

CONTINUING EDUCATION AT MxCC



Do you consider yourself a “lifelong learner”? Do you enjoy exploring different topics and interests? Do you want to improve your job skills or even find a new career? Do you want to meet others who have the same interests and goals as you? If so, welcome to Continuing Education’s non-credit programs at Middlesex Community College, where learning adventures await you to bring you success in your life, your career, and your future. MxCC offers numerous opportunities year-round for your personal and professional development.

Change Your Life, Change the World.

At MxCC, Continuing Education has many roles – from developing the workforce and serving the greater community, to offering numerous diverse subject areas in our credit-free courses. But one thing remains certain – Continuing Education offers the depth of programming, flexibility of delivery, and customized content that will meet your needs for change, growth, and success.

Increase Performance and Efficiency. Build Powerful Job Skills.

You can do the job better – we can help. Let MxCC train you to meet the continuous demands for job growth and development of today’s high performance organizations. Continuous professional development is critical to conducting business today. We have the programs, the professional faculty and staff – and the experience to help you meet and exceed the demands of today’s business world. We offer you a wide range of professional development and workforce training programs. These include brief courses in improving a specific skill, state certifications in healthcare, and longer-term technical certificates. In addition, over 500 online courses are offered every month and over 100 online career training programs can start at anytime. Training programs to meet company and not-for-profit organizations’ needs can be customized and conducted at your site, at one of our campuses, or even online.

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CONTINUING EDUCATION STAFF

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NEED HELP PAYING FOR YOUR EDUCATION?

Continuing Education courses don't qualify for financial aid or scholarships the way that credit programs do, but the programs below are available for many of the courses we offer. Look for the red icons next to each eligible course description on pages 12-17 and then use the corresponding information below to find funding for your education!

S Supplemental Nutrition Assistance Program (SNAP) Education & Training

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

The SNAP Employment and Training program prepares and assists clients by offering vocational training, career activities, case management, and support services. The SNAP Education and Training program assists students who are interested in career training for the following courses listed in this catalog:

- Certified Nurse Aide
- Human Services Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Connecticut Security Officer
- Veterinary Assistant

To be eligible, students must receive SNAP benefits throughout the entire course, have a high school diploma or GED, be a US citizen, not have a felony record for most courses, and not receive TANF (cash) assistance from CT DSS. For more information about enrolling in a course under this program: contact Patrice Barrett at pbarrett@mxcc.edu.

INFORMATION SESSIONS ON SNAP EDUCATION & TRAINING PROGRAM

July 20th at 10 to 11:30 AM in Chapman Hall 605

July 26th 1 to 2:30 PM in Chapman Hall 605

August 1st from 5:30 to 7 PM in Snow Hall 504

Come learn how to enroll in career classes for the Fall 2017 and Spring 2018 semesters!

W 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 career programs are eligible for WIOA funding. Contact the American Job Center in Meriden at 203-238-3688 ASAP.

H 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 based on employment and income guidelines.

Choose from any of these programs:

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

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

V Veterans Funding

Veterans should follow the application procedures as outlined. In addition, veterans who are eligible to receive educational benefits must bring a copy of their DD-214 (separation papers) to the College Veterans Office, as well as their VA file-claim number if previous benefits have been received. Married veterans must also submit a copy of the marriage certificate and birth certificates of any children when applying for educational benefits. In order to receive a tuition waiver, eligible veterans must submit a copy of their DD-214 to the Business Office.

A veteran of the Armed Forces who served on active duty during time of war is entitled to a waiver of General Fund tuition provided that the veteran:

Received an honorable discharge

Is a resident of Connecticut at the time he/she is accepted for admission to the college

Served at least ninety (90) days of active duty during any of the following U.S conflicts: World War II, Korean War, Vietnam War, Lebanon, Grenada, Operation Earnest Will, and Desert Storm.

Note: Training, National Guard, and Reserve time are excluded.

Veterans are responsible for notifying the Records Office and the Veterans Office when any change of status occurs (add/drop courses, birth of child, etc.), as well as at the beginning of each academic year. All fees must be paid as they are due unless arrangements have been made in advance with the Director of Financial Aid.

FALL 2017 CONTINUING EDUCATION COURSES

HEALTH CAREERS

Emergency Medical Technician (EMT) ^{WVH}

The Emergency Medical Technician (EMT) program is designed for anyone interested in learning more about the emergency response system and caring for patients in the back of an ambulance enroute 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 complete a mandatory observation at Middlesex Hospital in the Emergency Department.

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

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. **Payment Plan available.**



CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3475	EMT	\$999	8/29-12/18; no class 9/4, 11/22 9/9, 10/14, 11/11, 12/9	M,W Sat.	5:45-9:45 pm 8:00am-4:00pm	Chapman 605 Chapman 605	Davis Davis

EMT/EMR Refresher and Recertification

One Day on-campus Skills Session Following Online Course Work

This program allows busy Emergency Medical Technicians and Emergency Medical Responders to balance their DPH required recertification training with work and family schedules. Students must complete 22 hours of online course work and attend a one-day class session. All course work must be submitted online prior to the class date. Students then attend a one day skills session followed by state

proctored written exam. Class consists of practical work and exam review. The state recertification exam will be offered at the end of the 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
3473	EMT/EMR Refresher	\$299	9/16	Sat.	9:00am- 5:00pm	Chapman 605	Davis
3474	EMT/EMR Refresher	\$299	11/18	Sat.	9:00am-5:00pm	Chapman 605	Davis

NEW!!! Defensive Tactics for Emergency Medical Personnel

Workplace violence is an occupational hazard that affects all aspects of the healthcare industry and Emergency Medical Service providers are especially vulnerable. With attacks on EMS workers on the rise nationwide, protecting yourself as you care for patients in the field is essential. This course provides EMS workers with the skills needed to defend themselves against assaults. Scene assessment and scene

safety are covered, with a focus on co-worker communication and understanding the body language of the aggressive individual. Verbal de-escalation and defensive tactics are taught. The tactical techniques taught in this course are based on principles and solid fundamental skills that can be applied on the scene and in an ambulance.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3497	Defensive Tactics	\$65	10/21	Sat.	9:00am – 1:00pm	Snow 521	Siena

Pharmacy Technician **WSH**

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).

Note: Individuals convicted of a felony are not permitted to sit for the exam. \$1049 (textbooks included)

Payment Plan available.

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

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.

Prerequisite: 1) 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. 2) Proof of high school diploma or GED are also required.



CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3471	Pharm Tech Certificate	\$1049	10/3 – 12/12; no class 11/23	T,Th	6:00-9:00pm	Snow 507	CT Pharmacists Assoc.

FREE Personal Trainer Orientation

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 a clear picture of what to expect in the course and what 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
Intro Personal Trainer	FREE	9/17	M	4:00pm	http://tinyurl.com/fitnessorientation917	W.I.T.S.

Personal Trainer

Certified Personal Trainer Course with Test Voucher Included

Get all the information needed to start an exciting fitness career & become a Certified Personal Trainer. It 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 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 with 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 the advanced **Level 2 Certified Personal Trainer** at no additional cost. Students must provide their own transportation to practical site. Textbook is required and can be purchased in our college bookstore for approximately \$100.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3436	Personal Trainer Certificate	\$735	9/23-11/4; no class 10/28	Sat.	9:00am-4:00pm	Snow 506	WITS

WHOOOPS!

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

Certified Nurse Aide (CNA) **WSH**

Middletown, Shoreline and Meriden

Certified Nurse Aides (CNAs) play a vital role in healthcare delivery by providing routine patient care. Working under the supervision of a nurse, CNAs perform vital patient measurements, 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. The program is approved by the CT State Department of Public Health.



Note: Convicted felons may have difficulty finding employment in the healthcare industry.

Prerequisites: 1) High-school diploma or GED, 2) English language competency. An ESL evaluation is strongly recommended. To schedule your evaluation please call the MxCC 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 not permitted. 6) A criminal background check may be required. Students who have a record of felonies or 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)

Payment Plan available.

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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1) EVENING PROGRAM – MERIDEN/MIDDLETOWN							
3451	CNA Program	\$1199	9/12 - 11/7	T,Th	3:30 to 6:00pm	MxCC@Platt 206	Staff
3452	Lab Section	-	9/13, 9/20, 9/27	W	4:00-9:00pm	Snow 514	Cowen
3452	Clinical Section 1	-	9/29-11/1	W,F	4:00-9:20pm	Wadsworth Glen	Cowen
3459	Lab Section 2	-	9/18, 9/25, 10/2	M	4:15– 9:15pm	Snow 514	McConnell
3459	Clinical Section 2	-	10/4-11/1	W,F	4:15-9:30 pm	Apple Rehab Middletown	McConnell
2) DAY PROGRAM – MIDDLETOWN							
3462	CNA Program	\$1199	11/1-12/15; no class 11/22, 11/24	W,F	9:00am -12:30pm	Snow 507	Witkovic
3463	Lab Section 1	-	11/6, 11/9, 11/13	M,Th,M	9:00-2:00pm	Snow 514	Cowen
3463	Clinical Section 1	-	11/14 – 12/12; no class 11/23	T,Th	8:00am – 2:00pm	Wadsworth Glen	Cowen
3464	Lab Section 2	-	11/2, 11/7, 11/14	T,Th	9:00am -2:00pm	Snow 514	Jordan
3464	Clinical Section 2	-	11/16- 12/14; no class 11/23	T,Th	8:00am – 2:00pm	Apple Rehab Middletown	Jordan
3) DAYTIME PROGRAM – OLD SAYBROOK/ESSEX							
3460	CNA Program	\$1199	10/2-11/14; no class 10/9, 11/13	M,T	9 am-12:30pm	Old Saybrook Town Hall	Craft
3461	Shoreline Lab	-	10/5, 10/6, 10/12	Th, F	9 am-2pm	Essex Meadows	McConnell
3461	Shoreline Clinical	-	10/13-11/9	Th, F	8 am-2 pm	Essex Meadows	McConnell

Human Services Assistant **WSH**

Are you looking for a fulfilling career helping others? Human Service workers support individuals with disabilities in leading self-directed lives. Develop the 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 are 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 \$172 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing. Prerequisite: high school diploma or GED. .

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
3476	Human Services Assistant	\$549	8/29-12/18	T,Th	11:00am – 12:15pm	Snow 505	Staff
3477	Human Services Assistant	\$549	8/29-12/18	M,W	6:30 -7:45pm	MxCC@Platt 214	Bonilla

Certified Nurse Aide (CNA) Hybrid Online

Our new CNA Hybrid Online program provides an option for students who wish to take advantage of distance learning opportunities. This program is offered in a hybrid format and includes online modules with in person clinical learning. Students complete six weekly modules of nursing theory that cover all of the same material as our in-class 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. 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 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.*

Payment Plan available.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
4) ONLINE PROGRAM – HYBRID ONLINE							
3433	CNA Online Hybrid	\$1199	10/29 – 12/10	Online	Online	Online	Clark
	Written exam		1/12/2018	F	9:00 – 11:00am	Snow 507	Clark
3434	Day Lab Section 1		12/19,12/20, 12/21	T,W,Th	8:00am – 3:00pm	Snow 514	Cowen
3434	Day Clinical Section 1		12/27 – 1/9/2018	T,W,Th,F	8:00am– 2:00pm	Wadsworth Glen	Cowen
3435	Evening Lab Section 2		12/19,12/20, 12/21	T,W,Th	4:15 – 10:00pm	Essex Meadows	McConnell
3435	Evening Clinical Section 2		12/27 – 1/9/2018	T,W,Th,F	4:15 – 10:00pm	Essex Meadows	McConnell

Patient Care Technician (PCT)

The Patient Care Technician (PCT) 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 employment market. 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.

Note: Convicted felons may have difficulty finding employment in the healthcare field.

Payment Plan available.

The following 5 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) CPR or BLS 90
- 5) Hospital Clinical Experience (optional) 699

Total = \$1,836/\$1137(w/o clinical) + textbooks

Prerequisites:

(1) Current CNA license required, 2) High-school diploma or GED, and 3) English language competency. An ESL evaluation is recommended. To schedule your evaluation please call the MxCC Academic Success Center at 860-343-5770 and ask for an appointment to take the CNA ESL test. There is no charge. 4) A criminal background check and drug screen are required. Students who have a criminal record are denied access to clinical training sites.



CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3465	Advanced CNA Skills	\$399	9/6 – 10/25	W	9:00am-12:00pm	Snow 507	Skowronek
3466	Phlebotomy Skills for PCT	\$399	9/8 – 10/27	F	9:00am-12:00pm	Snow 507/514	Curran
3467	ECG & Pulse Oximetry	\$249	9/11-10/2	M	9:00am-12:00pm	Snow 507/514	Dellacamera
3468	Hospital Clinical Experience	\$699	11/6-11/21	M,T,W	6:45am-11:45am	Middlesex Hospital	Skowronek
3480	CPR	\$75	10/25	W	9:30am-12:00pm	Snow 514	CPR & More
3481	CPR	\$75	12/4	M	5:30-8:00pm	Snow 510	CPR & More
3469	BLS	\$90	10/11	W	9:30am-2:00pm	Snow 514	CPR & More

offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5719.

Phlebotomy Technician WSH

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 are 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 is 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.

Payment Plan available.



CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3472	Phlebotomy Technician	\$1899	9/5 – 11/4 and internship. No class 11/2	T, Th, Sat.	8:00am-12:00pm	Snow 507	Mueller

Revised! Veterinary Assistant WS Now includes individual internships in the veterinary hospital!

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, involves 4 hours of weekly lectures and 4 hours of weekly clinical/internship experience where students will complete routine tasks and specialized procedures done in the veterinary hospital. Internships provide each student with an individualized experience working in a 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 Degree Program or entry level position at a veterinary facility. MxCC partners with Pieper Memorial Veterinary Hospital to offer this program.

Prerequisites: 1) English language competency (may need to take Accuplacer ESL test to evaluate literacy level) 2) grey scrub top and pants. 3) Health form required. 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.

Certificate Program: 86 hours theory + 72 hours clinical/internship = 158 program hours. Earn 15.8 C.E.U.s.

Payment Plan available.

The following courses are required to earn this certificate:

- 1) Introduction to Veterinary Assisting \$49
 - 2) Veterinary Assistant with Clinical/Internship 1899
- Total = \$1,948 + textbooks**

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3487	Intro to Vet. Assisting	\$49	8/30, 8/31, 9/1	W, Th, F	7:00 -9:00pm	Pieper Memorial	Lavoie/Otte
3496	Vet. Assistant Lecture	\$1899	9/11-2/14; no class 11/20, 11/22, 12/25-1/1, 1/15	M, W, Th	7:00 -9:00pm	Snow 507	Lavoie/Otte
3493	Vet. Assist. Clinical/Internship Section 1	-	9/14-2/1/18; no class 11/23, 12/21, 12/28	Th	4:00 -8:00pm	Pieper Memorial	Lavoie/Otte
3494	Vet. Assist. Clinical/Internship Section 2	-	9/16-2/3/18; no class 11/25, 12/23, 12/20	Sat.	8:00am-12:00pm	Pieper Memorial	Lavoie/Otte

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

Intro to Veterinary Assistant 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
3495	Intro to Vet. Assis. (ages 14-17)	\$49	10/27, 11/3, 11/10	F	7:00 – 9:00 pm	Pieper Memorial	Lavoie/Otte

BUSINESS CAREERS

Revised! **Medical Office Billing & Coding** **W H**
 The Medical Office 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 biller or medical coder. 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.

Students who pass the CPC exam are eligible to receive college credit through Charter Oak State College.

Payment Plan available.

The following courses are required to earn this certificate:

Fall 2017	Medical Coding II	\$549
	Medical Terminology and Anatomy for Coders	649

Spring 2018	Medical Coding I	\$549
	Medical Insurance	549
	Medical Office Electronic Health Records	549

Total = \$2,848 + textbooks

CRN	COURSE FALL 2017	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3488	Medical Coding II	\$549	8/29-12/14; no class 11/23	T,Th	11am – 12:15 pm	Wheaton 312	Flanigan
3470	Med Term. & Anat. for Coders	\$649	8/29-12/17; no class 11/23	T,Th	1:00-3:00 pm	Snow 507	Hilt

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

NEW!!! Medical Coding Specialist

Medical Coding Specialists are essential to healthcare organizations because they have an impact on revenues and health outcome data. Certification in this field has become an industry standard. The Medical Coding Specialist certificate offers students a diverse plan of study that provides an understanding of the many aspects of the emerging field of healthcare technology and information management. Students learn the skills necessary to classify medical data from patient records for coding in a facility, such as, a hospital. Students gain knowledge of medical terminology, disease processes,

and pharmacology. Those completing this program could code medical records or find employment in health information divisions in government agencies and healthcare facilities. Upon completion of the program students are eligible to take the American Health Information Management Association (AHIMA) Certified Coding Specialist (CCS) examination. For more information visit www.ahima.org. This program takes 16 months to complete and includes online course work.

Prerequisite: Placement testing that demonstrates eligibility for ENG101 and MAT137 required.

Medical Coding Specialist – for course descriptions visit www.mxcc.edu/ceinfo

Fall 2017	Medical Terminology	\$549
	Human Biology with lab	729
	Health Information Management Principles	549
Winter 2018	Pharmacology	239

Spring 2018	Medical Coding I	\$549
	Medical Coding II	549
	Pathophysiology	549
Fall 2018	Professional Practice Experience I, II, III	1499
	Certification Exam Prep	239

TOTAL COST (textbooks not included) \$5451

CRN	COURSE FALL 2017	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3489	Medical Terminology(online)	\$549	8/29-12/14			online	Bryan
3490	Human Biology	\$729	8/29-12/14, no class 11/23	Tues	5:10-7:40 pm	Wheaton 210A	Staff
3490	Human Bio Lab			Th	5:10-7:55 pm	Wheaton 210B	Staff
3491	HIM Principles (online)	\$549	8/29-12/14			online	Flanigan

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

Real Estate Principles and Practices **W V**

Interested in stepping foot onto the path of becoming a licensed real estate salesperson? You have come to right place. 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 qualify for the state licensing exam (PSI exam). Textbooks are required for this course and can be purchased in the MxCC bookstore.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3437	Real Estate Princip. & Practices	\$499	9/18 – 12/6. No class 11/22	M,W	5:00pm-7:45 pm	Snow 412	Myers

offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5719.

SAFETY AND SECURITY

Connecticut Security Officer

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 the requirement. You will be learning essential information required for security officers from an instructor 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 at an additional cost. This procedure will be covered in class. Please bring a lunch to class. Must be 18 years old.



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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3478	CT Security Officer	\$125	10/7	Sat	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
3479	Intro to Private Investigation	\$299	9/26-10/26	T,Th	6:00-8:30pm	Snow 412	Siena

Defensive Tactics for Emergency Medical Personnel

Workplace violence is an occupational hazard that affects all aspects of the healthcare industry and Emergency Medical Service providers are especially vulnerable. With attacks on EMS workers on the rise nationwide, protecting yourself as you care for patients in the field is essential. This course provides EMS workers with the skills needed to defend themselves against assaults.

Scene assessment and scene safety are covered, with a focus on co-worker communication and understanding the body language of the aggressive individual. Verbal de-escalation and defensive tactics are taught. The tactical techniques taught in this course are based on principles and solid fundamental skills that can be applied on the scene and in an ambulance.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3497	Defensive Tactics for Emer. Person.	\$65	10/21	Sat	9:00am – 1:00pm	Snow 521	Siena

WHOOOPS!

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

Register Early!

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.

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
3480	CPR	\$75	10/25	W	9:30am-12:00pm	Snow 514	CPR & More
3481	CPR	\$75	12/4	M	5:30-8:00pm	Snow 510	CPR & More
3469	BLS	\$90	10/11	W	9:30am-2:00pm	Snow 514	CPR & More

SAT/ACT Preparation Classes

Middlesex Community College partners with Ivy Bound to offer SAT/ACT 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/ACT Tutors have trained with Ivy Bound to become masters at helping students apply every strategy we know for SAT/ACT success. Our minimum instructor standard is a 1500 (two sections), representing the top 1 percentile. You will find our instructors possess a high level of energy, clarity, and empathy. They KNOW teens, they KNOW the test!

Benefits of Ivy Bound SAT Prep:

- BETTER SCORES of course!
- Helps students with upcoming school coursework,
- An expectation of a minimum 100+ point increase (200 point increases are realistic),
- 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 sections, Writing & Language sections, 27+ hours of instruction, numerous practice tests and access to our live Home study Hot Line on Tuesday and Thursday evenings, daily vocab emailed.

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

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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3482	SAT Prep	\$365	9/9-10/28	S	9:00am-12:00pm	Snow 505	Ivy Bound
3483	ACT Prep	\$365	10/7-12/02	S	9:00am-12:00pm	Snow 504	Ivy Bound

English Fast-Track Workshops

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 a placement test to see if they can progress to College Level or College Level with Embedded Support.

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2047	English Fast-Track Workshop	FREE	7/10-7/27	M-Th	9 to 11 AM	Snow 419	Hostetter
2049	English Fast Track Workshop	Free	7/31-8/17	M-Th	5:30-7:30 pm	Snow 413B	Cerino
2048	English Fast-Track Workshop	FREE	7/31-8/17	M-Th	5:30 – 7:30 pm	Snow 419	Hostetter

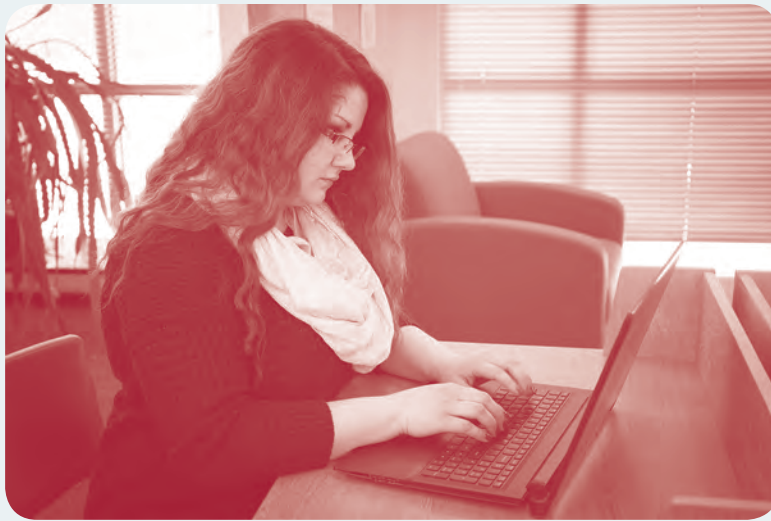
Math Fast-Track Workshops

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
2115	Math Fast-Track Workshop	FREE	7/19-8/3	M-Th	9:00-12:00pm	Wheaton 305 A	Riordan
2116	Math Fast-Track Workshop	FREE	7/26-8/8	M-F	5:30-8:30pm	Snow 406	White
2117	Math Fast-Track Workshop	FREE	8/7-8/18	M-F	9:00-12:00pm	Wheaton 305A	Riordan

NON-CREDIT ONLINE COURSES & PROGRAMS

www.ed2go.com/mxcc



Areas of Online Courses

Computers, Computer Application, and Technology

- iPad and iPhone Programming
- Creating Mobile Apps
- Game Development
- Basic Computer Literacy
- Computer Applications
- Graphic Design
- Web Graphics & Multimedia
- Web Page Design
- Web & Computer Programming
- Database Management & Programming
- PC Troubleshooting, Networking, & Security
- Certification Prep
- Digital Photography & Digital Video

Careers, Business, and Organizations

- Accounting
- Grant Writing
- Social Media in Business
- Non-Profit Management
- Start Your Own Business
- Business Administration
- Sales & Marketing
- Law & Legal Careers
- Health Care Continuing Education
- Teaching & Classroom

Personal Development

- Personal Enrichment
- Languages
- Writing & Publishing
- Test Prep
- Personal Finance & Wealth Building
- Health Care, Nutrition, & Fitness
- Child Care & Parenting
- Art, History, Psychology, & Literature
- Math, Philosophy, & Science

- ▶ 2-month courses offered every month, starting the third Wednesday of the month.
- ▶ Available 24/7.
- ▶ Most courses are \$130.
- ▶ 6 Start Dates: Wednesdays 8/16, 9/13, 10/18, 11/8, 12/13, 1/17
- ▶ 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 version; (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 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 will receive email verification.
- 4 On the Payment Option page, you will either 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.

NON-CREDIT ONLINE COURSES & PROGRAMS

www.ed2go.com/mxcc

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

Who takes online courses?

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

How long is a course?

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

When can I access my course online?

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

What support is available for students?

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

How do I get the most out of each course?

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

Can I receive credit for these courses?

No, all of these courses are credit-free.

Will I receive a certificate upon course completion?

Yes, if you successfully complete the course by achieving a 65% or better score on the final proficiency exam, you will be able to download a certificate. If you would like an MxCC Certificate of Completion, please contact our office at 860-343-5719 once you have passed the course.

Can I earn C.E.Us?

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



NON-CREDIT ONLINE COURSES & PROGRAMS

careertraining.ed2go.com/mxcc/

For more comprehensive learning, check out our Career Training section at Ed2Go!

MxCC, in partnership with ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed. Financial assistance is available for qualifying programs.

Middlesex Community College offers the following online programs:

IT and Software

Administrative Professional with Microsoft Office 2016 Master - 365 HRS
Administrative Professional with Microsoft Office Specialist 2013 - 455 HRS
Administrative Professional with Microsoft Office Specialist 2016 - 455 HRS
Adobe Certified Associate - 220 HRS
Apache Cassandra Training - 30 HRS
AutoCAD 2015 Certified User - 155 HRS
AutoCAD 2015 with AutoCAD 3D - 235 HRS
Certified Information Systems Auditor (CISA) - 120 HRS
Certified Information Systems Security Professional (CISSP) - 150 HRS
Cisco Certified Network Professional (CCNP) - 260 HRS
Coding Fundamentals for Business Professionals - 50 HRS
CompTIA Healthcare IT Technician - 80 HRS
CompTIA A+ Certification Training - 290 HRS
CompTIA A+ with ITIL Foundation - 310
CompTIA Advanced Security Practitioner (CASP) - 50 HRS
CompTIA Certification Training: A+, Network+, Security+ - 480 HRS
CompTIA Cloud+ Certification Training - 75 HRS
CompTIA Linux+ - 95 HRS
CompTIA Linux+ and Unix Training - 130 HRS
CompTIA Mobility+ - 30 HRS
CompTIA Network+ Certification Training - 110 HRS
CompTIA Security+ Certification Training - 80 HRS
EXIN Cloud Computing - 25 HRS
Forensic Computer Examiner - 80 HRS
Full Stack Software Developer - 600 HRS
Help Desk Analyst: Tier I Support Specialist - 120 HRS
Information Security Master Certification Training - 330 HRS
Information Security Training - 165 HRS
IT Foundations Bundle - 60 HRS
ITIL Capability Expert - 150 HRS
ITIL Foundation - 20 HRS
ITIL Lifecycle Expert - 150 HRS
IT Security Survival Training - 225 HRS
Java Programmer - 100 HRS
Mastering Project Management with Microsoft Project 2016 - 130 HRS
Mastering Project Management with PMP Prep - 70 HRS
Microsoft Access 2013 Certification Training - 90 HRS
Microsoft Access 2016 Certification Training - 90 HRS
Microsoft Certified Solutions Associate (MCSA): Server 2012 - 230 HRS
Microsoft Certified Solutions Associate (MCSA): Server 2012 with Private Cloud - 350 HRS
Microsoft Certified Solutions Associate (MCSA): SQL Server 2008 - 220 HRS
Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 - 360 HRS
Microsoft Certified Solutions Associate (MCSA): Windows 7 - 200 HRS
Microsoft Certified Solutions Expert (MCSE): Private Cloud - 120 HRS

Microsoft Excel 2013 Certification Training - 70 HRS
Microsoft Excel 2016 Certification Training - 70 HRS
Microsoft Office 2013 Master - 245 HRS
Microsoft Office 2016 Master Certification Training - 245 HRS
Microsoft Office Specialist 2013 - 335 HRS
Microsoft Office Specialist 2016 (MOS) Certification Training - 335 HRS
Microsoft Outlook 2013 Certification Training - 45 HRS
Microsoft Outlook 2016 Certification Training - 45 HRS
Microsoft PowerPoint 2013 Certification Training - 60 HRS
Microsoft PowerPoint 2016 Certification Training - 60 HRS
Microsoft Project 2010 - 60 HRS
Microsoft Project 2016 - 60 HRS
Microsoft SharePoint 2013 Certification Training - 82 HRS
Microsoft SharePoint 2016 - 80 HRS
Microsoft Word 2013 Certification Training - 70 HRS
Microsoft Word 2016 Certification Training - 70 HRS
Microsoft Word 2016 Certification Training (Vouchers Included) - 70 HRS
Microsoft Access 2013 Certification Training - 90 HRS
Microsoft Access 2016 Certification Training - 90 HRS
Microsoft Certified Solutions Associate (MCSA): Server 2012 - 230 HRS
Microsoft Certified Solutions Associate (MCSA): Server 2012 with Private Cloud - 350 HRS
Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 - 360 HRS
Microsoft Certified Solutions Associate (MCSA): Windows 7 - 200 HRS
Microsoft Certified Solutions Expert (MCSE): Private Cloud - 120 HRS
Microsoft Excel 2013 Certification Training - 70 HRS
Microsoft Excel 2016 Certification Training - 70 HRS
Microsoft Office 2013 Master - 245 HRS
Microsoft Office 2016 Master Certification Training - 245 HRS
Microsoft Office Specialist 2013 - 335 HRS
Microsoft Office Specialist 2016 (MOS) Certification Training - 335 HRS
Microsoft Outlook 2013 Certification Training - 45 HRS
Microsoft Outlook 2016 Certification Training - 45 HRS
Microsoft PowerPoint 2013 Certification Training - 60 HRS
Microsoft PowerPoint 2016 Certification Training - 60 HRS
Microsoft Project 2016 - 60 HRS
Microsoft SharePoint 2013 Certification Training - 82 HRS
Microsoft SharePoint 2016 - 80 HRS
Microsoft Word 2013 Certification Training - 70 HRS
Microsoft Word 2016 Certification Training - 70 HRS
OMCA Content Marketing Associate - 70 HRS
OMCA Conversion Optimization Associate - 105 HRS
OMCA Display Advertising Associate - 60 HRS
OMCA Email Marketing Associate - 70 HRS
OMCA Mobile Marketing Associate - 105 HRS
OMCA PPC Associate - 110 HRS

OMCA SEO Associate - 110 HRS
OMCA Social Media Associate - 110 HRS
OMCA Web Analytics Associate - 145 HRS
Oracle SQL and PL/SQL + Python Developer + Java Programmer - 375 HRS
Oracle SQL and PL/SQL Developer - 120 HRS
Oracle SQL and PL/SQL Developer + Java Programmer - 220 HRS
Python Developer - 155 HRS
Systems Security Certified Practitioner (SSCP) Training - 80 HRS

Media and Design

3ds max - 300 HRS
Digital Arts Certificate - 360 HRS
Graphic Design with Photoshop - 200 HRS
Graphic Design with Photoshop, Software Included - 200 HRS
iOS App Developer - 60 HRS
Marketing Design Certificate - 360 HRS
Mobile and Desktop Web Developer - 460 HRS
Mobile Web Developer - 280 HRS
MSP Foundation and Practitioner Certification Training - 50 HRS
UNIX Administration Basics - 35 HRS
Video Game Design and Development - 500 HRS
Web Applications Developer - 360 HRS
Web Design Professional - 330 HRS
Webmaster - 150 HRS

Healthcare and Fitness

Activity Director - 70 HRS
Administrative Dental Assistant - 150 HRS
Records Specialist + Medical Terminology - 354 HRS
Certified National Pharmaceutical Representative - 90 HRS
Certified Professional Medical Auditor - 80 HRS
Certified Medical Administrative Assistant (CMAA) - 160 HRS
Certified Risk Adjustment Coder - 160 HRS
Fitness Business Management - 200 HRS
Medical Interpreter (Spanish/English) - 200 HRS
Medical Office Manager (CPPM) - 555 HRS
Medical Transcription - 240 HRS
NASM Corrective Exercise Specialist (CES) (Exam Included) - 60 HRS
NASM Performance Enhancement Specialist (PES) (Exam Included) - 60 HRS
NCSF Certified Strength Coach - 70 HRS
NCSF Sports Nutrition Specialist - 70 HRS
Nutrition for Optimal Health, Wellness, and Sports - 200 HRS

Hospitality and Service Industry

Certified Wedding Planner - 340 HRS
Certified Residential Interior Designer - 120 HRS
Event Management and Design - 300 HRS
Food and Customer Service Skills Training - 120 HRS
Preston Bailey's Fundamentals of Floral Design - 240 HRS
Preston Bailey's Intermediate Floral Design - 240 HRS
Preston Bailey's Signature Wedding Event Design - 240 HRS

Management and Career

Administrative Professional - 120 HRS
Certified Internal Auditor - 300 HRS
Certified Mediator and Arbitrator - 200 HRS
Certified Mediator and Restorative Justice Practitioner - 240 HRS
Certified Workplace Mediator - 200 HRS
Chartered Tax Professional - 180 HRS
Court Interpreter (Spanish/English) - 200 HRS
Customs Broker - 100 HRS
Entrepreneurship: Start-Up and Business Owner Management - 360 HRS

Federal Court Interpreter - 200 HRS
Freight Broker/Agent Training - 180 HRS
Grant Writing - 300 HRS
Grant Writing + Non-Profit Management - 600 HRS
Human Resources Professional - 120 HRS
Lean Mastery - 60 HRS
Certified Six Sigma Green Belt (Exam Cost Included) - 120 HRS
Lean Six Sigma Black Belt (Exam Cost Included) - 75 HRS
Lean Six Sigma Green Belt (Exam Cost Included) - 50 HRS
Lean Six Sigma Green Belt and Black Belt (Exam Cost Included) - 125 HRS
Lean Six Sigma Yellow Belt (Exam Cost Included) - 10 HRS
Legal Secretary - 350 HRS
Management for IT Professionals - 390 HRS
Management Training - 360 HRS
Non-Profit Management - 300 HRS
OMCP Digital Analytics and Conversion Professional - 200 HRS
OMCP Digital Analytics and Conversion Professional - 200 HRS
OMCP Email Marketing and Automation Professional - 150 HRS
OMCP Paid Search Professional - 180 HRS
OMCP Search Marketing Professional - 180 HRS
OMCP Social and Mobile Marketing Professional - 190 HRS
Paralegal - 300 HRS
Payroll Practice and Management - 100 HRS
Performing Comprehensive Building Assessments - 30 HRS
PMI Risk Management Professional - 30 HRS
Prince 2 Certification Training - 60 HRS
PRINCE2 Foundation Certification Training - 50 HRS
Professional Bookkeeping with QuickBooks 2013 - 140 HRS
Professional Bookkeeping with QuickBooks 2015 - 140 HRS
Professional Bookkeeping with QuickBooks 2015, Software Included - 140 HRS
Professional Bookkeeping with QuickBooks 2017 - 120 HRS
QuickBooks 2017 (Software Included) - 120 HRS
Professional Interpreter - 40 HRS
Professional Translator - 100 HRS
Project Management Essentials with CAPM Prep - 60 HRS
Purchasing and Supply Chain Management - 300 HRS
Purchasing and Supply Chain Management + Freight Broker/Agent Training - 480 HRS
Records Management Certificate - 180 HRS
Retail Customer Service Skills Training - 120 HRS
Sage 50 Certificate - 25 HRS
Salesforce: Power User - 30 HRS
Senior Professional In Human Resources - 120 HRS
Six Sigma Black Belt - 200 HRS
Social Service Assistant - 70 HRS
Start Your Own Business - 200 HRS
Technical Writing - 80 HRS
The Complete Project Manager with CAPM and PMP Prep - 130 HRS
The Complete Project Manager with Microsoft Project 2016 - 190 HRS
Travel Agent Training - 250 HRS

Skilled Trades

Chemical Plant Operations - 400 HRS
HVACR Certified Technician - 265 HRS
HVACR Controls/Building Automation Systems - 90 HRS
Natural Gas Plant Operations - 400 HRS
Oil Refinery Operations - 400 HRS
Power Plant Operations - 400 HRS
Principles of Green Buildings - 30 HRS
Senior Certified Sustainability Professional - 110 HRS
Solar Power Professional - 120 HRS
Wind Energy Professional - 240 HRS

INFORMATION FOR NON-CREDIT STUDENTS

QUESTIONS? Call the Continuing Education Office at 860-343-5719

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?

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.

5. Are refunds available?

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

6. Do you offer payment plans?

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

7. What happens if my course gets cancelled?

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

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

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

9. Is there an age requirement for courses?

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

4 Ways to Enroll in Non-Credit Courses

Enroll ASAP to guarantee your seat in the course!

AmEx, VISA, MasterCard, and Discover accepted.

1. Mail

Registration form and Supplemental information form with check or credit card payment. (Address is at bottom of form.)

2. Fax

Registration form and credit card information to 860-344-7488.

3. Walk-In

Office hours are 8 am – 4:30 pm, Monday – Friday

4. Phone – 860-343-5719.

Registration with credit card only.

WIOA, SNAP funding - Contact the Continuing Education or SNAP coordinator staff listed in the catalog to enroll.

Registration deadlines for most courses: Wednesday of the week before a course starts. Please enroll as soon as possible to make sure your seat is guaranteed and lessen the chance of a course being cancelled.

Confirmation Letters: Students should receive a confirmation letter of payment and a course schedule.

Refunds: Refund requests must be made to the Continuing Education Office in writing. No refunds will be granted for requests less than 3 working days before a course start date. Refunds will be issued approximately a month after request or course cancellation.

Course Cancellations By College: The College reserves the right to cancel a course due to insufficient enrollments or emergency.

QUESTIONS? Call the Continuing Education Office at 860-343-5719

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

REGISTRATION FORM (NON-CREDIT)

MxCC REV 11/11

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 _____		



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
					MTWRFS	
					MTWRFS	
					MTWRFS	
					MTWRFS	
					MTWRFS	
					MTWRFS	
					MTWRFS	
					MTWRFS	
					MTWRFS	
					MTWRFS	

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