

Step Into Your Future at **Middlesex Community College!**



**Career training, degree, and Certificate Programs to
prepare you for real world jobs or further education**

WHAT'S INSIDE:

CONTINUING EDUCATION PG. 3

**Health Careers, Business Careers, Safety & Security,
Career Exploration, Personal Development**

Courses start throughout the spring

ONLINE COURSES & CERTIFICATES PG. 11

CREDIT PROGRAMS PG. 19

Associate Degrees and Certificate Programs

Courses start January 19th

**Classes in
Middletown,
Meriden, and
online!**



MXCC.EDU

CONTINUING EDUCATION STAFF

Office: 860-343-5865

Diane Bordonaro, Director of Non-Credit Programs

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WHOOPS!

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

Register Early!

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 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.

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 Diane Bordonaro at 860-343-5716.

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.

SPRING 2017 CONTINUING EDUCATION COURSES

HEALTH CAREERS

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 Health Career 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, and 3) English language competency. 4) A criminal background check is required. Students who have a record are 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 American Job Center 203-238-3688 early to inquire. Payment Plan available.

The following 6 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) Customer Service & Communication in Healthcare	49
5) CPR or BLS	90
6) Hospital Based Clinical Experience (optional)	699
Total = \$1,885 + textbooks	

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1454	Advanced Nurse Aide	\$399	2/11-4/11	T	9:00am-12:00pm	Meriden 401	Skowronek
1455	Phlebotomy Skills for PCT	\$399	2/24-4/7	F	9:00am-12:30pm	Snow 514	Carrabbia
1456	ECG & Pulse Oximetry	\$249	2/27-3/20	M	9:00am-12:00pm	Meriden 401	Dellacamera
1457	Customer Service	\$49	4/18	T	9:00am-12:00pm	Meriden 401	Skowronek
1458	Hospital Clinical Exp.	\$699	4/24-5/9	M,T,W	6:45am-11:45am	Middlesex Hospital	Skowronek
1434	CPR	\$75	3/1	W	9:30am-12:00pm	Snow 514	CPR and More
1436	CPR	\$75	4/24	M	5:30-8:00pm	Snow 506	CPR and More
1433	BLS	\$90	3/15	W	9:30am-2:00pm	Snow 413A	CPR and More

For detailed course descriptions please visit our website at www.mxcc.edu/ceinfo

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
1434	CPR	\$75	3/1	W	9:30-12:00pm	Snow 514	CPR and More
1436	CPR	\$75	4/24	M	5:30-8:00pm	Snow 506	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
1433	BLS	\$90	3/15	W	9:30-2:00pm	Snow 413A	CPR and More

offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

Certified Nurse Aide (CNA)

Certified Nurse Aides (CNAs) 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 meeting 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)

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

This program is eligible for WIOA funding – see page 2

This program is also eligible for SNAP – see page 2

Payment Plan available.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1) EVENING PROGRAM – MIDDLETOWN							
1432	CNA Program	\$1199	2/6–4/10; ↪ No class 2/8, 2/15, 2/20	M,W	4:00-6:40pm	Snow 514	Clark
1463	Lab	-	2/8, 2/15, 2/16	W,Th	4:00-9:00pm	Meriden Center 401 & Wadsworth	Schmoegner
1463	Clinical	-	2/17–3/17	Th, F	4:00-9:20pm	Wadsworth Glen	Schmoegner
2) EVENING PROGRAM – MIDDLETOWN/ESSEX							
1432	CNA Program	\$1199	2/6–4/10; ↪ No class 2/8, 2/15, 2/20	M,W	4:00-6:40pm	Snow 514	Clark
1464	Lab	-	2/9, 2/14, 2/16	T,Th	4:00-9:00pm	Essex	McConnell
1464	Clinical	-	2/21–3/21	T,Th	4:00-9:20pm	Essex	McConnell
3) DAYTIME PROGRAM – OLD SAYBROOK/ESSEX							
1465	CNA Program	\$1199	3/20–5/2; ↪ No class 4/17, 5/1	M,T	9:00am-12:30pm	Old Saybrook Town Hall	Craft
1466	Lab	-	3/23, 3/24, 3/30	Th, F,Th	9:00am-2:00pm	Essex Meadows	McConnell
1466	Clinical	-	3/31–4/28; No class 4/14	Th, F	8:00am-2:00pm	Essex Meadows	McConnell
4) DAYTIME PROGRAM – MERIDEN							
1467	CNA Program	\$1199	3/29-5/10; ↪ No class 4/14, 4/19	W, F	9:00am-12:30pm	Meriden 401	Witkovic
1468	Lab	-	4/3, 4/10	M	8:00am-3:00pm	Meriden 401	Cowen
1468	Clinical	-	4/6–5/2	T,Th	8:00am-2:00pm	Wadsworth Glen	Cowen

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. **This program is eligible for WIOA funding – see page 2**

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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1460	Human Services Assistant	\$549	1/20-5/5; no class 2/17, 3/17, 4/14	F	9:00-11:45am	Meriden 505	Bonilla
1459	Human Services Assistant	\$549	1/19-5/8; No class 3/16, 5/4	Th	6:35-9:05pm	Snow 505	Bonilla

NEW!!! Certified Nurse Aide (CNA) Online

Our new CNA Online program provides an option for students who wish to take advantage of distance learning opportunities. This program is offered in a hybrid format which includes online modules and on-ground clinical learning. Students complete 6 weekly modules of nursing theory that cover all of the same material as our on-ground CNA courses. Students also complete skills training in our nursing lab and clinical training at a local nursing facility. CNA online classes are supported by the Blackboard Learn course management system. This program is approved by the State Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare industry.

Is online learning suitable for you?
Are you ready for learning online?
Are you best prepared for online learning?

Students enrolling in the CNA Online program should determine if Distance Learning is best option for them. To screen yourself please

visit our Distance Learning webpage and take a SmarterMeasure test at <http://mxcc.edu/distance/take-a-smartermeasure-test/>.

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)

\$1,199 (includes State of CT Certification exam fee, and CT Nurse Aide Registry application fee) *Textbook is not included.*

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
5) CNA ONLINE – HYBRID PROGRAM							
1471	CNA Online	\$1199	4/2–5/13			Online	Clark
1472	Lab	-	5/23, 5/24	T, W	8:00am–3:00pm	Meriden 401	Cowen
1472	Clinical	-	5/30–6/9	T, W, Th, F	8:00am–2:00pm	Wadsworth Glen	Cowen

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
1453	EMT EMT (Continued)	\$999	2/6–5/24; No class 2/20 2/11, 3/11, 4/8, 5/13	M, W S	6:00–10:00 pm 9:00am–5:00pm	Chapman 605 Snow 521	Davis Davis

NEW!!! EMT 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
1461	EMT Refresher	\$299	1/21 Registrations close 1/13	S	9:00am–5:00pm	Snow 521	Davis
1462	EMT Refresher	\$299	4/22 Registrations close 4/13	S	9:00am–5:00pm	Chapman 605	Davis

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 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 funding – see page 2

This program is also eligible for SNAP – see page 2

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
1438	Pharmacy Tech, Certificate	\$1049	3/7–5/11	T,Th	6:00-9:00pm	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 \$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.

COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
Personal Trainer as a Super Career!	FREE	1/11	W	4:00pm	Register at http://tinyurl.com/fitnessorientation117	W.I.T.S.
Personal Trainer as a Super Career!	FREE	2/1	W	12:00pm	Register at http://tinyurl.com/fitnessorientation217	W.I.T.S.
Personal Trainer as a Super Career!	FREE	3/1	W	4:00pm	Register at http://tinyurl.com/fitnessorientation3117	W.I.T.S.
Personal Trainer as a Super Career!	FREE	4/5	W	12:00pm	Register at http://tinyurl.com/fitnessorientation417	W.I.T.S.
Personal Trainer as a Super Career!	FREE	5/3	W	4:00pm	Register at http://tinyurl.com/fitnessorientation517	W.I.T.S.
Personal Trainer as a Super Career!	FREE	6/1	Th	12:00pm	Register at http://tinyurl.com/fitnessorientation617	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!! Students must provide their own transportation to practical site. Text book is required and can be purchased in our college bookstore for approximately \$97.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1437	Personal Trainer Certificate	\$735	3/25–5/6; No class 4/15	S	9:00am-4:00pm	Snow 507 & New England Athletic Center	W.I.T.S.

WHOOPS!

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

Register Early!

Phlebotomy Technician Certification

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 drawing techniques. This is a 120-hour program that includes classroom learning and simulation labs. Topics include 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 and may extend past the last class date. Scheduling requests can be made, but are not guaranteed. Students must have transportation to internship 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 WIOA funding – see page 2

This program is also eligible for SNAP – see page 2

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
I439	Phlebotomy Technician Certification	\$1899	3/7-5/6, No Class 4/15	T,Th,S	8:00am-12:00pm	Snow 514	Carrabbia

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.

This program is eligible for WIOA funding – see page 2

This program is also eligible for SNAP – see page 2

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 1st, 2017. 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
I442	Intro to Veterinary Assisting	\$49	2/22, 2/23, 2/24	W,Th,F	7:00-9:00pm	Pieper Memorial	Lavoie, Otte
I443	Veterinary Assistant I	\$899	2/27-5/3	M,W	7:00-9:00pm	Snow 514	Lavoie, Otte
I444	Vet. Assist. I Clinical Section 1	-	3/3-5/5; No class 4/14	F	8:00am-12:00pm	Pieper Memorial	Otte
I445	Vet. Assist. I Clinical Section 2	-	3/3-5/5; No class 4/14	F	4:00-8:00pm	Pieper Memorial	Lavoie
I446	Vet. Assist. I Clinical Section 3	-	3/4-5/6; No class 4/15	S	8:00am-12:00pm	Pieper Memorial	Otte
I447	Veterinary Assistant II	\$899	5/10-7/24; No class 5/29, 7/3	M,W	7:00-9:00pm	Snow 514	Lavoie, Otte
I448	Vet. Assist. II Clinical Section 1	-	5/12-7/21; No class 5/26, 6/30	F	8:00am-12:00pm	Pieper Memorial	Otte
I449	Vet. Assist. II Clinical Section 2	-	5/12-7/21; No class 5/26, 6/30	F	4:00-8:00pm	Pieper Memorial	Lavoie
I450	Vet. Assist. II Clinical Section 3	-	5/13-7/22; No class 5/27, 7/1	S	8:00am-12:00pm	Pieper Memorial	Otte

For detailed course descriptions please visit our website at www.mxcc.edu/ceinfo

BUSINESS CAREERS

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 – see page 2*

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 2017 | \$699 |
| 2) Medical Terminology and Anatomy for Coders | - Offered Fall 2017 | 699 |
| 3) Computers in the Medical Office- | Offered Fall 2017 | 699 |
| 4) Medical Coding - prerequisites required | | 999 |

Total = \$3,096 + textbooks

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1435	Medical Coding <i>*prerequisites required</i>	\$999	2/6–5/1; No class 2/20	M,W	1:00-3:50pm	Snow 514	Acevedo

For detailed course descriptions please visit our website at www.mxcc.edu/ceinfo

NEW!!! Real Estate Principles and Practices

Interested in stepping foot onto the path of becoming a licensed real estate salesperson? Middlesex Community College is working with the CT Department of Consumer Protection to give students an extensive understanding of how the real estate marketplace works.

You will learn about land use controls and regulations, market analysis, financing, contracts and transfer of titles. This course prepares you for the practice of real estate and provides you with an understanding of real estate law and ethical practice. Students must attend 60 hours and pass this course with a grade of 70 in order to take the state licensing exam (PSI exam). Textbooks are required for this course and can be purchased in the college bookstore.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1473	Real Estate Principles & Practices	\$499	1/30–5/15; No class 2/20	M	5:00pm-10:00pm	Snow 510	Myers

SAFETY AND SECURITY

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
1440	CT Security Officer Certification	\$125	4/1	S	8:30am-4:30pm	Snow 509	Siena

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
1441	Intro to Private Investigation	\$299	3/21– 4/20	T,Th	6:00-8:30pm	Chapman 605	Siena

CAREER EXPLORATION

Middlesex Community College is pleased to offer our career exploration series. All of the courses below cover careers that involve working with animals. Discover opportunities to blend your interests in criminal justice, the environment or business with your love for dogs, wildlife or horses.

NEW!!! K-9's in Law Enforcement

Working dogs are amazing animals who help keep us safe every day. This course provides you with an in-depth understanding of their abilities and how they differ from our pets. Topics include: training, patrol work, special detection, community relations, search and rescue, and liability. Learn about canine psychology and the special care required for maintaining the health and wellbeing of working dogs.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1475	K-9's in Law Enforcement	\$149	3/13, 3/14	M,T	9:00am-4:00pm	Chapman 605	Staff

NEW!!! Animal Control Officers

Animal Control Officers are an important branch of law enforcement. Take a look at a typical day for an Animal Control Officer and learn how they are trained to respond to calls involving wildlife and pets. MxCC veterinarian, Dr. Chris Gargamelli, will discuss animal cruelty, community relations, liability, and population control. Learn about the impact animals have on our public health on topics including rabies and other zoonotic diseases. This course illustrates the distinction in the policy and procedures of various municipalities.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1476	Animal Control Officers	\$149	3/15, 3/16	W,Th	9:00am-4:00pm	Chapman 605	Gargamelli

NEW!!! Wildlife & Environmental Responses

This course will provide you with a better understanding of law enforcement related to wildlife and environmental responses. Conservation Officers protect the forests, parks and waterways that our communities use for recreational and commercial purposes. Fish and game enforcement, boating, commercial fishing and wildlife management are among their many responsibilities. Understand the role of the Conservation Officer related to our parks and forests, recreational vehicles, search and rescue, K-9s, homeland security and public research.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1477	Wildlife & Environmental Responses	\$149	3/11, 3/18	S	9:00am-4:00pm	Chapman 605	Staff

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 have you always wanted to work with horses and didn't know where to start? If you've 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 ages 14 and up.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1451	Equine Husbandry	\$299	3/2 - 4/6	Th	6:00pm-9:00pm	Snow 521 & 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 revitalize 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 ages 16 and up. Turn your equine business dreams into a success!

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1452	Stable Management	\$299	4/13-5/18	Th	6:00pm-9:00pm	Snow 521 & local stable	Carroll

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
1434	CPR	\$75	3/1	W	9:30am-12:00pm	Snow 514	CPR and More
1436	CPR	\$75	4/24	M	5:30-8:00pm	Snow 506	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
1433	BLS	\$90	3/15	W	9:30am-2:00pm	Snow 514	CPR and More

SAT Preparation Classes

Middlesex Community College is partnering with Ivy Bound to offer SAT Prep classes to high school students. Our small group classes cover 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!

**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.*

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),
- Allows students to target the March, April (CT Public Schools only), May, June test dates.

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!

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1479	SAT Prep	\$365	1/11-3/29	W	6:15-8:30pm	Snow 521	Ivy Bound
1478	SAT Prep	\$365	1/7-3/4	S	9:00am-12:00pm	Chapman 605	Ivy Bound

English Fast-Track Workshop

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 they are open to all students. At the end of the workshop, students may retake the 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
4019	English Fast-Track Workshop	FREE	1/4 - 1/7; 1/11-1/14	M-Th	9:00-12:00pm	Snow 419	Hostettler
4020	English Fast-Track Workshop	FREE	1/4 - 1/14	M-Th	9:00-12:00pm	Meriden 105	Brewer

Math Fast-Track Workshops

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
4021	Math Fast-Track Workshop	FREE	12/30, 1/5-1/8, 1/11-1/15	M-F	9:00-12:00pm	Snow 406	Riordan
4022	Math Fast-Track Workshop	FREE	12/30, 1/5-1/8, 1/11-1/15	M-F	5:30-8:30pm	Snow 406	White
4023	Math Fast-Track Workshop	FREE	1/4-1/8, 1/11-1/15	M-F	9:00-12:00pm	Meriden 407	deSousa Cull

ONLINE COURSES

www.ed2go.com/mxcc



- ▶ Over 350 2-month courses offered every month, starting the third Wednesday of the month. Available 24/7.
- ▶ Most courses are \$130.
- ▶ 6 Start Dates: Wednesdays, Jan. 18th, Feb. 15th, Mar. 15th, Apr. 12th, May 17th, June 14th
- ▶ 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 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

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 (NALS) 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. *This program is eligible for WIOA funding – contact American Job Center 203-238-3688 early to inquire.*

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

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

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

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

Students 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. *This program is eligible for WIOA funding – contact American Job Center 203-238-3688 early to inquire.*

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

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

QUESTIONS? Call the Continuing Education Office at 860-343-5865

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 have to pay when I register?

Yes, payment for Non-Credit courses is required at the time of enrollment.

3. 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.

4. 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.)

5. Can I register online for non-credit courses?

Our non-credit course online registration program is currently under revision. Check our website www.mxcc.edu/ce to find out when it will be open to the public.

6. 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.

7. Do you offer payment plans?

Yes, payment plans are available for many of our non-credit programs. Payment is due at the time of registration.

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?

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.

11. Where can I find a health form or payment plan?

All forms can be downloaded from www.mxcc.edu/ceinfo.

4 Ways to Enroll in Non-Credit Courses

1. By Mail: Registration form, Non-Credit program supplemental application, and check or credit card payment. (Address is at bottom of form)

2. By Fax: Registration form, Non-Credit program supplemental application, and credit card information to 860-344-7488.

3. Walk-In: Enrollment Services hours are 8:00 am - 4:30 pm, Monday - Friday.

4. By Phone: 860-343-5865. Registration with credit card only See above Enrollment Services hours.

Registration deadline 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.

PAYMENT MUST BE SUBMITTED WITH REGISTRATION.

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.

MIDDLESEX COMMUNITY COLLEGE
STATE OF CONNECTICUT

STUDENT ID: @		THIS REGISTRATION IS FOR: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> INTERSESSION YEAR _____		SOCIAL SECURITY #	
NAME: LAST		FIRST		MAIDEN NAME OR MIDDLE INITIAL	
ADDRESS (NO. AND STREET) <input type="checkbox"/> PLEASE CHECK HERE IF CHANGE OF ADDRESS					
CITY/TOWN		STATE	ZIP CODE	PHONE: HOME	
				PHONE: CELL	
EMAIL ADDRESS <input type="checkbox"/> PLEASE CHECK HERE IF CHANGE OF EMAIL ADDRESS					
DATE OF BIRTH / /		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	US VETERAN <input type="checkbox"/> YES <input type="checkbox"/> NO	STUDENT STATUS: <input type="checkbox"/> NEW <input type="checkbox"/> CONTINUING <input type="checkbox"/> READMIT	
SEMESTER LAST ATTENDED: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> INTERSESSION YEAR _____					

OFFICE USE ONLY
DO NOT WRITE IN THIS SPACE

MASTERCARD, VISA, DISCOVER, OR AMERICAN EXPRESS ONLY (PLEASE CIRCLE ONE)

CARD# _____

EXPIRATION DATE _____

SIGNATURE _____

CRN#	DEPT & COURSE #	COURSE TITLE	# OF CREDITS	TIME FROM – TO	DAYS (CIRCLE)	ROOM
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	

Once fees are paid, you are officially registered and are responsible for the remainder of the charges. Detailed information about this and other College Policies can be found in the MxCC College Catalog on our website. It is the responsibility of each student to read the policies of Middlesex Community College. The student's signature on this form is acknowledgement of receipt of this statement and acceptance of the terms and conditions of all policies.

TODAY'S DATE	ADVISOR'S SIGNATURE	TOTAL CREDITS	STUDENT'S SIGNATURE

Middlesex Community College

Non-Credit Program

Supplemental Application



PLEASE PRINT CLEARLY USING BLUE OR BLACK INK

Full Name _____

Street Address _____ Apt # _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Social Security Number _____ Birth date _____

Emergency Contact _____ Contact's Phone _____

Do you consider yourself to be Hispanic/Latino? Yes _____ No _____

What is your race? (select one or more) White _____ Black or African American _____ Asian _____

American Indian or Alaska Native _____ Native Hawaiian or Other Pacific Islander _____

Have you ever taken a credit or non-credit course at one of the CT Community Colleges? Yes _____ No _____

Are you a current MXCC student? Yes _____ No _____

Are you planning to utilize a payment plan for this program? (for programs over \$1,000) Yes _____ No _____

Are you receiving third party funding? Yes _____ No _____ If yes, what is the funding source? _____

Is English your second language? Yes _____ No _____ If yes, have you taken an ESL test? Yes _____ No _____

An ESL test is recommended prior to enrolling if English is your second language. Call 860-343-5770 to schedule.

Education

High School Graduate: Yes _____ No _____ Currently attending _____ GED Certification: Yes _____ No _____

Name of High School: _____ Year of Graduation: _____

College: _____

Are you a Nurse Aide whose certification has expired? Yes _____ No _____ If yes, registration # _____

I certify that the information provided above is, to the best of my knowledge, true and correct, and I consent to the disclosure of this and program participation information between Middlesex Community College, Connecticut State Colleges and Universities and state and federal Departments of Labor for the purposes of maintaining accurate student records and to monitor grant performance.

Signature: _____

Program: _____

Banner ID: _____ Date: _____

Completed applications should be submitted along with all required materials to:

Middlesex Community College
Office of Enrollment Services
100 Training Hill Road
Middletown, CT 06457

CREDIT COURSES AT MxCC

HERE ARE 8 REASONS WHY YOU SHOULD GET AN ASSOCIATE DEGREE FROM MIDDLESEX COMMUNITY COLLEGE:

1. THE PROFESSORS

Our faculty have PhDs, MBAs, law degrees, and years of experience working in their fields. You'll learn from veterinarians, police officers, scientists, Emmy-award winners, opticians, accountants, published authors, and computer programmers, to name a few. They are all professionals who love to teach, share their expertise, keep you up on the latest trends, and make connections for you after graduation.

2. THE COST

Our low cost leaves more money in your pocket and little-to-no debt after graduation. Our flexible schedule and convenient locations in Middletown, Meriden, and online fits within today's busy schedules.

3. A HIGHER CHANCE OF SUCCESS

At MxCC, you will have access to numerous services designed to help you succeed. These include academic advising, career/transfer counseling, disability support, financial aid, and our Learning Commons (Jean Burr Smith Library, Academic Success Center, and Distance Learning). You'll also find many ways to get involved through college clubs, student government, and community-based service learning projects.

4. A PLAN FOR MOVING AHEAD

The likelihood of successfully completing an associate degree is greater because it takes less time and money than a four-year degree. So, even when life gets in the way with unexpected changes or increased responsibilities, you can realistically keep moving towards your academic or career goals. Along the way, your work at MxCC will make you more valuable to employers – so you can keep getting ahead!

5. COMMUNITY CONNECTIONS

Going to college teaches you what to know, and who to know. MxCC has strong partnerships with local businesses, nonprofits, and industries, which deepen our commitment to the community and civic engagement. In fact, companies look for recent community college graduates – especially in technical jobs – because they know you received hands-on, practical training that is designed to meet their needs. If you aren't sure how to get your foot in the door, a community college with a relevant degree program will help tremendously.

6. SMALLER CLASS SIZES

MxCC's average class size is 21 students. We don't have huge lecture halls with 150 seats. You get one-on-one attention from faculty who know your name.

7. MORE MARKETABILITY IN THE FIELD

Imagine two applicants for the same position in the news department of a TV station. All other strengths being equal, one has a bachelor's degree in Communications. The other has an associate degree in Broadcast-Cinema from MxCC (with lots of hands-on work in our Center for New Media and in an industry-based internship), and a bachelor's degree in Communications. Who are you more likely to hire, even though the years of education are the same?

8. BETTER PREPARATION FOR MORE EDUCATION

Did you know that students who complete an associate degree do better at a four-year university? Community college gives you the opportunity to explore, mature, and learn important study habits. There's also a better chance that after two years, you will know more concretely what you want to study and therefore be more motivated to succeed at the bachelor's level.



SPRING SEMESTER STARTS ON JANUARY 19TH

Classes in Middletown, Meriden, and Online

IT'S EASY TO BECOME A STUDENT AT MXCC

1. Apply and Pay the \$20 Application Fee
2. Submit Transcripts
3. Submit Proof of Immunization
4. Submit SAT/ACT Scores OR
Complete the Basic Skills Assessment for English and Math
5. Apply for Financial Aid
6. Meet with an Advisor and Register for Classes
7. Pay for Your Classes
8. Attend New Student Orientation
9. Be Ready to Attend Classes

AND WE'RE HERE TO HELP YOU EVERY STEP OF THE WAY!

Stop by our Middletown campus or Meriden Center, call us at 860-343-5719, or visit mxcc.edu/future-students to learn more.

Middletown Campus: 100 Training Hill Rd. Middletown, CT 06457
Meriden Center: 55 West Main S. Meriden, CT 06451



Get it all done at once!

SPECIAL REGISTRATION DATES:

Join us for these special, extended hour, one stop registration dates

Open Registration Night at the Middletown Campus – January 5, 2017, 3 – 7 pm

Super Saturday Registration at the Middletown Campus – January 7, 2017, 9 am – 2 pm

Open Registration Night at the Meriden Center – January 10, 2017, 4 – 7 pm

APPLICATION for ADMISSION (CREDIT CLASSES ONLY)**CONTACT INFORMATION**

Legal Last Name				Legal First Name				Middle		Previous Maiden/Last Name					
Social Security Number				(Social security number requested for purposes of financial aid, federal income tax benefits, provision of some college services, accuracy of student records and other business purposes.)						Date of Birth		Gender			
										(MM) (DD) (Year)		<input type="checkbox"/> M <input type="checkbox"/> F			
Email															
Mailing Address		Number & Street				Apt. #		City				State		Zip	
Permanent Address		Number & Street				Apt. #		City				State		Zip	
Phone Numbers		Cell Phone () -				Home Phone () -				Work Phone () -					

ATTENDANCE & APPLYING

Have you previously attended this college?

☐ Yes ☐ No

If yes, when?

Have you previously attended a CT Community College?

☐ Yes ☐ No

If yes, where?

Are you transferring from another college?

☐ Yes ☐ No

For which semester are you applying?

☐ Fall (Aug-Dec)☐ Spring (Jan-May)☐ Winter (Dec-Jan)☐ Summer (May-Aug)☐ Summer continuing into fall

Year

CITIZENSHIP

Are you a United States citizen?

☐ Yes ☐ No

If no, are you a permanent resident? (green card holder)

☐ Yes ☐ No**IN-STATE TUITION***Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.*

1. Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?

☐ Yes ☐ No

2. If "No," can you claim and demonstrate through documentation that you are eligible for in-state tuition?

☐ Yes ☐ No

3. Check here if applying under the New England Regional Student program (NEBHE).

☐ NEBHE*If you answered "Yes" to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.***FAMILY EDUCATIONAL BACKGROUND***Check the category that applies to your parent(s) or guardian(s):*☐ Neither attended college☐ One or both attended college but did not earn a degree☐ One or both earned an associate degree☐ One or both earned a bachelor's degree or higher**ETHNICITY/RACE***This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.*

Do you consider yourself to be Hispanic/Latino?

☐ Yes ☐ No

What is your race? (Select one or more)

☐ White (10)☐ American Indian or Alaskan Native (50)☐ Black or African American (20)☐ Native Hawaiian or Other Pacific Islander (80)☐ Asian (45)**MILITARY STATUS**Are you currently on active duty with the U.S. Armed Forces? (ACTD) ☐ Yes ☐ NoAre you currently a member of the National Guard or Reserve? (NGRE) ☐ Yes ☐ NoHave you ever served in the U.S. Armed Forces? (VET1) ☐ Yes ☐ NoAre you a dependent of a member of the U.S. Armed Forces? (VETD) ☐ Yes ☐ No*If you answered "Yes" to any of these questions, you may be entitled to benefits and should meet with the college's Veterans Certifying Official (VCO).*

Received Date ____/____/____

Student Type ____

Application Fee Paid ☐ Yes ☐ No

Credit/Debit Card

BANNER @ ____

Entered By ____

Cash ____ Check # ____

Admit Type ____

Entered Date ____/____/____

Money Order ____ Waived ____

Exp. Date ____/____/____

FOR-CREDIT APPLICATION (CONT.)**EDUCATIONAL GOAL***Check only one*

- | | |
|--|--|
| <input type="checkbox"/> Developmental (college prep) education (DV) | <input type="checkbox"/> Earn associate degree, then transfer (DT) |
| <input type="checkbox"/> English skills (ESL) (ES) | <input type="checkbox"/> Personal development course(s) (PD) |
| <input type="checkbox"/> Certificate - undergrad credit (CT) | <input type="checkbox"/> Job preparation/retraining course (JB) |
| <input type="checkbox"/> Fulfill other college's requirement (AC) | <input type="checkbox"/> Job promotion (JP) |
| <input type="checkbox"/> Transfer without an associate degree (DN) | <input type="checkbox"/> Unsure at this time (UN) |
| <input type="checkbox"/> Associate degree (DG) | <input type="checkbox"/> Goal not listed (NL) |

PREVIOUS COLLEGES ATTENDED

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

College/University Name		State
Dates of Attendance	Graduation Date	Degree Awarded

INTERNATIONAL STUDENT INFORMATION

Are you an international student who needs an I-20 form for an F1 Visa?

☐ Yes ☐ No

Other Visa Holder (indicate type)	Visa Start Date
Visa Admission Number	Visa End Date
International Address	

COMMUNICATION & CONSENT**Email Communications**

I request the college forward me any initial correspondence to the email address I have provided, including personally identifiable information pertaining to me from college records protected by FERPA.

Consent for the Disclosure of Education Records

I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the CT Community College System or to the system's administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature

INTENDED PROGRAM OF STUDYIn which degree/certificate program do you plan to enroll? *(use attached list)*

Primary Major	Code
Secondary Major <i>(optional)</i>	Code

HIGHEST EDUCATIONAL LEVEL ACHIEVED*Check only one*

- | | |
|---|--|
| <input type="checkbox"/> No high school diploma or GED (01) | <input type="checkbox"/> Master's degree (09) |
| <input type="checkbox"/> High school diploma or GED (02) | <input type="checkbox"/> Other advanced degree (10) |
| <input type="checkbox"/> Some college (06) | <input type="checkbox"/> Doctoral degree (11) |
| <input type="checkbox"/> Undergraduate certificate (05) | <input type="checkbox"/> First professional degree (JD, MD, DDS, LLB) (12) |
| <input type="checkbox"/> Associate degree (07) | <input type="checkbox"/> Sixth-Year certificate (13) |
| <input type="checkbox"/> Bachelor's degree (08) | |

ACADEMIC BACKGROUND

Do you have a high school diploma?

☐ Yes ☐ No ☐ Pending

Name of High School		Graduation Year
City/State	Country	

Have you passed the high school equivalency exam GED, TASC, HiSET? (070997)

☐ Yes ☐ No

Year	Town/State
------	------------

Are you a home school graduate? (000001)

☐ Yes ☐ No

Grad Year	Town/State
-----------	------------

Please submit a copy of your final official high school transcript or equivalency credential.

Have you participated in the High School Partnership Program through the CT Community Colleges?

☐ Yes ☐ No

Have you taken courses at your high school and earned college credit? (concurrent enrollment)

☐ Yes ☐ No

Signature

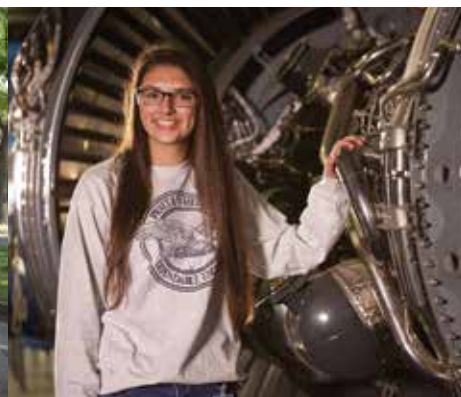
I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Signature	Date
Parent/Guardian Signature (if under 18)	Date

For-Credit Programs	Contact
Accounting Degree Accounting Assistant Certificate Accounting Technician Certificate	Nancy L. Kelly • 860-343-5761 • nkelly@mxcc.edu
Biology Studies Degree TRANSFER TICKET	Dr. Patrick Bryan • 860-343-5880 • pbryan@mxcc.edu
Biotechnology Degree	Dr. Frank Stellabotte • 860-343-5747 • fstellabotte@mxcc.edu
Broadcast Cinema Degree Communication Studies Degree TRANSFER TICKET Broadcast Communications Certificate Corporate Media Production Certificate News & Sports Production Certificate	Richard Lenoce • 860-343-5796 • rlenoce@mxcc.edu
Business Administration Degree Advertising & Sales Promotion Certificate Business Skills Certificate Customer Service Management Certificate Entrepreneurship	Susan Lugli • 860-343-5840 • slugli@mxcc.edu
Chemistry Studies Degree TRANSFER TICKET	James Quinlan • 860-343-5773 • jquinlan@mxcc.edu
Computer Engineering Technology (Technology Studies) Engineering Science Degree Technology Studies: Engineering Technology Option Degree	Dr. Lin Lin • 860-343-5763 • llin@mxcc.edu
Computer Information Technology Degree Communications Networking Certificate Help Desk Technician Certificate Software Developer Certificate	Donna Hylton • 860-343-5774 • dhylton@mxcc.edu
Criminal Justice Degree Criminology Studies Degree TRANSFER TICKET	Rebecca Rist-Brown • 860-343-5849 • rlistbrown@mxcc.edu
Early Childhood Education Child Dev.Assoc.(CDA) Credential	Norma Rosado-Javier • 860-343-5758 • nrosado-javier@mxcc.edu
English Studies Degree TRANSFER TICKET	Dr. Donna Bontatibus • 860-343-5802 • dbontatibus@mxcc.edu
Environmental Science Degree	Christine Witkowski • 860-343-5781 • cwitkowski@mxcc.edu
Fine Arts Degree & Graphic Design Track	Judith DeGraffenried • 860-343-5871 • jdegraffenried@mxcc.edu
Health Career Pathway	Dr. Judy Wallace • 860-343-5780 • jwallace@mxcc.edu
Health Information Management Degree Health Information Management Certificate	Jill Flanigan • 860-343-5791 • Email: jflanigan@mxcc.edu
History Studies Degree TRANSFER TICKET	Dr. Victor A. Triay • 860-343-5746 • vtriay@mxcc.edu
Human Services Degree Social Work Studies Degree TRANSFER TICKET Juvenile Justice Substance Abuse Education Therapeutic Recreation	Judith Felton • 860-343-5816 • jfelton@mxcc.edu
Management Information Systems Degree	Donna Hylton • 860-343-5774 • dhylton@mxcc.edu
Technology Studies: Manufacturing Machine Technology Degree	Carolyn Sommer • 860-343-5841 • csommer@mxcc.edu
Marketing Degree	Susan Lugli • 860-343-5840 • slugli@mxcc.edu
Mathematics Studies Degree TRANSFER TICKET	Stephen Krevisky • 860-343-5792 • skrevisky@mxcc.edu
Multimedia Degree Multimedia/New Media Design Certificate Multimedia Web Design and Development Certificate	Richard Eriksen • 860-343-5795 • reriksen@mxcc.edu
Ophthalmic Design and Dispensing Degree Ophthalmic Medical Assisting Certificate	Raymond Dennis • 860-343-5845 • rdennis@mxcc.edu
Political Science Studies Degree TRANSFER TICKET	Jaime Flores • 860-343-5757 • jflores@mxcc.edu
Pre-Allied Health/Transfer	Dr. Judy Wallace • 860-343-5780 • jwallace@mxcc.edu
Psychology Studies Degree TRANSFER TICKET	Dr. Andrea Gurmakin Levy • 860-343-5815 • alevy@mxcc.edu
Radiologic Technology Degree Computed Tomography Mammography	Dr. Judy Wallace • 860-343-5780 • jwallace@mxcc.edu
Sociology Studies Degree TRANSFER TICKET	Dr. John T. Ambenge • 860-343-5810 • jambenge@mxcc.edu
Technology Studies Degree	Dr. Lin Lin • 860-343-5763 • llin@mxcc.edu
Veterinary Technology	Dr. Chris Gargamelli • 860-343-5842 • cgargamelli@mxcc.edu



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WHAT'S INSIDE:

CONTINUING EDUCATION PG. 3

**Health Careers, Business Careers, Safety & Security,
Career Exploration, Personal Development**

Courses start throughout the spring

ONLINE COURSES & CERTIFICATES PG. 11

CREDIT PROGRAMS PG. 19

Associate Degrees and Certificate Programs

Courses start January 19th

MXCC.EDU

