HEALTH CAREERS

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. 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, 3) Health Form and Proof of PPD test for Tuberculosis (required before the first class), 4) Flu vaccine and 5) must be at least 18 years of age with valid identification. Artificial nails are not permitted.

Supplies: 1) Navy-blue nursing uniform or scrubs and white shoes, 2) watch with a sweep-second hand, 3) gait belt (Gait belts are available in the college bookstore.)

$1,200 (includes text, State of CT Certification exam fee, and CT Nurse Aide Registry Application fee). Payment Plans available.

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

1) Daytime Program – Middletown Campus
CRN#: 1718
Dates: 1/27 – 3/12
Days: Mondays and Wednesdays
Times: 8:00 – 11:30 AM
Location: Chapman Hall, Room 606
Instructor: Jacqueline Dellacamera, R.N.
Students must also enroll in the following lab/clinical section.

Lab/Clinical Section 1:
CRN#: 1719
Lab Dates: 1/30 – 2/6
Days: Tuesdays and Thursdays
Times: 9:00 – 2:00 PM
Location: Meriden Center Room 401

Clinical Dates: 2/11 – 3/6
Days: Tuesdays and Thursdays
Times: 8:00 AM – 2:00 PM
Location: Wadsworth Glen
Instructor: Irene Cowen, LPN.

2) Evening Program – Middletown Campus
CRN#: 1721
Dates: 2/24 – 4/16
Days: Mondays and Wednesdays
Times: 5:00 – 7:40 PM
Location: Snow Hall, Room 521
Instructor: Staff
Students must also enroll in the following lab/clinical section.

Lab/Clinical Section 1:
CRN#: 1722
Lab Dates: 2/27, 3/6, 3/13
Days: Thursdays
Times: 4:00 – 9:20 PM
Location: Meriden Center Room 401

Clinical Dates: 3/14 – 4/11
Days: Thursdays and Fridays
Times: 4:00 – 9:20 PM
Location: Wadsworth Glen
Instructor: Sandra Wade, LPN

3) Evening Program (Shoreline) – Middletown Campus and Essex
CRN#: 1724
Dates: 2/24 – 4/16
Days: Mondays and Wednesdays
Times: 5:00 – 7:40 PM
Location: Chapman Hall, Room 606
Instructor: Staff
Students must also enroll in the following lab/clinical section.

Lab/Clinical Section 1:
CRN#: 1725
Lab Dates: 3/4, 3/11, 3/18
Days: Tuesdays
Times: 4:00 – 9:20 PM
Location: Essex Meadows

Clinical Dates: 3/20 - 4/17
Days: Tuesdays and Thursdays
Times: 4:00 – 9:20 PM
Location: Essex Meadows
Instructor: Jacqueline Dobruck, LPN.

more on next page >
Certified Nurse Aide (CNA) (continued)

4) Daytime Program - Meriden
CRN#: 1726
Dates: 4/7 – 5/14
Days: Mondays & Wednesdays
Times: 8:00AM – 11:30PM
Location: Meriden Center Room 401
Instructor: Renee Witkovic, B.S., R.N.
Students must also enroll in the following lab/clinical section.
Additional clinical sections will be added as necessary.

Lab/Clinical Section 1:
CRN#: 1727
Labs Dates: 4/10 – 4/17
Days: Tuesdays & Thursdays
Times: 9:00AM – 2:00PM
Location: Meriden Center Room 401
Clinical Dates: 4/22 – 5/13
Days: Tuesdays & Thursdays
Times: 8:00 – 2:00PM
Location: Apple Rehab, Middletown
Instructor: Josephine Loughlin, B.S.N.

5) Daytime Program – Shoreline/ Old Saybrook & Essex
CRN#: 1729
Dates: 3/17 – 4/28; No class 4/21
Days: Mondays & 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 lab/clinical section.

Lab/Clinical Section 1:
CRN#: 1730
Lab Dates: 3/20 – 3/28
Days: Thursdays and Fridays
Times: 8:00 – 1:00PM
Location: Essex Meadows
Clinical Dates: 3/29 – 4/25; No class 4/18
Days: Thursdays & Fridays
Times: 8:00 – 2:00 PM
Location: Essex Meadows
Instructor: Laurie McConnell, LPN.

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 healthcare 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 National Healthcareer Association Certified Patient Care Technician Exam (not included with program). Prerequisites: 1) Current CNA required, 2) High-school diploma or GED, and 3) English language competency. Note: Convicted felons may have difficulty finding employment in the healthcare field.

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

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

Total $2,184 + Textbooks

Computer Fundamentals
PCTs document the patient care they provide in the electronic medical record. 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 as part of their training for an entry-level position in healthcare.

$299
CRN#: 1731
Dates: 1/2 - 1/15
Days: Monday through Friday
Times: 9:00 – 10:20AM
Location: Wheaton Hall, Room 306
Instructor: Ellen Kramer, M.B.A.

Advanced Nurse Aide Skills
This 24-hour course is designed to build on the knowledge and skills of the CNA program. Topics covered include pre- and post-operative care, caring for patients with tracheostomies, colostomies, naso-gastric tubes, and working with medical equipment.

$399
Evening Program – Meriden Center
CRN#: 1732
Dates: 3/25 - 5/20; No class 4/15
Days: 8 Tuesdays
Times: 5:30 – 8:30PM
Location: Meriden Center; Room 401
Instructor: Kathie Larke, 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 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 $55. Please bring the CRN and course title to the college bookstore when purchasing.

$399
**Evening Program – Meriden Center**
CRN#: 1733
Dates: 4/10 – 5/22
Days: 7 Thursdays
Times: 5:30 – 9:00PM
Location: Meriden Center, Room 401
Instructor: Kiana Colson, C.P.T.

**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#: 1734
Dates: 4/9 - 4/30
Days: 4 Wednesdays
Times: 4:00 – 7:00PM
Location: Meriden Center, Room 401
Instructor: Amanda Zaleski, M.S.

**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 HIPPA.

$49
**Evening Program – Meriden Center**
CRN#: 1735
Dates: 3/20
Days: 1 Thursday
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) Advanced Nurse Aide Skills, 2) Computer Fundamentals, 3) Customer Service and Communication in Healthcare 4) Health Form, including immunizations, PPD test, and Flu vaccine, and 5) Criminal background check
Enrollment is limited - apply early! Students will be required to attend a mandatory hospital orientation session.

$699 (includes $54 fee for criminal background check)
**Day Program**
CRN#: 1736
Dates:TBD
Days:TBD
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 American Heart Association certification.

$75
**Day Class – Middletown Campus**
CRN#: 1737
Date: 3/5
Day: Wednesday
Time: 9:30 – 12:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

**Evening Class – Middletown Campus**
CRN#: 1738
Date: 4/21
Day: Monday
Time: 5:30PM – 8:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

For dates, times, and more info about Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo
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 (BVMs), 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#: 1739
Date: 3/26
Day: Wednesday
Time: 9:30AM – 2:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR and More

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

Medical Insurance - Offered Fall 2014
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

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.

$549
Daytime Program – Meriden Center
CRN#: 1740
Dates: 2/24 – 4/16
Days: Mondays and Wednesdays
Times: 9:30AM – 12:00PM
Location: Meriden Center, Room 403
Instructor: Donna Frechette, M.S., R.N.
Medical Terminology and Anatomy for Coders - Offered Fall 2014
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 locations of hundreds of arteries, muscles, nerves, and other anatomy.
$699

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.
$299
CRN#: 1731
Dates: 1/2 - 1/15
Days: Monday through Friday
Times: 9:00 – 10:20AM
Location: Wheaton Hall, Room 306
Instructor: Ellen Kramer, M.B.A.

Computers in the Medical Office - Offered Fall 2014
Students will learn to gather information and enter transactions on the current version of Medisoft Patient Billing software. Using current, realistic, medical office cases students build transferable computerized medical billing and scheduling skills. Students are encouraged to purchase a 2 GB flash drive to save their classroom assignments. A textbook is required for this course and can be purchased for approximately $160 through our college bookstore.
$699

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 through our college bookstore. Prerequisites: Medical Terminology and Anatomy for Coders and Medical Insurance
$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.

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. This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire.
$1049

Evening Program – Middletown Campus
CRN#: 1741
Dates: 2/25 - 5/6; No class 4/3
Days: Tuesdays & Thursdays
Times: 7:00 – 10:00PM
Location: Chapman Hall, Room 606
Instructor: CT Pharmacy Associates

For dates, times, and more info about Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo
Veterinary Assistant Certificate

Do you love working with animals? Are you looking for employment in the animal care industry? Veterinary Assistants and Technicians are the 4th largest career demand in Connecticut according to the Hartford Business Journal. 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. This program is offered in Partnership with the Connecticut Valley Veterinary Associates. This program is 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 May 1, 2014.**

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#: 1742
Dates: 3/4, 3/5, 3/6
Days: Tuesday, Wednesday, Thursday
Times: 7:00 – 9:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Staff

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#: 1743
Dates: 3/17 - 5/21
Days: Mondays & Wednesdays
Times: 7:00 – 9:00PM
Location: Wheaton Hall, Room 309
Students must also register for one of the following 3 clinical sections.

Clinical Section 1:
CRN#: 1744
Dates: 3/21 – 5/23; No class 4/18
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.

-OR-

Clinical Section 2:
CRN#: 1745
Dates: 3/21 – 5/23; No class 4/18
Days: 9 Fridays
Times: 4:00 – 8:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S.

-OR-

Clinical Section 3:
CRN#: 1746
Dates: 3/22 - 5/24; No class 4/19
Days: 9 Saturdays
Times: 8:00AM – 12:00PM
Location: Pieper Memorial Veterinary Center
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#: 1747
Dates: 5/28 – 8/4
Days: Mondays & Wednesdays
Times: 7:00 – 9:00PM
Location: Wheaton Hall, Room 311

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

**Clinical Section 1:**
CRN#: 1748
Dates: 5/30 – 8/1; No class 7/4
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.

-OR-

**Clinical Section 2:**
CRN#: 1749
Dates: 5/30 – 8/1; No class 7/4
Days: 9 Fridays
Times: 4:00 – 8:00PM
Location: Pieper Memorial Veterinary Center
Instructor: Michael Lavoie, B.S.

-OR-

**Clinical Section 3:**
CRN#: 1750
Dates: 5/31 – 8/2; No class 7/5
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.

**Note:** Payment for Veterinary Assistant II is due on or before May 1, 2014.

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 WEB EX. She can paint you a clear picture of what to expect in the course and what great rewards await you. This online Web EX is a great way to enjoy 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.

**Two convenient dates and times.**

**Personal trainer as a super career!**
Date: Thursday, 1/9
Time: 1:00 pm
Please register at https://attendee.gotowebinar.com/register/8425849326564497664

**Personal training as a super career!**
Date: Thursday, 2/6
Time: 5:00 pm
Please register at https://attendee.gotowebinar.com/register/5375937112021346816

**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 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. (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**

Saturday Program – Middletown Campus
CRN#: 1751
Dates: 3/1 - 5/3; No class 4/19
Days: 9 Saturdays
Times: 9:00AM – 2:00PM
Location: Chapman Hall, Room 606
Practical Training: New England Athletic Center, Cromwell
Instructor: W.I.T.S.
Jazz History and Appreciation
Do you love music? MxCC is partnering with The Green Street Arts Center to offer a music appreciation course at the community level. This course uncovers the development of jazz from Ragtime to contemporary practice. Nathan Nokes, accomplished composer and adjunct instructor at MxCC, is teaching the course. He has previously taught at Three Rivers Community College and works as a concert coordinator for the New Music Hartford Group. He has his master's degree in music from University of Hartford.

$399
CRN#: 1710
Dates: 2/7 - 5/9; No class 3/21, 4/18
Days: 15 Fridays
Times: 9:00AM – 12:00PM
Location: Green Street Arts Center; 2nd floor Performance Studio
Instructor: Nathan Nokes, M.A.

BASIC COMPUTER SKILLS
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 any other computer courses.

$299
CRN#: 1731
Dates: 1/2 - 1/15
Days: Monday through Friday
Times: 9:00 – 10:20AM
Location: Wheaton Hall, Room 306
Instructor: Ellen Kramer, M.B.A.

Electronic Health Records
This 45 hour course is designed for those working in a healthcare setting who wish to gain a fundamental knowledge of health information systems, the use of electronic health record systems and health information exchanges (HIE). This course includes rules, regulations and innovations in electronic health records, as well as hands-on exercises that use real EHR software to transform theoretical EHR concepts into practical understanding.

$399
CRN#: 1752
Dates: 1/23 – 5/8; No class 3/20
Days: 15 Thursdays
Times: 5:30PM – 8:20PM
Location: Wheaton Hall, Room 305A
Instructor: Staff

Are you looking for a new career? Have you considered taking college classes for credit and earning a degree? Are you nervous about placement testing? Let MxCC help you prepare for this new adventure.

Intensive Math for College Readiness
Worried about your college placement Math score? You can put your worries to rest! Students who place into one of the development courses are eligible to enter the “Intensive Math for College Readiness” program, a unique two week course that helps students place into higher-level math courses this spring. First step, is take your placement test and if you initially place in a non-credit level of math, then the exam coordinator will guide you on how to take advantage of this unique opportunity.

$50
Session 1:
CRN#: 1708
Dates: 1/6 - 1/17
Days: Monday through Friday
Times: 1:00 – 4:00PM
Location: Snow Hall, Room 419
Instructor: Staff

Session 2:
CRN#: 1709
Dates: 1/27 - 2/7
Days: Monday through Friday
Times: 1:00 – 4:00PM
Location: MWF Snow Hall Room 413B and TThF Snow Hall Room 406
Instructor: Staff

Reading-Writing Intensive Workshops
This two-week workshop is designed to help students refresh skills in reading and writing—essay writing, grammar, and reading skills. The workshop will be particularly beneficial for students placing in developmental writing and reading. At the end of the workshop, students may retake a placement test to see if they can progress to another level of English. For those new to English courses, a placement test will be needed before the start or the workshop to determine eligibility.

$50
Session 1:
CRN#: 1706
Dates: 1/6 - 1/10, 1/13 - 1/15
Days: Monday through Friday
Times: 9:30AM – 12:30PM
Location: Snow Hall, Room 419
Instructor: Staff

Session 2:
CRN#: 1707
Dates: 1/27 – 1/31, 2/3 – 2/5
Days: Monday through Friday
Times: 1:00 – 4:00PM
Location: MWF Snow Hall Room 509 and TTh Snow Hall Room 419
Instructor: Staff
CONTINUING EDUCATION

For dates, times, and more info about Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo

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

MxCC partners with EducationToGo, one of the foremost online course providers in the world to offer over 500 courses every month. All courses are instructor-facilitated and taught by many nationally known authors and professionals. Courses typically run for 6 weeks with a 2-week grace period at the end (approximately 2 months) and are available 24/7 once the course starts.

► 6 Start Dates:
Wednesdays, January 15, February 19, March 19, April 16, May 21, June 18 (3rd Wednesday of every month)

► Most courses are $130 except Certificate programs.

► Basic Requirements for these online courses include (1) fairly modern computer, (2) Windows, (3) Internet access with Microsoft Internet Explorer or Mozilla Firefox Web browser, and (4) Adobe Flash and PDF plug-ins (free downloads if not on computer). 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 “Math.” 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 your chosen “Start Date” and follow the step-by-step directions. Create your account OR sign in as a returning student.

4. On the Payment page, click “Purchase Later.” This will take you to a page of payment options. We can accept your payment by:
   - Mail – Registration form and check or credit card payment. (Address is at bottom of form.)
   - Fax – Registration form and credit card information to 860-344-7488.
   - Walk-In – Office hours are 8 am – 4:00 pm, Monday – Friday.
   - Phone – 860-343-5865. Registration with credit card only.
   Visa, Mastercard, Discover, and debit card accepted. Your payment must be received before your course start date.

5. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your selected username and password.
### Areas of Online Courses

#### Computers
- 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
- Non-Profit Management
- Start Your Own Business
- Personal Development
- 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
Questions about Fast Track Health Careers?

Email us at: mx-cehelp@mxcc.edu