

CONTINUING EDUCATION COURSE SCHEDULE

Career training
& personal
development
courses that fit
your busy life!

**SUMMER
2017**

MXCC

MIDDLESEX COMMUNITY COLLEGE
The College of Our Community

CONTINUING EDUCATION STAFF

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NEED HELP FINDING FUNDING FOR YOUR EDUCATION?

Health Careers Advancement Project (HCAP)

Turn your dream of a career into a reality

You could be eligible for FREE Training in the Healthcare field through the Health Careers Advancement Program (HCAP). Eligibility is based on employment and income guidelines.

Choose from any of these programs:

- Certified Nurse's Aide (CNA)
- Health Information Management (HIM)
- Human Services Assistant
- Medical Billing and Coding
- Patient Care Technician (PCT)
- Personal Trainer Certification
- Pharmacy Technician
- Phlebotomy Technician

For more information, contact either Omayra Vega at 203-624-1493 ext.216 and ovega@workforcealliance.biz or TaMesha Greene 203-238-3688 ext.307 and tgreene@workforcealliance.biz.

WIOA Funding (WIOA) Are You Unemployed?

You may be eligible for funding for several training programs if you meet certain income requirements. Most Middlesex Community College programs are eligible for WIOA funding. Contact the American Job Center in Meriden at 203-238-3688 ASAP.

Supplemental Nutrition Assistance Program (SNAP)

Supplemental Nutrition Assistance Program (SNAP) formerly known as food stamps is a nutrition program that helps low income individuals and families buy food and stay healthy.

SNAP Employment and Training prepares SNAP clients for employment by offering vocational training, career activities, case management, and support services. The SNAP Education and Training program assists students who are interested in entry level training for:

- Certified Nurse Aide
- Pharmacy Technician
- Phlebotomy Technician
- Veterinary Assistant

Students must be receiving SNAP benefits and have a high school diploma or GED to be eligible for this program. TANF recipients are not eligible for this program. For more information contact Patrice Barrett at 860-343-6918.

SNAP Education and Training Program

Information Sessions on this career training program for SNAP recipients will be held this summer to learn about Fall 2017 courses.

Three sessions will be held at the following dates and times on the Middlesex Community College campus:

July 20th 2017 from 10 to 11:30 AM in Chapman Hall 605
 July 26th 2017 from 1 to 2:30 PM in Chapman Hall 605
 August 1st 2017 from 5:30 to 7 PM in Snow Hall 504

Come with photo ID, and proof of SNAP benefits and Social Security number to qualify for class registration. Bring a copy of your resume if you have one.

For more information on this program, contact Patrice Barrett at pbarrett@mxcc.edu.

Summer 2017 Courses

CAREER TRAINING

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.*

Students who complete the CNA program are eligible to receive college credit through Charter Oak State College!!

Prerequisites: 1) High-school diploma or GED, 2) English language competency. An ESL evaluation is strongly recommended. To schedule your evaluation please call the Academic Success Center at 860-343-5770 and ask for an appointment to take the CNA ESL test. There is no charge. 3) Health Form signed by your physician including immunization information, PPD test for Tuberculosis, 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 2) A watch with a sweep second hand 3) Gait Belt (available in the college bookstore)

\$1,199 (includes text, State of CT Certification exam fee, and CT Nurse Aide Registry application fee)

This program is eligible for WIA funding, HCAP funding and SNAP funding. Also available to Veterans.

Payment Plan available.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|---|-------------------|--------|---------------------------|-------|----------------|------------------------|------------|
| DAYTIME PROGRAM – OLD SAYBROOK/ESSEX | | | | | | | |
| 2118 | Shoreline Daytime | \$1199 | 5/30 - 7/11; No class 7/4 | M,T | 9:00am-12:30pm | Old Saybrook Town Hall | Craft |
| 2119 | Lab | - | 6/1, 6/2 | Th, F | 8:00am-3:00pm | Essex Meadows | McConnell |
| 2119 | Clinical | - | 6/8 – 6/30 | Th, F | 8:00am-2:00pm | Essex Meadows | McConnell |

Introduction to Veterinary Assisting for High School Students

This course is open to students ages 14 – 17 who wish to explore veterinary careers. Learn about 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 and Veterinary Technicians will be covered.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|-----------------------------------|------|------------------|-------|-------|-----------------------------|--------------|
| 2139 | Intro to Vet. Asst. (High School) | \$49 | 7/25, 7/26, 7/28 | T,W,F | 7-9pm | Pieper Memorial Vet. Center | Lavoie, Otte |

WHOOOPS!

We cancelled your class because we didn't know you planned on attending.

Register Early!

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.

Emergency Medical Technician (EMT) – Accelerated!

The Emergency Medical Technician (EMT) program is designed for anyone who is interested in learning more about the emergency response system and in caring for patients in the back of an ambulance en route to the hospital. Students will gain the basic knowledge and skills necessary to provide patient care and transportation to sick and injured patients.

Topics covered in this course include: patient assessment, cardiac arrest management, airway management, patient immobilization, diabetic emergencies, strokes and seizures.

Students meet for lectures and skills training on campus and also complete a mandatory observation at Middlesex Hospital in the Emergency Department.

This course is offered in cooperation with Middlesex Hospital, Office of Emergency Medical Services and the CT Department of Public Health. The curriculum prepares students to take the exams to become nationally registered and State of Connecticut certified at the basic Emergency Medical Technician level. This program is open to students age 16 and up.

This program is eligible for WIA funding. Also available to Veterans.

Payment Plan available.

Students who become state certified EMTs are eligible to receive college credit through Charter Oak State College!!

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|--------|-------|---------------------------|---------|--------------|-------------|------------|
| 2123 | EMT | \$999 | 5/30 – 8/17; No class 7/4 | T,W,Th, | 5:30-9:30 pm | Chapman 605 | Davis |

EMT and EMR Refresher and Recertification

One Day on Campus Skills Session Following Online Course Work

This program allows busy Emergency Medical Technicians and Emergency Medical Responders to balance their DPH required recertification training with work and family schedules. Students must complete 22 hours of online course work and attend a one-day class session. All course work must be submitted online prior to the class date. Students then attend a one day skills session followed by state proctored written exam. Class consists of practical work and exam review. The state recertification exam will be offered at the end of class day.

Course topics include: CPR/Defibrillation, Safety/well-being, BSI/Infection Control, Medical/Legal Issues, Airway, Adjuncts and Oxygen, Patient Assessment for Medical & Behavioral Emergencies, Trauma, Obstetrics & Gynecology, Infants and Children, and Traumatic Brain Injury.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|-------------------|-------|-------|------|---------------|-------------|------------|
| 2122 | EMT/EMR Refresher | \$299 | 6/24 | S | 9:00am–5:00pm | Chapman 605 | Davis |

Connecticut Security Officer Certification

Security Officer positions are available in many businesses, such as, security agencies, retail, hospitals, banks, housing complexes and construction. Connecticut General Statute #29-161(q) mandates that all State of Connecticut security officers complete an 8-hour training course for certification. Successful completion of this day-long course fulfills this requirement. You will be learning essential information required for security officers from an instructor who has been approved by the Commissioner of the Department of Public Safety to teach this course. The course covers an overview of private security, public safety issues, search and seizure, use of force, basic criminal justice and basic first aid. Participants are required to complete a written exam at the end of the course and achieve a passing grade of 75%. Upon successful completion, students apply for a Security Office Identification Card from the State of Connecticut. This procedure will be covered in class. Please bring a lunch to class. Must be 18 years old.

Note: students who have a criminal background are not eligible for State of Connecticut Security Officer Certification.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|-----------------------------------|-------|-------|------|---------------|----------|------------|
| 2125 | CT Security Officer Certification | \$125 | 6/17 | S | 8:30am-4:30pm | Snow 509 | Siena |

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 \$30 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:

UPCOMING COURSES

Personal Trainer as a Super Career!

Cost: FREE

Date and Time: Wednesday, 6/1 at 12:00 pm

Register at <http://tinyurl.com/WITSFitness0601>

Presented by: W.I.T.S.

Personal Trainer Certificate

Certified Personal Trainer Course with Test Voucher Included!

Get all the information needed to start an exciting fitness career & become a Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs! This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical labs to master the essential career skills & knowledge. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment & 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Included in this course is a complete 200 page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. You can work right after passing the exams with proof of CPR/AED which awards you Level 1 Certified Personal Trainer credential. As a special bonus, you can take advantage of our 30 hour employer internship to get our advanced Level 2 Certified Personal Trainer at no additional cost!!

This program is eligible for HCAP funding and WIOA funding – contact the American Job Center at 203-238-3688 early to inquire.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|------------------------------|-------|--------------------------------|------|----------------|---------------------------|------------|
| 2137 | Personal Trainer Certificate | \$735 | 6/10 – 7/29 No class 7/1, 7/22 | S | 9:00am– 4:00pm | Snow 507 & Middlesex YMCA | W.I.T.S. |

Phlebotomy Technician Certificate

Are you seeking a new career in the high demand field of healthcare? Do you enjoy working with people and work well under pressure? A career as a phlebotomy technician may be right for you. Phlebotomy technicians are valuable members of the healthcare team who collect and prepare lab specimens for analysis. In this course you will learn about phlebotomy procedures and practice blood draw techniques. This is a 120 hour program which includes classroom learning and simulation labs that cover medical terminology, anatomy and physiology, venipuncture, specimen collection procedures, safety and universal precautions, common laboratory tests with clinical significance to body systems and disease processes, and laboratory equipment.

Following the program you will complete an internship at Middlesex Hospital Outpatient Laboratory. Weekday internships will be scheduled by the instructor. Scheduling requests can be made, but are not guaranteed. Students must have transportation to clinical sites.

This program has been recognized by American Medical Technologists, a premier national certification agency. Upon completion of this program students are eligible for National Certification through American Medical Technologists.

Prerequisites: 1) Must be 18 years old. 2) High school diploma or GED. 3) Health form complete with immunizations and 2 step TST. 4) Personal medical insurance. 5) Clean criminal background. A criminal background check may be performed. Students who have a criminal record are denied access to clinical internship sites. **Supplies:** 1) Navy blue scrubs 2) A textbook is required for this course and can be purchased for approximately \$65 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing.

This program is eligible for WIA funding, HCAP funding and SNAP funding.

Payment Plan available.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|-----------------------------------|--------|---------------------------------|----------|---------------|----------|------------|
| 2124 | Phlebotomy Technician Certificate | \$1899 | 5/30 – 8/1 No class 6/3, 7/4 | T, Th, S | 8:00-12:00 pm | Snow 514 | Mueller |

PERSONAL DEVELOPMENT

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.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|---------------------|------|-------|------|-----------------|----------|--------------|
| 2121 | CPR Daytime Program | \$75 | 7/5 | W | 9:30am-12:00 pm | Snow 507 | 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.*

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|--------|------|-------|------|---------------|----------|--------------|
| 2120 | BLS | \$95 | 7/12 | W | 9:30am-2:00pm | Snow 507 | CPR and More |

English Fast Track Workshop (0 credits)

This non-credit, fast-track workshop is designed to help students refresh their skills in essay writing, grammar, and reading comprehension. The workshop will be particularly beneficial for students placing at the intensive level but are open to all students. At the end of the workshop, students may retake a placement test to see if they can progress to College Level or College Level with Embedded Support.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|-----------------------------|------|-------------|----------|--------------|-----------|------------|
| 2045 | English Fast-Track Workshop | FREE | 5/16 – 5/26 | M,T,W,Th | 9:00-12:00pm | Snow 419 | Raithal |
| 2046 | English Fast-Track Workshop | FREE | 6/5 – 6/22 | M,T,W,Th | 5:30-7:30pm | Snow 419 | Detoro |
| 2047 | English Fast-Track Workshop | FREE | 7/10 – 7/27 | M,T,W,Th | 9:00-11:00pm | Snow 419 | Hostetter |
| 2048 | English Fast-Track Workshop | FREE | 7/31 – 8/17 | M,T,W,Th | 5:30-7:30pm | Snow 419 | Hostetter |
| 2049 | English Fast-Track Workshop | FREE | 7/31 – 8/17 | M,T,W,Th | 5:30-7:30pm | Snow 413B | Cerino |

Math Fast-Track Workshops (0 credits, 30 classroom hours)

This non-credit workshop is designed to help students refresh their skills in arithmetic and elementary algebra concepts. The workshop is targeted to benefit students who placed at the developmental levels (MAT*085 & MAT*095). At the end of the workshop, students may retake the placement test to see if they can progress to a course that is College Level or College Level with Embedded Support.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|--------------------------|------|-----------|--------|--------------|--------------|------------|
| 2112 | Math Fast-Track Workshop | FREE | 7/5-7/18 | M-F | 9:00-12:00pm | Wheaton 305A | Riordan |
| 2113 | Math Fast-Track Workshop | FREE | 7/12-8/2 | M,W,Th | 9:00-12:00pm | Snow 406 | Bartha |
| 2114 | Math Fast-Track Workshop | FREE | 7/10-7/25 | M-Th | 5:30-8:30pm | Snow 406 | White |
| 2115 | Math Fast-Track Workshop | FREE | 7/19-8/3 | M-Th | 9:00-12:00pm | Wheaton 305A | Riordan |
| 2116 | Math Fast-Track Workshop | FREE | 7/26-8/8 | M-F | 5:30-8:30pm | Snow 406 | White |
| 2117 | Math Fast-Track Workshop | FREE | 8/7-8/18 | M-F | 9:00-12:00pm | Wheaton 305A | Riordan |

ACT AND SAT PREPARATION CLASSES

Middlesex Community College is partnering with Ivy Bound to offer ACT and SAT Prep classes to high school students.

ACT Prep - Small Group Class

Ivy Bound's ACT classes focus on the Multiple Choice sections. Our ACT tutors have trained with Ivy Bound to become masters at helping students apply every strategy we know for ACT success. Our minimum instructor standard is a score of 35, representing the top 1 percentile. You will find our instructors possess a high level of energy, clarity and empathy. They KNOW teens and they KNOW the test. Benefits include:

- BETTER SCORES (most of our top improvers do summer prep);
- effective study without interrupting school-year academics;
- supports students with upcoming school coursework;
- expectation of a 3.4 point increase for diligent students!

This course includes materials for all sections of the ACT except for the Essay Section (separate course offering), 25-28 hours of instruction, numerous practice tests and access to our live help Line (manned by a senior Ivy Bound tutor) on Tuesday and Thursday evenings throughout the school year. We continue to provide free resources throughout the school year including conference calls, e-mail explanations and practice test sessions.

Ivy Bound is confident our program will strengthen your student's ACT skills and increase their scores. Ivy Bound will almost certainly produce a better set of credentials for college admissions and scholarship awards. Our scholarship seekers since 2014 earned over \$65,000 on average. That is our goal, and we hope you'll join us!

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|----------|-------|-------------|--------|------------------|----------|------------|
| 2132 | ACT Prep | \$365 | 7/11 – 7/27 | T,W,Th | 6:00pm – 9:00pm | Snow 507 | Ivy Bound |
| 2133 | ACT Prep | \$365 | 8/1 – 8/17 | M - F | 10:00am – 1:00pm | Snow 507 | Ivy Bound |

SAT Prep - Small Group Class.

Covers: Math and Reading, Writing & Language Sections*

Ivy Bound is a nation-wide test prep company offering small group classes and private tutoring. Our SAT Tutors have trained with Ivy Bound to become masters at helping students apply every strategy we know for SAT success. Our minimum instructor standard is a 1500 (two sections), representing the top 1 percentile. You will find our instructors possess a high level of energy, clarity, and empathy. They KNOW teens, they KNOW the test!

Benefits of Ivy Bound SAT Prep:

- BETTER SCORES of course!
- Helps students with upcoming school coursework,
- An expectation of a minimum 100+ point increase (200 point increases are realistic)

This course includes: all materials for the Math and Reading, Writing & Language Sections, 27+ hours of instruction, numerous practice tests and access to our live Homestudy Hot Line on Tuesday and Thursday evenings, daily vocab emailed.

Ivy Bound is confident our program will strengthen your student's SAT skills and increase their scores. Ivy Bound will almost certainly produce a better set of credentials for college admissions and scholarship awards. Our scholarship seekers since 2014 earned over \$65,000 on average. That is our goal, and we hope you'll join us!

*Essay Class – This is now just the Essay Section which is optional. Most elite colleges still want to see an essay. All students will receive up to four individualized essay evaluations. Students may add an additional two evaluations for an additional fee.

| CRN | COURSE | COST | DATES | DAYS | TIMES | LOCATION | INSTRUCTOR |
|------|----------|-------|-------------|--------|------------------|----------|------------|
| 2128 | SAT Prep | \$365 | 7/17 – 7/28 | M-F | 10:00am – 1:00pm | Snow 509 | Ivy Bound |
| 2130 | SAT Prep | \$365 | 8/1 – 8/17 | T,W,Th | 6:00pm – 9:00pm | Snow 507 | Ivy Bound |

ONLINE COURSES

www.ed2go.com/mxcc



- ▶ Over 350 2-month courses offered every month, starting the third or second Wednesday of the month.
- ▶ Available 24/7.
- ▶ Most courses are \$130.
- ▶ 4 Start Dates: May 17, June 14, July 12, and August 16.
- ▶ 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 <http://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 Click on Purchase Now and pay using credit card. We can also 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.

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

Frequently Asked Questions About Credit-Free EdToGo Online Courses...

1. Who takes online courses?

Anyone looking for short-term, practical-skills training. Additionally, several certification courses are offered as well as professional continuing education for healthcare practitioners and teachers. These online courses are an outstanding alternative for those who cannot take classroom courses or who have transportation issues or limited accessibility. There are no pre-tests, age minimums, or other qualifications to take these courses. ALL coursework and participation is online.

2. How long is a course?

Most courses are approximately 2 months. A typical course has 12 two-hour modules of which 2 are released each week for 6 weeks. An additional 2 weeks are available to complete an optional final proficiency exam or to complete work in case a student is delayed. Some technical preparation and healthcare certificate programs may be longer than 2 months.

3. When can I access my course online?

Once the course starts each month (every third or second Wednesday), you can access the course 24 hours a day and 7 days a week from any computer that fits basic requirements. You have up to 8 weeks to complete your course and you can apply for a 10-day extension if an emergency arises.

4. What support is available for a student?

Each module is set up to be self-guided at one's own pace. The format of each lesson makes it easy to follow and understand. Each of the 12 modules has its own "Discussion Board" where students can post questions and comments and get answers. There is often an "FAQ" or Frequently Asked Questions page. The instructor is active in responding to questions and monitoring the Discussion Boards. In addition, your fellow students may be from anywhere in the United States and/or Canada, Great Britain, Australia, New Zealand, or any other English-speaking country or territory.

5. How do I get the most out of each course?

To get the most out of any course, we recommend you take all 12 modules, do all of the recommended activities, read any supplemental materials, complete the self-quiz at the end of each module, and complete the final proficiency exam. Each module will take on average approximately 2 hours to complete depending on the student. There are often additional resources or links listed in case a student wishes to explore the topic in greater detail.

6. Can I receive credit for these courses?

No, all of these courses are credit-free.

7. Will I receive a certificate upon course completion?

Yes, if you successfully complete the course by achieving a 65% or better score on the final proficiency exam, you will be able to download a certificate. If you would like an MxCC Certificate of Completion, please contact our office at 860-343-5865 once you have passed the course.

8. Can I earn C.E.U.s?

2.4 C.E.U.s or Continuing Education Units for 24 hours' class-time will be awarded upon written request to MxCC's Continuing Education Office. In addition to passing the final proficiency exam, you must also have passed all of the module's self-quizzes. These quizzes can be taken multiple times. However, the final proficiency exam can only be taken once. There are accredited certificate programs for nurses and other healthcare professionals. K-12 teaching professionals may earn professional units by completing specific online courses.

ONLINE CERTIFICATE PROGRAMS

MxCC's Continuing Education Department has partnered with Ed-2-Go to offer many online certificate programs to our students. Descriptions of available courses are below. Visit <http://careertraining.ed2go.com/mxcc> to learn more and sign up for these courses.

Business and Professional

Administrative Professional with Microsoft Office 2007 Master – 340 Hours

Start your career as an administrative professional with this online training program. You'll learn administrative skills, travel and event planning techniques, effective communication skills, and more. You'll also learn to master Microsoft Office 2007.

Administrative Professional with Microsoft Office 2010 Master – 380 Hours

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office 2010 Master at the same time.

Administrative Professional with Microsoft Office Specialist 2007 Training -480 Hours

Become a successful administrative professional by learning general office management, effective business communication, customer service skills, and more. This program also includes training on Microsoft Office 2007.

Administrative Professional with Microsoft Office Specialist 2010 – 460 Hours

Get the training to become an administrative professional, and prepare to become a certified Microsoft Office Specialist 2010 (MOS) at the same time.

Certified Bookkeeper – 140 Hours

The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Global Business Professional – 160 Hours

The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Chartered Tax Professional – 180 Hours

Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

Chartered Tax Professional for California Residents – 200 Hours

With this innovative online California Chartered Tax Professional Certificate Program, you can become qualified as a California Tax Preparer through the California Tax Education Council (CTEC), and start working and earning money while completing your program.

Grant Writing – 300 Hours

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Human Resources Professional – 120 Hours

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

Legal Secretary – 350 Hours

Master the skills you need to be a legal secretary and prepare for the National Association of Legal Professionals (NALA) Accredited Legal Secretary (ALS) exam.

Paralegal – 300 Hours

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Pay Per Click Marketing – 150 Hours

Pay-per-click marketing refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. The program covers search-engine marketing, Internet advertising, using Google's AdWords program, keyword marketing, building ads, conducting research, and more.

Payroll Practice and Management – 100 Hours

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

Professional Bookkeeping with QuickBooks 2012 – 140 Hours

This program teaches students how to master professional bookkeeping using QuickBooks 2012 software.

Professional Bookkeeping with QuickBooks 2015, Software Included 140 Hours

This program teaches students how to master professional bookkeeping using QuickBooks 2012 software.

Professional Interpreter – 40 Hours

Master the skills and knowledge you need to begin a career as a professional interpreter.

Purchasing and Supply Chain Management – 300 Hours

Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you'll learn in this online program.

Records Management Certificate – 180 Hours

This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Search Engine Marketing – 250 Hours

Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

Search Engine Optimization – 150 Hours

The Search Engine Optimization Online Training Program will teach you how to increase a Web site's traffic by improving its rankings with search engines.

Technical Writing – 80 Hours

This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You'll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

Career Online High School

High School Diploma With Certified Protection Officer Training – 750 Hours

Earn your high school diploma and CPO certification as you prepare for a career as a security guard or protection officer.

High School Diploma with Certified Transportation Services Training – 750 Hours

Earn your high school diploma as you prepare for a career in the high-demand field of transportation services.

High School Diploma with Child Care Training – 750 Hours

Earn your high school diploma as you prepare for Child Development Associate (CDA) certification and a career in early childhood education.

High School Diploma with General Career Preparation – 750 Hours

Earn your high school diploma and prepare to enter the job market as you master skills valued by today's employers.

High School Diploma with Homeland Security Training – 750 Hours

Earn your high school diploma as you prepare for a career in the high-demand field of criminal justice and homeland security.

High School Diploma With Office Management Training – 750 Hours

Earn your high school diploma online as you prepare for a career as an office manager, receptionist, data input specialist, or customer service representative.

Healthcare and Fitness

Administrative Dental Assistant – 150 Hours

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Certified National Pharmaceutical Representative – 90 Hours

Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

Clinical Dental Assistant – 240 Hours

The Clinical Dental Assistant Online Training Program will provide you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

Fitness Business Management – 200 Hours

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

Nutrition for Optimal Health, Wellness, and Sports – 200 Hours

Learn to develop individual nutrition programs for clients, patients, or personal use.

Physical Therapy Aide – 150 Hours

Master the skills you need to begin a career as a physical therapy aide.

Hospitality and Service Industry

Certified Wedding Planner – 340 Hours

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Certified Residential Interior Designer – 120 Hours

Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

Event Management and Design – 300 Hours

From planning to pyrotechnics, the event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

Travel Agent Training – 250 Hours

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotels, or as a home-based agent, and get started in a career in the travel industry!

IT and Software Development

3ds max – 300 Hours

Learn to use 3ds Max to design, develop, and create 3D animation.

AutoCAD 3D 2015 – 80 Hours

Become proficient in 3D methods and concepts, explore AutoCAD's advanced 3D modeling workspace, and prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam.

Cisco® CCNA® Certification Training – 150 Hours

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, and operate simple routed LANs and WANs while preparing you for Cisco Exam 640-802.

CompTIA™ A+ Certification Training – 230 Hours

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

CompTIA™ Network+ Certification Training – 110 Hours

Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

CompTIA™ Security+ Certification Training – 80 Hours

Take your first step toward a career as a security professional and prepare yourself for the CompTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Forensic Computer Examiner – 80 Hours

The Forensic Computer Examiner Online Training Program will train you to thoroughly examine digital media and to clearly document, control, prepare, and present examination results. This program will prepare you for the Certified Computer Examiner test.

Help Desk Analyst: Tier I Support Specialist – 120 Hours

Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

Management for IT Professionals – 390 Hours

Learn leadership skills that will help you succeed as a manager in the IT field.

Microsoft Access 2007 – 120 Hours

Master Microsoft Access 2007 software with this convenient online training program.

Microsoft Access 2010 Certification Training – 120 Hours

The Microsoft Access 2010 course will prepare you to take your Microsoft Certification Exam and familiarize you with various tasks within Microsoft Access.

Microsoft Certified Solutions Associate (MCSA): Server 2008 – 275 Hours

Student will prepare to take and pass the three exams that will earn them the Microsoft Certified Solutions Associate: Windows Server 2008 Certification.

Microsoft Excel 2010 Certification Training – 95 Hours

Build and validate your business computer skills using Microsoft Excel 2010 software with this comprehensive, performance-based certification preparation program.

Microsoft Office 2010 Master Certification Training – 300 Hours

Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint and Outlook 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

Microsoft Office Specialist 2010 (MOS) Certification Training – 380 Hours

Participate in the Microsoft Office Specialist 2010 (MOS) Certification Training program to improve your level of knowledge with Microsoft Office functions in preparation for taking the Microsoft Certification Exam.

Microsoft Outlook 2007 – 40 Hours

Master Microsoft Outlook, including formatting e-mail, scheduling appointments, creating contacts and more. You'll prepare for certification as you learn the ins and outs of Outlook.

Microsoft Outlook 2010 Certification Training – 45 Hours

Master the basic to advanced Microsoft Outlook 2010 skills you need to prepare for Microsoft Office Specialist (MOS) certification.

Microsoft PowerPoint 2010 Certification Training – 65 Hours

Learn basic to advanced skills in Microsoft PowerPoint 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

Microsoft Project 2010 – 60 Hours

This program combines knowledge of project management scheduling disciplines with the use of the Microsoft project 2010 software.

Microsoft SharePoint 2010 Certification Training – 82 Hours

This SharePoint 2010 training program prepares you to take the Microsoft Certification Exam 77-886 in order to achieve a certification as a Microsoft Office Specialist.

Microsoft Web Developer – 240 Hours

Learn how to develop on the Microsoft platform using .NET Framework 3.5, and prepare for the Microsoft 70-536 and 70-562 certification exams.

Microsoft Word 2010 Certification Training – 95 Hours

Prepare for certification in Microsoft Word 2010 as you learn how to create, format, and secure professional and creative documents

Mobile and Desktop Web Developer – 460 Hours

Students who successfully complete this career course will have developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Mobile Web Developer – 280 Hours

In this course, learn to develop websites for mobile devices, such as Androids and iPhones.

Web Applications Developer – 360 Hours

Master the skills you need to create dynamic database-driven websites using the latest technologies.

Webmaster – 150 Hours

The Webmaster Online Training Program will teach you to design, develop, and maintain Web sites.

Management and Corporate

Entrepreneurship: Start-Up and Business Owner Management – 360 Hours

This program covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing, and management. If you've ever thought about owning your own business, this program can help make that dream come true!

Lean Mastery – 60 Hours

Eliminate waste from your business by learning and implementing the principles of lean business.

Management Training – 360 Hours

If you're thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Non-Profit Management – 300 Hours

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

Six Sigma Black Belt – 200 Hours

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Six Sigma Green Belt – 100 Hours

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

Media and Design

Digital Arts Certificate – 360 Hours

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital photography, imaging, and illustration. This program covers Adobe Photoshop and Illustrator and more.

Graphic Design with Photoshop – 200 Hours

Learn the fundamental principles of design and the most popular software on the market, Adobe Photoshop, and gain the skills you need to work as a graphic designer.

Marketing Design Certificate – 360 Hours

This program focuses on design for marketing and business—creating logos, advertisements, communications, and more. You'll learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

Video Game Design and Development – 500 Hours

Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

Web Design Certificate – 360 Hours

Learn to use Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash to create stunning Web sites.

Skilled Trades and Industrial

Biofuel Production Operations – 400 Hours

The Biofuel Production Operations Online Training Program will give you the education you need to work as a biofuel production operator; inspecting and repairing equipment, operating computer systems, and handling lab equipment.

Carpentry – 80 Hours

Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

Chemical Plant Operations – 400 Hours

Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program.

Freight Broker/Agent Training – 180 Hours

Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

HVACR Technician – 265 Hours

The only HVAC Technician training program of its kind on the Web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

Natural Gas Plant Operations – 400 Hours

For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

Oil Refinery Operations – 400 Hours

Learn the skills you need to start work as an in-demand oil refinery operator.

Performing Comprehensive Building Assessments – 30 Hours

This program will give you a thorough understanding of the building assessment process, focusing on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine improvement opportunities, and prepare a work scope that will guide the homeowner's decision-making process for making the improvements.

Power Plant Operations – 400 Hours

Learn the skills you need to gain entry-level employment as a power plant operator.

Sustainable Energy and Going Green

Building Analyst Quick Start – 60 Hours

This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Certified Green Supply Chain Professional – 60 Hours

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

Certified Indoor Air Quality Manager – 16 Hours

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

Certified Indoor Environmentalist Prep – 32 Hours

Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor Environmentalist Program will help you take the next step in your career.

Principles of Green Buildings – 30 Hours

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Senior Certified Sustainability Professional – 110 Hours

Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise's sustainability strategy.

Solar Power Professional – 120 Hours

Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

Wind Energy Professional – 240 Hours

This entry-level Wind Energy Professional program prepares you for a career in the wind energy industry.

INFORMATION FOR NON-CREDIT STUDENTS

FREQUENTLY ASKED QUESTIONS ABOUT CONTINUING EDUCATION COURSES...

- 1. Do I need to pay for the course when I register?**
YES, Payment must be made at the time of application. Payment Plans are available.
- 2. Do I need to submit a \$20 application fee for any non-credit course?**
No, there are no application fees for non-credit courses.
- 3. Do you offer payment plans?**
Yes, payment plans are available for most of our non-credit programs.
- 4. Do I need to submit proof of immunization (MMR) for these courses?**
No, MMR (mumps, measles, rubella) documents are not required unless you are enrolling in a program with a clinical class. Then health form, immunization records, PPD (tuberculosis testing) and flu vaccine are required.
- 5. 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.)
- 6. Can I register online for non-credit courses?**
No, currently our non-credit program online registration site is under revision.
- 7. 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.
- 8. 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.
- 9. 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.
- 10. Is there an age requirement for courses?**
Age requirements vary by the course. See course description for course details.

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.



4 WAYS TO ENROLL IN NON-CREDIT COURSES

Enroll ASAP to guarantee your seat in the course!

1. **Mail** – Registration form and check or credit card payment. (Address is at bottom of form.)
2. **Fax** – Registration form and credit card information to 860-344-7488.
3. **Walk-In** – Office hours are 8 am – 4:30 pm, Monday – Friday
4. **Phone** – 860-343-5865. Registration with credit card only. See above office hours.

VISA, MasterCard, Discover, and American Express accepted.

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.

ARE YOU PLANNING FOR YOUR FUTURE?

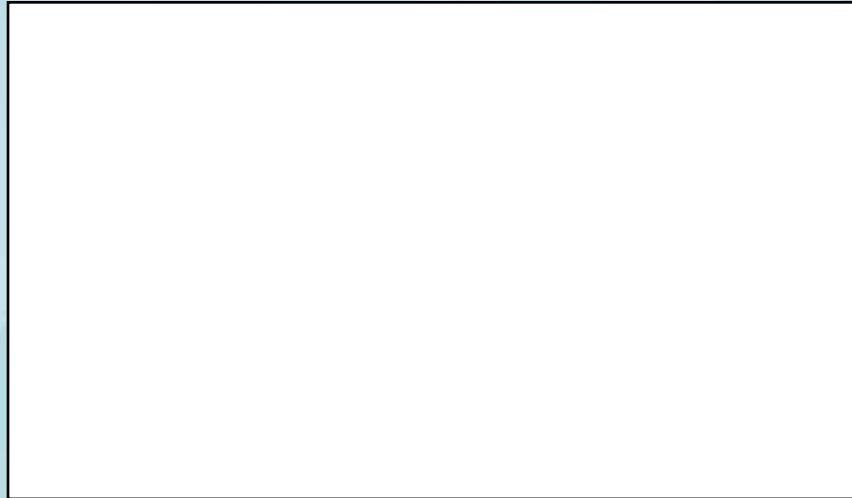
Enrolling for MxCC's Fall semester will help you be job ready in just days, weeks, or months.

Check out these programs that will be offered in the Fall 2017 semester and start planning your future.

Certified Nurse Aide
Certified Nurse Aide – online/hybrid format
Emergency Medical Technician (EMT)
Human Services Assistant
Medical Office Billing and Coding
Medical Coding Specialist
Patient Care Technician
Personal Trainer Certificate
Pharmacy Technician Certificate
Phlebotomy Technician Certificate
Real Estate Principles and Practices
Security Officer Certification
Veterinary Assistant Certificate



100 Training Hill Rd.
Middletown, CT 06457



WHAT'S INSIDE:

CAREER TRAINING

- **Certified Nurse Aide (CNA)**
- **Intro to Veterinary Assistant for High School Students**
- **Emergency Medical Technician (EMT)**
- **EMT & EMR Refresher and Recertification**
- **Connecticut Security Officer Certification**
- **FREE Personal Trainer Orientation Programs - Online**
- **Personal Trainer Certification**
- **Phlebotomy Technician Certificate**

PERSONAL DEVELOPMENT

- **Heartsaver Adult/Child CPR Certification**
- **Basic Life Support (BLS) for Health Care Providers**
- **English Fast Track Workshop**
- **Math Fast-Track Workshops**
- **ACT and SAT Preparation Classes**

ONLINE COURSES

- **Computer Application and Technology**
- **Careers, Business, and Organizations**