

# 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.

## WINTER & SPRING COURSE OFFERINGS

### 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. Learn the proper way to perform nursing procedures essential to meet the needs of patients under your care. This program is approved by the State Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare industry.

Prerequisites: 1) High-school diploma or GED, 2) English language competency. ESL students must take an ESL placement test. 3) Health Form signed

by your physician including immunization information, PPD test for Tuberculosis and seasonal flu vaccine, 4) Must be at least 18 years of age with valid identification. 5) Artificial nails are not permitted, 6) A criminal background check may be required. Students who have a record of felonies or multiple misdemeanors may be denied access to clinical training sites.

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

\$1,299 (includes text, State of CT Certification exam fee, and CT Nurse Aide Registry application fee)

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

Payment Plan available.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1988	CNA Middletown Day Program	\$1299	1/5 – 2/18 No class 1/19, 2/16	M,W	9:00 am - 12:30 pm	Chapman 606	Dellacamera
1989	Lab	-	1/8, 1/13, 1/15	Th,T,Th	9:00 am - 2:00 pm	Meriden Center 401	Staff
1989	Clinical	-	1/20 - 2/12	T,Th	8:00 am - 2:00 pm	Middlesex Health Care	Staff
1991	CNA Meriden Day Program	\$1299	2/23 – 4/1	M,W	9:00 am - 12:30 pm	Meriden Center 401	Witkovic
1992	Lab	-	2/24, 2/26, 3/3	T,Th,T	8:00 am - 12:30 pm	Meriden Center 401	Cowen
1992	Clinical	-	3/5 - 3/21	T,Th	8:00 am - 2:00 pm	Wadsworth Glen	Cowen
1996	CNA Middletown Evening Program	\$1299	3/9 – 5/4 No class 4/22	M,W	5:00 pm - 7:40 pm	Chapman 606	Dobruck
1997	Lab	-	3/12, 3/13, 3/20	Th, F, Th	4:00 pm - 9:00 pm	Meriden Center 401	Wade
1997	Clinical	-	3/26 - 4/24	Th, F	4:00 pm - 9:20 pm	Wadsworth Glen	Wade
1996	CNA Middletown/Essex Evening Program	\$1299	3/9 - 5/4 No class 4/22	M,W	5:00 pm - 7:40 pm	Chapman 606	Dobruck
1999	Lab	-	3/10, 3/17, 3/19	T,T,Th	4:00 pm - 9:00 pm	Essex Meadows	McConnell
1999	Clinical	-	3/26 - 4/24	Th, F	4:00 pm - 9:20 pm	Essex Meadows	McConnell
2000	CNA Shoreline Daytime Program	\$1299	3/30 – 5/12 No class 4/6, 5/11	M,T	9:00 am - 12:30 pm	Old Saybrook Town Hall	Craft
2003	Lab	-		Th, F,Th	9:00 am - 2:00 pm	Essex Meadows	McConnell
2003	Clinical	-	4/16 - 5/8	Th, F	8:00 am - 2:00 pm	Essex Meadows	McConnell

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## Patient Care Technician Certificate

The Patient Care Technician (PCT) Certificate program is an exciting opportunity for Certified Nurse Aides to advance their skills, earn a better salary, and have more job options in a changing work environment. PCTs are valued members of many health care teams. They work in hospitals, rehabilitation settings, physician offices, clinics, and long-term care facilities. Upon completion of this program, students are eligible to sit for the National Healthcareer Association Certified Patient Care Technician Exam. This program does not prepare students to become certified phlebotomy technicians or certified EKG technicians. Prerequisites: 1) Current CNA required, 2) High-school diploma or GED 3) English language competency. Note: Convicted felons may have difficulty finding employment in the healthcare field. This program is eligible for WIA funds – contact CT Works 203-238-3688 early to inquire. Payment Plan available.

The following 7 courses are included in the PCT program:

1) Advanced Nurse Aide	\$399
2) Phlebotomy Skills for the PCT	399
3) ECG and Pulse Oximetry	249
4) Computer Fundamentals (optional)	199
5) Customer Service & Communication in Healthcare	49
5) CPR or BLS	90
7) Hospital Based Clinical Experience (optional)	699
<b>Total =</b>	<b>\$2,084 + textbooks</b>

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2007	Advanced Nurse Aide	\$399	3/18-5/13 No class 4/22	W	5:30-8:30pm	Meriden 401	Larke
2008	Phlebotomy Skills for PCT	\$399	3/24-5/12	T	5:30-8:30pm	Meriden 401	Colson
2009	ECG & Pulse Oximetry	\$249	3/30 – 4/20	M	5:30-8:30pm	Meriden 401	Dellacamera
2006	Computer Fundamentals	\$199	2/14-3/14	S	9am-12pm	Wheaton 306	D'Onofrio
2010	Customer Service	\$49	11/18	T	5:30-8:30pm	Meriden 401	Skowronek
2011	Hospital Clinical Exp.	\$699	5/18-6/3 No class 5/25	M,T,W	6:45-11:45am	Middlesex Hospital	Skowronek
2013	CPR	\$75	3/4	W	9:30am-12:00pm	Chapman 808D	CPR and More
2014	CPR	\$75	4/20	M	5:30-8:00pm	Chapman 808D	CPR and More
2012	BLS	\$95	3/25	W	9:30am-2:00pm	Chapman 808C	CPR and More

## 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
2013	CPR Daytime Program	\$75	3/4	W	9:30am-12:00 pm	Chapman 808D	CPR and More
2014	CPR Evening Program	\$75	4/20	M	5:30pm-8:00pm	Chapman 808D	CPR and More

For detailed course descriptions please visit our website at [www.mxcc.edu/ceinfo](http://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 (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
2012	BLS	\$95	3/25	W	9:30am-2:00pm	Chapman 808C	CPR and More

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## 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.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2015	Human Services Assistant	\$549	2/23 – 4/15	M,W	9:30am-12:00 pm	Meriden Center 102	Jones

## 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). For more information on the national certification exams or student membership with the AAPC or AHIMA, please visit either: [www.aapc.com](http://www.aapc.com) or [www.ahima.org](http://www.ahima.org). This program is eligible for WIA funding – contact CT Works at 203-238-3688 early to inquire. Payment Plan available.

**STUDENTS WHO PASS THE CPC EXAM ARE ELIGIBLE TO RECEIVE COLLEGE CREDIT THROUGH CHARTER OAK STATE COLLEGE!!**

The following courses are required to earn this certificate:

- |   |       |
|---|-------|
| 1) Medical Insurance – offered Fall 2015                          | \$699 |
| 2) Medical Terminology and Anatomy for Coders – offered Fall 2015 | 699   |
| 3) Computer Fundamentals (Optional)                               | 199   |
| 4) Computers in the Medical Office – offered Fall 2015            | 699   |
| 5) Medical Coding - prerequisites required                        | 999   |

**Total = \$3,295 + textbooks**

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2006	Computer Fundamentals	\$199	2/14-3/14	S	9am-12pm	Wheaton 306	D'Onofrio
3955	Medical Coding	\$999	2/9-5/4	M,W	6-9pm	Chapman 613	Rutigliano

For detailed course descriptions please visit our website at [www.mxcc.edu/ceinfo](http://www.mxcc.edu/ceinfo)

## Pharmacy Technician Certificate Program

This program is offered in partnership with the Connecticut Pharmacists Association.

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

\$1049 (textbooks included) This program is eligible for WIA funds – contact CT Works 203-238-3688 to inquire. Payment Plan available.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2020	Pharmacy Technician Cert.	\$1049	2/24 – 4/30	T,Th	7:00pm-10:0pm	Chapman 613	CT Pharmacists Association

## Pharmacy Technician Certification Exam Information

The Pharmacy Technician Certification Board (PTCB) offers the Pharmacy Technician Certification Exam. For more information please visit [www.ptcb.org](http://www.ptcb.org).

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## Veterinary Assistant Certificate

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

Prerequisites: 1) English language competency 2) grey scrub top and pants. 3) Must be physically fit, capable of kneeling to work with larger dogs, and able to lift 50 pounds. 4) Students must provide their own transportation to clinical sites.

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, 2015. Payment Plan available.

### The following courses are required to earn this certificate:

- 1) Introduction to Veterinary Assisting \$49
- 2) Veterinary Assistant I with Clinical 899
- 3) Veterinary Assistant II with Clinical 899

**Total = \$1,847 + textbooks**

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2021	Intro to Veterinary Assisting	\$49	3/2,3/3, 3/4	M,T,W	7-9pm	Pieper Memorial Veterinary	Lavoie, Otte
2122	Veterinary Assistant I	\$899	3/9 – 5/18, No class 4/22	M,W	7-9pm	Wheaton 204	Lavoie, Otte
2023	Vet. Assistant I Clinical Section 1	-	3/13 - 5/15 No class 4/3	F	8am-12pm	Pieper Memorial Veterinary	Otte
2024	Vet. Assistant I Clinical Section 2	-	3/13 - 5/15 No class 4/3	F	4pm-8pm	Pieper Memorial Veterinary	Lavoie
2025	Vet. Assistant I Clinical Section 3	-	3/14 - 5/16 No class 4/4	S	8am-12pm	Pieper Memorial Veterinary	Otte
2027	Veterinary Assistant II	\$899	5/27 – 8/3	M,W	7-9pm	Wheaton 204	Lavoie, Otte
2028	Vet. Assistant II Clinical Section 1	-	5/29 – 7/31 No class 7/3	F	8am-12pm	Pieper Memorial Veterinary	Otte
2029	Vet. Assistant II Clinical Section 2	-	5/29 – 7/31 No class 7/3	F	4pm-8pm	Pieper Memorial Veterinary	Lavoie
2030	Vet. Assistant II Clinical Section 3	-	5/30 – 8/1 No class 7/4	S	8am-12pm	Pieper Memorial Veterinary	Otte

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## 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.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2016	Personal Trainer as a Super Career!	FREE	1/21	W	12:00 noon	Online	W.I.T.S.
<i>Register at <a href="http://bit.ly/1kl3zEK">http://bit.ly/1kl3zEK</a></i>							
2017	Personal Trainer as a Super Career!	FREE	2/11	W	4:00 pm	Online	W.I.T.S.
<i>Register at <a href="http://bit.ly/1gGnA9J">http://bit.ly/1gGnA9J</a></i>							

## FREE Personal Trainer Orientation Program – at MxCC

This FREE 1-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a nationally certified personal trainer. This presentation includes a brief overview of the industry and professional trends, a look at the study materials while allowing ample time for a Q & A session. Topics include personal training, group fitness, older adult fitness, youth fitness and fitness management.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2018	Personal Trainer Orientation	FREE	2/2	M	6:00 – 7:00pm	Chapman 606	W.I.T.S.

## 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 9-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. 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.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2019	Personal Trainer Certificate	\$735	2/28 – 5/2	S	9:00am– 2:00pm	Chapman 606 & New England Athletic Club	W.I.T.S.

# WHOOPS!

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

**Register Early!**

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## NON-CREDIT COURSES ONLINE

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

- ▶ Over 350 2-month courses offered every month.
- ▶ Available 24/7.
- ▶ Most courses are \$130.
- ▶ 8 Start Dates: Wednesdays, January 21, February 18, March 18, April 15, May 20, and June 17.
- ▶ Go directly to: [www.ed2go.com/mxcc](http://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](http://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 Option page, you have an option either to pay directly online using a credit card or pay later to the college. 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.

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### Areas of Online Courses

#### 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



# INFORMATION FOR NON-CREDIT STUDENTS

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## FREQUENTLY ASKED QUESTIONS ABOUT CONTINUING EDUCATION COURSES...

### 1. Do I need to submit a \$20 application fee for any non-credit course?

No, there are no application fees for non-credit courses.

### 2. Do I need to submit proof of immunization (MMR) for these courses?

No, MMR (mumps, measles, rubella) documents are not required unless you are a CNA student and then health form, immunization records, PPD (tuberculosis testing) and flu vaccine are required.

### 3. Do I need to submit high-school or college transcripts for these courses?

No, transcripts are not required. You are required to be a high school graduate to take many of the Allied Health courses. (Please check the course descriptions for details.)

### 4. Can I register online for non-credit courses?

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

### 5. Are refunds available?

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

### 6. Do you offer payment plans?

Yes, payment plans are available for most of our non-credit programs.

### 7. What happens if my course gets cancelled?

Students will be notified by telephone approximately 2 – 3 business days prior to the scheduled start date. Refund checks will be mailed to the current address on file.

### 8. Can I receive C.E.U.s (Continuing Education Units) for my course?

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

### 9. Is there an age requirement for courses?

Most workforce development courses are adult courses requiring a student to be 18 years or older. We recommend students in all other classroom courses be at least 16 years old.

**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.



**Questions about Fast Track Health Careers?**

Email us at: [mx-cehelp@mxcc.edu](mailto:mx-cehelp@mxcc.edu)

## CONTINUING EDUCATION STAFF

Office: 860-343-5865

Diane Bordonaro, R.N., Allied Health Coordinator

Patti Hard, Secretary