |
| BASK 017-34 | ESL IV: High-Intermediate       | MW  | 10/27-12/15                     | 9 a.m.-noon |
| BASK 012-05 | Conversational English for ESL  | TTh | 9/2-10/16                       | 6-9 p.m.    |

# ENGLISH AS A SECOND LANGUAGE (ESL)

|             |                                |     |             |                               |
|-------------|--------------------------------|-----|-------------|-------------------------------|
| BASK 012-06 | Conversational English for ESL | MW  | 10/27-12/15 | 6-9 p.m..<br>(no class 11/26) |
| BASK 018-06 | Reading and Writing for ESL    | TTh | 9/2-10/16   | 6-9 p.m..<br>(no class 10/13) |
| BASK 018-07 | Reading and Writing for ESL    | MW  | 10/27-12/15 | 6-9 p.m..<br>(no class 11/27) |

## NEW BRUNSWICK CENTER

|             |                                 |    |             |   |
|-------------|---------------------------------|----|-------------|---|
| BASK 001-10 | ESL I Level: Low-Beginner       | MW | 9/3-10/22   | 9 a.m.-noon.<br>(no class 10/13)              |
| BASK 001-11 | ESL I Level: Low-Beginner       | Sa | 9/6-12/6    | 9 a.m.-12:30 p.m..<br>(no class 10/11, 11/29) |
| BASK 002-11 | ESL II Level: High-Beginner     | MW | 9/3-10/22   | 9 a.m.-noon<br>(no class 10/13)               |
| BASK 002-10 | ESL II Level: High-Beginner     | Sa | 9/6-12/6    | 9 a.m.-12:30 p.m..<br>(no class 10/11, 11/29) |
| BASK 003-10 | ESL III Level: Low Intermediate | Sa | 9/6-12/6    | 9 a.m.-12:30 p.m..<br>(no class 10/11, 11/29) |
| BASK 003-11 | ESL III Level: Low Intermediate | MW | 10/27-12/15 | 9 a.m.-noon<br>(no class 11/26)               |
| BASK 017-10 | ESL IV: High-Intermediate       | Sa | 9/6-12/6    | 9 a.m.-12:30 p.m..<br>(no class 10/11, 11/29) |
| BASK 017-11 | ESL IV: High-Intermediate       | MW | 10/27-12/15 | 9 a.m.-noon<br>(no class 11/26)               |

## PERTH AMBOY CENTER

|             |                                 |     |             |  |
|-------------|---------------------------------|-----|-------------|--|
| BASK 001-20 | ESL I Level: Low-Beginner       | TTh | 9/2-10/16   | 6-9 p.m.                                       |
| BASK 001-21 | ESL I Level: Low-Beginner       | Sa  | 9/6-12/6    | 9 a.m.-12:30 p.m..<br>(no class 10/11, 11/29)  |
| BASK 001-22 | ESL I Level: Low-Beginner       | TTh | 10/28-12/18 | 6-9 p.m..<br>(no class 11/11, 11/27)           |
| BASK 002-21 | ESL II Level: High-Beginner     | TTh | 9/2-10/16   | 6-9 p.m.                                       |
| BASK 002-20 | ESL II Level: High-Beginner     | Sa  | 9/6-12/6    | 9 a.m.-12:30 p.m..<br>(no class 10/11, 11/29)  |
| BASK 002-22 | ESL II Level: High-Beginner     | TTh | 10/28-12/16 | 6-9 p.m..<br>(no class 10/27)                  |
| BASK 003-20 | ESL III Level: Low Intermediate | MW  | 9/3-10/22   | 6-9 p.m..<br>(no class 10/13)                  |
| BASK 003-21 | ESL III Level: Low Intermediate | Sa  | 9/6-12/6    | 9 a.m.-12:30 p.m..<br>(no class 10/11, 11/29)  |
| BASK 003-22 | ESL III Level: Low Intermediate | MW  | 10/27-12/15 | 6-9 p.m..<br>(no class 10/26)                  |
| BASK 017-21 | ESL IV: High-Intermediate       | MW  | 9/3-10/22   | 6-9 p.m..<br>(no class 10/13)                  |
| BASK 017-20 | ESL IV: High-Intermediate       | Sa  | 9/6-12/6    | 9 a.m. -12:30 p.m..<br>(no class 10/11, 11/29) |
| BASK 017-22 | ESL IV: High-Intermediate       | MW  | 10/27-12/15 | 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 001-20 | TTh | 9/2-10/16                              | 6-9 p.m..         | Perth Amboy   |
| BASK 001-44 | TTh | 9/2-10/16                              | 6-9 p.m.          |               |
| BASK 001-10 | MW  | 9/3-10/22<br>(no class 10/13)          | 9 a.m.-noon       | New Brunswick |
| BASK 001-45 | MW  | 9/3-10/22<br>(no class 10/13)          | 6-9 p.m.          |               |
| BASK 001-46 | MW  | 9/3-10/22<br>(no class 11/27)          | 9 a.m.-noon       |               |
| BASK 001-11 | Sa  | 9/6-12/6<br>(no class 10/11, 11/29)    | 9 a.m -12:30 p.m. | New Brunswick |
| BASK 001-21 | Sa  | 9/6-12/6<br>(no class 10/11, 11/29)    | 9 a.m.-12:30 p.m. | Perth Amboy   |
| BASK 001-47 | MW  | 10/27-12/15<br>(no class 11/26)        | 6-9 p.m.          |               |
| BASK 001-22 | TTh | 10/28-12/18<br>(no class 11/11, 11/27) | 6-9 p.m..         | Perth Amboy   |
| BASK 001-48 | TTh | 10/28-12/16<br>(no class 11/27)        | 6-9 p.m.          |               |

## 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 002-21 | TTh | 9/2-10/16                           | 6-9 p.m.          | Perth Amboy   |
| BASK 002-44 | TTh | 9/2-10/16                           | 6-9 p.m.          |               |
| BASK 002-11 | MW  | 9/3-10/22<br>(no class 10/13)       | 9 a.m.-noon       | New Brunswick |
| BASK 002-45 | MW  | 9/3-10/22<br>(no class 10/13)       | 6-9 p.m.          |               |
| BASK 002-10 | Sa  | 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. | New Brunswick |
| BASK 002-20 | Sa  | 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. | Perth Amboy   |
| BASK 002-46 | MW  | 10/27-12/15<br>(no class 11/26)     | 6-9 p.m..         |               |
| BASK 002-22 | TTh | 10/28-12/16<br>(no class 10/27)     | 6-9 p.m.          | Perth Amboy   |
| BASK 002-47 | TTh | 10/28-12/16<br>(no class 11/27)     | 6-9 p.m.          |               |
| BASK 002-48 | TTh | 10/28-12/16                         | 9 a.m.-noon       |               |

## 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 003-50 | TTh | 9/2-10/16                           | 6-9 p.m.          |               |
| BASK 003-20 | MW  | 9/3-10/22<br>(no class 10/13)       | 6-9 p.m.          | Perth Amboy   |
| BASK 003-51 | MW  | 9/3-10/22<br>(no class 10/13)       | 6-9 p.m.          |               |
| BASK 003-52 | TTh | 9/4-10/21<br>(no class 11/26)       | 9 a.m.-noon       |               |
| BASK 003-10 | Sa  | 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. | New Brunswick |
| BASK 003-21 | Sa  | 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. | Perth Amboy   |
| BASK 003-11 | MW  | 10/27-12/15<br>(no class 11/26)     | 9 a.m.-noon       | New Brunswick |
| BASK 003-22 | MW  | 10/27-12/15<br>(no class 10/26)     | 6-9 p.m.          | Perth Amboy   |
| BASK 003-54 | MW  | 10/27-12/15<br>(no class 11/26)     | 6-9 p.m.          |               |
| BASK 003-53 | TTh | 10/28-12/16<br>(no class 11/27)     | 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.

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

|             |     |                                     |                   |               |
|-------------|-----|-------------------------------------|-------------------|---------------|
| BASK 017-31 | TTh | 9/2-10/16                           | 6-9 p.m.          |               |
| BASK 017-21 | MW  | 9/3-10/22<br>(no class 10/13)       | 6-9 p.m.          | Perth Amboy   |
| BASK 017-32 | MW  | 9/3-10/22<br>(no class 11/26)       | 6-9 p.m.          |               |
| BASK 017-10 | Sa  | 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. | New Brunswick |
| BASK 017-20 | Sa  | 9/6-12/6<br>(no class 10/11, 11/29) | 9 a.m.-12:30 p.m. | Perth Amboy   |
| BASK 017-11 | MW  | 10/27-12/15<br>(no class 11/26)     | 9 a.m.-noon       | New Brunswick |
| BASK 017-22 | MW  | 10/27-12/15                         | 6-9 p.m..         | Perth Amboy   |
| BASK 017-35 | MW  | 10/27-12/15<br>(no class 11/26)     | 6-9 p.m..         |               |
| BASK 017-34 | MW  | 10/27-12/15                         | 9 a.m.-noon       |               |
| BASK 017-33 | TTh | 10/28-12/16<br>(no class 10/13)     | 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.  
\$196 (Tuition \$97 + general fee \$99)

|                  |     |             |           |
|------------------|-----|-------------|-----------|
| BASK 012-05      | TTh | 9/2-10/16   | 6-9 p.m.. |
| BASK 012-06      | MW  | 10/27-12/15 | 6-9 p.m.  |
| (no class 11/26) |     |             |           |

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

Advanced level ESL students, develop and practice your reading and writings skills.  
\$196 (Tuition \$97 + general fee \$99)

|                  |     |             |          |
|------------------|-----|-------------|----------|
| BASK 018-06      | TTh | 9/2-10/16   | 6-9 p.m. |
| (no class 10/13) |     |             |          |
| BASK 018-07      | MW  | 10/27-12/15 | 6-9 p.m. |
| (no class 11/26) |     |             |          |

## HEALTHCARE CAREERS AT-A-GLANCE

### 911 Dispatcher Certification

|             |                                     |    |                                      |           |
|-------------|-------------------------------------|----|--------------------------------------|-----------|
| DISP 001-09 | 911-Dispatcher/<br>Telecommunicator | MW | 9/15/25-10/20/25<br>(no class 10/13) | 6-10 p.m. |
| DISP 002-09 | Emergency Medical<br>Dispatcher     | MW | 10/22-11/14                          | 6-10 p.m. |

### Dental

|             |   |     |           |           |
|-------------|---|-----|-----------|-----------|
| ADEN 010-04 | Certified Dental Assistant<br>Review - CDA Review                                     | WTh | 9/11-12/4 | 6-9 p.m.  |
| ADEN 004-26 | Administration of Local<br>Anesthesia for the Dental<br>Hygienist: Clinical Refresher | Th  | 12/4      | 6-10 p.m. |
| ADEN 005-27 | Administration of Local<br>Anesthesia for the Dental<br>Hygienist: Didactic Refresher | T   | 12/9      | 6-10 p.m. |

### ECG/EKG Technician Certificate

|             |                    |     |                                |                  |
|-------------|--------------------|-----|--------------------------------|------------------|
| AHEK 001-79 | ECG/EKG Technician | M-F | 10/7-10/23<br>(no class 10/13) | 9 a.m.-2:30 p.m. |
|-------------|--------------------|-----|--------------------------------|------------------|

### Mental Health Technician Certificate

|             |                                      |      |  |          |
|-------------|--------------------------------------|------|--|----------|
| AHMH 001-06 | Mental Health Technician<br>(Hybrid) | TWTh | 9/16-12/18<br>(no class 11/11, 11/26, 11/27) | 6-9 p.m. |
|-------------|--------------------------------------|------|--|----------|

### Patient Care Technician Certificate

|             |                         |     |                               |                  |
|-------------|-------------------------|-----|-------------------------------|------------------|
| AHPC 101-04 | Patient Care Technician | M-F | 9/8-11/12<br>(no class 10/13) | 9 a.m.-2:30 p.m. |
|-------------|-------------------------|-----|-------------------------------|------------------|

### Phlebotomy Technician Certificate

|             |                       |     |            |                  |
|-------------|-----------------------|-----|------------|------------------|
| AHPH 100-25 | Phlebotomy Technician | M-F | 9/8-10/3   | 9 a.m.-2:30 p.m. |
| AHPH 101-23 | Phlebotomy Externship | -   | 10/6-12/19 |                  |

### Registered Behavior Technician Training

|             |  |    |           |             |
|-------------|--|----|-----------|-------------|
| AHBT 001-01 | Registered Behavior<br>Technician Training | TW | 9/2-11/19 | 6-7:15 p.m. |
|-------------|--|----|-----------|-------------|

## Healthcare Program Requirements:

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

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

## 911 DISPATCHER CERTIFICATION

### 911-Dispatcher/Telecommunicator (46 hours) 4.6 CEU (ONLINE)

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

**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 001-09      MW      9/15-10/20      6-10 p.m.      (10 Sessions)

## EMERGENCY MEDICAL DISPATCHER CERTIFICATION

### Emergency Medical Dispatcher (32.5 hours) 3.25 CEU (ONLINE)

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

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

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

\$434 (Tuition \$159 + general fee \$275) includes text book

DISP 002-09      MW      10/22-11/19      6-10 p.m.      (9 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:** At the first day of class, students must submit to the instructor proof of 3500 hours working in a dental office assisting, a resume and a letter from an employer verifying work hours, office address, and phone number.

\$840 (Tuition \$390 + general fee \$450)

|             |     |    |                                       |          |
|-------------|-----|----|---------------------------------------|----------|
| ADEN 010-04 | WTh | Th | 9/11, 9/18, 9/25                      | 6-9 p.m. |
|             |     | W  | 10/1, 10/8, 10/15, 10/22, 10/29, 11/5 | 6-9 p.m. |
|             |     | Th | 11/13, 11/20, 12/4                    | 6-9 p.m. |

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

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

**Note:** Students must submit to the instructor 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 004-26 | Th | 12/4 | 6-10 p.m. |
|-------------|----|------|-----------|

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

Review information including the fundamental knowledge of the anatomy of head and neck, pharmacology of anesthetic and analgesic agents, patient pre-evaluation including medical and dental history considerations, recognition of adverse events, management of emergency procedures and basic life support, selection of appropriate anesthetic agents and techniques for administering local anesthesia and the administration of local anesthetic reversal agents.

Course consists of four hours of didactic training and is designed to meet NJ State Board of Dentistry requirements for renewal of trained and licensed dental hygienists who administer local anesthesia to patients for pain management during the course of dental treatment.

**Note:** Students must submit to the instructor proof of Dental Hygiene license and successful completion of state required Administration of Local Anesthesia course (32-hour course)

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

|             |   |      |           |          |
|-------------|---|------|-----------|----------|
| ADEN 005-27 | T | 12/9 | 6-10 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% 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 are needed for first class available at College Bookstore. ([middlesexcollege.bncollege.com](http://middlesexcollege.bncollege.com))

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

AHEK 001-79            M-F            10/7-10/23            9 a.m.-2:30 p.m.            (20 sessions)  
(no class 10/13)

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

## MENTAL HEALTH TECHNICIAN CERTIFICATE

### Mental Health Technician CEU 12.0 (HYBRID)

Learn to care for mentally impaired or emotionally disturbed people in a variety of healthcare settings. Topics include, patient hygiene, patients' pulse, temperature and respiration, maintain accurate patient records, issuing medication from a dispensary, lead individual and group therapy session and assist patients with daily living activities. At the completion of this course, participants will be prepared to take the Mental Health Technician exam offered by the American medical Certification Association.

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

AHMH 001-07            TWTh            9/16-12/18            6-9 p.m.            (40 sessions)  
(no class 11/11, 11/26, 11/27)

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” courses in this booklet for additional information on those modules.

**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.

\$2,974 (Tuition \$1,894 + general fee \$1,080)

AHPC 101-04                      M-F                      9/8-11/12 (no class 10/13, 11/11)                      9 a.m.-2:30 p.m.

PHLEBOTOMY TECHNICIAN CERTIFICATE

Phlebotomy CEU 10.0

Receive an introduction to the phlebotomy profession, infection control, patient care and professional ethics. Topics include proper techniques and methods to safely handle samples. Initially practice venipuncture and finger sticks on an artificial arm. Once proficiency is achieved, practice venipuncture and finger-sticks on each other under supervision of instructor. Students must complete 30 in-class venipunctures to qualify for NHA certification.

**Note:** Optional Externships are available only during daytime work hours. Successful completion of an externship qualifies a student for ASCP certification.

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

AHPH 101-23                      M-F                      9/8-10/2                      9 a.m.-2:30 p.m.

Phlebotomy Externship (Optional 100 hour externship)

At a hospital or other facility, collect samples and perform other duties associated with phlebotomy.

**Prerequisites:** Successful completion of Phlebotomy and BLS/CPR certification, criminal background check and physical examination with current immunizations and personal health insurance coverage. Drug testing may be required.

**Note:** Externships are available only during daytime hours.

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

AHPH 100-25                      -                      10/6-12/19                      -

REGISTERED BEHAVIOR TECHNICIAN TRAINING

Registered Behavior Technician Training

This hybrid course provides comprehensive training in Applied Behavior Analysis (ABA) beyond the required 40-hour curriculum, preparing students for careers in behavioral health. Covering the eight core content areas set by the Behavior Analyst Certification Board (BACB®), the course integrates interactive instruction, hands-on learning, and exam preparation. Designed for those seeking RBT certification, this course ensures students are well-prepared to enter the workforce as skilled behavior technicians. This training program is designed to meet the 2026 training eligibility requirement for RBT certification. This training program is offered independent of the BACB, further courses are required to meet eligibility for RBT certification.

\$175 (Tuition \$100 + fees \$75)

AHBT 001-01                      TW                      9/2-11/25                      6-7:15 p.m.

## PERSONAL ENRICHMENT – AT-A-GLANCE

### Art

|             |  |    |                                     |                      |
|-------------|--|----|-------------------------------------|----------------------|
| GHOB 366-14 | Ceramics: Hand Building                          | Sa | 9/13-11/22<br>(no class 10/11)      | 9:30 a.m.-12:30 p.m. |
| GHOB 368-06 | Beginning and Intermediate Glass Fusing          | Sa | 9/13-10/11<br>(no class 9/20, 10/4) | 10 a.m.-1 p.m.       |
| GHOB 374-01 | Elderberry Syrupy Workshop                       | Su | 9/14                                | 1-3:30 p.m.          |
| GHOB 373-01 | Make Your Own Elderberry and Hibiscus Fire Cider | Su | 9/27                                | 1-3:30 p.m.          |
| GENI 406-07 | Sewing for Beginners                             | Th | 10/2-11/6                           | 6-8:30 p.m.          |
| GHOB 372-01 | Beginner's Cold Process Soap Making              | Sa | 10/4                                | noon-4 p.m.          |
| COVO 002-31 | Voices for All: One-on-One Class                 | -  | (Day and time of your preference)   |                      |

### Civics

|             |   |   |            |  |
|-------------|---|---|------------|--|
| GENI 400-01 | Leadership and No Blame Problem Solving Certificate | - | Self-Paced |  |
|-------------|---|---|------------|--|

### Dance

|             |                                   |   |                              |          |
|-------------|-----------------------------------|---|------------------------------|----------|
| GDAN 353-01 | Ballroom Dance - Beginner Level   | M | 9/8-11/3<br>(no class 10/13) | 7-8 p.m. |
| GDAN 354-01 | Ballroom Dance - Continuing Level | M | 9/8-11/3<br>(no class 10/13) | 8-9 p.m. |

### Language

|             |                      |    |                                      |          |
|-------------|----------------------|----|--------------------------------------|----------|
| LSPA 032-13 | Beginning Spanish    | MW | 9/15-10/22<br>(no class 10/8, 10/13) | 6-9 p.m. |
| LSPA 033-08 | Intermediate Spanish | MW | 10/27-12/01                          | 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.

**Note:** 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 366-14            Sa            9/13-11/22            9:30 a.m.-12:30 p.m.  
(no class 10/11)

Beginning and Intermediate Glass Fusing

Create your own glass art! The fundamentals of fusible glass will be taught, with a project made during each of the three sessions. Learn the different types of art glass that can be used: cathedral glass, opal, iridescent, luminescent and dichroic glass and how to use them to make a piece of art. Glass fusing is an enormously fun medium and is easy to pick up. A first-time fuser can make beautiful pieces in the very first session. There is no experience necessary for this course. The instructor will take all pieces to her studio, fire them, and return them to the College for student pickup. Class meets biweekly for three sessions.

\$250 (Tuition \$75 + general fee \$100 + materials fee \$75)

GHOB 368-06            Sa            9/13-10/11            10 a.m.-1 p.m.  
(no class 9/20, 10/4)

Elderberry Syrupy Workshop

Elderberries are a traditional herbal remedy that nourish the immune system and keep you healthy throughout the winter. In the class we will learn all about the documented medicinal properties benefits of elderberry syrup, some great recipes and how to make your own batch of syrup using raw honey and simple ingredients. Students will take home a jar of syrup made in class.

**Note:** If you have allergies to honey, pollen, or herbs, it is best not to attend this workshop.

Student Participation Notes:

- Elderberries can stain clothing and skin. Please wear old, clean clothes and consider bringing kitchen gloves to protect your hands.
- The syrup mixture will be hot after simmering. You are also free to bring your own dish cloth or pot holder to help transfer materials if it makes you more comfortable.
- All supplies and equipment will be provided.

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

GHOB 374-01            Su            9/14            1-3:30 p.m.

## Make Your Own Elderberry and Hibiscus Fire Cider

In this hands-on workshop, students will learn to craft Elderberry & Hibiscus Fire Cider. This is one of the many traditional herbal tonic known for its immune-boosting and digestive benefits.

**Note:** If you have allergies to elderberries, Hibiscus, ginger, garlic, cayenne peppers, onions and oranges, it is best not to attend this workshop.

### Student Participation Notes:

- Creating fire cider can be messy and staining: Please wear old, clean clothes.
- Consider bringing kitchen gloves to protect your hands.
- Consider a full apron, this will help to prevent staining from transferring from you to your car.

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

GHOB 373-01      Su      9/27      1-3:30 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 406-07      Th      10/2-11/6      6-8:30 p.m.      (6 Sessions)

## Beginner's Cold Process Soap Making

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

- Understanding lye safety.
- Learning how to correctly measure raw materials using grams and ounces.
- What is a soap calculator and why it is used.
- How fats and oils become soap.
- What is super fatting.
- Essential oils and fragrant oils: How they differ

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

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

GHOB 372-02      Sa      10/4      noon-4 p.m.

## Voices for All: One-on-One Class (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](http://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 002-31      Day and time of your preference

CIVICS

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.

**Note:** An emailed link will be provided to you once you register with access to the course.

\$0 (This course is provided for free)

GENI 400-01                      Self-Paced Online Power Civic Course

DANCE

Ballroom Dance - Beginner Level

Explore the world of ballroom dance in this dynamic 8-week course designed to introduce and develop foundational skills across a variety of popular styles, including Waltz, Tango, Foxtrot, Cha-Cha-Cha, Swing, Salsa, Bachata, and Merengue. Taught in a progressive format on a rolling basis, this class emphasizes musicality, coordination, and social confidence, making it ideal for newcomers and experienced dancers alike. Whether you're seeking a new hobby, a creative outlet, or a way to stay active and meet others, this course offers an engaging and welcoming environment for all participants.

Register early to reserve your spot — spaces are limited!

This is 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.

\$99 (tuition \$49 + fees \$50)

GDAN 353-01                      M                      9/8-11/3                      7-8 p.m.                      (8 sessions)  
(no class 10/13)

Ballroom Dance - Continuing Level

Explore the world of ballroom dance in this dynamic 8-week course designed to introduce and develop foundational skills across a variety of popular styles, including Waltz, Tango, Foxtrot, Cha-Cha-Cha, Swing, Salsa, Bachata, and Merengue. Taught in a progressive format on a rolling basis, this class emphasizes musicality, coordination, and social confidence, making it ideal for newcomers and experienced dancers alike. Whether you're seeking a new hobby, a creative outlet, or a way to stay active and meet others, this course offers an engaging and welcoming environment for all participants.

Register early to reserve your spot — spaces are limited!

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

**Note:** This class is designed for students who have completed the Beginner Level class, or who just want more time on the dance floor!

\$99 (tuition \$49 + fees \$50)

GDAN 354-01                      M                      9/8-11/3                      8-9 p.m.                      (8 sessions)  
(no class 10/13)



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

|             |    |                  |          |               |
|-------------|----|------------------|----------|---------------|
| LSPA 032-13 | MW | 9/15-10/22       | 6-9 p.m. | (10 sessions) |
|             |    | (no class 10/13) |          |               |

Intermediate Spanish CEU 3.0 (IN-PERSON)

Further develop your reading, writing and speaking Spanish.  
**Prerequisite:** Beginning Spanish

|  |    |             |          |               |
|--|----|-------------|----------|---------------|
| \$329 (Tuition \$230 + general fee \$99) |    |             |          |               |
| LSPA 033-08                              | MW | 10/27-12/01 | 6-9 p.m. | (10 sessions) |

TRADE – AT-A-GLANCE

Construction Management Certificate

|             |                                    |    |             |                     |
|-------------|------------------------------------|----|-------------|---------------------|
| CNMC 935-67 | Construction Project Management    | Sa | 9/20-9/27   | 9 a.m.-4 p.m.       |
| CNMC 937-67 | Construction Methods and Materials | Sa | 10/11-10/18 | 9 a.m.-4 p.m.       |
| CNMC 938-67 | Cost Estimating and Administration | Sa | 10/25-11/1  | 9 a.m.- 4 p.m.      |
| CNMC 939-67 | Construction Site Safety (Online)  | Sa | 11/08-11/22 | 8:30 a.m.-1:30 p.m. |
| CNMC 936-68 | Construction Contracts             | MW | 11/11-11/20 | 6-9 p.m.            |

New Jersey Uniform Construction Code

|             |                                 |       |           |          |
|-------------|---------------------------------|-------|-----------|----------|
| JCDE 942-64 | Building Inspector RCS (Online) | TTh   | 9/2-12/16 | 6-9 p.m. |
| JCDE 946-37 | Fire Inspector ICS (Online)     | TTh   | 9/2-12/16 | 6-9 p.m. |
| JCDE 948-38 | Plumbing Inspector ICS (Online) | TTh   | 9/2-12/16 | 6-9 p.m. |
| JCDE 943-60 | Building Inspector ICS (Online) | MW    | 9/3-12/1  | 6-9 p.m. |
| JCDE 940-58 | Subcode Official (Online)       | MW    | 9/3-10/27 | 6-9 p.m. |
| JCDE 949-36 | Plumbing Inspector HHS (Online) | TThSa | 2/10-3/14 | 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.

**Discount cost:** \$956 (save \$372) for students who enroll with payment for all five Construction Management Certificate courses.

This discount will automatically be applied to your cart when registering for all classes in this series in our online portal. If you experience any issues, please call us for assistance at 732.906.2256 for our staff to manually apply the pricing discount.

### 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 935-67 | Sa | 9/20-9/27 | 9 a.m.-4 p.m. | 2 sessions |
|-------------|----|-----------|---------------|------------|

### Construction Methods and Materials CEU 1.2 (IN-PERSON)

Topics include footings and foundations; concrete, wood and steel framing; pre-cast concrete, masonry and roofing; solar and conventional heating systems; fire protection and suppression; radon mitigation and construction codes.

**Prerequisite:** Construction Project Management

\$253 (Tuition \$233 + general fee \$20)

|             |    |             |               |            |
|-------------|----|-------------|---------------|------------|
| CNMC 937-67 | Sa | 10/11-10/18 | 9 a.m.-4 p.m. | 2 sessions |
|-------------|----|-------------|---------------|------------|

### Cost Estimating and Administration CEU 1.2 (IN-PERSON)

Learn to prepare cost estimates by evaluating labor, material, equipment and other direct and indirect costs.

**Prerequisite:** Construction Project Management or equivalent knowledge.

\$253 (Tuition \$233 + general fee \$20)

|             |    |            |               |            |
|-------------|----|------------|---------------|------------|
| CNMC 938-67 | Sa | 10/25-11/1 | 9 a.m.-4 p.m. | 2 sessions |
|-------------|----|------------|---------------|------------|

### Construction Site Safety CEU 1.5 (ONLINE)

Topics include uniform construction and fire codes, safety regulations and enforcement procedures, techniques to reduce risk, safety in confined spaces and hazardous areas, delegating responsibility, right to know and hazard communication standards.

\$316 (Tuition \$241 + general fee \$75)

|             |    |             |                     |            |
|-------------|----|-------------|---------------------|------------|
| CNMC 939-67 | Sa | 11/08-11/22 | 8:30 a.m.-1:30 p.m. | 2 sessions |
|-------------|----|-------------|---------------------|------------|

### Construction Contracts CEU 1.2 (IN-PERSON)

Topics include legal issues that may arise on a construction project, including public and private contract requirements; bonding and obligations; commonly used contract provisions; presentation and defense of contract; and claims, liens and dispute resolution.

\$253 (Tuition \$233 + general fee \$20)

|             |    |             |          |            |
|-------------|----|-------------|----------|------------|
| CNMC 936-68 | MW | 11/11-11/20 | 6-9 p.m. | 4 sessions |
|-------------|----|-------------|----------|------------|

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. Your instructor will be in touch regarding what textbooks are needed for the class. You must have the textbooks by the first class.

Building Inspector RCS CEU 9.0 (ONLINE)

Covers a review and instruction of field inspection, structural design and analysis, material standards, and inspection techniques pursuant to the Uniform Construction Code.

**Prerequisite:** Courses must be taken in their proper sequence (RCS-ICS-HHS). For licensing, five years of construction work experience.

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

JCDE 942-64      TTh      9/2-12/16      6-9 p.m.      30 sessions  
(no class 11/27)

Fire Inspector ICS CEU 12.0 (ONLINE)

This is the entry-level course for future Uniform Construction Code fire protection inspectors. Content includes New Jersey regulations, concentrating on fire sprinklers, fire alarm systems, and enforcement of the International Residential Code and International Building Code.

\$1049 (Tuition \$650 + general fee \$399)

JCDE 946-37      TTh      9/2-12/16      6-10 p.m.      30 sessions  
(no class 11/27)

Plumbing Inspector ICS CEU 12.0 (ONLINE)

Covers systems design, inspection methods and public health requirements pursuant to the Uniform Construction Code.

**Prerequisite:** Students must have at least 5 years’ work experience under a master plumber.

\$1049 (Tuition \$650 + general fee \$399)

JCDE 948-38      TTh      9/2-12/16      6-10 p.m.      30 sessions  
(no class 11/27)

Building Inspector ICS CEU 7.5 (ONLINE)

Covers a review and instruction of technology, structural systems, fire protection systems and mechanical systems, together with field inspection techniques pursuant to the Uniform Construction Code.

**Prerequisite:** Courses must be taken in their proper sequence (RCS-ICS-HHS). For licensing, five years of construction work experience.

\$867 (Tuition \$634 + general fee \$75)

JCDE 943-60      MW      9/3-12/1      6-9 p.m.      25 sessions  
(no class 10/13)

## Subcode Official CEU 4.5 (ONLINE)

Become familiar with the role of a municipal Subcode Official as it relates to designers, contractors and homeowners.

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

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

|             |    |                               |          |             |
|-------------|----|-------------------------------|----------|-------------|
| JCDE 940-58 | MW | 9/3-10/27<br>(no class 10/13) | 6-9 p.m. | 15 sessions |
|-------------|----|-------------------------------|----------|-------------|

## Plumbing Inspector HHS CEU 6.0 (ONLINE)

Advanced plumbing system design. Develop a working knowledge of advanced plumbing and drainage systems including highrise building and industrial installations.

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

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

|             |       |              |           |             |
|-------------|-------|--------------|-----------|-------------|
| JCDE 949-36 | TThSa | 2/10-3/14/26 | 6-10 p.m. | 15 sessions |
|-------------|-------|--------------|-----------|-------------|



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)

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

## HOW TO REGISTER FOR COURSES

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### Online

Register online for courses. Visit [middlesexcollege.edu/workforce-development](https://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. Registration can be processed in person or over the phone. Proof of age must be provided. Call us at 732.906.2556 for more information. This offer cannot be combined with other discounts

**Note:** Reimbursements may not be retroactively applied. Please contact our office to apply the waiver prior to registering.

### 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:** Reimbursements may not be retroactively applied. Please contact our office to apply the waiver prior to registering.

### 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:** Reimbursements may not be retroactively applied. Please contact our office to apply the waiver prior to registering.

### 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](mailto: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](http://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](http://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](http://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. Visit [middlesexcollege.edu/visit/parking/](http://middlesexcollege.edu/visit/parking/) for more information.

## Students with Disabilities

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

## College Bookstore

The College Bookstore carries required books as indicated in course descriptions. For current operating hours and general information, call 732.906.2539. To purchase books online, visit the Bookstore at [middlesexcc.bnccollege.com/shop/middlesexcc/home](http://middlesexcc.bnccollege.com/shop/middlesexcc/home).

DATE 

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 GENDER ☐ Male ☐ Female

|                |  |            |                |                |
|----------------|--|------------|----------------|----------------|
| Last Name      |  | First Name |                | Middle Initial |
| Street Address |  | Apt. #     |                |                |
| City           |  | State      | Zip            | County         |
| Home Phone     |  | Cell Phone | Business Phone | E-mail         |

☐ HS diploma/GED    ☐ Some College    ☐ Associate degree  
☐ Bachelor's degree    ☐ Master's degree or higher

☐ Yes    ☐ No

☐ American/Alaska Native    ☐ Asian    ☐ Black or African American    ☐ Hawaiian/Pacific Islander    ☐ White

☐ Bulletin    ☐ Email Announcement    ☐ Postcard    ☐ Middlesex College Web Page    ☐ Flyer

☐ Other (describe) \_\_\_\_\_

| COURSE NUMBER | COURSE TITLE | START DATE | COURSE TOTAL |
|---------------|--------------|------------|--------------|
|               |              |            |              |
|               |              |            |              |
|               |              |            |              |
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|               |              | TOTAL \$   |              |

## Workforce Development and Lifelong Learning - Crabiel Hall

Middlesex College, 2600 Woodbridge Avenue, Edison, NJ 08818-3050

☐ I am enclosing a check/money order payable to **Middlesex College - Workforce Development and Lifelong Learning** in the amount of \$\_\_\_\_\_

☐ Purchase Order (please include registration form)

### Tuition Waiver

☐ Check or P.O. Number

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

|                                  |       |     |        |
|----------------------------------|-------|-----|--------|
| Cardholder's Name (please print) |       |     |        |
| Street Address                   |       |     |        |
| City                             | State | Zip | County |

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X \_\_\_\_\_ \$ \_\_\_\_\_  
Authorized Signature Date Amount

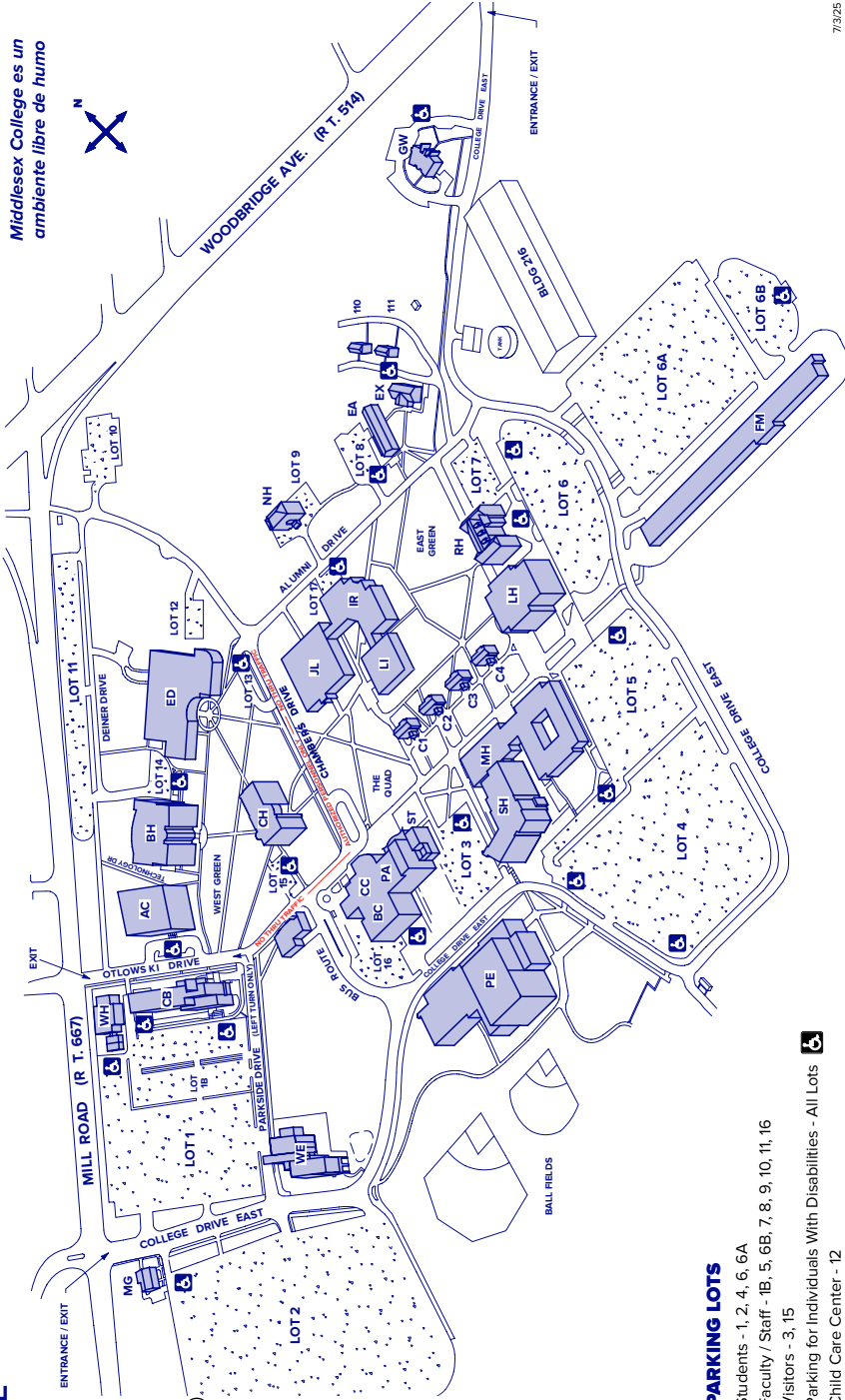
**Workforce Development and Lifelong Learning Registration Questions? Call 732.906.2556**

**BUILDING KEY**

- |            |   |
|------------|---|
| <b>AC</b>  | Academy for Science, Mathematics and Engineering Technologies |
| <b>BH</b>  | Billy Johnson Hall  |
| <b>BC</b>  | Bookstore (located in College Center)                         |
| <b>C1</b>  | Center 1  |
| <b>C2</b>  | Center 2  |
| <b>C3</b>  | Center 3  |
| <b>C4</b>  | Center 4  |
| <b>CH</b>  | Chambers Hall   |
| <b>CB</b>  | Crabiel Hall  |
| <b>CC</b>  | College Center  |
| <b>EA</b>  | East Hall   |
| <b>EX</b>  | East Hall Annex   |
| <b>ED</b>  | Edison Hall   |
| <b>FM</b>  | Facilities Management   |
| <b>GW</b>  | Gateway - Police / Information                                |
| <b>IR</b>  | Instructional Resource Center                                 |
| <b>JL</b>  | Johnson Learning Center                                       |
| <b>LH</b>  | L'Honmedieu Hall  |
| <b>LI</b>  | Library   |
| <b>MG</b>  | Mill Gate   |
| <b>MH</b>  | Main Hall   |
| <b>NH</b>  | North Hall  |
| <b>PA</b>  | Performing Arts Center  |
| <b>PE</b>  | Physical Education Center                                     |
| <b>RH</b>  | Raritan Hall  |
| <b>SH</b>  | South Hall  |
| <b>ST</b>  | Studio Theatre  |
| <b>WE</b>  | West Hall   |
| <b>WH</b>  | West Hall Annex   |
| <b>111</b> | 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





# Opportunity Youth Program

Education and job training resources for  
Middlesex County residents age 16-24

Are you an out-of-school youth looking for guidance on your next steps? We're here to help with education, job training, and career opportunities! Connect with us today to start your journey toward success.

#### Services include:

- High school equivalency test preparation
- Paid training in labor-demand occupations
- Career pathways/exploration
- Basic skills remediation
- Work readiness/customer service skills
- Supportive services
- Work experience

#### Requirements:

- Ages 16-24
- Must reside in Middlesex County
- Must meet additional eligibility criteria

**Monday-Friday**  
**8:30 a.m.-4 p.m.**

#### LOCATION

550 Jersey Avenue  
New Brunswick, NJ 08891



**FOR MORE INFORMATION,**  
**PLEASE CONTACT**

OpportunityYouthProgram@  
middlesexcollege.edu

732.745.8956

[illegible]



For more information, visit

**[middlesexcollege.edu/  
workforce-development/](http://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](mailto: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](mailto: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](mailto: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.