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. $1200
CNA – various start dates, day and evening classes forming now for winter 2013 and spring 2014. For class locations, dates, and prices, go to www.mxcc.edu/ceinfo.
2) Evening Program – Middletown Campus – Accelerated Schedule
CRN#: 2146
Dates: 6/30 - 8/1
Days: 5 Mondays & 5 Wednesdays & 2 Fridays
Times: 5:00 – 8:30 PM
Location: Chapman Hall, Room 606
Instructor: Jacqueline Dobruck L.P.N.

Students must also enroll in the following lab/clinical section. Additional clinical sections will be added as necessary.
Lab/Clinical Section 1:
CRN#: 2147
Lab Dates: 7/1, 7/3, 7/8
Days: 2 Tuesdays & 1 Thursday
Times: 4:00 – 9:00 PM
Location: Meriden Center, Room 401
and
Clinical Dates: 7/10 - 7/31
Days: 3 Tuesdays & 4 Thursdays & 2 Fridays
Times: 4:00 – 9:20 PM
Location: Middlesex Healthcare Center
Instructor: Staff

3) Evening Program – Middletown Campus and Essex
CRN#: 2146
Dates: 6/30 - 8/1
Days: 5 Mondays & 5 Wednesdays & 2 Fridays
Times: 5:00 – 8:30 PM
Location: Chapman Hall, Room 606
Instructor: Jacqueline Dobruck LPN

Students must also enroll in the following lab/clinical section. Additional clinical sections will be added as necessary.
CRN#: 2148
Lab Dates: 7/1, 7/3, 7/8
Days: 2 Tuesdays & 1 Thursday
Times: 4:00 – 9:00 PM
Location: Essex Meadows
and
Clinical Dates: 7/10 - 7/31
Days: 3 Tuesdays & 4 Thursdays & 2 Fridays
Times: 4:00 – 9:20 PM
Location: Essex Meadows
Instructor: Staff

4) Daytime Program – Meriden & Middletown – Accelerated Schedule
12 Lectures
CRN#: 2149
Dates: 7/14 - 8/13
Days: 5 Mondays, 5 Wednesdays, & 2 Fridays
Times: 9:00AM – 12:30PM
Location: Meriden Center, Room 401
Instructor: Staff

Students must also enroll in the following lab/clinical section. Additional clinical sections will be added as necessary.
Lab/Clinical Section 1:
CRN#: 2150
Labs Dates: 7/15, 7/17, 7/22
Days: 2 Tuesdays & 1 Thursday
Times: 9:00AM – 2:00PM
Location: Meriden Center Room 401
and
Clinical Dates: 7/24 – 8/12
Days: 3 Tuesdays & 3 Thursdays & 2 Fridays
Times: 8:00AM – 2:00PM
Location: Wadsworth Glen, Middletown
Instructor: Irene Cowen LPN

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 - Daytime
CRN#: 2151
Date: 7/19
Day: Wednesday
Time: 9:30AM – 12:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR & 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#: 2152
Date: 7/16
Day: Wednesday
Time: 9:30AM – 2:00PM
Location: Chapman Hall, Room 808D
Instructor: CPR & More
Continuing Education Courses - Fall 2014

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 $199
4) Computers in the Medical Office $699
5) Medical Coding $999

Total $3,295 + textbooks

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 – 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.

$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.

$199
CRN#: 2154
Dates: 5/31 – 6/28
Days: 5 Saturdays
Times: 9:00AM – 12:00PM
Location: Wheaton Hall, Room 306
Instructor: Janet D’Onofrio

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 – Offered Spring 2015
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
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 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.

Personal Trainer as a super career!
Date: Thursday, 5/8
Time: 12:00PM
Please register at: http://tinyurl.com/m5a6ps4

Personal Trainer as a super career!
Date: Thursday, 6/5
Time: 5:00PM
Please register at: http://tinyurl.com/k4zmvgl

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-week period for better retention and skill competency. The National Exam is held on the 6th 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. Prerequisites: High-school diploma.

$735
Saturday Program – Middletown Campus & New England Athletic Club
CRN#: 2155
Dates: 6/7 - 7/19 (No class: 7/5)
Days: 6 Saturdays
Times: 9:00AM – 4:00PM
Location: Chapman Hall, Room 606
Practical Training: New England Athletic Club, Cromwell
Instructor: W.I.T.S.

Video Production Production Assistant Training Program
This intensive 32-hour “Boot Camp” is an ideal way to learn the skills required to get your foot in the door of the film or television industry. The course teaches terminology, production organization and personnel, set etiquette and operations, radio communications, production office procedures, and understanding the various production forms, including call sheets and production reports. Students will participate in mock-training exercises and learn all the basics about this position (including resume and job search tips, as well as job interview techniques). Taught by an experienced Assistant Director who is a member of the Directors Guild of America. The required textbook can be purchased for approximately $10 through the MxCC bookstore. Please bring the CRN and course title to the college bookstore when purchasing. Prerequisites: High-school diploma.

$499
Saturday – Middletown Campus
CRN#: 2133
Dates: 6/7 - 6/28
Day: 4 Saturdays
Times: 8:30AM – 5:00PM (1/2-hour lunch)
Location: Snow Hall, Room 509
Instructor: Greg White

Fast Track Workshops
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: Meriden Center
CRN#: 2140
Dates: 6/9 – 6/20
Days: Monday through Friday
Times: 9:30 – 12:30PM
Location: Room 407, Meriden Center
Instructor: Staff

SEE MORE >
### Session 2: Middletown Campus
CRN#: 2142  
Dates: 6/16 – 6/27  
Days: Monday through Friday  
Times: 5:30 – 8:30PM  
Location: Rm. 305A, Wheaton Hall  
Instructor: Staff

### Session 3: Meriden Center
CRN#: 2141  
Dates: 7/21 – 8/1  
Days: Monday through Friday  
Times: 5:30 – 8:30PM  
Location: Rm. 502, Meriden Center  
Instructor: Staff

### Session 4: Middletown Campus
CRN#: 2143  
Dates: 7/28 – 8/8  
Days: Monday through Friday  
Times: 9:30AM – 12:30PM  
Location: Rm. 305A, Wheaton Hall  
Instructor: Staff

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### 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: Meriden Center
CRN#: 2129  
Dates: 6/9-6/12, 6/16-6/19  
Days: Monday through Thursday  
Times: 1:00 – 4:00PM  
Location: Rm. 507, Meriden Center  
Instructor: Staff

#### Session 2: Middletown Campus
CRN#: 2131  
Dates: 7/21-7/24, 7/28-7/31  
Days: Monday through Thursday  
Times: 5:00PM – 8:00PM  
Location: Rm. 415, Snow Hall  
Instructor: Staff

### 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

#### Session 1: Meriden Center
CRN#: 2154  
Dates: 5/31 – 6/28  
Days: 5 Saturdays  
Times: 9:00AM – 12:00PM  
Location: Wheaton Hall, Room 306  
Instructor: Janet D’Onofrio
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.
- 4 Start Dates: Wednesdays, May 15, June 19, July 17, August 21.
- 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](http://www.mxcc.edu/ceinfo) or call 860-343-5865.

NON–CREDIT COURSES ONLINE

Go to [www.ed2go.com/mxcc](http://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.