

CONTINUING EDUCATION COURSE SCHEDULE Fall 2016



MxCC
MIDDLESEX COMMUNITY COLLEGE
The College of Our Community



CONTINUING EDUCATION STAFF

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HEALTH CAREERS ADVANCEMENT PROJECT

Turn you Dream of a Career into a Reality

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

Choose from any of these programs:

- Certified Nurse Aide (CNA)
- Health Information Management (HIM)
- Human Services Assistant
- Patient Care Technician (PCT)
- Phlebotomy Technician

For more information contact Omayra Vega at 203-634-1493 ext.216 or ovega@workforcealliance.biz



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.

Fall 2016 Courses

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.*

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 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 WIOA funding – contact CT Works 203-238-3688 early to inquire.

Payment Plan available.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1) EVENING PROGRAM - MIDDLETOWN							
3433	CNA Program	\$1299	9/7- 11/7; ↯ No class 9/12, 9/19, 9/26	M,W	4:00 -6:40 pm	Snow 514	Staff
3434	Lab	-	9/12, 9/19, 9/26	M	3:00 – 8:00 pm	Meriden 401 & Wadsworth	Wade
3434	Clinical	-	9/29 – 10/27	Th, F	4:00 - 9:20 pm	Wadsworth Glen	Wade
2) EVENING PROGRAM – MIDDLETOWN/ESSEX							
3433	CNA Program	\$1299	9/7- 11/7; ↯ No class 9/12, 9/19, 9/26	M,W	4:00 -6:40 pm	Snow 514	Staff
3436	Lab	-	9/8, 9/15, 9/22	Th	4:00 - 9:00 pm	Essex	McConnell
3436	Clinical	-	9/27 – 10/25	T,Th	4:00 - 9:20 pm	Essex	McConnell
3) DAYTIME PROGRAM – OLD SAYBROOK/ESSEX							
3438	CNA Program	\$1299	10/3 - 11/14; ↯ No class 10/10	M,T	9:00am-12:30 pm	Old Saybrook Town Hall	Craft
3439	Lab	-	10/6, 10/7, 10/13	Th, F,Th	9:00am-2:00pm	Essex Meadows	McConnell
3439	Clinical	-	10/14 - 11/10	Th, F	8:00am-2:00pm	Essex Meadows	McConnell
4) DAYTIME PROGRAM – MERIDEN							
3440	CNA Program	\$1299	10/26 – 12/14; ↯ No class 11/23, 11/25, 12/9	W,F	9:00am-12:30 pm	Meriden 401	Witkovic
3441	Lab	-	11/1, 11/8	T	8:00am-3:00pm	Meriden 401	Cowen
3441	Clinical	-	11/10 – 12/8; ↯ No class 11/24	T,Th	8:00am-2:00pm	Wadsworth Glen	Cowen

Certified Phlebotomy Technician

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 that 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.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3470	Certified Phlebotomy Technician	\$1899	9/16 – 11/11	F and S	8:00-5:00 pm 8:30 – 3:00pm	Snow 514	Carrabbia

Emergency Medical Technician (EMT)

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.

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
3469	EMT	\$999	8/29 – 12/14; ↪ No class 9/5, 11/23	M,W	6:00-10:00 pm	Chapman 605	Davis
	EMT (Continued)		9/10, 10/8, 11/12, 12/10	S	9:00-5:00 pm	Chapman 605	Davis

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. 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 \$170 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 WIOA funding – contact CTWorks at 203-238-3688.**

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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3471	Human Services Assistant	\$549	8/30 - 12/13; ↪ No class 9/5, 11/24	T,Th	11:00 - 12:15 pm	Snow 505	Felton
3472	Human Services Assistant	\$549	8/29 - 12/14; ↪ No class 9/5	M	5:30 - 8:00 pm	Meriden 406	Bonilla

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 or www.ahima.org. **This program is eligible for WIOA funding – contact CTWorks 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	\$699
2) Medical Terminology and Anatomy for Coders	699
3) Computer Fundamentals (Optional)	199
4) Computers in the Medical Office	699
5) Medical Coding - prerequisites required – offered Spring 2017	999

Total = \$3,295 + textbooks

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3453	Medical Insurance	\$699	8/29 – 12/12; ↪ No class 9/5	M	6:00 – 9:00 pm	Snow 510	Rutigliano
3455	Medical Term. & Anatomy	\$699	8/31 – 12/14; ↪ No class 11/23	W	6:00 – 9:00 pm	Snow 504	Staff
3443	Computer Fundamentals	\$199	9/17 – 10/15	S	9:00-12:00 pm	Wheaton 306	D'Onofrio
3452	Comp. in the Med. Office	\$699	10/18-1/31; ↪ No class 12/27	T	6:00 – 9:00 pm	Wheaton 305A	Acevedo
3454	Medical Coding	\$999	2/6 – 5/1; ↪ No class 2/20	M,T	6:00-9:00 pm	Snow 415	Acevedo

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. 4) A criminal background check may be required. Students who have a record may be denied access to clinical training sites. **Note: Convicted felons may have difficulty finding employment in the healthcare field. This program is eligible for WIOA funds – contact CTWorks 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

Total = \$2,084 + textbooks

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3444	Advanced Nurse Aide	\$399	9/27 – 11/15	T	9:00 - 12:00pm	Meriden 401	Skowronek
3445	Phlebotomy Skills for PCT	\$399	9/29 – 11/17	Th	9:00-12:00pm	Snow 514	Carrabbia
3446	ECG & Pulse Oximetry	\$249	10/3 – 10/24	M	9:00 - 12:00pm	Meriden 401	Dellacamera
3443	Computer Fundamentals	\$199	9/17 – 10/15	S	9:00-12:00pm	Wheaton 306	D'Onofrio
3447	Customer Service	\$49	11/22	T	9:00 - 12:00pm	Meriden 401	Skowronek
3448	Hospital Clinical Exp.	\$699	11/28 – 12/13	M,T,W	6:45-11:45am	Middlesex Hospital	Skowronek
3450	CPR	\$75	11/2	W	9:30-12:00pm	Snow 514	CPR and More
3451	CPR	\$75	12/5	M	5:30-8:00pm	Snow 505	CPR and More
3449	BLS	\$95	10/19	W	9:30-2:00pm	Snow 514	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
3450	CPR	\$75	11/2	W	9:30-12:00pm	Snow 514	CPR and More
3451	CPR	\$75	12/5	M	5:30-8:00pm	Snow 505	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
3449	BLS	\$90	10/19	W	9:30-2:00pm	Snow 514	CPR and More

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: Students must take a math Basic Skills Assessment prior to enrollment. To schedule an appointment call the Academic Success Center at 860-343-5770 and ask for the Pharmacy Technician math assessment. This requirement is waived for any students who submit SAT or ACT scores, or a transcript showing enrollment in a college level math course. Proficiency in English and proof of high school diploma or GED are also required.

Note: Individuals convicted of a felony are not permitted to sit for the exam

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

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.

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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3457	Pharmacy Tech. Certificate	\$1049	10/4 – 12/13; ↻ No class 11/24	T,Th	6:00pm-9:00pm	Snow 514	CT Pharmacists Association

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
N/A	Personal Trainer as a Super Career!	FREE	9/7	W	12:00 pm	Register at http://bit.ly/1rEsOAa	WI.T.S.
N/A	Personal Trainer as a Super Career!	FREE	10/5	W	4:00 pm	Register at http://bit.ly/1rEsMZI	WI.T.S.

Personal Trainer Certificate

According to the latest fitness industry salary guide, Personal Trainers are earning on average of \$30 an hour. Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over an 5-week period for better retention and hands on skill competency. The national exams are held on the 6th week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands on practical training and a 30-hour internship that walks many graduates right into a job!! The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing, and equipment usage and health assessment. CPR/AED and 30 hour internship is required to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. You will be prepared to work with clients and stand out in any gym as "the expert" in your field. Textbook is required and not included in course fees. Call to order and start reading immediately 888-330-9487 {www.witseducation.com}. Textbooks can also be purchased in the college bookstore. Students must provide their own transportation to Meriden YMCA. **This program is eligible for WIOA funding – contact CTWorks at 203-238-3688 early to inquire.**

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3456	Personal Trainer Certificate	\$735	10/8 – 11/2	S	9:00am– 4:00pm	Snow 514 & Meriden YMCA	W.I.T.S.

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. *Health form required.* 4) Students must provide their own transportation to clinical sites.

Eligible for WIOA funding – contact CTWorks 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 Nov. 1, 2016. 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
3458	Intro to Veterinary Assisting	\$49	8/29, 8/31, 9/1	M,W,Th	7:00 -9:00 pm	Pieper Memorial Vet.	Lavoie, Otte
3460	Veterinary Assistant I	\$899	9/12 – 11/16	M,W	7:00 -9:00 pm	Snow 514	Lavoie, Otte
3462	Vet. Asst. I Clinical Section 1	-	9/16 – 11/11	F	8:00 -12:00 pm	Pieper Memorial Vet.	Otte
3463	Vet. Asst. I Clinical Section 2	-	9/16 – 11/11	F	4:00 -8:00 pm	Pieper Memorial Vet.	Lavoie
3464	Vet. Asst. I Clinical Section 3	-	9/17 – 11/12	S	8:00 -12:00 pm	Pieper Memorial Vet.	Otte
3465	Veterinary Assistant II	\$899	11/28 – 2/13; ↪ No class 12/22 – 1/2, 1/16	M,W	7:00 -9:00 pm	Snow 514	Lavoie, Otte
3466	Vet. Asst. II Clinical Section 1	-	12/2 – 2/9; No class 12/23, 12/30	F	8:00 -12:00 pm	Pieper Memorial Vet.	Otte
3467	Vet. Asst. II Clinical Section 2	-	12/2 – 2/9; No class 12/23, 12/30	F	4:00 -8:00 pm	Pieper Memorial Vet.	Lavoie
3468	Vet. Asst. II Clinical Section 3	-	12/3 – 2/10; ↪ No class 12/24, 12/31	S	8:00 -12:00 pm	Pieper Memorial Vet.	Otte

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
3459	Intro to Vet. Asst. (High School)	\$49	10/27, 11/3, 11/10	Th	7-9pm	Pieper Memorial Vet. Center	Lavoie, Otte

SAFETY AND SECURITY

NEW!!! 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.

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
3513	CT Security Officer Certification	\$125	10/1	S	8:30 am – 4:30 pm	Chapman 605	Siena



NEW!!! Introduction to Private Investigation

If you've ever wanted to learn more about how to become a private investigator, then MxCC's private investigator training course is for you!

Private Investigators are energetic individuals with an eye for detail and an interest in security. Both corporations and individuals often call upon private investigators to help them conduct research and perform a variety of detailed investigations. This 20 hour course offers instruction on a number of fundamental techniques such as problem solving, interviewing skills, research formats, stakeouts, surveillance and more. The growing field of cyber forensics will be introduced. Learn the CT state laws and regulations associated with this field along with ethical issues of conducting investigations. A text is required for this course and can be purchased at the college bookstore. Please bring CRN# to the bookstore when purchasing.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3514	Intro to Private Investigation	\$299	9/27 – 10/27	T,Th	6:00 – 8:30pm	Snow 510	Siena

PERSONAL DEVELOPMENT

CPR Courses

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
3450	CPR	\$75	11/2	W	9:30-12:00pm	Snow 514	CPR and More
3451	CPR	\$75	12/5	M	5:30-8:00pm	Snow 505	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
3449	BLS	\$90	10/19	W	9:30-2:00pm	Snow 514	CPR and More

Equine Husbandry

Do you ride horses and wish you could be involved more in their care? Do you own a horse and have questions about what's best for your animal? Or are you always wanted to work with horses and didn't know where to start? If you answered "yes" to any of these questions, this course is for you. Fundamentals of horse care, equine behavior and training, and safe practice will be covered. Gain in-depth knowledge about saddle styles and fitting, equine wellness and equine veterinary emergencies. Students will participate in 4 weeks of classroom instruction and 2 weeks of hands-on instruction at a local stable. No previous horse experience is required in order to register for this course. This course is open to students age 14 and up.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3474	Equine Husbandry	\$299	9/15 – 10/20	Th	6:00-9:00	Chapman 605 & local stable	Carroll

The Basics of Stable Management and Horse Business

Have you ever wanted a career working with horses? This course can help turn your passion for horses into a business. It will also present new ideas to help current small stable owners revive their business plan so that it runs smoother and more lucrative. Daily operations of a horse stable are covered including nutrition and feed plans, fencing, stall layouts, equipment and property maintenance, veterinarian and farrier schedules. A step-by-step guide for creating a functional business plan, marketing ideas and a review of various contracts will be presented. Learn more about employment within the horse world by exploring horse related careers including professional groom, horse sitter, farm manager, lesson instructor, feed representative, tack store employee, trainer, equine event planner and more. Students will participate in 4 weeks of classroom instruction and 2 weeks of hands on experience in day-to-day barn management at a local stable. This course is open to students age 16 and up. Turn your equine business dreams into a success!

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3475	Stable Management	\$299	10/27 – 12/8; ↩ No class 11/24	Th	6:00-9:00	Chapman 605 & local stable	Carroll

NEW!!! The Novels of Kurt Vonnegut

Kurt Vonnegut was one of the more prolific authors and social critics of the second half of the 20th Century, and I truly believe that you can learn everything you need to know about life by reading his novels. In this course, students will be introduced to his dominant themes, his postmodern style, and his promotion of humanism. Through humor and sarcasm, simple writing and big ideas, Kurt Vonnegut is an author who can be enjoyed by all readers. By reading and discussing four of his novels (*Mother Night*, *Cat's Cradle*, *Slaughterhouse-Five*, and *Timequake*), students in the course will gain a fuller appreciation of Vonnegut and, ultimately, the world around them.

On Reading:

"Still and all, why bother? Here's my answer: Many people need desperately to receive this message: I feel and think much as you do, care about many of the things you care about, although most people do not care about them. You are not alone."

On the Meaning of Life:

"I tell you, we are here on Earth to fart around, and don't let anybody tell you different."

On Society:

"What should young people do with their lives today? Many things, obviously. But the most daring thing is to create stable communities in which the terrible disease of loneliness can be cured."

On Living:

"Hello, babies. Welcome to Earth. It's hot in the summer and cold in the winter. It's round and wet and crowded. At the outside, babies, you've got about a hundred years here. There's only one rule that I know of, babies—God damn it, you've got to be kind."

On Happiness:

"I urge you to please notice when you are happy, and exclaim or murmur or think at some point, 'If this isn't nice, I don't know what is.'"

On Death:

"Everything was beautiful and nothing hurt."

On Parenting:

"Whenever my children complain about the planet to me, I say 'Shut up, I just got here myself.'"

On Coping:

"Laughter and tears are both responses to frustration and exhaustion. I myself prefer to laugh, since there is less cleaning up to do afterward."

On Fear:

"True terror is to wake up one morning and discover that your high school class is running the country."

On Risk:

"I want to stand as close to the edge as I can without going over. Out on the edge you see all kinds of things you can't see from the center."

On Image:

"We are what we pretend to be, so we must be careful about what we pretend to be."

On Politics:

"Thanks to TV and for the convenience of TV, you can only be one of two kinds of human beings, either a liberal or a conservative."

On History:

"1492. As children we were taught to memorize this year with pride and joy as the year people began living full and imaginative lives on the continent of North America. Actually, people had been living full and imaginative lives on the continent of North America for hundreds of years before that. 1492 was simply the year sea pirates began to rob, cheat, and kill them."

On Art:

"To practice any art, no matter how well or badly, is a way to make the soul grow."

On the Future:

"The good Earth—we could have saved it but we were too damn cheap, lazy."

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3432	Novels of Kurt Vonnegut	\$349	8/29 – 12/7; ↙ No class 9/5, 11/23, 11/25	M, W, F	10:00 - 10:52	Meriden 404	Florida

NEW!!! Spanish for the Workplace

Making a connection to individuals throughout your workday is essential to your success as a professional. Do you wish you could relate to people in their native language to improve your interactions? This course is designed to provide a basic knowledge of Spanish words and phrases to understand and communicate with customers during business transactions, in healthcare settings, and in social service situations. Learn how to ask questions, gather information, give directions, and schedule appointments. Develop an awareness of Spanish culture and customs that impact overall communication.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3512	Spanish for the Workplace	\$425	9/9 – 10/14	F	10:00 am – 4:00 pm	Wheaton 205	Glaviano

NEW!!! Yoga to Relieve Stress and Focus the Mind

Yoga is a way of life, which promotes health, happiness and community. The ancient practice of Kundalini Yoga has been described as one of the most comprehensive and fast acting yogas. Participants can improve flexibility, work on stilling the mind, relieve stress, increase self-esteem and tone muscles with dedication and practice. Classes includes gentle rhythmic yoga sets with meditation and deep relaxation. Recommended class materials: yoga mat, water, block and blanket. *Not sure if Kundalini Yoga is right for you? Please join us for a Free class on 9/14.*

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3509	Introduction to Yoga	FREE	9/14	W	5:15 – 6:30pm	Chapman 808	Kay Lani
3510	Yoga Session I	\$89	9/21 – 10/26	W	5:15 – 6:30pm	Chapman 808	Kay Lani
3511	Yoga Session II	\$89	11/2 – 12/14; No class 11/23	W	5:15 – 6:30pm	Chapman 808	Kay Lani

ONLINE COURSES

www.ed2go.com/mxcc



- ▶ Over 350 2-month courses offered every month.
- ▶ Available 24/7.
- ▶ Most courses are \$130.
- ▶ 5 Start Dates: Aug. 17, Sept. 14, Oct. 12, Nov. 9, Dec. 14.
- ▶ 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 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.

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

INFORMATION FOR NON-CREDIT STUDENTS

New! Online Registration

Visit our website, www.mxcc.edu/ceinfo and look for online registration information.

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.

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. However, students attending clinical classes must submit a non-credit health form.

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?
Yes, students can register online for continuing education courses that do not require a clinical rotation. Please visit our website, www.mxcc.edu/ce and look for online registration information.

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.

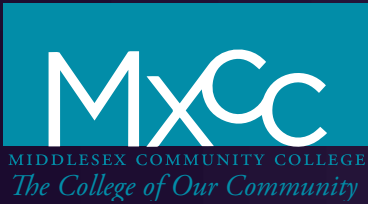
8. Can I receive C.E.U.s (Continuing Education Units) for my course?
Yes, C.E.U. requests must be made in writing to the Continuing Education Office. They are given on the basis of 1 seat hour = .1 C.E.U. or 10 hours = 1 C.E.U. To receive C.E.U.s, 100% attendance is required in a classroom course. No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

9. Is there an age requirement for courses?
Age requirements vary by course. See course description for details.



Questions about Fast Track Health Careers?

Email us at: phard@mxcc.edu



100 Training Hill Rd.
Middletown, CT 06457



WHAT'S INSIDE:

HEALTH CAREERS

- Certified Nurse Aide (CNA)
- Certified Phlebotomy Technician
- Emergency Medical Technician (EMT)
- Human Services Assistant Certificate
- Medical Billing & Coding Certificate
- Patient Care Technician Certificate
- Heartsaver Adult/Child CPR Certification
- Basic Life Support (BLS) for Health Care Providers
- Pharmacy Technician Certificate Program
- FREE Personal Trainer Orientation Programs - Online
- Personal Trainer Certification
- Veterinary Assistant Certificate
- Intro. to Veterinary Assisting for High School Students

SAFETY AND SECURITY

- Connecticut Security Officer Certification - **NEW!**
- Introduction to Private Investigation - **NEW!**

PERSONAL DEVELOPMENT

- Heartsaver Adult/Child CPR Certification
- Basic Life Support (BLS) for Health Care Providers
- Equine Husbandry
- The Basics of Stable Management & Horse Business
- The Novels of Kurt Vonnegut - **NEW!**
- Spanish for the Workplace - **NEW!**
- Yoga to Relieve Stress and Focus the Mind - **NEW!**

ONLINE COURSES AND CERTIFICATES