

Fall 2026

Workforce Development and Lifelong Learning

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



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





County Career Initiatives Department at Middlesex College

Workforce Innovation Opportunity Act (“WIOA”) Programs Education and job training resources for Middlesex County residents

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

Adult and Dislocated Workers (ADW)

Services Include:

- Paid training for in-demand labor occupations
- Job search and placement assistance
- Resume writing and interview preparation
- Work readiness/customer service skills
- Supportive services

Requirements:

- Ages 18 and older
- Must reside in Middlesex County
- Must meet additional eligibility criteria

Contact: Tatiana Sava

Assistant Director of Adult Career Initiatives
countycareerinitiatives@middlesexcollege.edu

Opportunity Youth Program (OYP)

Services Include:

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

Requirements:

- Ages 18 and older
- Must reside in Middlesex County
- Must meet additional eligibility criteria

Contact: Louis Henderson IV

Assistant Director of Youth Career Initiatives
opportunityyouthprogram@middlesexcollege.edu

**FOR MORE INFORMATION,
PLEASE CALL
732.745.3426**



INQUIRE TODAY
Scan the QR Code to fill out
our Client Interest Form.

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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	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 002-10	ESL II Level: High-Beginner	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 003-10	ESL III Level: Low-Intermediate	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.

PERTH AMBOY CENTER

BASK 001-21	ESL I Level: Low-Beginner	TTh	9/1-10/15	6-9 p.m.
BASK 001-20	ESL I Level: Low-Beginner	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.
BASK 001-22	ESL I Level: Low-Beginner	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 002-21	ESL II Level: High-Beginner	TTh	9/1-10/15	6-9 p.m.
BASK 002-22	ESL II Level: High-Beginner	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.
BASK 002-20	ESL II Level: High-Beginner	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 003-21	ESL III Level: Low-Intermediate	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.
BASK 003-22	ESL III Level: Low-Intermediate	MW	10/19-12/7 (no class 11/11)	6-9 p.m.
BASK 003-20	ESL III Level: Low-Intermediate	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 017-20	ESL IV Level: High-Intermediate	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.

Workforce Development

(Now located in East Hall on Edison campus)

WORKFORCE DEVELOPMENT TRAINING DEPARTMENT

In Need of Training? Looking for Employment?

The **Middlesex College Workforce Development Training Department** offers condensed training programs that assist and prepare you for a new career or enhance your career. We provide supportive services that help you re-enter the workforce as well as individual assistance for you to explore future career pathways. Healthcare careers, 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 268-13	Microsoft Office Applications Specialist	M-F	9/21-11/30	9 a.m.-1 p.m.
CSTC 601-13	Microsoft Office Applications Specialist – Online	M-F	9/21-11/30	9 a.m.-1 p.m.

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

CSTC 269-18	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	9/21/26-2/12/27	9 a.m.-1 p.m.
CSTC 269-19	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	10/26/26-3/18/27	9 a.m.-1 p.m.
CSTC 269-20	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	12/1/26-4/22/27	9 a.m.-1 p.m.

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

CSTC 602-18	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	9/21/26-2/12/27	9 a.m.-1 p.m.
CSTC 602-19	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	10/26/26-3/18/27	9 a.m.-1 p.m.
CSTC 602-20	Computerized Accounting Program with QuickBooks and Microsoft Office	M-F	12/1/26-4/22/27	9 a.m.-1 p.m.

Computerized Accounting Program with QuickBooks (184 hours)

CSTC 270-09	Computerized Accounting Program with QuickBooks	M-F	12/1/26-2/12/27	9 a.m.-1 p.m.
CSTC 603-09	Computerized Accounting Program with QuickBooks - Online	M-F	12/1/26-2/12/27	9 a.m.-1 p.m.

QuickBooks with Microsoft (276 hours)

CSTC 271-09	QuickBooks with Microsoft	M-F	1/12-4/22/2027	9 a.m.-1 p.m.
CSTC 604-09	QuickBooks with Microsoft - Online	M-F	1/12-4/22/2027	9 a.m.-1 p.m.

QuickBooks Application (92 hours)

CSTC 272-09	QuickBooks Application	M-F	1/12-2/12/2027	9 a.m.-1 p.m.
CSTC 605-09	QuickBooks Application - Online	M-F	1/12-2/12/2027	9 a.m.-1 p.m.

WORKFORCE DEVELOPMENT

Supply Chain Management Principles Module (24 hours)

CSTC 256-16	Supply Chain Management Principles Module - Online	MWTh	10/5-10/22	6-9 p.m.
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Warehousing Operations Module (24 hours)

CSTC 257-16	Warehousing Operations Module - Online	MWTh	11/2-11/19	6-9 p.m.
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Customer Service Operations Module (10 hours)

CSTC 258-16	Customer Service Operations Module - Online	MWTh	11/30-12/7	6-8:30 p.m.
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Telecommunications Technologies Program (40 hours)

CSTC 265-7	Telecommunications Technologies Program	M-F	9/14-9/30	9 a.m.-1 p.m.
CSTC 265-8	Telecommunications Technologies Program	M-Th	11/30-12/16	9 a.m.-1 p.m.

Network Copper Cabling Program (40 hours)

CSTC 266-7	Network Copper Cabling Program	M-F	10/5-10/22	9 a.m.-1 p.m.
CSTC 266-8	Network Copper Cabling Program	M-Th	12/17/26-1/13/27	9 a.m.-1 p.m.

Network Fiber Optic Cabling Program (30 hours)

CSTC 267-7	Network Fiber Optic Cabling Program	M-F	10/26-11/12	9 a.m.-1 p.m.
CSTC 267-8	Network Fiber Optic Cabling Program	M-Th	1/19-1/28/27	9 a.m.-2:30 p.m.

AWS MIG Welding (100 hours)

CSTC 259-15	AWS MIG Welding	MTW	10/13-12/23	6-9 p.m.
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Microsoft Office Applications Specialist (184 hours)

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

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

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

Microsoft PowerPoint: customize and animate presentations.

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

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

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

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

In Person Classes:

CSTC 268-13	Microsoft Office Applications Specialist	M-F	9/21-11/30	9 a.m.-1 p.m.
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Online Classes:

CSTC 601-13	Microsoft Office Applications Specialist – Online	M-F	9/21-11/30	9 a.m.-1 p.m.
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Computerized Accounting Program with QuickBooks and Microsoft Office (368 hours)

Topics include accounting terminology, accounts receivable/payable, transaction analysis, general journal and ledger postings, financial statements, payroll and recording transactions. Gain comprehensive skills in computerized accounting procedures with QuickBooks 2019. Prepare for workforce demands and become proficient with Microsoft Office 2019 (Word, Excel, PowerPoint and Outlook). Training includes webpage design using HTML and career development. Learn:

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

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

Microsoft PowerPoint: customize and animate presentations.

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

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

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

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

In Person Classes

CSTC 269-18	M-F	9/21/26-2/12/27
CSTC 269-19	M-F	10/26/26-3/18/27
CSTC 269-20	M-F	12/1/26-4/22/27

Online Classes

CSTC 602-18	M-F	9/21/26-2/12/27
CSTC 602-19	M-F	10/26/26-3/18/27
CSTC 602-20	M-F	12/1/26-4/22/27

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 270-09	M-F	12/1/26-2/12/27
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Online Classes:

CSTC 603-09	M-F	12/1/26-2/12/27
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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 271-09	M-F	1/12-4/22/27
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Online Classes:

CSTC 604-09	M-F	1/12-4/22/27
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QuickBooks Application (92 hours)

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

Prerequisite: Knowledge of accounting principles.

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

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

In Person Classes:

CSTC 272-09	M-F	1/12-2/12/27
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Online Classes:

CSTC 605-09	M-F	1/12-2/12/27
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Supply Chain Management Principles Module (24 hours)

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

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

CSTC 256-16	MWTh	10/5-10/22	6-9 p.m.	Remote Classes
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Warehousing Operations Module (24 hours)

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

Prerequisite: Supply Chain Management Principles Module

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

CSTC 257-16	MWTh	11/2-11/19	6-9 p.m.	Remote Classes
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Customer Service Module (10 hours)

Customer service is woven into every aspect of the supply chain; therefore, customer satisfaction and customer retention are of paramount importance for every company. This certification track discusses the basics of customer service; sound communications; advice for dealing with challenging customers; the customer order and return processes (reverse logistics); jobs in customer service; and legal concerns.

Prerequisite: Supply Chain Management Principles Module

\$600 (Tuition \$350 + general fee \$100 + materials \$150) **This is an online course.**

CSTC 258-16	MWTh	11/30-12/7	6-8:30 p.m.	Remote Classes
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Telecommunications Technologies Program (40 hours)

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

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

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

CSTC 265-7	M-F	9/14-9/30	9 a.m.-1 p.m.
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CSTC 265-8	M-Th	11/30-12/16	9 a.m.-1 p.m.
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Network Copper Cabling Program (40 hours)

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

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

Prerequisite: Telecommunications Technologies Program

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

CSTC 266-7	M-F	10/5-10/22	9 a.m.-1 p.m.
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CSTC 266-8	M-Th	12/17/26-1/13/27	9 a.m.-1 p.m.
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Network Fiber Optic Cabling Program (30 hours)

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

Prerequisites: Telecommunications Technologies Program and Network Copper Cabling Program

CSTC 267-7	M-F	10/26-11/12	9 a.m.-1 p.m.
CSTC 267-8	M-Th	1/19-1/28/27	9 a.m.-1 p.m.

AWS MIG Welding

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

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

CSTC 259-15	MTW	10/13-12/23	6-9 p.m.
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HEALTHCARE CAREERS AT-A-GLANCE

911 Dispatcher Certification

DISP 001-11	911- Dispatcher/ Telecommunicator – Online	MW	10/5-11/18	6-10 p.m.
DISP 002-12	Emergency Medical Dispatcher – Online	MW	11/24-12/19	6-10 p.m.

ECG/EKG Technician Certificate

AHEK 001-82	ECG/EKG Technician	M-F	9/30-10/20	9 a.m.-2:30 p.m.
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Mental Health Technician Certificate

AHMH 001-10	Mental Health Technician (Hybrid)	TWTh	9/15-12/17	6-9 p.m.
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Patient Care Technician Certificate

AHPC 101-07	Patient Care Technician	M-F	9/30-12/11	9 a.m.-2:30 p.m.
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Phlebotomy Technician Certificate

AHPH 100-28	Phlebotomy Technician	MTh	9/14/26-1/25/27	6:30-9:30 p.m.
AHPH 100-29	Phlebotomy Technician	M-F	10/22-11/19	9 a.m.-2:30 p.m.
AHPH 101-26	Phlebotomy Externship	–	11/20-12/31	

Medical Assistant Certificate

AHMA 200-03	Medical Assistant	M-F	9/8-2/4/27	9 a.m.-2:30 p.m.
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Healthcare Program Requirements:

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

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

911 DISPATCHER CERTIFICATION

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

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

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

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

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

DISP 001-11 MW 10/15-11/18 6-10 p.m.

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 002-12 MW 11/24-12/16 6-10 p.m.

ECG/EKG TECHNICIAN CERTIFICATE

Entrance Requirements:

- Proficiency in spoken and written English

Program Requirements:

- Wear a complete set of blue scrubs and closed-toe shoes daily
- Purchase textbook and EKG calipers for first day of class, available at College Bookstore.
- Be certified in BLS CPR prior to EKG course completion.
- Attendance rate of 90% and final grade of 80% or higher is required to pass the course.
- Students are required to practice setting up and performing EKGs on each other. The ECG/ EKG will be performed behind a screened area on an exam table similar to a physician’s office. Performing an ECG/ EKG is necessary for both practice and grading. All tracings will be destroyed to assure confidentiality and compliance with the Federal HIPAA Law (Health Insurance Portability and Accountability Act).

ECG/EKG Technician CEU 6.0 (IN-PERSON)

Topics include anatomy and physiology of the heart, set-up and operation of the ECG/EKG machine, identification and description of basic waveforms and placement of electrodes.

Required: EKG calipers and textbook needed for FIRST class available at College Bookstore. (middlesexcollege.bncollege.com)

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

AHEK 001-82 M-F 2/4-2/20 9 a.m.-2:30 p.m.

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 001-10 TWTh 5/12-8/12 6-9 p.m.

PATIENT CARE TECHNICIAN CERTIFICATE

Patient Care Technician (210 hours)

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

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

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

AHPC 101-07 M-F 9/30-12/11 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.

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

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

AHPH 100-28	MTh	9/14/26-1/25/27	6:30-9:30 p.m.
AHPH 100-29	M-F	10/22-11/19	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 101-26	–	11/20-12/31
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MEDICAL ASSISTANT CERTIFICATE

Program Requirements:

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

Medical Assistant (607 HOURS)

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

Required: EKG calipers and textbook needed for FIRST class available at College Bookstore. (middlesexcollege.bncollege.com)

\$6,926 (Tuition \$4,967 + general fee \$1,959)
AHMA 200-03 M-F 9/8/26-2/4/27 9 a.m.-2:30 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@middlesexcollege.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.

Basic Computer Skills:

9/10-10/20, Tue., Thu., 9:30 a.m.-12 p.m.

Making Healthy Food Choices on a Budget:

9/2, Wed., 10 a.m.-1 p.m.

10/7, Wed., 10 a.m.-1 p.m.

11/4, Wed., 10 a.m.-1 p.m.



Scan the QR Code or register at
<https://continuinged.middlesexcc.edu>

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, 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.*

Workforce Development and Lifelong Learning

New Jersey Film Academy

Launch your career in film production, editing, or storytelling—right here in one of the fastest-growing entertainment hubs in the nation. New Jersey will soon be home to blockbuster movies, hit TV shows, and world-class studios. Launch your career where creativity and opportunity are taking center stage!

Gain hands-on experience, insider knowledge, and professional skills. Whether you dream of working behind the camera, in the editing suite, or on set, this program will give you the tools and confidence to turn your passion into a profession.

Introduction to the Entertainment Industry: Script to Screen

This course introduces students to the fundamentals of the film and television industry – from concept to screen. With a focus on industry standards, on-set safety, and professional expectations, students will gain both the knowledge and practical skills needed to pursue entry-level opportunities and confidently take their first steps toward a successful career in film and television.

October 22-December 15 Tuesday and Thursday 6-9 p.m.

Introduction to Production Office: Production Coordinating and Management

This course introduces students to the vital role of the production office – the hub that keeps film and television projects running smoothly. By the end of the course, they'll understand how each role contributes to a successful production and be prepared to pursue entry-level opportunities in production management.

September 1-October 20 Tuesday and Thursday 6-9 p.m.



APPLY TODAY

Scan the QR Code
for more information.

QUESTIONS? PLEASE CONTACT

WDL@middlesexcc.edu
732.906.2556



middlesexcollege.edu/lifelong-learning

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.

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 301-05	TTh	10/22-12/15	6-9 p.m.	(15 sessions)
(No class 11/26)				

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 302-04	TTh	9/1-10/20	6-9 p.m.	(15 sessions)
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BUSINESS AND MANAGEMENT – AT-A-GLANCE

Grant Writing Certificate Program

COWR 016-06	Introduction to Grants	Sa	9/19	9 a.m.-noon
COWR 017-06	Overview of Different Grant Types	Sa	9/19	1-3:30 p.m.
COWR 018-06	Creating the Grant Proposal	Sa	9/26	9 a.m.-noon
COWR 019-06	Grant Proposal Evaluation	Sa	9/26	1-3:30 p.m.
COWR 020-06	Grant Review	Sa	10/03	9 a.m.-1 p.m.

Human Resources Management Certificate

CBHR 735-67	Human Resources Management	Sa	10/10	9 a.m.-4p.m.
CBHR 726-05	Employment Relations	Sa	10/17	9 a.m.-12:30 p.m.
CBHR 727-05	Compensation: Salary and Benefits	Sa	10/17	1:30-5 p.m.
CBHR 725-05	Recruiting and Selecting: Hire Right the First Time	Sa	10/24	9 a.m.-12:30 p.m.
CBHR 728-05	Training and Development	Sa	10/24	1:30-5 p.m.
CBEL 761-04	Employment Law	Sa	11/07	9 a.m.-4:30 p.m.
CBEL 762-03	A Toolbox to Retain Valuable Employees	Sa	11/14	9 a.m.-4 p.m.
CBEL 759-05	Managing Difficult People and Situations	Sa	11/21	9 a.m.-12:30 p.m.

Journalism

JOUR 101-07	Community Journalism Certificate	T	9/18-12/3	(Online)
JOUR 102-03	Oral History and Digitization Certificate		9/8-12/18	(Online)

Medical Cannabis Dispensaries Certificate

CBGE 009-11	Medical Cannabis Dispensaries Training Certificate	M	10/5-11/2	6-9 p.m.
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Meeting and Event Planning Certificate

COEV 006-18	Event Planning Primer	M	10/19	6-9 p.m.
COEV 007-18	Program Development	W	10/21	6-9 p.m.
COEV 008-18	Marketing the Event	M	10/26	6-9 p.m.
COEV 009-18	Developing the Event	W	10/28	6-9 p.m.

Non-Profit Management Certificate

CBMA 200-04	The Structure of a Non-Profit Organization	Sa	9/12	9 a.m.-3 p.m.
CBMA 201-04	Leadership and Management in a Non-Profit Organization	Sa	9/19	9 a.m.-3 p.m.
CBMA 202-04	Program Planning and Evaluation for a Non-Profit Organization	Sa	9/26	9 a.m.-12:30 p.m.
CBMA 203-04	Planning and Managing Events for a Non-Profit Organization	Sa	9/26	1-3p.m.
CBMA 204-04	Non-Profit Financial Management	Sa	10/3	9 a.m.-3 p.m.

GRANT WRITING CERTIFICATE

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

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

Discount 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 732.906.2556 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 016-06 Sa 9/19 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 017-06 Sa 9/19 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 018-06 Sa 9/26 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 019-06 Sa 9/26 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 020-06 Sa 10/3 9 a.m.-1 p.m.

HUMAN RESOURCES CERTIFICATE

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

To qualify for the Middlesex College Human Resources Certificate of Completion, you must complete the Eight (8) required courses over Five (5) days. The total for all eight courses is: \$1,100.

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

To take advantage of this discount please call us at 732.906.2556

HUMAN RESOURCE COURSES

Human Resources Management CEU 0.6

Learn how current issues affect the human resources manager role in hiring, training, development, employment relations, and compensation practices.

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

CBHR 735-67 Sa 10/10 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 726-05 Sa 10/17 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 727-05 Sa 10/17 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 725-05 Sa 10/24 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 728-05 Sa 10/24 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 761-04 Sa 11/7 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.

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

CBEL 762-03 Sa 11/14 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 759-05 Sa 11/21 9 a.m.-12:30 p.m.



Community Journalism Certificate Free (ONLINE - REMOTE LIVE)

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

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

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

JOUR 101-07 Th 9/18-12/3 (Online)

Oral History and Digitization Certificate (FREE)

This micro-credential aims at training history and genealogy enthusiasts on the basic skills needed to identify relevant oral content, obtain background information, organize a story, develop a questionnaire, and create a record for the Middlesex County Oral History Archive.

Course content will be available online for participants to complete asynchronously through Google Classroom. Individual meetings will be scheduled between participants and faculty to work on the record and its digitalization.

For additional information contact Cristóbal Espinoza-Wulach: CEspinoza@middlesexcollege.edu

JOUR 102-03 Self Guided 9/8-12/18 (Online)

Medical Cannabis Dispensaries Training Certificate CEU 1.5 (ONLINE)

The medical cannabis industry is growing fast in New Jersey and this premier certification provides you with the necessary training to obtain employment in this highly-regulated industry. This course-led by attorney Sarah Trent, CEO and Founder of Valley Wellness – introduces you to subject matter experts from industry and academia to explore the different elements of the NJ Medical Cannabis market, including:

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

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

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

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

CBGE 009-11 M 10/5-11/2 6-9 p.m. (5 sessions)

MEETING AND EVENT PLANNING CERTIFICATE

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

To qualify for the Middlesex College Meeting and Event Planning Certificate, you must complete all Four (4) classes in the program. The total cost of the program is: \$360.
Discount Cost: \$300 (save \$60) for students who enroll with payment for the four courses.
To take advantage of this discount please call us at 732.906.2556

Event Planning Primer CEU 0.3 (ONLINE)

Follow a systematic guide to planning, organizing, and implementing an event.
\$90 (Tuition \$65 + general fee \$25)
COEV 006-18 M 10/19 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 007-18 W 10/21 6-9 p.m.

Marketing the Event CEU 0.3 (ONLINE)

Become familiar with event marketing strategies.
\$90 (Tuition \$65 + general fee \$25)
COEV 008-18 M 10/26 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 009-18 W 10/28 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 732.906.2556 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 200-04 Sa 9/12 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 201-04 Sa 9/19 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 202-04 Sa 9/26 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 203-04 Sa 9/26 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 204-04 Sa 10/3 9 a.m.-3 p.m.

COMPUTERS

Computer Confidence CEU 1.5

Gain an understanding of what you need to know to be computer confident. Learn about Microsoft applications such as Word, Excel, PowerPoint, and Access, how to search the internet, and create, save and print documents.

\$218 (Tuition \$118 + general fee \$31 + lab fee \$69)

JCSC 365-107 TTh 9/15-9/29 6:30-9:30 p.m. (5 sessions)

Transferable Skills in the AI Era: Pivot, Position, Prosper NEW

This course equips learners with the ability to identify, translate, and apply transferable skills in a rapidly evolving workforce shaped by artificial intelligence. Participants will explore how human-centered skills such as communication, problem-solving, and adaptability remain critical in the AI era, while also gaining hands-on experience using AI tools to enhance productivity, job search strategies, and career advancement.

Through a combination of interactive discussions and practical lab work, students will develop a personalized career toolkit that integrates their transferable skills with AI-driven solutions.

\$200 (Tuition \$140 + general fee \$35 + lab fee \$25)

JCSC 463-01 Sa 10/17-12/19 9:30 a.m.-noon (9 Sessions)

MICROSOFT OFFICE 2021

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 453-26 TTh 10/6-10/15 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 2016: Level I or equivalent knowledge.

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

JCSC 454-25 TTh 10/27-11/5 6:30-9:30 p.m. (4 sessions)

EXCEL 2021

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 455-24	TTh	11/17-12/1	6:30-9:30 p.m.	(4 sessions)
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Excel 2021: Level II CEU 1.2

Learn about large worksheets and workbooks, tables, outlines, inserting clip art, pictures and SmartArt; templates, digital signatures and adding graphics to worksheets.

Prerequisite: Successful completion of Excel 2016: Level I, or equivalent knowledge.

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

JCSC 456-26	TTh	12/8-12/17	6:30-9:30 p.m.	(4 session)
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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.

Most Hands-On cooking classes are \$75 each, check with our staff for details.

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 732.906.2556 for our staff to manually apply the pricing discount.

*Gift Certificates Available for Demonstration Cooking Classes.
Specialty classes are not eligible for the culinary discount option.*

DEMONSTRATION CLASSES AT-A-GLANCE

GCUL 807-01	Fall in Love with Butternut Squash: A Vegan Cooking Experience with Chef Dawn Tossie	Th	9/10	6-9 p.m.
GCUL 806-01	Exploring Indian Tea with Judith Krall Russo	Sa	9/19	noon-2:30 p.m.
GCUL 805-01	Dumplings, Empanadas, and Hand Pies for All Occasions with Chef Ron	Th	10/22	6-9 p.m.
GCUL 810-01	Holiday Tea Celebration with Judith Krall Russo	Sa	12/12	11 a.m.-2 p.m.

Fall in Love with Butternut Squash: A Vegan Cooking Experience with Chef Dawn Tossie

As the weather gets colder and we head into Autumn, join us to learn how to work with this highly versatile fruit.

Menu: Curried Butternut Squash Soup ■ Baked Butternut Squash Fries ■ Creamy Vegan Butternut Squash Pie Demo

GCUL 807-01 Th 9/10 6-9 p.m.

Exploring Indian Tea with Judith Krall Russo (Specialty Class)

We're taking a tea trip across the world to discover and learn about chai (tea) customs and rituals in India that awaken the mind and warm the body for inner vitality. Traditional Indian accoutrements will be served alongside the tea.

GCUL 806-01 Sa 9/19 noon-2:30 p.m.

Dumplings, Empanadas, and Hand Pies for All Occasions with Chef Ron

Dumplings, empanadas, and hand pies are the ultimate universal comfort food. By wrapping savory or sweet ingredients in a folded pocket of dough, these versatile bites can be adapted for any meal, from a quick weekday dinner to a holiday gathering. Come learn with Chef Ron how to add these to your repertoire!

GCUL 805-01 Th 10/22 6-9 p.m.

Holiday Tea Celebration with Judith Krall Russo (Specialty Class)

Winter — when the days are short and the nights are long. This is the perfect time to bring family and friends together for warm festivities. Learn the history, customs, and foods of various winter celebrations, including, Victorian Christmas, Hanukkah, Ancient Rome's Saturnalia and the Winter Solstice.

GCUL 810-01 Sa 12/12 11 a.m.-2 p.m.

HANDS-ON COOKING CLASSES

Most Hands-On cooking classes are \$75 each, check with our staff for details.

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

To take advantage of this discount please call us at 732.906.2556
Specialty classes are not eligible for the culinary discount option.

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

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

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

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.

Each class is limited to 12 students.

HANDS-ON CLASSES AT-A-GLANCE

GCUL 811-01	Jewish Holiday Desserts	Sa	9/26	10 a.m.-1 p.m.
GCUL 814-01	Vegan Comfort Classics: Cozy Fall Favorites	Sa	10/10	10 a.m.-1 p.m.
GCUL 808-01	Holiday Baking with Chef Ron	Sa	10/24	9:30 a.m.-1:30 p.m.
GCUL 812-01	Mocktails for the Holidays	Sa	11/7	11 a.m.-2 p.m.
GCUL 809-01	Holiday Cooking Class - Vegan Celebration Meal	Sa	12/12	10 a.m.-3 p.m.
GCUL 854-02	Vegan Christmas Cookie Exchange with Chef Dawn Tossie	Sa	12/19	10 a.m.-1 p.m.

Jewish Holiday Desserts

Jewish holiday desserts are steeped in symbolism, with traditional treats varying by the specific celebration. Join us in this class taught by Chef Andrew Rubin to explore some new desserts.

Menu: Challah Chocolate Bread Pudding w/ Caramel Sauce ■ Cranberry Apple Filled Donuts ■ Matzo Brittle

GCUL 811-01 Sa 9/26 10 a.m.-1 p.m.

Vegan Comfort Classics: Cozy Fall Favorites

Come learn some warm recipes to wrap yourself up with against the colder fall nights. Recipes will be taught by Chef Dawn Tossie.

Menu: Spiced Ratatouille with Coconut Grits ■ Caramel Apple Upside Down Cake

GCUL 814-01 Sa 10/10 10 a.m.-1 p.m.

Holiday Baking with Chef Ron

These holiday desserts are sure to please everyone on your guest list! Led by Chef Ron, our menu includes Pull Apart Yeast Rolls, and Pumpkin Brown Sugar Babka.

GCUL 808-01 Sa 10/24 9:30 a.m.-1:30 p.m.

Mocktails for the Holidays (Specialty Class)

Join Sommelier Burley Tuggle for a relaxed, booze-free mocktail class. Sip elevated mocktails—no buzz, just great flavor designed for your holiday celebrations. Sober-curious, dry holidays, or just vibing? This class is for you!

GCUL 812-01 Sa 11/7 11 a.m.-2 p.m.

Holiday Cooking Class - Vegan Celebration Meal (Specialty Class)

Come learn from Chef Dawn Tossie while creating a full 3-course meal from scratch. We'll have you prepared to host your own celebration by the end of this event! Be sure to bring large containers as there will be plenty of food to bring home.

Menu: Winter White Salad w/Citrus Vinaigrette ■ Whole Roasted Cauliflower w/ Chestnut and Toasted Vegan Cornbread Dressing ■ and Wild Mushroom Duxelle Brown Sauce ■ Lobster Mushroom Mac and Cheese.

Due to the ingredients involved in this class, the price of registration is \$175, and the course is limited to 12 participants.

GCUL 809-01 Sa 12/12 10 a.m.-3 p.m.

Vegan Holiday Cookie Exchange with Chef Dawn Tossie

Time for our 2nd annual Vegan holiday cookie bake and exchange! Vegan baked goods often don't get the credit that they should, so we'll be producing a number of treats that you may have never known could be an option. We'll be making seasonal sweets and bonding over the baking process together.

Our recipes include Millionaire Shortbread Bars, Chai Snowballs, Thumbprints, Chocolate Reindeer Brownie Cookie

GCUL 854-02 Sa 12/19 10 a.m.-1 p.m.



CORPORATE CULINARY TEAM BUILDING EVENTS AT MIDDLESEX COLLEGE

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

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

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

If you are interested in having a corporate culinary team building event, please contact: Pearl Thompson 732.906.6000 ext 3250 or email 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

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

ED2Go (ONLINE COURSES)

Our Ed2Go instructor-facilitated online courses are informative, fun, convenient and highly interactive. Complete any course entirely from your home or office, any time of day or night. Find a wide variety of online, interactive courses which are led by expert instructors. Most courses run for 6 weeks, and are composed of 12 lessons, representing 24 or more hours of instruction. Go to the Ed2go.com/Middlesex/webpage to find courses in the following areas:

**Arts and Design ■ Business ■ Computer Applications ■ Computer
Science ■ Hospitality ■ Language ■ Math and Science ■ Teacher
Professional Development ■ Test Prep ■ Writing**

and so much more!



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

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

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

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

To register for an ESL course, please call: 732.906.2556

EDISON CAMPUS

BASK 001-57	ESL I Level: Low-Beginner	TTh	9/1-10/15	6-9 p.m.
BASK 001-56	ESL I Level: Low-Beginner	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.
BASK 001-59	ESL I Level: Low-Beginner	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.
BASK 001-60	ESL I Level: Low-Beginner	MW	10/28-12/21 (no class 11/11, 11/25)	6-9 p.m.
BASK 001-58	ESL I Level: Low-Beginner	MW	10/28-12/21 (no class 11/11, 11/25)	9 a.m.-noon
BASK 002-64	ESL II Level: High-Beginner	TTh	9/1-10/15	6-9 p.m.
BASK 002-63	ESL II Level: High-Beginner	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.
BASK 002-60	ESL II Level: High-Beginner	MW	9/2-10/26 (no class 9/7, 10/12)	9 a.m.-noon
BASK 002-66	ESL II Level: High-Beginner	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.
BASK 002-65	ESL II Level: High-Beginner	MW	10/28-12/21 (no class 11/11, 11/25)	6-9 p.m.
BASK 002-68	ESL II Level: High-Beginner	MW	10/28-12/21 (no class 11/11, 11/25)	9 a.m.-noon
BASK 003-63	ESL III Level: Low Intermediate	TTh	9/1-10/15	6-9 p.m.
BASK 003-62	ESL III Level: Low Intermediate	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.
BASK 003-64	ESL III Level: Low Intermediate	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.
BASK 003-65	ESL III Level: Low Intermediate	MW	10/28-12/21 (no class 11/11, 11/25)	6-9 p.m.
BASK 003-66	ESL III Level: Low Intermediate	MW	10/28-12/21 (no class 11/11, 11/25)	9 a.m.-noon
BASK 017-43	ESL IV: High-Intermediate	TTh	9/1-10/15	6-9 p.m.
BASK 017-44	ESL IV: High-Intermediate	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.

ENGLISH AS A SECOND LANGUAGE (ESL)

BASK 017-45	ESL IV: High-Intermediate	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.
BASK 017-46	ESL IV: High-Intermediate	MW	10/28-12/21 (no class 11/11, 11/25)	6-9 p.m.

NEW BRUNSWICK CENTER

BASK 001-10	ESL I Level: Low-Beginner	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 002-10	ESL II Level: High-Beginner	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 003-10	ESL III Level: Low Intermediate	Sa	9/5/26 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.

PERTH AMBOY CENTER

BASK 001-21	ESL I Level: Low-Beginner	TTh	9/1-10/15	6-9 p.m.
BASK 001-20	ESL I Level: Low-Beginner	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 001-22	ESL I Level: Low-Beginner	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.
BASK 002-21	ESL II Level: High-Beginner	TTh	9/1-10/15	6-9 p.m.
BASK 002-20	ESL II Level: High-Beginner	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 002-22	ESL II Level: High-Beginner	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.
BASK 003-21	ESL III Level: Low Intermediate	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.
BASK 003-20	ESL III Level: Low Intermediate	Sa	9/5/26 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.
BASK 003-22	ESL III Level: Low Intermediate	MW	10/19-12/7 (no class 11/11)	6-9 p.m.
BASK 017-20	ESL IV: High-Intermediate	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL I Level: Low-Beginner CEU 4.2 (IN-PERSON)

For adults with little or no exposure to English, topics include workplace and life skills, language for social interaction, grammar, civics, and American culture.

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

BASK 001-21	TTh	9/1-10/15	6-9 p.m.	Perth Amboy
BASK 001-57	TTh	9/1-10/15	6-9 p.m.	Edison
BASK 001-56	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.	Edison
BASK 001-20	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.	Perth Amboy
BASK 001-10	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.	New Brunswick
BASK 001-22	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.	Perth Amboy
BASK 001-59	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.	Edison
BASK 001-60	MW	10/28-12/21 (no class 11/11, 11/25)	6-9 p.m.	Edison
BASK 001-58	MW	10/28-12/21 (no class 11/11, 11/25)	9 a.m.-noon	Edison

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	9/1-10/15	6-9 p.m.	Perth Amboy
BASK 002-57	TTh	9/1-10/15	6-9 p.m.	Edison
BASK 002-56	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.	Edison
BASK 002-20	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.	Perth Amboy
BASK 002-10	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.	New Brunswick
BASK 002-22	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.	Perth Amboy
BASK 002-59	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.	Edison
BASK 002-60	MW	10/28-12/21 (no class 11/11, 11/25)	6-9 p.m.	Edison
BASK 002-58	MW	10/28-12/21 (no class 11/11, 11/25)	9 a.m.-noon	Edison

ESL III Level: Low-Intermediate CEU 4.2 (IN-PERSON)

Topics include listening, speaking, reading and writing skills as well as life and math skills, civic concepts and practice with authentic documents encountered in daily life.

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

BASK 003-10	TTh	9/1-10/15	6-9 p.m.	Edison
BASK 003-21	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.	Perth Amboy
BASK 003-62	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.	Edison
BASK 003-20	Sa	9/5/26 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.	Perth Amboy
BASK 003-10	Sa	9/5/26 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.	New Brunswick
BASK 003-22	MW	10/19-12/7 (no class 11/11)	6-9 p.m.	Perth Amboy
BASK 003-64	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.	Edison
BASK 003-65	MW	10/28-12/21 (no class 11/11, 11/25)	6-9 p.m.	Edison
BASK 003-66	MW	10/28-12/21 (no class 11/11, 11/25)	9 a.m.-noon	Edison

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

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

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

BASK 017-43	TTh	9/1-10/15	6-9 p.m.	Edison
BASK 017-44	MW	9/2-10/26 (no class 9/7, 10/12)	6-9 p.m.	Edison
BASK 017-20	Sa	9/5-12/5 (no class 10/10, 11/28)	9 a.m.-12:30 p.m.	Perth Amboy
BASK 017-45	TTh	10/20-12/8 (no class 11/26)	6-9 p.m.	Edison
BASK 017-46	MW	10/28-12/21 (no class 11/11, 11/25)	6-9 p.m.	Edison

DENTAL CAREERS AT-A-GLANCE

Dental

ADEN 012-02	Dental Radiology	TTh	10/13/26-2/4/27	4:30-6:30 p.m.
ADEN 003-20	Admin of Local Anesthesia for the Dental Hygienist	ThSa	11/5-12/12	6-10 p.m.
ADEN 004-28	Admin of Local Anesthesia for the Dental Hygienist: Clinical Refresher	T	12/2	6-10 p.m.
ADEN 005-29	Admin of Local Anesthesia for the Dental Hygienist: Didactic Refresher	T	12/8	6-10 p.m.

Dental Radiology **NEW**

This course is provisionally approved by New Jersey Radiological Technology Board of Examiners and is designed to prepare students to expose radiographs as part of patient dental treatment. It is also designed to prepare students to take the DANB Radiation Health and Safety exam. Topics include the fundamentals of dental radiology including the characteristics, production and utilization of x-rays in producing diagnostic radiographic images, biologic effects of radiation, radiation safety and protection, intra- and extra-oral exposure techniques, patient management and radiograph interpretation. The laboratory component includes all aspects of exposure, processing, interpretation and mounting of intra-oral dental radiographs. All radiographic exposures are made using manikins. Students will complete didactic, laboratory, and clinical requirements.

Your tuition cost includes purchase of e-textbook (Iannucci, Joen M., and Howerton, Laura Jansen. *Dental Radiography: Principles and Techniques, 6th edition*. Philadelphia: W.B. Saunders Company, 2021.) along with your name tag and dosimetry badge.

This class utilizes Canvas, an online Learning Management System, use of which is required.

Requirements for Admission:

- Read and acknowledge The Dental Radiology Technology Program Course Information and Policy Manual
- Has successfully completed a four-year course of study in a secondary school (high school)
- Candidates will need to supply official high school transcript or equivalent such as GED or evaluated foreign education diploma.
- Candidates must complete the following prior to beginning the course:
 - Register with Castlebranch – registration information will be provided
 - Candidates will complete criminal background check through CastleBranch and provide answer to a moral character question.
 - Immunizations proof of Hep B vaccination or positive Hep B titer – uploaded to CastleBranch
 - Students must follow all Middlesex College School Policies

\$1,300 (Tuition \$700 + general fee \$600)

ADEN 012-02 TTh 10/13/26-2/4/27 4:30-6:30 p.m.

Administration of Local Anesthesia for the Dental Hygienist

NJ DENTAL CEUs 32 **NEW**

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

Required: Textbook available through the College Bookstore.

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

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

ADEN 003-20 ThSa 11/5-12/12 6-10 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 004-28 Th 12/2 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 005-29 T 12/8 6-10 p.m.

PERSONAL ENRICHMENT – AT-A-GLANCE

Art

GHOB 366-17	Ceramics: Hand Building	Sa	9/12-11/14	9:30 a.m.-12:30 p.m.
GENI 406-10	Sewing for Beginners	Th	10/1-11/5	6-8:30 p.m.
COVO 002-34	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
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Language

LSPA 032-15	Beginning Spanish	MW	9/14-10/16	6-9 p.m.
LSPA 033-10	Intermediate Spanish	MW	10/26-12/2	6-9 p.m.

Finances

GFIN 003-07	Retirement Planning Today	T	9/22-9/29	6-9 p.m.
GFIN 003-08	Retirement Planning Today	Th	9/24-10/1	6-9 p.m.

ART

Ceramics: Hand Building

Be ready to enter a freeing, relaxing and rewarding creative experience. Bring your imagination and enthusiasm. We'll provide the materials, tools and all the technical assistance you'll need whether you've had experience with clay before or are a true beginner. You will learn all the quintessential hand-building techniques and processes you need to know in order to create your own functional and artistic ceramics pieces. This course does not provide students access to open studio hours in the ceramics studio.

\$382 (Tuition \$232 + general fee \$100 + lab fee \$50)

GHOB 366-17 Sa 9/12-11/14 9:30 a.m.-12:30 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 406-08 Th 10/1-11/5 6-8:30 p.m. (6 Sessions)

Voices for All: One-on-One Class CEU 0.15 (ONLINE)

Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success. Read a script and receive coaching from your instructor, a professional voice actor, to improve your delivery. Onetime, 90 minutes, one-on-one, video-chat class! Learn more www.voicesforall.com. Class is scheduled for a day and time of your preference. Must be 18 years and older.

\$55 (Tuition \$30 + general fee \$25)

COVO 002-31 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

GENI 400-01 Self-Paced Online Power Civic Course

Note: Link to online course provided once you register.

LANGUAGE

Beginning Spanish CEU 3.0 (IN-PERSON)

Learn basic reading, writing and speaking Spanish.

Course is appropriate for students with no or very little knowledge of Spanish.

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

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

LSPA 032-15 MW 9/14-10/16 6-9 p.m. (10 sessions)

Intermediate Spanish CEU 3.0 (IN-PERSON)

Further develop your reading, writing and speaking Spanish.

Prerequisite: Beginning Spanish

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

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

LSPA 033-10 MW 10/26-12/2 6- 9 p.m. (10 sessions)

FINANCES

Retirement Planning Today

GFIN 003-07 T 9/22-9/29 6- 9 p.m.

GFIN 003-08 Th 9/24-10/1 6- 9 p.m.

TRADE – AT-A-GLANCE

Construction Management Certificate

CNMC 935-69	Construction Project Management	Sa	10/17-10/24	9 a.m.-4 p.m.
CNMC 937-69	Construction Methods and Materials	Sa	10/31-11/7	9 a.m.-4 p.m.
CNMC 938-69	Cost Estimating and Administration	Sa	11/14-11/21	9 a.m.-4 p.m.
CNMC 939-69	Construction Site Safety	Sa	12/5-12/19	8:30 a.m.-1:30 p.m.
CNMC 936-70	Construction Contracts	MW	12/1-12/10	6-9 p.m.

Additional Construction Management Courses

CNMC 941-01	Blueprint Reading	Sa	9/5-9/19	8:30 a.m.-1:30 p.m.
CNMC 942-01	Construction Document Interpretation	Sa	9/26-10/10	8:30 a.m.-1:30 p.m.

New Jersey Uniform Construction Code

JCDE 940-60	Subcode Official (Online)	MW	9/16-11/16	6-9 p.m.
JCDE 946-38	Fire Inspector ICS (Online)	TTh	9/8-12/22	6-10 p.m.
JCDE 942-66	Building Inspector RCS (Online)	MW	9/9-12/28	6:30-9:30 p.m.
JCDE 949-37	Plumbing Inspector HHS (Online)	TTh	9/8-10/27	6-10 p.m.
JCDE 948-40	Plumbing Inspector ICS (Online)	TTh	11/12/26-3/11/27	6-10 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 732.906.2556 for our staff to manually apply the pricing discount.

Construction Project Management CEU 1.2

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 935-69	Sa	10/17-24	9 a.m.-4 p.m.	2 sessions
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Construction Methods and Materials CEU 1.2

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

Prerequisite: Construction Project Management

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

CNMC 937-69	Sa	10/31-11/7	9 a.m.-4 p.m..	2 sessions
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Cost Estimating and Administration CEU 1.2

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 938-69	Sa	11/14-21	9 a.m.-4 p.m.	2 sessions
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Construction Site Safety CEU 1.5

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 939-69	Sa	12/5-19	8:30 a.m.-1:30 p.m.	3 sessions
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Construction Contracts CEU 1.2

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 936-70	MW	12/1-10	6-9 p.m.	4 sessions
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ADDITIONAL CONSTRUCTION MANAGEMENT COURSES

Blueprint Reading *New*

Reading blueprint courses teach students how to interpret technical drawings used in construction, engineering, and design. In this course, students learn to understand and interpret symbols, scales, and dimensions, turning them into buildable objects. They also learn about the different types of views, such as floor plans, sections, and elevations. The course often includes hands-on practice, allowing students to analyze real-life blueprints from already built projects and develop the skills needed to visualize structures before they are constructed. After these prints are studied and analyzed, a trip to the project site may be arranged to see the drawings come to life. By the end of the class, students gain the confidence to read and apply blueprint information in practical settings, preparing them for careers in project estimating, project management, project takeoff, architecture, and construction.

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

CNMC 942-01 9/5-19 8:30 a.m.-1:30 p.m. 3 sessions

Construction Document Interpretation *New*

Construction project managers need to be able to read construction drawings and plans accurately. This course covers plans, specifications, and construction/working drawings, with topics including floor plans, elevations, sections, details, symbols, schedules, specifications, and abbreviations used in architectural and engineering drawings. By the end of the course, students will be able to read, analyze, and apply the full range of documents used throughout the design and construction process, including drawings, specifications, schedules, contracts, and other project-related materials. Students will gain a comprehensive understanding of the role of construction documents. In addition, students will develop skills in specifications analysis.

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

CNMC 942-01 Sa 9/26-10/10 8:30 a.m.-1:30 p.m. 3 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.

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

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 940-60	MW	9/16-11/16	6-9 p.m.	15 sessions
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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.

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

JCDE 946-38	TTh	9/8-12/22	6-10 p.m.	30 sessions
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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 942-66	MW	9/9-12/28	6:30-9:30 p.m.	30 sessions
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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, and at least 7 years of work experience under a master plumber

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

JCDE 949-37	TTh	9/8-10/27	6-10 p.m.	15 sessions
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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.

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

JCDE 948-40	TTh	11/12/26-3/11/27	6-10 p.m.	30 sessions
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SEND YOUR CHILD TO COLLEGE
EARLY LEARNING CENTER

PROGRAMS FOR TODDLERS
PRESCHOOLERS AND PRE-K



OUR CENTER IS OPEN YEAR-ROUND!

Monday through Friday, from 7:30 a.m. to 5:00 p.m.

Our professional and Preschool Education and Childcare Facilities are available for children of Middlesex college students, staff and for the community as well.



Children between 2 1/2 and 5 years of age who are able to function in a school situation may apply. Admission is determined by a child's age, parental need, and the number of children the center can accommodate. Breakfast, Lunch and afternoon snacks are provided at no additional cost.

We're Flexible

- 3,4,5 day programs are available

Facilities

- Developmentally appropriate classrooms
- Spacious playground
- Newly installed safety surface for outside play area

Program

- Lesson plan posted in parent portal
- State-approved curriculum
- Small learning groups
- Classroom for children, age 2 1/2 (diapers ok) and 3-5 years old
- Breakfast, lunch, and snack provided

For registration, information or to schedule a tour, please contact:

Mary Jo Mackintosh M.Ed., Director
732.906.2542



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

HOW TO REGISTER FOR COURSES

Online

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

Mail

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

Payment Method

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

Payment Procedure

Full payment is due at the time of registration.

Telephone

Call 732.906.2556. Use Visa, MasterCard, Discover.

In-Person

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

Prerequisites

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

Course Confirmation and Location

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

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

Certificates

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

Credit Courses

For information please call 732.906.4240.

TUITION WAIVER INFORMATION

College Employees

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

Senior Citizen

Middlesex County residents 65 years of age or older are eligible for a course waiver, which covers tuition only, and is on a space-available basis, to a maximum of \$125. Student must pay all fees at the time of registration. 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.

Refund and Cancellation Policy

We are pleased to offer you a refund or credit for a class from which you withdraw if you notify us at least five working days before the start of class. No refunds will be issued thereafter. Refunds and credits are processed upon the receipt of an official Withdrawal Form. Call 732.906.2556 to request the form. A \$25 processing fee will be deducted from your refund. The College reserves the right to limit registration for courses, to cancel courses where there is insufficient enrollment, to combine or divide sections and to change time, day and instructor. In these situations, students are eligible for a complete refund.

Workforce Development Training Department

The Workforce Development Training Department Refund and Cancellation Policy may significantly differ from the above; contact the Workforce Development Training office at 732.906.4231 for this information.

Late Registration Fee

Register before the first day of the course in order to avoid a late fee of \$25.

Change Fee

We will accept your course change with a \$25 fee.

Student Rights: FERPA

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

Student Rights and Responsibilities: Code of Student Conduct

In order to provide for the maximum safety and well-being of the College community, including guests, certain standards of behavior have been established at the College. These standards of conduct apply to students engaging in College sponsored activities both on-and off-campus.

For more information, see Code of Student Conduct section under Students' Rights and Responsibilities in the most recent Middlesex College e-Catalog:

course-catalog.com/mcc/C.

Emergency Closings

The College is in full operation every scheduled class day. In certain cases, the interest of all concerned is best served by cancellation or delayed openings of classes.

Announcements are made on the College website, middlesexcollege.edu. You may also call the Middlesex College Information Line at 732.906.2555.

All announcements should be noted carefully. On certain occasions, morning, afternoon, or evening classes only may be delayed or canceled.

Parking

Free parking is available to students who register for courses located on the Edison campus. Visit 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.bncollege.com/shop/middlesexcc/home.

DATE	BIRTH DATE	SOCIAL SECURITY NO.	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
		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

[illegible]

X _____ \$ _____
Authorized Signature Date Amount

Workforce Development and Lifelong Learning Registration Questions? Call 732.906.2556

NOTES

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Explore

OUR SCHOLARSHIPS



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

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

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
Dental Radiography ■ ECG/EKG Technician Certificate ■ Patient Care Technician
Mental Health Technician ■ New Jersey Film Academy
Phlebotomy Technician Certificate ■ Construction Management Certificate

Learn more information about our noncredit scholarships by visiting
middlesexcollege.edu/funding-your-education/scholarships.





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@middlesexcollege.edu

New Brunswick Center

140 New St., New Brunswick, NJ 08901

P: 732.745.8866

F: 732.249.7306

E: infoNB@middlesexcollege.edu

Perth Amboy Center

60 Washington St., Perth Amboy, NJ 08861

P: 732.906.7755

F: 732.442.7811

E: Perth_Amboy_Center@middlesexcollege.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.