Study on the Beach!

Don’t let summer vacation slow your learning down. Earn credits quickly and conveniently at MxCC.

Credit Courses
4 SESSIONS
May 26- June 30 (5 Weeks)
May 26- August 8 (10 Weeks)
June 15 - August 4 (7 Weeks)
July 6 - August 7 (5 Weeks)

LEARN MORE:
MXCC.EDU/SUMMER

Continuing Education Courses
SUMMER & FALL 2015
Certified Nurse Aide (CNA)
Pharmacy Technician
Patient Care Technician
Medical Billing & Coding
Veterinary Assistant
Personal Trainer
Production Assistant

LEARN MORE:
MXCC.EDU/CEINFO
WELCOME!
Congratulations on your decision to consider Middlesex Community College to further your education! At Middlesex Community College, you’ll get personal attention from dedicated professors in small class settings; guidance from experienced counselors and advisors who will help you clearly define and achieve your goals; programs that will help you launch or build your career in some of today’s fastest-growing fields; and, affordable tuition that saves thousands of dollars over the average cost of most other two and four-year colleges.

Middlesex offers access to cutting-edge technology and state-of-the-art educational facilities in a suburban setting located in the scenic heart of the Connecticut River Valley. Work on the latest computer systems in our computer and business laboratories. Cater to your curiosity as you study in the bright and modern Jean Burr Smith Library. We have everything you need to reach your greatest potential: an outstanding faculty, small classes, support services, academic advising, career placement assistance, transfer counseling, and a variety of student activities. Come see what Middlesex Community College has for you!

MISSION & VISION
In all it does, Middlesex Community College strives to be the college of its community. By providing high quality, affordable, and accessible education to a diverse population, the College enhances the strengths of individuals through degree, certificate, and lifelong learning programs that lead to university transfer, career opportunities, and an enriched awareness of our shared responsibilities as global citizens.

5 STEPS TO TAKING CREDIT CLASSES AT MXCC!

1. Apply for Admission ........................................... 4
2. Take the Basic Skills Assessment ....................... 4
3. Prepare to Meet With an Advisor ......................... 5
4. Meet With an Advisor and Register ..................... 6
5. Pay Tuition and Fees ........................................... 6

Summer Course Listing ........................................... 7-10
Distance Learning/Hybrid ....................................... 11
Learning Options and Late Starts ........................... 12-13
Sneak Peek of Fall Courses ................................. 14-15
Continuing Education .............................................. 16-24

Degrees & Certificates ........................................... back cover

QUICK NUMBERS

Main College Line 860-343-5800
Toll-Free Number 1-800-818-5501
Distance Learning Support 860-343-5756
Admissions Office 860-343-5719
Records/Registrar 860-343-5724
Business Office 860-343-5729
Financial Aid 860-343-5741
Library 860-343-5830

Bookstore 860-346-4490
College Learning Center 860-343-5770
Basic Skills Assessment 860-343-5770
School of Arts & Media, Humanities, and Social Sciences 860-343-5757
School of Allied Health, Business, & STEM 860-343-5791
Continuing Education 860-343-5716
Director of Academic Initiatives 860-343-5784

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to coordinate inquiries regarding the non-discrimination policies:
Dr. Adrienne Maslin; Dean of Students/Title IX and Section 504/ADA Coordinator, Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457; amaslin@mxcc.edu.

MxCC makes every effort to ensure that all information provided is accurate. The information is subject to change. The online student registration system provides the most accurate listing of courses, available seats and other updates.
Top Five Reasons to Attend MxCC This Summer!

1. GET AHEAD ON NEXT SEMESTER’S COURSEWORK!
2. CATCH UP ON THE COURSES YOU NEED TO GRADUATE.
3. COMPLETE THE PRE-REQUISITES NECESSARY FOR YOUR DEGREE PROGRAM.
4. SUMMER COURSES TYPICALLY MEET FOR A SHORTER PERIOD OF TIME; BETWEEN FIVE AND TEN WEEKS.
5. ENJOY A HIGH-QUALITY, LOW COST EDUCATION AT THE “COLLEGE OF OUR COMMUNITY”!

Are you:

A CURRENT MXCC STUDENT?
Welcome back! Log on to myCommnet & register online though Self Service! Additional information can be found mxcc.edu/registration.

A NEW MXCC STUDENT?
Welcome to Middlesex! If you plan to enroll at Middlesex this summer and continue with us through the fall, please follow the five easy steps in this guide.

A STUDENT FROM ANOTHER COLLEGE?
All transfer students are welcome at Middlesex! Whether you apply online or in-person, please remember to apply as a non-degree seeking student. You will also need a copy of your transcripts on hand when you meet with your advisor. Additional information about the application process can be found on page 4 of this guide.

WHAT TYPE OF STUDENT AM I?

NEW STUDENTS
The College admits new students on a rolling basis. New students are defined as those with no academic history at the College or those students that have completed only a summer or winter session course at the College. The Admissions Office in Middletown work with all new students entering the College. The Admissions Office is located in Founders Hall, Room 153, and is open Monday - Friday from 8:00 am to 5:00 pm.

CONTINUING STUDENTS
A continuing student is defined as any student who has attended any fall or spring semester since Fall 2013.

READMIT STUDENTS
A readmit student is defined as any student whose last semester of attendance was prior to Fall 2013. Readmit students who are interested in returning to MxCC must submit an Readmit application form and follow the procedures for readmit students.

TRANSFER STUDENTS
If you have never attended MxCC, but have attended another college or university please follow the admission procedures for New Students. If you are interested in receiving transfer credit for coursework completed at another accredited academic institution, you must submit an official copy of your college transcript/s to the Admissions Office.

NON-DEGREE STUDENTS
Students who are interested in enrolling in individual courses, but are not interested in pursuing a degree or certificate program, may elect to enroll as a non-degree student. Non-degree students must complete an application form and pay the $20.00 application fee. Non-degree students may be required to take the Basic Skills Assessment in English or math and/or provide proof that prerequisites for specific courses have been met. For additional information please contact the Office of Admissions at 860-343-5719.
APPLY FOR ADMISSION

To Apply For Admission, Please Complete These Easy Steps:

- Complete the application for admission
- To apply online, go to http://my.commnet.edu
  - Select “Apply for Admission”
  - Select “Middlesex”
  - Click on “First Time User Account Creation”
- or go to www.mxcc.edu/apply for a printable application form
- Pay the $20 application fee
- Submit proof of high school or GED completion

- Show proof of Measles/Mumps/Rubella/Varicella Immunity*. For additional information, including exemptions, contact the Office of Admissions at 860-343-5719.

* Adequate Immunization:
  - Measles: Two doses
  - Mumps: Two doses
  - Rubella (German Measles): Two doses of rubella vaccine are required, administered after the student's first birthday.
  - Varicella (Chicken Pox): Two doses or provide certification from physician that student has had disease.

OFFICE HOURS

Admissions & Records/Registrar
Founders Hall, Rm. 153
Admissions: 860-343-5719
Records: 860-343-5724

When spring and fall semester classes are in session
Monday* - Friday: 8:00 a.m. - 5:00 p.m.*
*Monday until 6 p.m. during Fall and Spring semester class periods.

TAKING THE BSA

MxCC requires skill assessments in English and mathematics before students enroll in math, reading, or writing courses, courses with any math or English prerequisites, or enroll in an academic program.
Learn more at mxcc.edu/bsa

PLACEMENT TESTING DATES

| Placement Testing at the College Learning Center for the Summer and Fall semesters will begin on April 6th, 2015. To make an appointment, call 860-343-5770. For test dates and times, please visit http://mxcc.edu/bsa/appointments/ |
| Meriden Center Placement Testing at the Meriden Learning Lab for the Summer and Fall semesters will begin on March 11, 2015. To make an appointment, call 203-608-3072. Test dates and times: |
| 4/15/15 9:30-12:00 |
| 5/4/15 9:30-12:00 |
| 5/6/15 5:00-7:30 |
| 5/11/15 5:00-7:30 |
| 5/13/15 9:30-12:00 |
Prepare to Meet with an Advisor

When you enroll in college, we create a partnership to help you achieve your educational and career goals. This guide prompts you to be prepared to understand what the demands of college will be and what to expect as you make your transition to college. Quality academic advising allows you to accomplish those goals in a timely manner while being in control of your own educational endeavors. Taking time to consider and plan your educational experience is essential to getting off to a good start. Your readiness is critical to having a successful experience.

Please consider the following prior to meeting with an advisor:

1. **Your reasons for attending college and your time availability.**
   The New Student Orientation site is a good place to start for familiarizing yourself with the college, its academic programs and its resources. It has a wealth of content and checklists to guide you. Visit the site at: www.mxcc.edu/nso

2. **How you are financing your education.**
   Students receiving financial aid are expected to review the Financial Aid webpage: www.mxcc.edu/financial-aid to understand the types of financial aid and how the process works including understanding the Satisfactory Academic Progress guidelines for maintaining eligibility to receive aid awards. The website also houses comprehensive financial and scholarship information which is useful for all students.

3. **Your comfort level and willingness to utilize computer technology.**
   It is the expectation of the college that you will use computer technology to submit written assignments and learn the college’s online learning platforms and various course management software packages.
   We encourage students to take the Smarter Measure Assessment: it is a self-diagnostic tool that assesses student’s likelihood for succeeding in learning online as well as to use online tools in onground courses.
   www.mxcc.edu/distance/take-a-smartermeasure-test/

4. **If you are transferring or have earned College Careers Pathway (CCP) or Advanced Placement credits.**
   To assure quality advising we need to review the OFFICIAL transcript from your previously attended institution. Your transcript should be forwarded to the Records Office in advance of your advising meeting for evaluation of transferrable credits.

During your conference with an advisor, we will work with you to identify and select courses based on your level of proficiency in reading, writing and math and those which are required by your chosen educational pathway. We will ask questions that facilitate selection of appropriate courses. The advising process should be a conversation. Ask questions to clarify information and take notes. Faculty and staff advisors are here to assist you in the decision making process; you ultimately are responsible for your education. The name and contact information of your assigned Primary Advisor will be available to you via MyCommnet within a few weeks. If you are enrolled in a degree program, the Program Coordinator will be your Primary Advisor.

Questions you should be prepared to discuss and answer are:

- What are your reasons for attending college?
- Are you planning to be a part-time (11 credits or fewer) or full-time (12 credits or more) student?
- Are you working? How many hours/week do you plan to work?
- How many hours/week do you devote to other obligations? (such as family, childcare etc.)
- Do you have a sense of a curriculum / program/ major/ career direction? (If not, the college has professional staff who can guide you once classes begin)
- Have you reviewed the virtual college catalog and schedule of courses to see what courses are interesting and available?
- If you are interested in taking online courses, do you have the necessary computer skills and computer access?
- How long has it been since high school? What kind of student were you in high school?
- What are your academic concerns?
New MxCC students must meet with an advisor prior to registering for a summer course. Advisors are available to meet with students on a first come/first serve basis during the hours below.

**REGISTRATION DATES FOR SUMMER COURSES:**
April 13: In-Person Registration for new, continuing, and readmit students begins.
Continuing students only may register online starting on April 6 at my.commnet.edu.

**ADMISSIONS & REGISTRATION HOURS FOR SUMMER COURSES:**
Mondays* - Thursdays: 9 a.m. – 4:00 p.m.
Fridays: 9 a.m. – 3:00 p.m.
*Monday until 6 p.m. during Fall and Spring semester class periods.

---

**PAY TUITION & FEES**

Tuition and fees are subject to change. For the most up-to-date information, please visit www.ct.edu/admission/tuition
All students are required to pay charges at the time of registration.

**SUMMER TUITION RATES**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>College Fee</th>
<th>Student Activities Fee</th>
<th>Total</th>
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<tbody>
<tr>
<td>3</td>
<td>$465.00</td>
<td>$84.00</td>
<td>$5.00</td>
<td>$554.00</td>
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<tr>
<td>12</td>
<td>$1,860.00</td>
<td>$207.00</td>
<td>$10.00</td>
<td>$2,077.00</td>
</tr>
</tbody>
</table>

See complete tuition and fees for summer at ct.edu/admission/tuition.

**BUSINESS OFFICE HOURS**

Founders Hall, Rm. 113A-B
860-343-5729

Monday 9:00 a.m.-6:00 p.m.
Tuesday - Friday 9:00 a.m.-4:30 p.m.

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**Online Course Tuition & College Services Fee**

Tuition and fees are subject to change by the Board of Regents for Higher Education without prior notice and are non-refundable.

These charges are no longer automatically based on the in-state rate. Instead, fees are based on student residency.

**Payment:** Cash, VISA, Mastercard and/or Discover, check, or money order made payable to MxCC.

**Business Office:** Contact the Business Office for payment terms available.
860-343-5729.

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**Financial Obligation Policy**

Once fees are paid, you are officially registered and you are responsible for the remainder of the charges.

**Tuition Refund Policy**

Prior to the last business day before first day of any summer session, 100% tuition refunded. Fees are not refundable. There is no refund after a session has begun.
# SUMMER 2015 COURSE OFFERINGS AT MXCC

## ACCOUNTING

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>ACC*115</td>
<td>Financial Accounting</td>
<td>4</td>
<td>-</td>
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<td>Kelly</td>
<td>5/26-8/5</td>
<td>ONLINE</td>
</tr>
<tr>
<td>2022</td>
<td>ACC*118</td>
<td>Managerial Accounting</td>
<td>4</td>
<td>-</td>
<td></td>
<td>Kelly</td>
<td>5/26-8/5</td>
<td>ONLINE</td>
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## ANTHROPOLOGY

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>ANT*101</td>
<td>Intro. to Anthropology</td>
<td>3</td>
<td>-</td>
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<td>Ambenge</td>
<td>5/26-8/5</td>
<td>ONLINE</td>
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<tr>
<td>2004</td>
<td>ANT*205</td>
<td>Cultural Anthropology</td>
<td>3</td>
<td>-</td>
<td></td>
<td>Ambenge</td>
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</tr>
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</table>

## ART

<table>
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<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>ART*100</td>
<td>Art Appreciation</td>
<td>3</td>
<td>MTWR</td>
<td>5:30-8:00pm</td>
<td>Weber</td>
<td>5/26/30</td>
<td>ONLINE</td>
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<tr>
<td>2006</td>
<td>ART*111</td>
<td>Drawing I</td>
<td>3</td>
<td>MWR</td>
<td>5:30-8:00pm</td>
<td>DiGiorgio</td>
<td>7/6/8/7</td>
<td>SNOW 409</td>
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<tr>
<td>2136</td>
<td>ART*250</td>
<td>Digital Photography</td>
<td>3</td>
<td></td>
<td></td>
<td>Alpert</td>
<td>7/6/8/7</td>
<td>SNOW 413A</td>
</tr>
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</table>

## BIOLOGY

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>BIO*110</td>
<td>Princ. of Human Body</td>
<td>3</td>
<td>-</td>
<td></td>
<td>Roche</td>
<td>6/15/4</td>
<td>ONLINE</td>
</tr>
<tr>
<td>2024</td>
<td>BIO*111</td>
<td>Intro to Nutrition</td>
<td>3</td>
<td>MTWR</td>
<td>5:30-9:15pm</td>
<td>Stellabotte</td>
<td>5/26-6/30</td>
<td>WHEATON 213B</td>
</tr>
<tr>
<td>2025</td>
<td>BIO*121</td>
<td>General Biology I</td>
<td>4</td>
<td>MTWR</td>
<td>5:30-9:15pm</td>
<td>Stellabotte</td>
<td>5/26-6/30</td>
<td>WHEATON 213A</td>
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<tr>
<td>2026</td>
<td>BIO*211</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
<td>MTWR</td>
<td>9:00am-12:45pm</td>
<td>Wallace</td>
<td>5/26-6/30</td>
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<td>2027</td>
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<td>MTWR</td>
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<td>5/26-6/30</td>
<td>WHEATON 210A</td>
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<tr>
<td>2028</td>
<td>BIO*212</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
<td>MTWR</td>
<td>9:00am-12:45pm</td>
<td>Wallace</td>
<td>5/26-6/30</td>
<td>WHEATON 210B</td>
</tr>
<tr>
<td>2029</td>
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<td>Anatomy &amp; Physiology II</td>
<td>4</td>
<td>MTWR</td>
<td>5:30pm-9:15pm</td>
<td>Wallace</td>
<td>7/6-8/7</td>
<td>WHEATON 210B</td>
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<tr>
<td>2030</td>
<td>BIO*235</td>
<td>Microbiology</td>
<td>4</td>
<td>MW</td>
<td>9:00am-12:45pm</td>
<td>Shah</td>
<td>7/6-8/7</td>
<td>WHEATON 213A</td>
</tr>
<tr>
<td>2120</td>
<td>BIO*296</td>
<td>Biotechnology Internship</td>
<td>3</td>
<td>TR</td>
<td>9:00am-12:45pm</td>
<td>Kraczkowski</td>
<td>5/26-8/5</td>
<td>WHEATON 206</td>
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</table>

## BUSINESS

<table>
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<tr>
<th>CRN</th>
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<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2031</td>
<td>BBG*101</td>
<td>Intro to Business</td>
<td>3</td>
<td>-</td>
<td></td>
<td>Boutaugh</td>
<td>5/26-6/30</td>
<td>ONLINE</td>
</tr>
<tr>
<td>2032</td>
<td>BBG*115</td>
<td>Business Software Apps</td>
<td>3</td>
<td>-</td>
<td></td>
<td>Raymond</td>
<td>5/26-6/30</td>
<td>ONLINE</td>
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<tr>
<td>2033</td>
<td>BBG*115</td>
<td>Business Software Apps</td>
<td>3</td>
<td>-</td>
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<td>Lugli</td>
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<td>ONLINE</td>
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<tr>
<td>2034</td>
<td>BBG*231</td>
<td>Business Law I</td>
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<td>-</td>
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<td>Boutaugh</td>
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<tr>
<td>2035</td>
<td>BMG*202</td>
<td>Principles of Management</td>
<td>3</td>
<td>-</td>
<td></td>
<td>Raymond</td>
<td>5/26-6/30</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

### KEY:

- **Online Course (see page 11)**
- **Accelerated Learning Program (http://mxcc.edu/ALP)**

### ACADEMIC CALENDAR

**Summer 2015**

- **Tuesday, May 26**: Session I & Session III classes begin
- **Thursday, May 28**: No classes (Commencement)
- **Monday, June 15**: Session IV Classes begin
- **Friday, June 19**: Last day to withdraw from Session I courses
- **Tuesday, June 30**: Last day of Session I Classes
- **Friday, July 3**: No classes (College Closed)
- **Monday, July 6**: Session II Classes begin
- **Friday, July 17**: Last day to withdraw from Session III & IV courses
- **Wednesday, July 29**: Last day to withdraw from Session II courses
- **Tuesday, August 4**: Last day of Session IV Classes
- **Friday, August 7**: Last day of Session II Classes
- **Wednesday, August 5**: Last day of Session III Classes

For the most up-to-date course availability, go to [my.commnet.edu](http://my.commnet.edu) and click on “Search for Courses” in the right hand column.

Select term, college (Middlesex CC), level (Credit), and click “Get Courses”.

### MY.COMMNET.EDU

1. Select term, college (Middlesex CC), and level (Credit)
2. Click “Get Courses”
<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
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</thead>
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<tr>
<td>2036</td>
<td>BMK*201</td>
<td>Principles of Marketing</td>
<td>3</td>
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<td>Lugli</td>
<td>6/15-8/4</td>
<td>ONLINE</td>
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<tr>
<td>2042</td>
<td>BMK*216</td>
<td>Internet Marketing</td>
<td>3</td>
<td></td>
<td></td>
<td>Viens</td>
<td>6/15-8/4</td>
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### CHEMISTRY

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<th>Instructor</th>
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<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2043</td>
<td>CHE*111</td>
<td>Concepts of Chemistry</td>
<td>4</td>
<td>MW, TR</td>
<td>9:00am-12:45pm</td>
<td>Quinlan</td>
<td>5/26-6/30</td>
<td>WHEATON 205</td>
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<tr>
<td>2045</td>
<td>CHE*121</td>
<td>General Chemistry I</td>
<td>4</td>
<td>MW, TR</td>
<td>9:00am-12:45pm</td>
<td>Thomas</td>
<td>5/26-6/30</td>
<td>WHEATON 213B</td>
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<tr>
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<td>CHE*122</td>
<td>General Chemistry II</td>
<td>4</td>
<td>MW, TR</td>
<td>9:00am-12:45pm</td>
<td>Staff</td>
<td>7/6-8/7</td>
<td>WHEATON 205</td>
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### COMMUNICATION AND SPEECH

<table>
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<tr>
<th>CRN</th>
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### COMPUTERS

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<td>Staff</td>
<td>06/24-07/22</td>
<td>CHAP 613</td>
</tr>
<tr>
<td>2101</td>
<td>ODD*130</td>
<td>Low Vision</td>
<td>1</td>
<td>W</td>
<td>12:30 pm-04:30 pm</td>
<td>Staff</td>
<td>06/10-06/10</td>
<td>CHAP 613</td>
</tr>
<tr>
<td>2104</td>
<td>ODD*299</td>
<td>Opticiany Practicum</td>
<td>2</td>
<td>W</td>
<td>12:30 pm-04:30 pm</td>
<td>Staff</td>
<td>06/10-06/10</td>
<td>CHAP 613</td>
</tr>
<tr>
<td>2134</td>
<td>PHL*101</td>
<td>Intro to Philosophy</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Patterson</td>
<td>05/26-08/05</td>
<td>ONLINE</td>
</tr>
<tr>
<td>2132</td>
<td>PHL*151</td>
<td>World Philosophy</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Shabazz</td>
<td>07/06-08/07</td>
<td>ONLINE</td>
</tr>
<tr>
<td>2001</td>
<td>PHY*110</td>
<td>Introductory Physics</td>
<td>4</td>
<td>MTWR</td>
<td>09:00 am-12:45 pm</td>
<td>Busa</td>
<td>05/26-06/30</td>
<td>WHEATON 204</td>
</tr>
<tr>
<td>2063</td>
<td>POL*103</td>
<td>Intro To International Relat</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Flores</td>
<td>07/06-08/07</td>
<td>ONLINE</td>
</tr>
<tr>
<td>2062</td>
<td>POL*111</td>
<td>American Government</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>Patrick</td>
<td>05/26-06/30</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>
### COURSE CANCELLATIONS AND CHANGES

Courses may be cancelled due to insufficient enrollment. Students will be notified by mail, email or phone of course cancellations. Faculty names and room assignments are subject to change due to required adjustments in the schedule.

### WITHDRAWAL POLICY

Withdrawals must be done in person or in writing one business day before the start of any summer session. See tuition refund policy on page 6 for more information.

### BOOKSTORE

Textbooks and materials for courses may be obtained from Follett's Bookstore, located on the first floor of Founders Hall.

**Phone:** 860-346-4490.

**Website:** www.mxcc.bkstr.com

**Standard Hours:**
- **Mondays:** 9 am - 6 pm
- **Tues., Wed., and Thurs.:** 9 am - 4:30 pm
- **Fridays:** 9 am - 12 noon

Please note that hours are subject to change. During semester breaks (Dec., Jan., June, July, and August), bookstore hours are not the same as the regular semester hours. Please call the bookstore or see the website for these hours.

---

**CRN** | **Course** | **Title** | **Credits** | **Day(s)** | **Time** | **Instructor** | **Date** | **Location**
--- | --- | --- | --- | --- | --- | --- | --- | ---
2097 | PSY*111 | General Psychology I | 3 | MWF | 12:00 pm-02:30 pm | Levy | 07/06-08/07 | SNOW 521
2070 | PSY*111 | General Psychology I | 3 | TR | 11:15 am-01:15 pm | Levy | 05/26-08/05 | SNOW 521
2065 | PSY*111 | General Psychology I | 3 | - | - | Raczkowski | 05/26-08/05 | ONLINE
2071 | PSY*201 | Life Span Development | 3 | - | - | Arnold | 05/26-06/30 | ONLINE
2072 | PSY*204 | Child & Adolescent Dev | 3 | MWF | 12:00 pm-02:30 pm | Nwachuku | 05/26-06/30 | SNOW 415
2073 | PSY*208 | Psych of Adult Dev & Aging | 3 | - | - | Loew | 05/26-06/30 | ONLINE
2074 | PSY*245 | Abnormal Psychology | 3 | - | - | Bron | 07/06-08/07 | ONLINE
2075 | PSY*251 | Behav Disor of Children & Youth | 3 | - | - | Arnold | 06/15-08/04 | ONLINE

**PSYCHOLOGY**

**SOCIOLOGY**

2089 | SOC*101 | Principles of Sociology | 3 | - | - | Ambenge | 05/26-06/30 | ONLINE
2090 | SOC*101 | Principles of Sociology | 3 | - | - | Ambenge | 07/06-08/07 | ONLINE
2091 | SOC*103 | Social Problems | 3 | - | - | Ambenge | 05/26-06/30 | ONLINE
2092 | SOC*103 | Social Problems | 3 | - | - | Ambenge | 07/06-08/07 | ONLINE
2093 | SOC*117 | Minorities in the US | 3 | - | - | Ambenge | 06/15-08/04 | ONLINE
2094 | SOC*120 | Group Dynamics | 3 | MW | 5:30 pm-08:00 pm | Stillson | 06/15-08/04 | SNOW 415
2068 | SOC*160 | Intro to Public Health | 3 | - | - | Loew | 05/26-06/30 | ONLINE
2095 | SOC*210 | Sociology of the Family | 3 | - | - | TBA | - | -
2096 | SOC*221 | Social Inequality | 3 | - | - | Ambenge | 06/15-08/04 | ONLINE

**SPANISH**

2107 | SPA*101 | Elementary Spanish I | 3 | - | - | Glaviano | 05/26-06/30 | ONLINE
2108 | SPA*105 | Elem Conv Spanish I | 1 | - | - | Glaviano | 05/26-06/30 | ONLINE

**CRNs 2107 & 2108 must be taken together**

2109 | SPA*102 | Elementary Spanish II | 3 | - | - | Glaviano | 05/26-06/30 | ONLINE
2110 | SPA*106 | Elem Conve Spanish II | 1 | - | - | Glaviano | 05/26-06/30 | ONLINE

**CRNs 2109 & 2110 must be taken together**

2111 | SPA*201 | Intermediate Spanish I | 3 | - | - | Glaviano | 05/26-06/30 | ONLINE
2112 | SPA*205 | Intermed Conv Spanish I | 1 | - | - | Glaviano | 05/26-06/30 | ONLINE

**CRNs 2111 & 2112 must be taken together**

2113 | SPA*202 | Intermediate Spanish II | 3 | - | - | Glaviano | 05/26-06/30 | ONLINE
2114 | SPA*206 | Intermed Conv Spanish II | 1 | - | - | Glaviano | 05/26-06/30 | ONLINE

**CRNs 2113 & 2114 must be taken together**
Distance Learning courses at MxCC are fully or partially (Hybrid) online and are designed for highly motivated students taking credit courses with a flexible schedule. Most of our fully online classes (ONLN code in MyCommNet) are asynchronous. Our distance learning online/hybrid courses follow the standard academic calendar of the college and are available online 24 hours a day, 7 days a week. Students do not need to sign on at a specific time. Just like a traditional class, you must follow the course syllabus with information on reading, assignments, projects, exams, etc. An online faculty is assigned to teach each course and help students succeed. Under the guidance of a syllabus, you study on your own with the help of a textbook, instructor’s notes, and online resources. You will submit assignments or take exams online at your convenient time and location by a designated timeline. Basic computer literacy, access to the Internet with broadband connection, and specific setup of your computer are required. Most importantly, a self-motivated, self-disciplined learner is more likely to succeed in online learning. Information about online distance learning at MxCC can be found at mxcc.edu/distance.

BEFORE YOU START
Students who are interested in distance learning courses are strongly recommended to take a self-assessment test, SmarterMeasure (formerly known as READI). The test helps you find out whether you have the skills to be successful in online learning. To take the test, go to http://mxcc.edu/distance, click on “Take a SmarterMeasure Test” link (upper left).

Distance Learning (online or hybrid) students, immediately after registration, MUST visit http://mxcc.edu/distance. Click on “What to Do link” (upper left) for step-by-step instruction on what you need to do prior to the beginning of a semester.

First time online students at MxCC are strongly encouraged to attend an on-campus orientation. The orientation for hybrid students will take place at the first campus meeting.

TENTATIVE SCHEDULE FOR CAMPUS ORIENTATION - SUMMER 2015

Summer I Semester (5/26/15 - 6/30/15)
Middletown Campus, Wheaton 308
Tuesday, May 26th, 3:00 pm - 4:30 pm
Wednesday, May 27th, 5:30 pm - 7:00 pm
Thursday, May 28th, 10:00 am - 11:30 am

Summer II Semester (7/6/15 - 8/7/15)
Middletown, Wheaton 308
Monday, July 6th, 3:00 pm - 4:30 pm
Tuesday, July 7th, 10:00 am - 11:30 am

Summer III Semester (5/26/15 - 8/05/15)
Middletown Campus, Wheaton 308
Tuesday, May 26th, 3:00 pm - 4:30 pm
Wednesday, May 27th, 5:30 pm - 7:00 pm
Thursday, May 28th, 10:00 am - 11:30 am

Summer IV Semester (6/15/15 - 8/4/15)
Middletown, Wheaton 308
Monday, June 15th, 3:00 pm - 4:30 pm
Tuesday, June 16th, 10:00 am - 11:30 am

FOR FURTHER INFORMATION OR QUESTIONS ABOUT ONLINE LEARNING, CONTACT:

Distance Learning
Founders Hall - Room 131/131A
Phone: 860-343-5756
Email: mxccdistance@mxcc.edu
Web: mxcc.edu/distance

Some campus-orientation sessions listed to the left will be accessible online via WebEx. The most updated on-campus orientation schedule with locations and the instruction of an orientation online via WebEx is available at mxcc.edu/distance. Click “Campus Orientation” link (upper left). Online Orientation is also available for students who are unable to attend a campus orientation at mxcc.edu/distance (Click “Online Orientation” link at upper left).
LEARNING OPTIONS AT MXCC

TRANSITIONAL YEAR PROGRAM

Taking Developmental Classes?
Join the Transitional Year Program this Fall! MxCC's Transitional Year Program is now accepting students who have placed into English 096.

In this program, you will:
• Deepen Your Learning
• Take courses that feature overlapping lessons and content
• Get one to one support from tutors and a faculty mentor
• Connect with an advisor and have your own registration session
• Develop your study skills
• Connect with a community of students committed to success

Special Incentives Include:
• A free flash drive for each student
• A free dictionary for each student
• A free calculator for each student
• A free student planner for each student
• Community events and gatherings
• And more!

Interested? Contact:
Terence McNulty, Assistant Professor, English
Phone: 860-343-5889
Email: tmcnulty@mxcc.edu

or

Mensimah Shabazz, Director of Academic Initiatives
Phone: 860-343-5784
Email: mshabazz@mxcc.edu

mxcc.edu/typ

HONORS PROGRAM

The Honors Program provides students with an academically enriching Associate Degree program. Honors students receive better teacher-student ratio, faculty and peer mentoring, more independent study opportunities, and an early entrance into the Phi Theta Kappa Honor Society. Students can select their own program of study and use the Honors Program to fulfill General Education requirements. Undecided or undeclared students will enroll in the Liberal Arts and Sciences program.

Special Features:
Students in the program receive personalized academic advising to complete General Education and Honors Program Requirements within two-years. Faculty Mentors and a Personal Librarian also help students through the program and facilitate student exploration of individual academic and professional interests. Upon completion of an Associate’s Degree, Honors students will receive special designation on their transcripts and Honors courses will automatically transfer to any Connecticut State University and other private institutions.

Consistent with MxCC's mission and educational goals, students in the Honors Program will participate in mentored community activities to enhance their academic experiences. Our staff members are dedicated to creating these innovative and enriching interdisciplinary opportunities that will positively impact our future student community leaders for a lifetime.

Students must apply into the Honors Program.

For more information about the program, please contact:

Mensimah Shabazz, Director of Academic Initiatives
Phone: 860-343-5784
Email: mshabazz@mxcc.edu

or

Eva Jones Ph.D., Instructor, English
Phone: 860-343-5854
Email: ejones2@mxcc.edu

mxcc.edu/honors
If you’re one of 37 million adults ages 25 to 64 who attended college but never received a degree—or one of millions more who need a new skill for a changing job market—Plus 50 can pave the way to completion.

Through the Plus 50 Encore Completion Program, Middlesex Community College is providing programs and services that make it easier than ever for students over 50 to obtain the cutting-edge skills and credentials required to compete for jobs in the health care, education, and social services fields. Middlesex offers support and flexibility to help you reach your goals, from choosing a course of study and scheduling classes to finding transportation and applying for financial aid.

Anyone in the job market these days knows the competition is fierce—especially for people age 50 and over. It takes longer for workers over 50 to find jobs than it does for their younger counterparts, and workers of all ages with limited education credentials have higher rates of unemployment and greater difficulty than others in finding and securing employment.

Today, 40 percent of people over age 55 remain in the workforce—the highest rate since 1962. If you’re among them and you need a job or a change in careers, earning a certificate or degree in the high demand fields of health care, education, and social services will help you beat the competition.

Learn more at http://mxcc.edu/plus-50/

SUMMER 2015 FAST TRACK: ENGLISH WORKSHOPS

These noncredit workshops are designed to help students refresh their skills in reading and writing, including essay writing, grammar, and reading skills. The workshops are particularly beneficial for students placing in courses below ENG*101.

At the end of the workshop, students will retake the placement test to see if they can progress to another level of English. A placement test is required before the start of the workshop to determine eligibility.

Cost: Free

HOW TO REGISTER:

Online: http://mxcc.edu/ce

In Person: Admissions Office, Founders Hall

By Phone: 860-343-5865

Middletown Campus

EDUC1003-01: May 26-27, June 1-4 and 8-9
5 p.m. to 8 p.m. CRN: 2133
Room: Snow 419

EDUC1003-02: June 15-18 and 22-25
5 p.m. to 8 p.m. CRN: 2135
Room: Snow 419

EDUC1003-03: July 6-9 and 13-16
9 a.m. to 12 p.m. CRN: 2138
Room: Wheaton 305A

EDUC1003-04: July 20-23 and 27-30
5 p.m. to 8 p.m. CRN: 2139
Room: Snow 419

EDUC1003-05: August 3-6 and 10-13
5 p.m. to 8 p.m. CRN: 2140
Room: Snow 419

EDUC1003-06: August 17-20 and 24-27
9 a.m. to 12 p.m. CRN: 2141
Room: Snow 419

MxCC offers many different learning options to help students achieve success. Find out more: mxcc.edu/learning-options/
### Accounting
- ACC*100 Basic Accounting
- ACC*115 Financial Accounting
- ACC*271 Intermediate Accounting I

### Anthropology
- ANT*101 Introduction to Anthropology
- ANT*205 Cultural Anthropology

### Art
- ART*100 Art Appreciation
- ART*101 Art History I
- ART*109 Color Theory
- ART*111 Drawing I
- ART*116 Perspective Drawing
- ART*121 Two-Dimensional Design
- ART*131 Sculpture I
- ART*147 Digital Cinematography
- ART*163 Ceramic Handbuilding
- ART*250 Digital Photography
- ART*253 Oil Painting I

### Astronomy
- AST*101 Principles of Astronomy

### Biology
- BIO*105 Introduction to Biology
- BIO*109 Principles of Biotechnology
- BIO*111 Intro to Nutrition
- BIO*115 Human Biology
- BIO*118 Anatomy & Physiology of the Eye
- BIO*121 General Biology I
- BIO*173 Introduction to Ecology
- BIO*211 Anatomy & Physiology I
- BIO*212 Anatomy & Physiology II
- BIO*235 Microbiology
- BIO*263 Molecular Genetics

### Business
- BBG*101 Intro to Business
- BBG*115 Business Software Applications
- BBG*234 Legal Environment of Bus
- BBG*294 Business Internship
- BES*118 Small Business Management
- BFN*201 Principles of Finance
- BMG*202 Principles of Management
- BMG*204 Managerial Communication
- BMG*210 Organizational Behavior
- BMG*220 Human Resources Management
- BMK*103 Principles of Retailing
- BMK*106 Principles of Selling
- BMK*201 Principles of Marketing
- BMK*230 Advertising & Promotion

### Computer Aided Drafting
- CAD*110 Introduction to CAD

### Chemistry
- CHE*101 Introductory Chemistry
- CHE*111 Concepts of Chemistry
- CHE*112 Principles of Organic & Biochemistry
- CHE*121 General Chemistry I

### Criminal Justice
- CJS*101 Intro To Criminal Justice
- CJS*102 Intro To Corrections
- CJS*151 Criminal Justice Supervision & Administration

### Communications & Speech
- COM*101 Intro to Mass Communication
- COM*104 Careers in Media
- COM*111 Scriptwriting
- COM*120 Social Media
- COM*125 New Media Production
- COM*131 Audio Production
- COM*142 Television Production
- COM*147 Digital Cinematography
- COM*153 Film Production
- COM*154 Film Study & Appreciation
- COM*173 Public Speaking
- COM*179 Performance for Film and TV
- COM*203 Media Literacy
- COM*226 Journalism I
- COM*228 Broadcast Journalism Workshop
- COM*293 Corporate Media Prod Practicum
- COM*295 Internship I

### Computers
- CSA*135 Spreadsheet Applications
- CSA*140 Database Applications
- CSC*101 Intro to Computers
- CSC*105 Programming Logic
- CSC*115 Intro to Programming w/Alice
- CSC*205 Visual Basic I
- CSC*262 Programming Mobile Devices I
- CST*120 Intro to Operating Systems
- CST*141 Computer Hardware
- CST*163 Windows Server Administration
- CST*201 Introduction to MIS
- CST*270 Network Security Fundamentals

### Digital Arts
- DGA*101 Introduction to Digital Arts
- DGA*110 Computer Graphics
- DGA*120 Digital Imaging I
- DGA*125 New Media Production
- DGA*231 Digital Page Design I
- DGA*241 Internet Web Design I
- DGA*256 3D Animation Foundations
- DGA*257 Motion Graphics and Effects
- DGA*260 Animation

### Earth Science
- EAS*106 Natural Disasters
- EAS*107 Earth Resources

### Early Childhood Education
- ECE*101 Intro to ECE
- ECE*106 Music Movement Children
- ECE*131 Children's Literature
- ECE*176 Health Safety & Nutrition
- ECE*180 CDA Cred Prep-10/24-12/12
- ECE*215 Exceptional Learner-9/5-10/17
- ECE*275 Child Family & School Relationships

### Economics
- ECN*101 Principles of Macroeconomics
- ECN*102 Principles of Microeconomics
- ECN*220 International Economics

### Engineering
- EGR*111 Introduction to Engineering
- EGR*211 Engineering Statics

### English
- BNG*63 Intro to Essay
- BNG*96 Intro to College English
- BNG*101 Composition
- BNG*102 Literature & Composition
- BNG*110 Introduction to Literature
- BNG*200 Advanced Composition
- BNG*202 Technical Writing
- BNG*231 British Literature I
- BNG*281 Creative Writing
- BNG*285 Memoir Writing
- BNG*298 Novels of Kurt Vonnegut

### Environmental Science
- EVS*100 Intro to Environmental Science
- EVS*111 Environmental Science Lab
- EVS*135 Exploring Environmental Career

### Freshman Seminar
- FS 100 Freshman Seminar

### Geography
- GEO*101 Intro To Geography
my.commnet.edu and click on "Search for Courses" in the right hand column.

Select term, college (Middlesex CC), level (Credit), and click "Get Courses".

### FOR DAYS, TIMES & THE MOST UP-TO-DATE COURSE AVAILABILITY, GO TO

- my.commnet.net
- Search for Courses in the right hand column.
- Select term, college (Middlesex CC), level (Credit), and click "Get Courses".

### GRAPHIC DESIGN
- GRA*150 Intro to Graphic Design
- GRA*296 Graphic Design Internship

### HEALTH
- HLT*103 Investigations in Health Careers
- HLT*160 Introduction to Public Health

### HEALTH INFORMATION MANAGEMENT
- HIM*102 Intro to Health Care Systems
- HIM*112 Med Insurance & Reimbursement
- HIM*203 Pathophysiology
- HIM*205 Medical Coding I

### HISTORY
- HIS*101 Western Civilization I
- HIS*121 World Civilization I
- HIS*201 U.S. History I

### HUMAN SERVICES
- HSE*101 Intro to Human Services
- HSE*202 Intro to Counseling/Interviewing
- HSE*224 Social Problems of Youth
- HSE*288 Developmental Practicum
- HSE*289 Psychiatric Practicum

### MATHEMATICS
- MAT*85 Pre-Algebra & Elem Algebra
- MAT*95 Elem Algebra Foundations
- MAT*104 Quantitative Reasoning
- MAT*137 Intermediate Algebra
- MAT*168 Elem Stat & Probability I
- MAT*173 College Algebra w/Technology
- MAT*186 Precalculus
- MAT*254 Calculus I
- MAT*256 Calculus II
- MAT*268 Calculus III: Multivariable

### MEDICAL ASSISTING
- MED*125 Medical Terminology

### MUSIC
- MUS*101 Music His & Appreciation I
- MUS*104 World Music
- MUS*117 Electronic Music
- MUS*137 History & Appreciation of Jazz

### OPHTHALMIC DESIGN & DISPENSING
- ODD*101 Intro to Ophthalmic Dispensing
- ODD*103 Ophthalmic Dispensing II
- ODD*111 Ophthalmic Materials II
- ODD*121 Contact Lenses II
- OMA*101 Intro Ophthalmic Med Assisting
- OMA*102 Ocular A&P and Pathology
- OMA*103 Ophthalmic Clinical Skills & Procedures
- OMA*104 Healthcare Policies & Procedures

### PHILOSOPHY
- PHL*101 Intro to Philosophy
- PHL*111 Ethics
- PHL*151 World Religions
- PHL*199 Topic: UFO Philosophy

### PHYSICS
- PHY*110 Introductory Physics
- PHY*121 General Physics I
- PHY*221 Calculus-Based Physics I

### POLITICAL SCIENCE
- POL*111 American Government
- POL*112 State & Local Government
- POL*120 Introduction to Law

### PSYCHOLOGY
- PSY*103 Intro to Holistic Wellness
- PSY*111 General Psychology I
- PSY*201 Life Span Development
- PSY*204 Child & Adolescent Development

### RADIOGRAPHY
- RAD*105 Radiographic Anatomy & Procedures I
- RAD*109 Methods of Patient Care I
- RAD*171 Radiographic Clinical Practicum I
- RAD*206 Quality Assurance
- RAD*215 Radiographic Pathology
- RAD*222 Radiobiology & Protection
- RAD*241 Radiographic Clinical Practicum IV

### RECREATION
- RLS*121 Intro to Therapeutic Recreation Services

### SOCIOLOGY
- SOC*101 Principles of Sociology
- SOC*103 Social Problems
- SOC*160 Introduction to Public Health
- SOC*210 Sociology of the Family
- SOC*225 Death & Dying
- SOC*240 Criminology
- SOC*241 Juvenile Delinquency

### SPANISH
- SPA*111 Elementary Spanish I
- SPA*112 Elementary Spanish II
- SPA*211 Intermediate Spanish I

### THEATER
- THR*101 Introduction to Theatre
- THR*110 Acting I
- THR*113 Performance for Film and TV

### VETERINARY TECHNOLOGY
- VET*100 Introduction to Animal Care
- VET*101 Intro to Veterinary Technology
- VET*102 Vet Office Management & Communication
- VET*201 Vet Anatomy & Physiology I w/Lab
Continuing Education

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

SUMMER & FALL COURSE OFFERINGS

Certified Nurse Aide (CNA) – Accelerated Summer Classes
Certified Nurse Aides play a vital role in healthcare delivery by providing routine patient care. Working under the supervision of a nurse, CNAs report vital patient information including temperatures, pulses, and blood pressures. CNAs have direct patient contact assisting with daily activities, such as, bathing, walking, and eating.

The Certified Nurse Aide training program consists of lectures, skills development, and clinical training. Learn the proper way to perform nursing procedures essential to meet the needs of patients under your care. This program is approved by the State Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare industry.

Prerequisites: 1) High-school diploma or GED, 2) English language competency. ESL students must take an ESL placement test. 3) Health Form signed by your physician including immunization information; PPD test for Tuberculosis and seasonal flu vaccine. 4) Must be at least 18 years of age with valid identification. 5) Artificial nails are not permitted, 6) A criminal background check may be required. Students who have a record of felonies or multiple misdemeanors may be denied access to clinical training sites.

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

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

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

Summer 2015 CNA Classes

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2148</td>
<td>CNA Program</td>
<td>$1299</td>
<td>5/26 – 6/30</td>
<td>M,T,W</td>
<td>9:00 am-12:30 pm</td>
<td>Old Saybrook Town Hall</td>
<td>Craft</td>
</tr>
<tr>
<td>2149</td>
<td>Lab</td>
<td>-</td>
<td>5/28, 5/29</td>
<td>T, F</td>
<td>8:00 am-3:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
<tr>
<td>2149</td>
<td>Clinical</td>
<td>-</td>
<td>6/4 – 6/26</td>
<td>T, F</td>
<td>8:00 am-2:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
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</tbody>
</table>

2) EVENING PROGRAM – MIDDLETOWN - Accelerated

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
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<tbody>
<tr>
<td>2142</td>
<td>CNA Program</td>
<td>$1299</td>
<td>6/29 – 7/31</td>
<td>M,W,F</td>
<td>5:00 pm-8:30 pm</td>
<td>Snow 514</td>
<td>Dobruck</td>
</tr>
<tr>
<td>2143</td>
<td>Lab</td>
<td>-</td>
<td>7/2, 7/3, 7/7</td>
<td>T,Th,F</td>
<td>4:00 pm-9:00 pm</td>
<td>TBD</td>
<td>Lewis</td>
</tr>
<tr>
<td>2143</td>
<td>Clinical</td>
<td>-</td>
<td>7/9 – 7/30</td>
<td>T,Th,F</td>
<td>4:00 pm-9:20 pm</td>
<td>Apple Rehab</td>
<td>Lewis</td>
</tr>
</tbody>
</table>

3) EVENING PROGRAM – MIDDLETOWN/ESSEX - Accelerated

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2142</td>
<td>CNA Program</td>
<td>$1299</td>
<td>6/29 – 7/31</td>
<td>M,W,F</td>
<td>5:00 pm-8:30 pm</td>
<td>Snow 514</td>
<td>Dobruck</td>
</tr>
<tr>
<td>2144</td>
<td>Lab</td>
<td>-</td>
<td>7/2, 7/3, 7/7</td>
<td>T,Th,F</td>
<td>4:00 pm-9:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
<tr>
<td>2144</td>
<td>Clinical</td>
<td>-</td>
<td>7/9 – 7/30</td>
<td>T,Th,F</td>
<td>4:00 pm-9:20 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
</tbody>
</table>

4) DAYTIME PROGRAM – MIDDLETOWN - Accelerated

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2145</td>
<td>CNA Program</td>
<td>$1299</td>
<td>7/13 – 8/14</td>
<td>M,W,F</td>
<td>9:00 am-12:30 pm</td>
<td>Snow 514</td>
<td>Dellacamera</td>
</tr>
<tr>
<td>2146</td>
<td>Lab</td>
<td>-</td>
<td>7/14, 7/16, 7/21</td>
<td>T,Th,T</td>
<td>8:00 am-12:00 pm</td>
<td>Snow 514</td>
<td>Cowen</td>
</tr>
<tr>
<td>2146</td>
<td>Clinical</td>
<td>-</td>
<td>7/23 – 8/9</td>
<td>T,Th,F</td>
<td>8:00 am-2:15 pm</td>
<td>Wadsworth Glen</td>
<td>Cowen</td>
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## Fall 2015 CNA Classes

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
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<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>3454</td>
<td>CNA Program</td>
<td>$1299</td>
<td>9/9 – 11/2</td>
<td>M,W</td>
<td>4:00pm-6:40 pm</td>
<td>Snow 514</td>
<td>Dobruck</td>
</tr>
<tr>
<td>3455</td>
<td>Lab</td>
<td></td>
<td>9/10, 9/17, 9/24</td>
<td>Th</td>
<td>4:00pm-9:00 pm</td>
<td>TBD</td>
<td>Wade</td>
</tr>
<tr>
<td>3455</td>
<td>Clinical</td>
<td></td>
<td>9/22 – 10/29</td>
<td>Th,F</td>
<td>4:00pm-9:20 pm</td>
<td>Wadsworth Glen</td>
<td>McConnell</td>
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### 2) EVENING PROGRAM – MIDDLETOWN/ESSEX

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3454</td>
<td>CNA Program</td>
<td>$1299</td>
<td>9/9 – 11/2</td>
<td>M,W</td>
<td>4:00 pm-6:40 pm</td>
<td>Snow 514</td>
<td>Dobruck</td>
</tr>
<tr>
<td>3457</td>
<td>Lab</td>
<td></td>
<td>9/10, 9/17, 9/24</td>
<td>Th</td>
<td>4:00 pm-9:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
<tr>
<td>3457</td>
<td>Clinical</td>
<td></td>
<td>9/22 – 10/30</td>
<td>Th,T</td>
<td>4:00 pm-9:20 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
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</table>

### 3) DAYTIME PROGRAM – OLD SAYBROOK/ESSEX

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3458</td>
<td>CNA Program</td>
<td>$1299</td>
<td>10/5 – 11/16; No class 10/12</td>
<td>M,T</td>
<td>9:00 am-12:30 pm</td>
<td>Old SaybrookTown Hall</td>
<td>Craft</td>
</tr>
<tr>
<td>3459</td>
<td>Lab</td>
<td></td>
<td>10/8, 10/9, 10/15</td>
<td>Th,F</td>
<td>9:00 am-2:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
<tr>
<td>3459</td>
<td>Clinical</td>
<td></td>
<td>10/16 – 11/13</td>
<td>Th,F</td>
<td>8:00 am-2:00 pm</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
</tbody>
</table>

### 4) DAYTIME PROGRAM – MIDDLETOWN

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3460</td>
<td>CNA Program</td>
<td>$1299</td>
<td>11/2 – 12/9; No class 11/26</td>
<td>M,W</td>
<td>9:00 am-12:30 pm</td>
<td>Snow 514</td>
<td>Staff</td>
</tr>
<tr>
<td>3461</td>
<td>Lab</td>
<td></td>
<td>11/3, 11/10, 11/12</td>
<td>T,Th</td>
<td>9:00 am-2:00 pm</td>
<td>Snow 514</td>
<td>Cowen</td>
</tr>
<tr>
<td>3461</td>
<td>Clinical</td>
<td></td>
<td>11/17 – 12/17; No class 11/26</td>
<td>T,Th,F</td>
<td>8:00 am-2:00 pm</td>
<td>Wadsworth Glen</td>
<td>Cowen</td>
</tr>
</tbody>
</table>

### Pharmacy Technician Certificate Program – Offered Fall 2015

This program is offered in partnership with the Connecticut Pharmacists Association. This comprehensive, 60-hour course prepares you for an entry-level position in a community, hospital or long-term care setting. Topics include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. Learn dosage calculation, I.V. flow rates, drug compounding, and dose conversion. Develop your knowledge of prescription dispensing, inventory control, billing, and insurance reimbursement. This program is an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam (not included in this course fee).

**Prerequisite:** Proficiency in English, mathematics, and algebra as required for pharmaceutical calculations and directives, proof of high school diploma or GED. Note: Individuals convicted of a felony are not permitted to sit for the exam.

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>3484</td>
<td>Pharm Tech Cert</td>
<td>$1049</td>
<td>9/29 – 12/8; No class 11/26</td>
<td>T,Th</td>
<td>6:00pm-9:00 pm</td>
<td>Snow 514</td>
<td>CT Pharmacists Association</td>
</tr>
</tbody>
</table>

### 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.
Patient Care Technician Certificate – Offered Fall 2015
The Patient Care Technician (PCT) Certificate program is an exciting opportunity for Certified Nurse Aides to advance their skills, earn a better salary, and have more job options in a changing work environment. PCTs are valued members of many health care teams. They work in hospitals, rehabilitation settings, physician offices, clinics, and long-term care facilities. Upon completion of this program, students are eligible to sit for the National Healthcareer Association Certified Patient Care Technician Exam. This program does not prepare students to become certified phlebotomy technicians or certified EKG technicians. Prerequisites: 1) Current CNA required, 2) High-school diploma or GED 3) English language competency. Note: Convicted felons may have difficulty finding employment in the healthcare field. This program is eligible for WIA funds – contact CT Works 203-238-3688 early to inquire. Payment Plan available.

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

Summer 2015 PCT Courses – Get Started Early!
Computer Fundamentals
This preparatory course gives students the fundamental skills necessary to gain a basic understanding of how to use a computer. The course teaches keyboarding techniques, the fundamentals of the Windows environment, file management, Internet research and email. Students with little or no hands-on experience with computers should take this basic skills course before enrolling in the PCT program.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>2152</td>
<td>Computer Fundamentals</td>
<td>$199</td>
<td>6/15 - 6/19</td>
<td>M-F</td>
<td>5:00 -8:00 pm</td>
<td>Wheaton 306</td>
<td>D’Onofrio</td>
</tr>
<tr>
<td>3467</td>
<td>Computer Fundamentals</td>
<td>$199</td>
<td>9/26 - 10/24</td>
<td>S</td>
<td>9:00 am - 12:00 pm</td>
<td>Wheaton 305A</td>
<td>D’Onofrio</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2151</td>
<td>CPR Daytime Program</td>
<td>$75</td>
<td>7/8</td>
<td>W</td>
<td>9:30am-12:00 pm</td>
<td>Chapman 808D</td>
<td>CPR and More</td>
</tr>
<tr>
<td>3474</td>
<td>CPR Daytime Program</td>
<td>$75</td>
<td>11/4</td>
<td>W</td>
<td>9:30am-12:00 pm</td>
<td>Chapman 808D</td>
<td>CPR and More</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
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<tr>
<td>2150</td>
<td>BLS</td>
<td>$95</td>
<td>7/15</td>
<td>W</td>
<td>9:30am-2:00pm</td>
<td>Chapman 808D</td>
<td>CPR and More</td>
</tr>
<tr>
<td>2150</td>
<td>BLS</td>
<td>$95</td>
<td>7/15</td>
<td>W</td>
<td>9:30am-2:00pm</td>
<td>Chapman 808D</td>
<td>CPR and More</td>
</tr>
</tbody>
</table>

For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.
Medical Billing & Coding Certificate – Offered Fall 2015
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 WIA funding – contact CT Works at 203-238-3688 early to inquire. Payment Plan available. Students who pass the CPC exam are eligible to receive college credit through Charter Oak State College!!

The following courses are required to earn this certificate:
1) Medical Insurance – offered Fall 2015 $699
2) Medical Terminology and Anatomy for Coders – offered Fall 2015 699
3) Computer Fundamentals (Optional) 199
4) Computers in the Medical Office – offered Fall 2015 699
5) Medical Coding - offered spring 2016 999
Total = $3,295 + textbooks

Computer Fundamentals
Offered Summer 2015 – Get Started Early!
This preparatory course gives students the fundamental skills necessary to gain a basic understand of how to use a computer. The course teaches keyboarding techniques, the fundamental of the Windows environment, file management, Internet research and email. Students with little or no hands-on experience with computers should take this basic skills course before enrolling in Computers in the Medical Office.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2152</td>
<td>Computer Fundamentals</td>
<td>$199</td>
<td>6/15 – 6/19</td>
<td>M - W</td>
<td>5:00 -8:00 pm</td>
<td>Wheaton 306</td>
<td>D’Onofrio</td>
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Medical Billing and Coding – Starting Fall 2015

<table>
<thead>
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<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
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<tbody>
<tr>
<td>3477</td>
<td>Medical Insurance</td>
<td>$699</td>
<td>8/31 – 12/14: No class 9/7</td>
<td>M</td>
<td>6:00 pm – 9:00 pm</td>
<td>Wheaton 204</td>
<td>Rutigliano</td>
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<tr>
<td>3478</td>
<td>Medical Term. &amp; Anatomy</td>
<td>$699</td>
<td>9/2 – 12/16: No class 11/25</td>
<td>W</td>
<td>6:00 pm – 9:00 pm</td>
<td>Wheaton 204</td>
<td>Staff</td>
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<td>3467</td>
<td>Computer Fundamentals</td>
<td>$199</td>
<td>9/26 – 10/24</td>
<td>S</td>
<td>9am-12pm</td>
<td>Wheaton 305A</td>
<td>D’Onofrio</td>
</tr>
<tr>
<td>3476</td>
<td>Computers in Medical Office</td>
<td>$699</td>
<td>10/29 – 2/25: No class 11/26, 12/24, 12/31</td>
<td>Th</td>
<td>6:00 pm – 9:00 pm</td>
<td>Wheaton 305A</td>
<td>Doughty</td>
</tr>
<tr>
<td>3479</td>
<td>Medical Coding</td>
<td>$999</td>
<td>2/8 -5/2; No class 2/15</td>
<td>M, W</td>
<td>6:00 pm – 9:00 pm</td>
<td>Wheaton 204</td>
<td>Staff</td>
</tr>
</tbody>
</table>

For detailed course descriptions please visit our website at www.mxcc.edu/ceinfo
Veterinary Assistant Certificate – Offered Fall 2015

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.

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

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>3485</td>
<td>Intro to Vet. Assisting</td>
<td>$49</td>
<td>8/31, 9/1, 9/2</td>
<td>M,T,W</td>
<td>7-9pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie, Otte</td>
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<tr>
<td>3487</td>
<td>Veterinary Assistant I</td>
<td>$899</td>
<td>9/14 – 11/18</td>
<td>M,W</td>
<td>7-9pm</td>
<td>Snow 514</td>
<td>Lavoie, Otte</td>
</tr>
<tr>
<td>3488</td>
<td>Clinical Section 1</td>
<td>-</td>
<td>9/18 – 11/13</td>
<td>F</td>
<td>8am-12pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Otte</td>
</tr>
<tr>
<td>3489</td>
<td>Clinical Section 2</td>
<td>-</td>
<td>9/18 – 11/13</td>
<td>F</td>
<td>4pm-8pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie</td>
</tr>
<tr>
<td>3490</td>
<td>Clinical Section 3</td>
<td>-</td>
<td>9/19 – 11/14</td>
<td>S</td>
<td>8am-12pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Otte</td>
</tr>
<tr>
<td>3491</td>
<td>Veterinary Assistant II</td>
<td>$899</td>
<td>11/30 – 2/22;</td>
<td>M,W</td>
<td>7-9pm</td>
<td>Snow 514</td>
<td>Lavoie, Otte</td>
</tr>
<tr>
<td></td>
<td>No class 12/23 – 12/30,</td>
<td></td>
<td>1/8, 2/15</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3492</td>
<td>Clinical Section 1</td>
<td>-</td>
<td>12/4 – 2/5;</td>
<td>F</td>
<td>8am-12pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Otte</td>
</tr>
<tr>
<td>3493</td>
<td>Clinical Section 2</td>
<td>-</td>
<td>12/4 – 2/5;</td>
<td>F</td>
<td>4pm-8pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie</td>
</tr>
<tr>
<td>3494</td>
<td>Clinical Section 3</td>
<td>-</td>
<td>12/5 – 2/6;</td>
<td>S</td>
<td>8am-12pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Otte</td>
</tr>
</tbody>
</table>

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

Introduction to Veterinary Assisting for High School Students - Summer and Fall 2015

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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>2156</td>
<td>Intro to Vet. Assist. for High School Students</td>
<td>$49</td>
<td>7/6, 7/7, 7/9</td>
<td>M,T, Th</td>
<td>7-9pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie, Otte</td>
</tr>
<tr>
<td>3486</td>
<td>Intro to Vet. Assist. for High School Students</td>
<td>$49</td>
<td>10/20, 10/27, 11/3</td>
<td>T</td>
<td>7-9pm</td>
<td>Pieper Memorial Veterinary</td>
<td>Lavoie, Otte</td>
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</table>
FREE Personal Trainer Orientation Programs - Online

Never leave your home to get the most comprehensive information on one of the hottest jobs. Fortune magazine and ABC news have targeted this industry as one to thrive in. The pay for national fitness trainers averages $34 an hour. Meet one of our veteran teachers on WebEX. She can paint you a clear picture of what to expect in the course and what great rewards await you. This online WebEX is a great way to enjoy the fact-finding mission while enjoying the comfort of your home. Students can log on from the comfort of their homes or even on the go. They will be able to ask questions and participate in a live chat with our instructor.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>Personal Trainer as a Super Career!</td>
<td>FREE</td>
<td>5/6</td>
<td>W</td>
<td>12:00 noon</td>
<td>W.I.T.S.</td>
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<tr>
<td>Register at <a href="https://attendee.gotowebinar.com/register/8188376814707758082">https://attendee.gotowebinar.com/register/8188376814707758082</a></td>
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<tr>
<td>Personal Trainer as a Super Career!</td>
<td>FREE</td>
<td>6/3</td>
<td>W</td>
<td>4:00 pm</td>
<td>W.I.T.S.</td>
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<tr>
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<td>FREE</td>
<td>9/2</td>
<td>W</td>
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<tr>
<td>Personal Trainer as a Super Career!</td>
<td>FREE</td>
<td>9/2</td>
<td>W</td>
<td>4:00 pm</td>
<td>W.I.T.S.</td>
</tr>
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</table>

Personal Trainer Certificate – Accelerated 6 Week Program

Summer 2015 – Accelerated 6 Week Program

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>2155</td>
<td>Personal Trainer Cert.</td>
<td>$735</td>
<td>6/6 – 7/18</td>
<td>S</td>
<td>9:00am– 4:00pm</td>
<td>Snow 514 &amp; New England Athletic Club</td>
<td>W.I.T.S.</td>
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Fall 2015 – 9 Week Program

<table>
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<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>3483</td>
<td>Personal Trainer Cert.</td>
<td>$735</td>
<td>9/26 – 11/21</td>
<td>S</td>
<td>9:00am– 4:00pm</td>
<td>Snow 514 &amp; New England Athletic Club</td>
<td>W.I.T.S.</td>
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Production Assistant Training Program

This intensive 32-hour “Boot Camp” is an ideal way to learn the skills required to get your foot in the door of the film or television industry. The course teaches terminology, production organization and personnel, set etiquette and operations, radio communications, production office procedures, and understanding the various production forms, including call sheets and production reports. Students will participate in mock-training exercises and learn all the basics about this position (including resume and job search tips, as well as job interview techniques). Taught by an experienced Assistant Director, who is a member of the Directors Guild of America. The required textbook can be purchased for approximately $10 through the MxCC bookstore. Please bring the CRN and course title to the college bookstore when purchasing. Prerequisites: High-school diploma. $499

Saturday – Middletown Campus
CRN#: 2163
Dates: 6/6 - 6/27
Day: 4 Saturdays
Times: 9:00AM – 5:00PM (1/2-hour lunch)
Location: Chapman Hall, Room 610
Instructor: Greg White

WHOOPS!

We cancelled your class because we didn’t know you planned on attending. Register Early!
FREQUENTLY ASKED QUESTIONS ABOUT CONTINUING EDUCATION COURSES...

1. Do I need to submit a $20 application fee for any non-credit course?
   No, there are no application fees for non-credit courses.

2. Do I need to submit proof of immunization (MMR) for these courses?
   No, MMR (mumps, measles, rubella) documents are not required unless you are a CNA student and then health form, immunization records, PPD (tuberculosis testing) and flu vaccine are required.

3. Do I need to submit high-school or college transcripts for these courses?
   No, transcripts are not required. You are required to be a high school graduate to take many of the Allied Health courses. (Please check the course descriptions for details.)

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

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

6. Do you offer payment plans?
   Yes, payment plans are available for most of our non-credit programs.

7. What happens if my course gets cancelled?
   Students will be notified by telephone approximately 2 – 3 business days prior to the scheduled start date. Refund checks will be mailed to the current address on file.

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

9. Is there an age requirement for courses?
   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.

Questions about Fast Track Health Careers?
Email us at: mx-cehelp@mxcc.edu
CONTINUING EDUCATION
For more info about upcoming Continuing Education courses being offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.

NON–CREDIT COURSES ONLINE
Go to www.ed2go.com/mxcc

- Over 350 2-month courses offered every month.
- Available 24/7.
- Most courses are $130.
- 8 Start Dates: Wednesdays, May 15, June 19, July 17, August 21, September 17, October 15, November 19, December 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, (3) Internet access with Microsoft Internet Explorer or Mozilla Firefox Web browser; and (4) Adobe Flash and PDF plug-ins (free downloads). Most computer courses also require the specific version of any software that is listed under “Requirements” in the online course description. Example: For Word 2010, you need that software or Microsoft Office 2010. Note: Mac users – check “Requirements” to see if the course is compatible before signing up. Generally, this only applies to computer courses.

Getting Started – 5 Easy Steps!

1. Visit our Online Instruction Center at ed2go.com/mxcc
2. Choose your course. On the left side, click on a general heading for a list or in the Search field at the top, enter a keyword like “Quickbooks” or “Grant Writing.” Once you find a course, click on its course title for more information – the Syllabus (course outline), Instructor Bio, Requirements (software, etc.), and Student Reviews. READ THE “REQUIREMENTS.” Check computer compatibility.
3. Once you’ve chosen a course, click “Enroll Now” and choose your “Start Date.” Then follow the step-by-step directions. Create your account OR sign in as a returning student. You’ll receive email verification.
4. On the Payment page, click “Purchase Later” – This will take you to a page of payment options. You must pay directly through our office, but not online. 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
# DEGREES AND CERTIFICATES AT MXCC

Students considering a degree or certificate program at MxCC should review the College Catalog for in-depth program descriptions, requirements, and course selections. The catalog may be found online by going to [www.mxcc.edu/catalog](http://www.mxcc.edu/catalog). Students may also go to [mxcc.edu/academics](http://mxcc.edu/academics) for a complete listing of all academic programs and courses offered at MxCC.

## DEGREE PROGRAMS
- Accounting
- Biotechnology
- Broadcast Cinema
- Business Administration
- Communication
- Technology Studies: Computer Engineering
- Technology Option
- Computer Information Technology
- Criminal Justice
- Early Childhood Education
- Engineering Science
- Environmental Science
- Fine Arts/Fine Arts:
  - Graphic Design Track
- General Studies
- Health Information Management
- Human Services
- Information Systems
- Liberal Arts & Sciences
- Management Information Systems
- Marketing
- Multimedia (Digital Arts)
- Ophthalmic Design and Dispensing
- Radiologic Technology
- Technology Studies: Engineering
- Technology Option
- Veterinary Technology

## CERTIFICATE PROGRAMS
- Accounting Assistant
- Accounting Technician
- Advertising & Sales Promotion
- Biotechnology
- Broadcast Communications
- Business Skills
- Customer Service Management
- Child Development Assoc. (CDA) Credential
- Corporate Media Production
- Early Childhood Education
- Entrepreneurship
- Health Career Pathway
- Help Desk Technician
- Juvenile Justice
- Multimedia
- Multimedia Web Design & Development
- News and Sports Production
- Software Developer
- Substance Abuse Education
- Therapeutic Recreation
- Dietetic Technician
- Phlebotomy Technician Certificate (starting Fall 2015)

## CONTINUING EDUCATION
### NON-CREDIT PROGRAMS
- Certified Nurse Aide
- CPR/Basic Life Support
- Human Services Assistant
- Medical Billing and Coding Certificate
- Ophthalmic Medical Assisting
- Patient Care Technician
- Personal Trainer Certificate
- Pharmacy Technician Certificate
- Pre-Allied Health/Transfer Requirements
- Veterinary Assistant Certificate

## SYSTEMWIDE PROGRAMS
- Engineering Science
- Technology Studies
- Engineering Technology
- Technology Studies: Electric Power Technology Pathway (in collaboration with CL&P and Bismarck State College)