Middlesex Community College

CONTINUING
EDUCATION

FAST TRACK HEALTH CAREERS

Career Training for Jobs of the Future
FALL 2013 Non-Credit Schedule
Courses in Middletown, Meriden, and Online

www.mxcc.edu
Fast Track
Health Careers

Fall 2013 Non-Credit Schedule

Continuing Education Staff
Office: 860-343-5865
Diane Bordonaro, R.N., Allied Health Coordinator
Patti Hard, Secretary

Questions about programs or courses?
Please email us at: mx-cehelp@mxcc.edu

Are You Unemployed?
You may be eligible for funding for several training programs if you meet certain income requirements. Contact CTWorks in Meriden at 203-238-3688 ASAP

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Certified Nurse Aide (CNA)

Certified Nurse Aides play a vital role in healthcare delivery by providing routine patient care. Working under the supervision of a nurse, CNAs report vital patient information including temperatures, pulses, and blood pressures. CNAs have direct patient contact assisting with daily activities, such as, bathing, walking, and eating. The Certified Nurse Aide training program consists of lectures, skills development, and clinical training. Learn the proper way to perform nursing procedures essential to meet the needs of patients under your care. This program is approved by the State Department of Public Health.

**Note:** Convicted felons may have difficulty finding employment in the healthcare industry.

**Prerequisites:** 1) High-school diploma or GED, 2) English language competency. ESL students must take an ESL placement test. 3) Health Form signed by your physician including immunization information, PPD test for Tuberculosis and seasonal flu vaccine, 4) Must be at least 18 years of age with valid identification. 5) Artificial nails are not permitted, 6) A criminal background check may be required. Students who have a record of felonies or multiple misdemeanors may be denied access to clinical training sites.

**Supplies:** 1) Navy blue nursing uniform or scrubs and white shoes and 2) A watch with a sweep second hand 3) Gait Belt (available in the college bookstore)

**$1,200** (includes text, State of CT Certification exam fee, and CT Nurse Aide Registry Application fee)

*This program is eligible for WIA funding – contact CT Works early to inquire.*

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**Payment Plan Available!**

**Call 860-343-5865 for more information**

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1) **Evening Program – Middletown Campus**

   **CRN#: 3678**
   Dates: 9/10 – 12/3; No Class 10/15
   Days: 12 Tuesdays
   Times: 5:30 – 8:45PM
   **Location:** Chapman Hall, Room 605
   Instructor: Staff

   **Students must also enroll in the following lab/clinical section. Additional sections will be added as necessary.**

   **Lab/Clinical Section 1:**
   **CRN#: 3679**
   **Lab Dates:** 9/11 – 9/25
   **Days:** 3 Wednesdays
   **Times:** 4:00 – 9:00PM
   **Location:** Meriden Center Room 401

   **Clinical Dates:** 10/2 – 11/20
   **Days:** 8 Wednesdays
   **Times:** 4:00 – 10:00PM
   **Location:** Wadsworth Glen
   Instructor: Sandra Wade, L.P.N.

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*Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu*
2) Evening Program – Middletown Campus and Shoreline (Essex)

CRN#: 3678
Dates: 9/10 – 12/3 (No Class: 10/15)
Days: 12 Tuesdays
Times: 5:30 – 8:45PM
Location: Chapman Hall, Room 605
Instructor: Staff
Students must also enroll in the following clinical section.

CRN#: 3681
Lab Dates: 9/16 – 9/30
Days: 3 Mondays
Times: 4:00 – 9:00PM
Location: Essex Meadows
and
Clinical Dates: 10/7 – 11/25
Days: 8 Mondays
Times: 4:00 – 10:00PM
Location: Essex Meadows
Instructor: Jacqueline Dobruck, L.P.N.

3) Daytime Program – Meriden

CRN#: 3682
Dates: 10/28 – 12/9 (No class: 11/27)
Days: 6 Mondays & 6 Wednesdays
Times: 9:00AM – 12:30PM
Location: Meriden Center Room 401
Instructor: Staff
Students must also enroll in the following lab/clinical section.

Lab/Clinical Section 1:
CRN#: 3683
Labs Dates: 10/29 – 11/5
Days: 2 Tuesdays & 1 Thursdays
Times: 9:00AM – 2:00PM
Location: Meriden Center Room 401
and
Clinical Dates: 11/7 – 12/5 (No Class: 11/28)
Days: 4 Tuesdays & 4 Thursdays
Times: 8:00AM – 2:00PM
Location: Wadsworth Glen, Middletown
Instructor: Irene Cowen, L.P.

4) Evening Program – Meriden Center

CRN#: 3685
Dates: 9/30 – 12/16
Days: 12 Mondays
Times: 5:30 – 8:45PM
Location: Meriden Center, Room 401
Instructor: Jacqueline Dellacamera, R.N.
Students must also enroll in the following lab/clinical section.

Lab/Clinical Section 1:
CRN#: 3686
Lab Dates: 10/1 – 10/8
Days: 2 Tuesdays
Times: 4:00 – 9:00PM
Location: Meriden Center Room 401
and
Clinical Dates: 10/15 – 12/10
Days: 9 Tuesdays
Times: 4:00 – 10:00PM
Location: Apple Rehab
Instructor: Staff

Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
5) Daytime Program – Old Saybrook & Essex

CRN#: 3688
12 Lectures
Dates: 10/7 - 11/19 (No class: 10/14, 11/11)
Days: 5 Mondays & 7 Tuesdays
Times: 9:00AM – 12:30PM
Location: Old Saybrook Town Hall, Conference Room
Instructor: Sharon Craft, B.S., R.N.
Students must also enroll in the following clinical section.

CRN#: 3689
Lab Dates: 10/10 – 10/17
Days: 2 Thursdays and 1 Friday
Times: 8:00 – 1:00PM
Location: Essex Meadows

Clinical Dates: 10/18 – 11/14
Days: 4 Thursdays & 4 Fridays
Times: 8:00 – 2:00PM
Location: Essex Meadows
Instructor: Laurie McConnell L.P.N.

Patient Care Technician Certificate (PCT)

The Patient Care Technician (PCT) Certificate program is an exciting opportunity for Certified Nurse Aides to advance their skills, earn a better salary, and have more job options in a changing work environment. PCTs are valued members of many health care teams. They work in hospitals, rehabilitation settings, physician offices, clinics, and long-term care facilities. Upon completion of this program, students are eligible to sit for the National Healthcareer Association Certified Patient Care Technician Exam. Prerequisites: 1) Current CNA required, 2) High-school diploma or GED 3) English language competency. Note: Convicted felons may have difficulty finding employment in the healthcare field. This program is eligible for WIA funds – contact CT Works 203-238-3688 to inquire.

The following 7 courses are included in the PCT program:
1) Advanced Nurse Aide $399
2) Phlebotomy Skills for the PCT 399
3) ECG and Pulse Oximetry 249
4) Computer Fundamentals 299
5) Customer Service & Communication in Healthcare 49
5) CPR or BLS 90
7) Hospital Based Clinical Experience (optional) 699

Total = $2,184 + textbooks

Payment Plan Available
Call 860-343-5865 for more information

Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
Orientation to the Patient Care Technician Program
This session will review important information to prepare the student for entry into the PCT Certificate Program. Learn about the role of the PCT as part of the healthcare team and potential employment opportunities. The PCT program and course descriptions will be covered. **FREE, but pre-registration is required by Monday, September 9th.**

**Evening Program – Middletown Campus**
CRN#: 3690
Dates: 9/10
Days: Tuesday
Times: 5:00 – 6:00PM
**Location:** Chapman Hall, Room 606
**Instructor:** Diane Bordonaro, B.S., R.N.

Advanced Nurse Aide Skills
This 24-hour course is designed to build on the basic knowledge of a Certified Nurse Aide. Participants will gain the advanced knowledge necessary to care for complex patients in acute care settings. The role of the PCT in caring for patients with IV therapy, wounds and sterile dressings, colostomies and catheters, enteral feedings, and advance respiratory needs will be covered. Students will also learn how to collect specimens and provide pre- and post-operative care to surgical patients.

**$399**
**Evening Program – Meriden Center**
CRN#: 3691
Dates: 10/2 – 11/20
Days: 8 Wednesdays
Times: 5:30 – 8:30PM
**Location:** Meriden Center, Room 401
**Instructor:** Kathie Larke, R.N., M.S.N.

Phlebotomy Skills for the PCT
The art and science of phlebotomy is an important part of the role of many Patient Care Technicians. This introductory course will include skin puncture techniques, special collection procedures, legal and ethical issues, safety concerns, infection control, and quality assurance. Teaching methods include lecture and supervised hands-on practice in a simulated lab setting, but does not include a clinical rotation. A text is required and can be purchased at the campus bookstore for approximately $65. Please bring the CRN and course title to the college bookstore when purchasing.

**$399**
**Evening Program – Meriden Center**
CRN#: 3692
Dates: 10/3 – 11/21
Days: 8 Thursdays
Times: 5:30 – 8:30PM
**Location:** Meriden Center, Room 401
**Instructor:** Staff

EKG & Pulse Oximetry
Come to this course and learn the knowledge and skills to accurately obtain a 12-lead EKG and pulse oximetry measurement. Cardiac and respiratory anatomy and function, lead and sensor placement, recognition of normal vs. abnormal readings, and how to adapt to unusual patient situations will also be taught. This course includes classroom and hands-on lab experience. **Note:** This course does not prepare you to be an EKG technician.

**$249**
**Evening Program – Meriden Center**
CRN#: 3693
Dates: 10/4 – 10/25
Days: 4 Fridays
Times: 5:30 – 8:30PM
**Location:** Meriden Center, Room 401
**Instructor:** Amanda Zaleski, M.S.
Computer Fundamentals
This preparatory course gives students the fundamental skills necessary to gain a basic understanding of how to use a computer. The course teaches basic keyboarding techniques, the fundamentals of the Windows environment, file management, Internet research, and email. Students are encouraged to purchase a 2GB flash drive to save their assignments. Students with little or no hands-on experience with computers should take this basic skills course as part of their training for an entry level position in healthcare.
$299
Saturday Program – Middletown Campus
CRN#: 3694
Dates: 9/21 – 10/19
Days: 5 Saturdays
Times: 9:00AM – 12:00PM
Location: Wheaton Hall, Room 306
Instructor: Ellen Kramer, M.B.A.

Customer Service & Communication in Healthcare
A career in healthcare can be as challenging as it is rewarding. This course covers the essential components of good customer service and professionalism. You will develop effective communication skills to use with your patients and their family members while upholding the legalities of HIPAA.
$49
Evening Program – Meriden Center
CRN#: 3695
Dates: 11/1
Days: 1 Friday
Times: 5:30 – 8:30PM
Location: Meriden Center, Room 401
Instructor: Staff

Hospital Based Clinical Experience
This course offers Patient Care Technician students an opportunity to work as a member of the healthcare team in an acute care setting. Under the supervision of a registered nurse, students will provide hands-on care to patients in the hospital. All care will be documented electronically. Prerequisites: 1)Current CNA 2)Advanced Nurse Aide 3)Computer Fundamentals 4)Customer Service and Communication in Healthcare 5)Health Form, including immunizations, PPD test, and flu vaccine, 6)Criminal background check. Students who have a criminal background will be denied access to the clinical training site.
Enrollment is limited – apply early!
Students will be required to attend mandatory hospital orientation session.
$699 (includes $54 fee for criminal background check)
Evening Program – Meriden Center
CRN#: 3696
Dates: 12/3 – 12/18
Days: 3 Tuesdays, 3 Wednesdays and 2 Thursdays
Times: 6:45AM – 11:45AM
Location: Middlesex Hospital
Instructor: Maureen Skowronek, R.N.

Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
Heartsaver Adult/Child CPR Certification

Heartsaver Adult/Child Cardiopulmonary Resuscitation (CPR) is taught with the use of barrier devices. The relief of choking in adults and children and use of the Automated External Defibrillator are covered. This is a great course for parents, coaches and teachers. Successful completion of this course results in a 2-year American Heart Association certification.

$75

Evening Class – Middletown Campus
CRN#: 3697
Date: 12/9
Day: Monday
Time: 5:30 – 8:00 PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

Day Class – Middletown Campus
CRN#: 3698
Date: 11/6
Day: 1 Wednesday
Time: 9:30 AM – 12:00 PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

Basic Life Support (BLS) for Health Care Providers

A fast-paced BLS course for healthcare providers who must have a credential documenting successful completion of CPR. Learn how to recognize life-threatening emergencies, perform CPR, manage foreign body airway obstructions, use bag-valve-masks (BVM’s), and operate an automated external defibrillator (AED). Successful completion of the BLS course results in a 2-year American Heart Association certification. Class is limited to 20 students. Note: This is a required course for all pre-nursing students.

$90

Day Class – Middletown Campus
CRN#: 3699
Date: 10/23
Day: Wednesday
Time: 9:30 AM – 2:00 PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

Whoops!
We cancelled your class because we didn’t know you planned on attending.
Register Early

Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
Medical Billing & Coding Certificate

The Medical Billing & Coding Certificate Program is designed for those who want to begin medical billing and coding careers or prepare for a nationally-recognized certification exam. The training in this program will also provide you with the necessary skills required by employers seeking a Medical Billing or Medical Coder Specialist. Medical billers are responsible for submitting claims to insurance companies, Medicare, Medicaid, and in some instances, patients themselves on behalf of their employers or clients. Professional medical coders transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric codes. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Students who successfully complete this program will be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC) or the American Health Information Management Association (AHIMA). For more information on the national certification exams or student membership with the AAPC or AHIMA, please visit either: www.aapc.com or www.ahima.org.

This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

The following courses are required to earn this certificate:

1) Medical Insurance $699
2) Medical Terminology and Anatomy for Coders 699
3) Computer Fundamentals 299
4) Computers in the Medical Office 699
5) Medical Coding 999

Total = $3,395 + textbooks

Payment Plan Available
Call 860-343-5865 for more information

Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
Medical Insurance

This course will introduce students to the ever-changing environment of medical health insurance and claims processing, insurance terminology, types of insurance, and the eligibility and benefit structure of the insurance plan. Topics discussed will include the Health Insurance Portability and Accountability Act (HIPAA), Medicare, Medicaid, Managed Care, TRICARE, and Workers’ Compensation. Students will learn to generate and manage billing claim forms for the medical office and other organizations. Students will be prepared to analyze and accurately decipher complicated medical claims and oversee the entire billing and reimbursement process. If you’re currently employed in medical administration, or looking to enter the field, you’ll benefit from this training in medical billing. A textbook is required for this program and can be purchased for approximately $160 through our college bookstore. Please bring the CRN and course title to the college bookstore.

$699
Evening Program
CRN#: 3700
Dates: 9/23 – 1/13 (No Class: 12/23, 12/30)
Days: 15 Mondays
Times: 6:00 – 9:00PM
Location: Chapman Hall, Room 606
Instructor: Barbara Rutigliano, M.S., C.P.C.

Medical Terminology and Anatomy for Coders

Prepare to code accurately and effectively with detailed knowledge of medical terminology and anatomy. Medical language is very logical and organized according to body systems, anatomy, physiology and disease processes. Students will be introduced to the systems of the body and terminology related to each system. Common medical abbreviations of tests, diseases and procedures will be introduced. Students will learn about the structure of medical words, including prefixes, suffixes, combining forms, and how to decipher medical words. This course will also help you understand the vastly increased anatomy necessary for accurate coding, including the location of hundreds of arteries, muscles, nerves and other anatomy. A textbook is required for this program and can be purchased for approximately $130 through our college bookstore. Please bring the CRN and course title to the college bookstore.

$699
Evening Program
CRN#: 3701
Dates: 9/19 – 1/9 (No class: 11/28, 12/26)
Days: 15 Thursdays
Times: 6:00 – 9:00PM
Location: Chapman Hall, Room 605
Instructor: Donna Frechette, R.N., B.S., M.Ed
Computer Fundamentals

This preparatory course gives students the fundamental skills necessary to gain a basic understanding of how to use a computer. The course teaches basic keyboarding techniques, the fundamentals of the Windows environment, file management, Internet research, and email. Students are encouraged to purchase a 2GB flash drive to save their classroom assignments. Students with little or no hands-on experience with computers should take this basic skills course before taking Computers in the Medical Office.

$299

Saturday Program – Middletown
CRN#: 3694
Dates: 9/21 – 10/19
Days: 5 Saturdays
Times: 9:00AM – 12:00PM
Location: Wheaton Hall, Room 306
Instructor: Ellen Kramer, M.B.A.

Computers in the Medical Office

Students will learn to gather information and enter transactions on the current version of Medisoft Patient Billing software. Using current, realistic, medical office cases student build transferable computerized medical billing and scheduling skills. Students are encouraged to purchase a 2GB flash drive to save their classroom assignments. A textbook is required for this course and can be purchased for approximately $190 through our college bookstore. Please bring the CRN and course title to the college bookstore.

$699

Evening Program
CRN#: 3702
Dates: 10/23 – 2/19 (No class: 11/27, 12/25, 1/1, 2/12)
Days: 14 Wednesdays
Times: 6:00 – 9:00PM
Location: Wheaton Hall, Room 305A (through 12/18); 2014 TBD
Instructor: Adrienne Doughty, C.P.C., C.H.I.S.P.

Medical Coding

This course will introduce students to the challenging and rewarding field of Diagnostic and Procedural Medical Coding. Conventions, guidelines and the application of ICD-9-CM (International Classification of Disease, 9th Edition, Clinical Modification), CPT®-4 (Current Procedural Terminology 4th Revision), and HCPCS Level II will be covered in great detail. ICD-10-CM will be introduced. HIPAA (Health Insurance Portability and Accountability Act) and Medicare compliance issues will also be discussed. Students will gain an appreciation of the relationship between accurate coding and financial reimbursement. A textbook bundle is required for this course and can be purchased for approximately $550.00 through our college bookstore. Prerequisites: Medical Insurance and Medical Terminology and Anatomy for Coders.

$999

Evening Program – Middletown Campus
CRN#: 3703
Dates: 2/24 – 5/14
Days: Mondays & Wednesdays
Times: 6:00 – 9:00PM
Location: Chapman Hall, Room 606
Instructor: Barbara Rutigliano, M.S., C.P.C.

Payment Plan Available
Call 860-343-5865 for more information

Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
**EXPANDED Ophthalmic Medical Assisting Certificate**

The field of ophthalmology throughout Connecticut has many entry-level job openings for those serious about entering a highly-respected profession. This program provides the skills necessary to enter this fascinating field and start preparing for professional certification. This course is designed to provide students with the skills and knowledge necessary to perform the role of an Ophthalmic Medical Assistant in an ophthalmological (eye care) practice. It is open to employees of an ophthalmological office and students interested in entering the profession. Students will learn how to perform preliminary mechanical and technical procedures that assist the physician in diagnosis and treatment.

Course material is covered in a “hybrid” course presentation format with on-campus clinical and classroom segments and weekly online presentations. The course will also include off-campus clinical training to expose you to essential ophthalmic knowledge and skills. Students should have a basic understanding of the use of computers and accessing information online. The college will provide an orientation to the use of the online component of the course through an introduction to “Blackboard Learn”, the course presentation format adapted by the college for all courses.

Topics of discussion will include ocular anatomy, physiology and pathology, visual optics, ophthalmic triage, the use of lenses and contact lenses to correct vision, the elements of a comprehensive eye exam, measurement of intraocular pressure, subjective and objective refraction, visual field measurement, medical ethics and HIPAA regulations, ophthalmic instruments and their care, infection control, lensometry, keratometry, patient practice management, and ophthalmic surgical assisting.  

*This program is eligible for WIA funding – contact CT Works early to inquire about your eligibility at 203-238-3688.*

Payment plan available. Students endorsed by a Connecticut Society of Eye Physicians (C.S.E.P.) member receive discounted tuition of **$1,099**. Student registration form must be accompanied by C.S.E.P. recommendation letter at time of enrollment.  

**$1,299** (textbook included)

**Saturday Program – Middletown Campus**  
CRN#: 3704  
Dates: 9/7, 9/14, 9/28, 10/5, 10/19, 11/2, 11/16, 11/30, 12/7, 12/14  
Days: 10 Saturdays  
Times: 9:00AM – 4:00PM (1-hour lunch break)  
**Location: Chapman Hall, Room 613**  
Instructors: Raymond Dennis, M.Ed. & Licensed Optician, Rosa Malczynski, and Dorothy Mikulski

Questions about Fast Track Health Careers?  Email us at: mx-cehelp@mxcc.edu
Personal Trainer Certificate

Whether you are planning a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. In the current marketplace, there is high demand for personal trainers. If you are interested in pursuing a career in fitness, a personal-training education can be an excellent addition to your resume. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to actually work with clients, and a 30-hour internship. Topics include anatomy, exercise physiology, nutrition, health screening, and more. You will be required to complete a separate class in CPR/AED. A textbook is required for this course and can be purchased for approximately $80 through our college bookstore. Pick up your book now and get started reading before the first class! For more information call WITS (World Instructor Training Schools) at 1-888-330-9487. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.

$735

Saturday Program – Middletown Campus & New England Athletic Center
CRN#: 3716
Dates: 9/28 – 11/23
Days: 9 Saturdays
Times: 9:00AM – 2:00PM
Location: Snow Hall, Room 505
Practical Training: New England Athletic Center, Cromwell
Instructor: W.I.T.S.

Pharmacy Technician Certificate Program

This program is offered in partnership with the Connecticut Pharmacists Association. This comprehensive, 60-hour course prepares you for an entry-level position in a community, hospital or long-term care setting. Topics include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. Learn dosage calculation, I.V. flow rates, drug compounding, and dose conversion. Develop your knowledge of prescription dispensing, inventory control, billing, and insurance reimbursement. This program is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam (not included in this course fee). Prerequisite: Proficiency in English, mathematics, and algebra as required for pharmaceutical calculations and directives, proof of high school diploma or GED. Note: Individuals convicted of a felony are not permitted to sit for the exam.

$1049 (textbooks included)

Evening Program – Middletown Campus
CRN#: 3705
Dates: 10/1 - 12/12 (No Class: 10/15, 11/28)
Days: 10 Tuesdays & 10 Thursdays
Times: 7:00 – 10:00PM
Location: Wheaton Hall, Room 312
Instructor: CT Pharmacy Associates

Pharmacy Technician Certification Exam Information

The Pharmacy Technician Certification Board (PTCB) offers the Pharmacy Technician Certification Exam. Exam fee of $129 is not included with the course. For more information please visit www.ptcb.org

Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
Veterinary Assistant Certificate

Do you love working with animals? Are you looking for employment in the animal care industry? The Veterinary Assistant Training Program is a great way to begin your career in the animal field. The Introduction to Veterinary Assisting course provides students with the opportunity to determine if this is the right career path for them. Following the Introduction course, this program dives deeper into the animal care field focusing on the care of small animals, large animals and exotic pets in the veterinary profession. This 20 week program, consisting of Veterinary Assisting I and II classes, involves 4 hours of weekly lectures and 4 hours of weekly clinical experience where students will complete routine tasks and specialized procedures done in the veterinary hospital. This program follows the National Association of Veterinary Technicians guidelines for Veterinary Assistant Programs and can be a stepping stone to a Veterinary Technician Certification Program or entry level position at a veterinary facility. MxCC partners with the Connecticut Valley Veterinary Associate to offer this program.

Eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.
Certificate Program: 86 hours theory + 72 hours clinical = 158 program hours. Earn 15.8 C.E.U.s.

**Note:** Program certificate will be awarded upon completion of all requirements of Veterinary Assistant I and Veterinary Assistant II. Students must register for both Veterinary Assistant I and Veterinary Assistant II. Payment for Veterinary Assistant II is due on or before November 15, 2013.

Introduction to Veterinary Assisting
Understand the role of the Veterinary Assistant as a member of the animal health-care team. Get a behind-the-scenes tour of a veterinary hospital and learn the basics of animal behavior. Employment opportunities for Veterinary Assistants will be covered.

$49
CRN#: 3706
Dates: 9/16, 9/17, 9/18
Days: 1 Monday, 1 Tuesday, and 1 Wednesday
Times: 7:00 – 9:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S. and Staff

Introduction to Veterinary Assisting for High School Students
This course is open to students age 14 and 15 who wish to explore veterinary careers. Learn about the exciting careers in veterinary medicine and find out what Veterinary Assistants and Veterinary Technicians do on the job. Get a behind-the-scenes tour of a veterinary hospital and learn the basics of animal behavior. Employment opportunities for Veterinary Assistants will be covered.

$49
CRN#: 3707
Dates: 10/22, 10/29, 11/5
Days: 3 Tuesdays
Times: 7:00 – 9:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S. and Staff

Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
Veterinary Assistant I

Students will learn to work safely with small animals, large animals and exotic pets. Restraints, physical care, and nursing procedures will be taught in lecture. During clinical labs students will participate in the daily activities of a busy animal hospital and learn clinical skills including taking vital signs and weights, trimming nails, administering medications and reconstituting vaccines. Textbooks are required for this course and can be purchased for approximately $100 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing. **Prerequisites:** 1) Introduction to Veterinary Assisting Course (This requirement may be waived with written recommendation from Veterinary Employer or High-School Animal Science Teacher), 2) English language competency, and 3) grey scrub top and pants. 4) The ability to lift 50 pounds. Students must provide their own transportation to clinical sites.

$899

**CRN#: 3708**

Dates: 9/23 – 12/2; (No class: 11/27)

Days: 10 Mondays & 10 Wednesdays

Times: 7:00 – 9:00PM

**Location:** Snow Hall, Room 505

Instructor: Staff

**Students must also register for one of the following 3 clinical sections.**

Clinical Section 1:

**CRN#: 3709**

Dates: 9/26 – 11/21

Days: 9 Thursdays

Times: 4:00 – 8:00PM

**Location:** Pieper Memorial Veterinary Center

Instructor:

Michael Lavoie, B.S.

Clinical Section 2:

**CRN#: 3710**

Dates: 9/27 – 11/22

Days: 9 Fridays

Times: 8:00AM – 12:00PM

**Location:** Pieper Memorial Veterinary Center

Instructor:

Amy Levensaler, A.A.S., C.V.T., V.T.S.

Clinical Section 3:

**CRN#: 3711**

Dates: 9/28 – 11/23

Days: 9 Saturdays

Times: 8:00AM – 12:00PM

**Location:** Pieper Memorial Veterinary Center

Instructor:

Jocelyn Otte, A.S., C.V.T.

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**Note: Seating is limited. Register Early!**

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**Note: Students must register for Veterinary Assistant I and Veterinary Assistant II.**

**Payment for Veterinary Assistant II is due on or before November 15, 2013.**

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Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu
Veterinary Assistant II
The role of the Veterinary Assistant during specialized procedures, including laboratory, radiology, pharmacy and surgery will be covered. In addition, Office and Ethical Procedures will be covered. Upon completion of the course, students will receive a Certificate in Veterinary Assisting. **Prerequisite:** Veterinary Assisting I.

$899  
CRN#: 3712  
Dates: 12/9 – 3/10; (No Class: 12/23 – 1/1, 1/20, 2/12, 2/17)  
Days: 10 Mondays & 10 Wednesdays  
Times: 7:00 – 9:00PM  
**Location:** Wheaton Hall, Room 312  
Instructor: Staff

**Students must also register for one of the following 3 clinical sections.**

**Clinical Section 1:**  
CRN#: 3713  
Dates: 12/12 – 2/13; (No class: 12/26)  
Days: 9 Thursdays  
Times: 4:00 – 8:00PM  
**Location:** Pieper Memorial Veterinary Center  
Instructor: Michael Lavoie, B.S.

**Clinical Section 2:**  
CRN#: 3714  
Dates: 12/13 – 2/14; (No class: 12/27)  
Days: 9 Fridays  
Times: 8:00AM – 12:00PM  
**Location:** Pieper Memorial Veterinary Center  
Instructor: Amy Levensaler, A.A.S., C.V.T., V.T.S.

**Clinical Section 3:**  
CRN#: 3715  
Dates: 12/14 – 2/15; (No class: 12/28)  
Days: 9 Saturdays  
Times: 8:00AM – 12:00PM  
**Location:** Pieper Memorial Veterinary Center  
Instructor: Jocelyn Otte, A.S., C.V.T

**Coming Soon**

Central Sterile Processing Technician

_Are you interested in working in a healthcare setting? Do you want to assist the healthcare team in maintaining a sanitary and safe environment for patients?_  
A career as a sterile processing technician might be right for you. Sterile processing technicians use the most up to date methods of cleaning, sterilizing, inspecting and organizing tools for surgery and other medical procedures. Central sterile processing technicians are trained in principles, methods and control of sterilization processes; and the cleaning, processing, packaging, distributing, storing and inventory control of sterile goods, instruments, trays and equipment. The Central Sterile Processing program is designed to provide the knowledge and basic skills needed to work in a hospital, surgical center, or other facility that utilizes a central sterile supply department. Students will tour a Central Sterile Supply Department at a local hospital. Upon successful completion, the student will be eligible to sit for a national certification exam (not included with course).

_For more information on this exciting new program check our web site [www.mxcc.edu/ceinfo](http://www.mxcc.edu/ceinfo)._
Information for Non-Credit Students

QUESTIONS? Call the Continuing Education Office at 860-343-5865.

Frequently Asked Questions About Continuing Education Courses...

1. Do I need to submit a $20 application fee for any non-credit course?
   No, there are no application fees for non-credit courses.

2. Do I need to submit proof of immunization (MMR) for these courses?
   No, MMR (mumps, measles, rubella) documents are not required unless you are a CNA student and then health form, immunization records, PPD (tuberculosis testing) and flu vaccine are required.

3. Do I need to submit high-school or college transcripts for these courses?
   No, transcripts are not required. You are required to be a high school graduate to take many of the Allied Health courses. (Please check the course descriptions for details.)

4. Can I register online for non-credit courses?
   No, but you can register for any non-credit course by phoning the office, faxing the registration form, mailing in the registration form, or visiting our office. Online registration is not available for non-credit courses.

5. Are refunds available?
   Yes, you can receive a full tuition refund when you withdraw from your course at least 3 working days before the course start date. Once the course has started, refunds are not available.

6. Do you offer payment plans?
   Yes, payment plans are available for most of our non-credit programs.

7. What happens if my course gets cancelled?
   Students will be notified by telephone approximately 2 – 3 business days prior to the scheduled start date. Refund checks will be mailed to the current address on file.

8. Can I receive C.E.U.s (Continuing Education Units) for my course?
   Yes, C.E.U. requests must be made in writing to the Continuing Education Office. They are given on the basis of 1 seat hour = .1 C.E.U. or 10 hours = 1 C.E.U. To receive C.E.U.s, 100% attendance is required in a classroom course. No partial C.E.U.s for a course will be awarded.

9. Is there an age requirement for courses?
   Most workforce development courses are adult courses requiring a student to be 18 years or older. We recommend students in all other classroom courses be at least 16 years old.

Course Locations: Please check your confirmation information or the room numbers listed in this schedule.

Confirmation Letters: Students should receive a confirmation letter of payment and a course schedule.

Refunds: Refund requests must be made to the Continuing Education Office in
writing. No refunds will be granted for requests less than 3 working days before a course start date. Refunds will be issued approximately a month after request or course cancellation.

**Course Cancellations By College:** The College reserves the right to cancel a course due to insufficient enrollments or emergency.

**Students with Disabilities Policy:** Middlesex Community College is committed to providing reasonable accommodations, including core services, to qualified students with disabilities. For additional information or to register for services, go to: http://www.mxcc.commnet.edu/Content/students_with_Disabilities_Medical_Problems.asp

**Snow/Weather Cancellations/Postponements/Delays:**
For day classes, announcements will be made by 6:00 am if possible. For evening classes, it’s dependent on the weather. Here are 4 options:
1) Local TV stations (3, 8, My TV9, 30, 61) listings at bottom of the screen.
2) Call MxCC Information at 860-343-5800. Use Option 1 for “School Closings.”
3) MxCC Website: www.mxcc.edu
4) Text Messaging – highly recommended. Once you are enrolled as a student, you can use this option.
   You will need to know your Banner ID. (It’s on your mailed business office receipt.)
   2) Scroll down to “Need Help.” Click “What is myCommNet Alert?” Follow the steps.

**For NON-CREDIT Courses Only:**

**Day Courses:** Classes scheduled to start at a delayed opening time or later will run as scheduled. Classes scheduled to start before a delayed opening time will be postponed until the following week – your course will be extended one class session and meet at the same day/time unless you are notified differently.

**Evening and Saturday Morning Courses:** Classes will be postponed until the following week – your course will be extended one week, and meet at the same day/time unless you are notified differently.

*Questions about Fast Track Health Careers? Email us at: mx-cehelp@mxcc.edu*
## 5 Ways To Enroll In Non-Credit Courses

**Enroll ASAP to guarantee your seat in the course!**

<table>
<thead>
<tr>
<th>VISA, MasterCard, and Discover accepted.</th>
<th>1. <strong>Mail</strong> – Registration form and check or credit card payment. (Address is at bottom of form.)</th>
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<td>2. <strong>Fax</strong> – Registration form and credit card information to 860-344-7488.</td>
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<td>3. <strong>Walk-In</strong> – Office hours are 8 am – 4:30 pm, Monday – Friday</td>
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<td></td>
<td>4. <strong>Phone</strong> – 860-343-5865. Registration with credit card only. See above office hours.</td>
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**Registration deadlines for most courses:** **Wednesday of the week before a course starts.** Please enroll as soon as possible to make sure your seat is guaranteed and to lessen the chance of a course being cancelled.

Download a registration form by clicking here.

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