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 nurse aide procedures essential to meet the needs of patients under your care and become a CNA on the CT Nurse Aide Registry. This program is approved by the State Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare field and be excluded from clinical training. This program is eligible for WIA funding – contact CT Works early to inquire. $1,299 Payment Plan Available

1) Evening Program – Middletown
CRN#: 3931
Dates: 9/8 – 10/29
Days: Mondays and Wednesdays
Times: 5:00 – 7:40PM
Location: Chapman Hall, Room 613
Instructor: Jacqueline Dobruck, L.P.N.

Students must also enroll in the following lab/clinical section. Additional sections will be added as necessary.
Lab/Clinical Section 1:
CRN#: 3933
Lab Dates: 9/11, 9/18, 9/25
Days: 3 Thursdays
Times: 4:00 – 9:20PM
Location: Meriden Center Room 401
and
Clinical Dates: 9/26 – 10/24
Days: Thursdays and Fridays
Times: 4:00 – 9:20PM
Location: Wadsworth Glen
Instructor: Sandra Wade, L.P.N.

2) Evening Program – Middletown Campus and Essex
CRN#: 3931
Dates: 9/8 – 10/29
Days: Mondays and Wednesdays
Times: 5:00 – 7:40PM
Location: Chapman Hall, Room 613
Instructor: Jacqueline Dobruck, L.P.N.

Students must also enroll in the following clinical section. CRN#: 3934
Lab Dates: 9/9, 9/16, 9/23
Days: 3 Tuesdays
Times: 4:00 – 9:20PM
Location: Essex Meadows
and
Clinical Dates: 9/25 – 10/23
Days: Tuesdays and Thursdays
Times: 4:00 – 9:20PM
Location: Essex Meadows
Instructor: Laurie McConnell, L.P.N.

3) Daytime Program – Shoreline/ Old Saybrook & Essex
CRN#: 3935
Dates: 10/6 - 11/17 (No class: 10/13, 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#: 3936
Lab Dates: 10/9, 10/10, 10/16
Days: 2 Thursdays and 1 Friday
Times: 8:00 – 1:00PM
Location: Essex Meadows
and
Clinical Dates: 10/17 – 11/13
Days: 4 Thursdays & 4 Fridays
Times: 8:00 – 2:00PM
Location: Essex Meadows
Instructor: Laurie McConnell, L.P.N.

4) Daytime Program – Meriden
CRN#: 3937
Dates: 11/3 - 12/17 (No class: 11/26, 12/15)
Days: Mondays & 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#: 3938
Labs Dates: 11/4, 11/7, 11/11
Days: 2 Tuesdays & 1 Friday
Times: 9:00AM – 2:00PM
Location: Meriden Center Room 401
and
Clinical Dates: 11/18 – 12/16 (No class 11/27)
Days: 4 Tuesdays & 4 Thursdays
Times: 8:00AM – 2:00PM
Location: Wadsworth Glen, Middletown
Instructor: Irene Cowen, L.P.N.

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.
Patient Care Technician Certificate

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. Payment Plan available.

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 (optional) 199
5) Customer Service & Communication in Healthcare 49
6) CPR or BLS 90
7) Hospital Based Clinical Experience (optional) 699

Total = $2,084 + textbooks

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.

1) Evening Program – Middletown Campus – Session 1
CRN#: 3941
Dates: 8/20
Days: Wednesday
Times: 5:00 – 6:00PM
Location: Chapman Hall, Room 606
Instructor: Diane Bordonaro, B.S., R.N.

2) Evening Program – Middletown Campus – Session 2
CRN#: 3942
Dates: 9/17
Days: Wednesday
Times: 5:00 – 6:00PM
Location: Chapman Hall, 605
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#: 3944
Dates: 10/1 – 11/19
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#: 3945
Dates: 10/2 – 11/20
Days: 8 Thursdays
Times: 5:30 – 8:30PM
Location: Meriden Center, Room 401
Instructor: Staff

EKG and 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#: 3946
Dates: 10/21 – 11/11
Days: 4 Tuesdays
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 classroom 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.

$199
Saturday Program – Middletown Campus
CRN#: 3943
Dates: 8/30 – 9/27
Days: 5 Saturdays
Times: 9:00AM – 12:00PM
Location: Wheaton Hall, Room 306
Instructor: Staff

Customer Service and 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#: 3947
Dates: 11/18
Days: 1 Tuesday
Times: 5:30 – 8:30PM
Location: Meriden Center, Room 401
Instructor: Maureen Skowronek R.N.

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#: 3948
Dates: 12/3 – 12/18
Days: 3 Wednesdays, 3 Thursdays and 2 Fridays
Times: 6:45AM – 11:45AM
Location: Middlesex Hospital
Instructor: Maureen Skowronek R.N.

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 Certification from the American Heart Association.

$75
Day Class – Middletown Campus
CRN#: 3950
Date: 11/5
Day: 1 Wednesday
Time: 9:30AM – 12:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

Evening Class – Middletown Campus
CRN#: 3951
Date: 12/8
Day: 1 Monday
Time: 5:30 – 8:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

Basic Life Support (BLS) for Healthcare 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 (BVMs), and operate an automated external defibrillator (AED). Successful completion of the BLS course results in a 2-year Certification from the American Heart Association. Class is limited to 20 students. *Note: This is a required course for all pre-nursing students.

$90
Day Class – Middletown Campus
CRN#: 3949
Date: 10/22
Day: Wednesday
Time: 9:30AM – 2:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More
Human Services Assistant Certificate
Are you looking for a fulfilling career helping others? Human Service workers support individuals with disabilities in leading self-directed lives. Develop skills, values and knowledge to effectively assist those who utilize social services. Basic knowledge about certain populations and problems encountered in human service work, ethical guidelines and essential helping skills are covered. Learn how to interact with other members of a multidisciplinary team, including professionals with advanced degrees. Health and safety in the residential-care environment is taught, including an introduction to medication administration. Certification in medication administration is not part of the course. Upon completion, students will be prepared for entry-level positions as Residential Living Assistants, Direct Behavioral Support staff and mentors. A textbook is required for this course and can be purchased for approximately $140 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing. Prerequisite: high school diploma or GED. Eligible for WIA funding – contact CT Works at 203-238-3688. $699
Daytime Program – Middletown Campus
CRN#: 3940
Dates: 10/6 – 12/3
Days: Mondays and Wednesdays
Times: 9:30AM – 12:00PM
Location: Chapman Hall Room 606
Instructor: Denise Jones, B.S.W., R.N.

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. $549
Daytime Program – Middletown Campus
CRN#: 3940
Dates: 10/6 – 12/3
Days: Mondays and Wednesdays
Times: 9:30AM – 12:00PM
Location: Chapman Hall Room 606
Instructor: Denise Jones, B.S.W., R.N.

Medical Insurance
This course introduces 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. $699
CRN#: 2153
Dates: 5/27 – 7/1
Days: Monday through Thursday
Times: 5:30 – 7:25PM
Location: Wheaton Hall, Room 306
Instructor: Brian Kenny

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#: 3953
Dates: 9/8 – 12/15
Days: 15 Mondays
Times: 6:00 – 9:00PM
Location: Chapman Hall, Room 606
Instructor: Barbara Rutigliano, M.S., C.P.C.
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 with little or no hands-on experience with computers should take this basic skills course before taking Computers in the Medical Office.
$199
Saturday Program – Middletown
CRN#: 3943
Dates: 8/30 – 9/27
Days: 5 Saturdays
Times: 9:00AM – 12:00PM
Location: Wheaton Hall, Room 306
Instructor: Staff

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#: 3952
Dates: 9/17 – 1/14 (No class: 11/26, 12/24, 12/31)
Days: 15 Wednesdays
Times: 6:00 – 9:00PM
Location: Wheaton Hall, Room 306
Instructor: Adrienne Doughty, C.R.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#: 3955
Dates: 2/9 – 5/4 (No class 2/16)
Days: Mondays & Wednesdays
Times: 6:00 – 9:00PM
Location: Chapman Hall, 606
Instructor: Barbara Rutigliano, M.S., C.R.C.

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) This program is eligible for WIA funds – contact CT Works 203-238-3688 to inquire. Payment Plan available.
Evening Program – Middletown Campus
CRN#: 3957
Dates: 9/30 - 12/11 (No Class: 10/14, 11/27)
Days: 10 Tuesdays & 10 Thursdays
Times: 7:00 – 10:00PM
Location: Chapman Hall, Room 605
Instructor: CT Pharmacy Associates

Pharmacy Technician Certification Exam Information
The Pharmacy Technician Certification Board (PTCB) offers the Pharmacy Technician Certification Exam which assesses candidates’ competence to perform the work of a pharmacy technician. Students who successfully complete the MxCC Pharmacy Technician program will be eligible to take this exam. Exam fee of $129 is not included with the course. For more information please visit www.ptcb.org.
Students who pass the PTCB exam are eligible to receive college credit through Charter Oak State College!!

WHOOPS!
We cancelled your class because we didn’t know you planned on attending. Register Early!
FREE Personal Trainer Orientation Programs - Online
Never leave your home to get the most comprehensive information on one of the hottest jobs. Fortune magazine and ABC news have targeted this industry as one to thrive in. The pay for national fitness trainers averages $34 an hour. Meet one of our veteran teachers on WebEx. She can paint you a clear picture of what to expect in the course and what great rewards await you. This online WebEX is a great way to find the fact-finding mission while enjoying the comfort of your home. Students can log on from the comfort of their homes or even on the go. They will be able to ask questions and participate in a live chat with our instructor:

Personal Trainer as a super career!
Date: Thursday, 7/8, 12:00PM
Please register at: http://tinyurl.com/vklky8wu

Personal Trainer as a super career!
Date: Thursday, 8/14, 12:00PM

Personal Trainer as a super career!
Date: Thursday, 9/4, 4:00PM

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 a 5 or 8-week period for better retention and skill competency. The National Exam is held on the 6th or 9th week. This 60-hour program includes 15 hours of lecture/presentations, 15 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. (The 2½-hour “Heartsaver Adult/Child CPR Certification” course listed in this catalog fulfills this requirement.) A textbook is required for this course and can be purchased for approximately $90 through our college bookstore. Pick up your book now and get started reading before the first class!
Please bring the CRN and course title to the college bookstore when purchasing. 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

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 12, 2014. Payment Plan available.

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#: 3958
Dates: 9/8, 9/9, 9/10
Days: 1 Monday, 1 Tuesday, and 1 Wednesday
Times: 7:00 – 9:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S. and Jocelyn Otte, A.S., C.V.T.

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#: 3967
Dates: 11/4, 11/11, 11/18
Days: 3 Tuesdays
Times: 7:00 – 9:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S. and Jocelyn Otte, A.S., C.V.T.
Continuing Education

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

Veterinary Assistant I
Students will learn to work safely with small animals during routine care and demonstrate professionalism during interactions with pet owners. 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. Radiology techniques and pharmacy procedures will be covered. 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) Must be physically fit, capable of kneeling to work with larger dogs, and able to lift 50 pounds. 5) Students must provide their own transportation to clinical sites.

$899
CRN#: 3959
Dates: 9/15 – 11/19
Days: 10 Mondays & 10 Wednesdays
Times: 7:00 – 9:00PM
Location: Wheaton Hall, Room 311
Instructor: Michael Lavoie, B.S. and Jocelyn Otte, A.S., C.V.T.

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

Clinical Section 1:
CRN#: 3960
Dates: 9/15 – 11/19
Days: 9 Fridays
Times: 8:00AM – 12:00PM
Location: Wheaton Hall, Room 311
Instructor: Michael Lavoie, B.S.

Clinical Section 2:
CRN#: 3961
Dates: 9/27 – 11/22
Days: 9 Fridays
Times: 4:00PM – 8:00PM
Location: Wheaton Hall, Room 311
Instructor: Michael Lavoie, B.S.

Clinical Section 3:
CRN#: 3962
Dates: 9/20 – 11/1
Days: 9 Saturdays
Times: 8:00AM – 12:00PM
Location: Wheaton Hall, Room 311
Instructor: Jocelyn Otte, A.S., C.V.T.

Veterinary Assistant II
The role of the Veterinary Assistant during specialized procedures, including laboratory and surgery will be covered. Students will expand their knowledge to include veterinary care of large animals and exotic pets. During clinical sessions students will dive deeper into the daily activities of a busy animal hospital and travel to large animal care sites. Upon completion of the course, students will receive a Certificate in Veterinary Assisting. Prerequisite: Veterinary Assisting I.

$899
CRN#: 3963
Dates: 12/1 – 2/23; (No Class: 12/24 – 1/1, 1/19, 2/16)
Days: 10 Mondays & 10 Wednesdays
Times: 7:00 – 9:00PM
Location: Wheaton Hall, Room 311
Instructor: Michael Lavoie, B.S. and Jocelyn Otte, A.S., C.V.T.

Clinical Section 1:
CRN#: 3964
Dates: 12/5 – 2/6; (No class 12/26)
Days: 9 Fridays
Times: 8:00AM – 12:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Staff

Clinical Section 2:
CRN#: 3965
Dates: 12/5 – 2/6; (No class 12/26)
Days: 9 Fridays
Times: 4:00PM – 8:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S.

Clinical Section 3:
CRN#: 3966
Dates: 12/6 – 2/7; (No class 12/27)
Days: 9 Saturdays
Times: 8:00AM – 12:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Jocelyn Otte, A.S., C.V.T.

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

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

**Payment for Veterinary Assistant II is due on or before November 12, 2014.**

Green Technology - New

Coming Soon to the Meriden Center!

- Geothermal Installation
- Solar Panel Installation
- Sustainable Landscaping

For more information on these new certificate courses please contact Tami Christopher, Director, Meriden Center at 203-238-6208
CONTINUING EDUCATION

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

NON–CREDIT COURSES ONLINE
Go to www.ed2go.com/mxcc

- Over 350 2-month courses offered every month.
- Available 24/7.
- Most courses are $130.
- 8 Start Dates: Wednesdays, May 15, June 19, July 17, August 21, September 17, October 15, November 19, December 17.
- Go directly to: www.ed2go.com/mxcc

MxCC partners with EducationToGo, one of the foremost online course providers in the world. All courses are instructor-facilitated and taught by many nationally-known authors and professionals. Basic requirements for these online courses include (1) modern computer, (2) modern Windows, (3) Internet access with Microsoft Internet Explorer or Mozilla Firefox Web browser, and (4) Adobe Flash and PDF plug-ins (free downloads). Most computer courses also require the specific version of any software that is listed under “Requirements” in the online course description. Example: For Word 2010, you need that software or Microsoft Office 2010. Note: Mac users – check “Requirements” to see if the course is compatible before signing up. Generally, this only applies to computer courses.

Getting Started – 5 Easy Steps!

1. Visit our Online Instruction Center at www.ed2go.com/mxcc

2. Choose your course. On the left side, click on a general heading for a list or in the Search field at the top, enter a keyword like “Quickbooks” or “Grant Writing.” Once you find a course, click on its course title for more information – the Syllabus (course outline), Instructor Bio, Requirements (software, etc.), and Student Reviews. READ THE “REQUIREMENTS.” Check computer compatibility.

3. Once you’ve chosen a course, click “Enroll Now” and choose your “Start Date.” Then follow the step-by-step directions. Create your account OR sign in as a returning student. You’ll receive email verification.

4. On the Payment page, click “Purchase Later.” This will take you to a page of payment options. You must pay directly through our office, but not online. We can accept your payment by phone, mail, fax, or walk-in. Your payment must be received before your course start date.

5. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your selected username and password.
CONTINUING EDUCATION

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

NON–CREDIT COURSES ONLINE

Go to www.ed2go.com/mxcc

Areas of Online Courses

Computers
Computer Application and Technology
iPad and iPhone Programming
Creating Mobile Apps
Game Development
Basic Computer Literacy
Computer Applications
Graphic Design
Web Graphics & Multimedia
Web Page Design
Web & Computer Programming
Database Management & Programming
PC Troubleshooting, Networking, & Security
Certification Prep
Digital Photography & Digital Video

Careers, Business, and Organizations
Accounting
Grant Writing
Social Media in Business
Non-Profit Management
Start Your Own Business
Business Administration
Sales & Marketing
Law & Legal Careers
Health Care Continuing
Education
Teaching & Classroom

Personal Development
Personal Enrichment
Languages
Writing & Publishing
Test Prep
Personal Finance & Wealth Building
Health Care, Nutrition, & Fitness
Child Care & Parenting
Art, History, Psychology, & Literature
Math, Philosophy, & Science
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 = 0.1 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.

WEATHER CANCELLATIONS 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