WHOOPS!

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

Register Early!

Are you unemployed? You may be eligible for funding for several training programs if you meet certain income requirements. Contact CTWorks in Meriden at 203-238-3688 ASAP.
HEALTH CAREERS

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.

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

Prerequisites: 1) High-school diploma or GED, 2) English language competency. An ESL evaluation is strongly recommended. To schedule your evaluation please call the Academic Success Center at 860-343-5770 and ask for an appointment to take the CNA ESL test. There is no charge. 3) Health Form signed by your physician including immunization information. PPD test for Tuberculosis and seasonal flu vaccine, 4) Must be at least 18 years of age with valid identification. 5) Artificial nails are not permitted. 6) A criminal background check may be required. Students who have a record of felonies or multiple misdemeanors may be denied access to clinical training sites.

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

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

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

Payment Plan available.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
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<td>Cowen</td>
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Patient Care Technician Certificate - Offered Fall 2016

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. Students who have a criminal record are denied access to clinical internship sites. This program is eligible for WIOA 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

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.

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<tr>
<th>CRN</th>
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<td>CPR and More</td>
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</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>
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<tr>
<th>CRN</th>
<th>COURSE</th>
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<td>CPR and More</td>
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</table>

NEW!!! Emergency Medical Technician (EMT)

The Emergency Medical Technician (EMT) program is designed for anyone who is interested in learning more about the emergency response system and in caring for patients in the back of an ambulance en route to the hospital. Students will gain the basic knowledge and skills necessary to provide patient care and transportation to sick and injured patients. Topics covered in this course include: patient assessment, cardiac arrest management, airway management, patient immobilization, diabetic emergencies, strokes and seizures. Students meet for lectures and skills training on campus and also complete a mandatory observation at Middlesex Hospital in the Emergency Department. This course is offered in cooperation with Middlesex Hospital, Office of Emergency Medical Services and the CT Department of Public Health. The curriculum prepares students to take the exams to become nationally registered and State of Connecticut certified at the basic Emergency Medical Technician level. This program is open to students age 16 and up.
Price: $999

Check our website at http://mxcc.edu/ce/healthcare/emt/ for the next schedule.
NEW!! Certified Phlebotomy Technician

Are you seeking a new career in the high demand field of healthcare? Do you enjoy working with people and work well under pressure? A career as a phlebotomy technician may be right for you. Phlebotomy technicians are valuable members of the healthcare team who collect and prepare lab specimens for analysis. In this course you will learn about phlebotomy procedures and practice blood draw techniques. This is a 120 hour program that includes classroom learning and simulation labs that cover medical terminology, anatomy and physiology, venipuncture, specimen collection procedures, safety and universal precautions, common laboratory tests with clinical significance to body systems and disease processes, and laboratory equipment. Following the program you will complete an internship at Middlesex Hospital Outpatient Laboratory. Weekday internships will be scheduled by the instructor. Scheduling requests can be made, but are not guaranteed. Students must have transportation to clinical sites. This program has been recognized by American Medical Technologists, a premier national certification agency. Upon completion of this program students are eligible for National Certification through American Medical Technologists.

Prerequisites: 1) Must be 18 years old. 2) High school diploma or GED. 3) Health form complete with immunizations and 2 step TST. 4) Personal medical insurance. 5) Clean criminal background. A criminal background check may be performed. Students who have a criminal record are denied access to clinical internship sites. Supplies: 1) Navy blue scrubs 2) A textbook is required for this course and can be purchased for approximately $65 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing.

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<th>COST</th>
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<td>8:00-5:00 pm</td>
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Human Services Assistant Certificate

Are you looking for a fulfilling career helping others? Human Service workers support individuals with disabilities in leading self-directed lives. Develop skills, values and knowledge to effectively assist those who utilize social services. Basic knowledge about certain populations and problems encountered in human service work, ethical guidelines and essential helping skills are covered. Learn how to interact with other members of a multidisciplinary team, including professionals with advanced degrees. Upon completion, students will be prepared for entry-level positions as Residential Living Assistants, Direct Behavioral Support staff and mentors. A textbook is required for this course and can be purchased for approximately $170 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing. Prerequisite: high school diploma or GED. Eligible for WIOA funding – contact CT Works at 203-238-3688.

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

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<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
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<td>5:30-7:25 pm</td>
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Medical Billing & Coding Certificate - Offered Fall 2016

The Medical Billing & Coding Certificate Program is designed for those who want to begin medical billing and coding careers or prepare for a nationally-recognized certification exam. The training in this program will also provide you with the necessary skills required by employers seeking a Medical Billing or Medical Coder Specialist. Medical billers are responsible for submitting claims to insurance companies, Medicare, Medicaid, and in some instances, patients themselves on behalf of their employers or clients. Professional medical coders transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric codes. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Students who successfully complete this program will be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC). For more information on the national certification exams or student membership with the AAPC or AHIMA, please visit either: www.aapc.com or www.ahima.org. This program is eligible for WIOA funding – contact 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 2016   $699
2) Medical Terminology and Anatomy for Coders – offered Fall 2016 699
3) Computer Fundamentals (Optional) 199
4) Computers in the Medical Office – offered Fall 2016 699
5) Medical Coding – prerequisites required 999

Total = $3,295 + textbooks
Pharmacy Technician Certificate Program - Offered Fall 2016
This program is offered in partnership with the Connecticut Pharmacists Association.

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

Prerequisite: Students must take a math Basic Skills Assessment prior to enrollment. To schedule an appointment call the Academic Success Center at 860-343-5770. This requirement is waived for any students who submit SAT or ACT scores, or a transcript showing enrollment in a college level math course. Proficiency in English and proof of high school diploma or GED are also required. Note: Individuals convicted of a felony are not permitted to sit for the exam.

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

Veterinary Assistant Certificate – Offered Fall 2016
Do you love working with animals? Are you looking for employment in the animal care industry? The Veterinary Assistant Certificate 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 by 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 Associates to offer this program.

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

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

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

** Note: Program certificate will be awarded upon completion of all requirements of Veterinary Assistant I and Veterinary Assistant II. Students must register for both Veterinary Assistant I and Veterinary Assistant II. Payment Plan available.

The following courses are required to earn this certificate:
1) Introduction to Veterinary Assisting $49
2) Veterinary Assistant I with Clinical 899
3) Veterinary Assistant II with Clinical 899

Total = $1,847 + textbooks

Introduction to Veterinary Assisting for High School Students
This course is open to students ages 14 – 17 who wish to explore veterinary careers. Learn about exciting careers in veterinary medicine and find out what Veterinary Assistants and Veterinary Technicians do on the job. Get a behind the scenes tour of a veterinary hospital and learn the basics of animal behavior. Employment opportunities for Veterinary Assistants and Veterinary Technicians will be covered.
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.

UPCOMING COURSES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Cost</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
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Personal Trainer Certificate

Whether you are planning a career move or for your own personal knowledge, get all the information you need to become a Certified Personal Trainer. In the current marketplace, there is high demand for personal trainers. If you are interested in pursuing a career in fitness, a personal-training education can be an excellent addition to your resume. This challenging course is taught over an 5-week period for better retention and skill competency. The National Exam is held on the 6th week. This 60-hour program includes 15 hours of lecture/presentations, 15 hours of hands-on practical training to prepare you to actually work with clients, and a 30-hour internship. You will be required to complete a separate class in CPR/AED. (The 2½-hour “Heartsaver Adult/Child CPR Certification” course listed in this catalog fulfills this requirement.) A textbook is required for this course and can be purchased for approximately $100 through our college bookstore. Pick up your book now and get started reading before the first class! Please bring the CRN and course title to the college bookstore when purchasing.

For more information call WITS (World Instructor Training Schools) at 1-888-330-9487. Students must provide their own transportation to Meriden YMCA. This program is eligible for WIOA funding – contact CT Works at 203-238-3688 early to inquire.
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.

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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.

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English Fast Track Workshop (0 credits)
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 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.

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</table>

Math Fast-Track Workshops (0 credits, 30 classroom hours)
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.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
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<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>2143</td>
<td>Math Fast-Track Workshop</td>
<td>FREE</td>
<td>7/11-7/21</td>
<td>M-Th</td>
<td>9:00-12:00pm</td>
<td>Snow 406</td>
<td>Cull</td>
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<tr>
<td>2144</td>
<td>Math Fast-Track Workshop</td>
<td>FREE</td>
<td>7/11-7/21</td>
<td>M-Th</td>
<td>12:30-3:30pm</td>
<td>Snow 406</td>
<td>Cull</td>
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<tr>
<td>2145</td>
<td>Math Fast-Track Workshop</td>
<td>FREE</td>
<td>8/8-8/19</td>
<td>M-F</td>
<td>5:30-8:30pm</td>
<td>Wheaton 305A</td>
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<tr>
<td>2146</td>
<td>Math Fast-Track Workshop</td>
<td>FREE</td>
<td>8/1-8/16</td>
<td>M-Th</td>
<td>9:00-12:00pm</td>
<td>Snow 407</td>
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<td>2147</td>
<td>Math Fast-Track Workshop</td>
<td>FREE</td>
<td>8/1-8/16</td>
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**Student Success Series**

Are you ready to go back to school, but concerned about college level work? You’re not alone. Thousands of students are heading to colleges and universities to continue their education, learn new skills and increase their earning potential. At MxCC we are here to help you be successful. These new workshops will prepare you for college level course work and pave the way to help you reach your goals.

**College and Career Success**

This noncredit course is designed to enhance students’ college and career readiness. The course provides an extended orientation to college, teaches skill sets to support college-level courses, and introduces college majors and careers. Some topics included are learning styles, study strategies, note taking, and test preparation.

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<tr>
<td>2123</td>
<td>College and Career Success</td>
<td>$99</td>
<td>7/11-7/21</td>
<td>M-Th</td>
<td>5:30-7:30pm</td>
<td>Snow 507</td>
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**English Brush Up (Reading-Writing) Workshop**

This non-credit, English workshop is designed to help students refresh their skills in essay writing, grammar, and reading comprehension.

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<tr>
<th>CRN</th>
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<tr>
<td>2119</td>
<td>English Brush Up Workshop</td>
<td>$99</td>
<td>5/18-6/2</td>
<td>M-Th</td>
<td>5:30-8:30pm</td>
<td>Snow 419</td>
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</table>

**NEW!!! Equine Husbandry**

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

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<th>CRN</th>
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<tr>
<td>2148</td>
<td>Equine Husbandry</td>
<td>$299</td>
<td>6/30-8/11; No class 7/7</td>
<td>Th</td>
<td>6:00-9:00</td>
<td>Snow 514 &amp; local stable</td>
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**Production Assistant Boot Camp**

This intensive 32-hour “Boot Camp” is an ideal way to learn the skills required to get your foot in the door in the film and television industries. 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 a mock-training exercise and learn the basics of the Production Assistant 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. Materials provided.

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<th>DAYS</th>
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<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>2152</td>
<td>Production Asst.</td>
<td>$499</td>
<td>6/4, 6/11, 6/18, 6/25</td>
<td>S</td>
<td>8:30am-5pm</td>
<td>Chapman 610</td>
<td>White</td>
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Over 350 2-month courses offered every month.
Available 24/7.
Most courses are $130.
4 Start Dates: May 18, June 15, July 13, and August 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.
FREQUENTLY ASKED QUESTIONS ABOUT CONTINUING EDUCATION COURSES...

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

2. Do I need to submit proof of immunization (MMR) for these courses?
   No, MMR (mumps, measles, rubella) documents are not required. However, students attending clinical classes must submit a non-credit health form.

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

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

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

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

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

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

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

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

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

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

Questions about Fast Track Health Careers?
Email us at: phard@mxcc.edu

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

MxCC's Continuing Education Department has partnered with Ed-2-Go to offer many online certificate programs to our students. Descriptions of available courses are below. Visit http://careertraining.ed2go.com/mxcc to learn more and sign up for these courses.

Business and Professional

Administrative Professional with Microsoft Office 2007 Master – 340 Hours
Start your career as an administrative professional with this online training program. You’ll learn administrative skills, travel and event planning techniques, effective communication skills, and more. You’ll also learn to master Microsoft Office 2007.

Administrative Professional with Microsoft Office 2010 Master – 380 Hours
Get the training to become an administrative professional, and prepare to become a certified Microsoft Office 2010 Master at the same time.

Administrative Professional with Microsoft Office Specialist 2007 Training -480 Hours
Become a successful administrative professional by learning general office management, effective business communication, customer service skills, and more. This program also includes training on Microsoft Office 2007.

Administrative Professional with Microsoft Office Specialist 2010 – 460 Hours
Get the training to become an administrative professional, and prepare to become a certified Microsoft Office Specialist 2010 (MOS) at the same time.

Certified Bookkeeper – 140 Hours
The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Global Business Professional – 160 Hours
The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Chartered Tax Professional – 180 Hours
Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

Chartered Tax Professional for California Residents – 200 Hours
With this innovative online California Chartered Tax Professional Certificate Program, you can become qualified as a California Tax Preparer through the California Tax Education Council (CTEC), and start working and earning money while completing your program.

Grant Writing – 300 Hours
Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Human Resources Professional – 120 Hours
Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

Legal Secretary – 350 Hours
Master the skills you need to be a legal secretary and prepare for the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) exam.

Paralegal – 300 Hours
The Paralegal Online Training Program will prepare you for success in this growing career field. You’ll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Pay Per Click Marketing – 150 Hours
Pay-per-click marketing refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. The program covers search-engine marketing, Internet advertising, using Google’s AdWords program, keyword marketing, building ads, conducting research, and more.

Payroll Practice and Management – 100 Hours
Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

Professional Bookkeeping with QuickBooks 2012 – 140 Hours
This program teaches students how to master professional bookkeeping using QuickBooks 2012 software.

Professional Bookkeeping with QuickBooks 2015, Software Included – 140 Hours
This program teaches students how to master professional bookkeeping using QuickBooks 2012 software.

Professional Interpreter – 40 Hours
Master the skills and knowledge you need to begin a career as a professional interpreter.

Purchasing and Supply Chain Management – 300 Hours
Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you’ll learn in this online program.

Records Management Certificate – 180 Hours
This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Search Engine Marketing – 250 Hours
Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

Search Engine Optimization – 150 Hours
The Search Engine Optimization Online Training Program will teach you how to increase a Web site’s traffic by improving its rankings with search engines.

Technical Writing – 80 Hours
This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You’ll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

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Purchasing and Supply Chain Management – 300 Hours
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Records Management Certificate – 180 Hours
This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Search Engine Marketing – 250 Hours
Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

Search Engine Optimization – 150 Hours
The Search Engine Optimization Online Training Program will teach you how to increase a Web site’s traffic by improving its rankings with search engines.

Technical Writing – 80 Hours
This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You’ll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.
Career Online High School

High School Diploma With Certified Protection Officer Training – 750 Hours
Earn your high school diploma and CPO certification as you prepare for a career as a security guard or protection officer.

High School Diploma with Certified Transportation Services Training – 750 Hours
Earn your high school diploma as you prepare for a career in the high-demand field of transportation services.

High School Diploma with Child Care Training – 750 Hours
Earn your high school diploma as you prepare for Child Development Associate (CDA) certification and a career in early childhood education.

High School Diploma with General Career Preparation – 750 Hours
Earn your high school diploma and prepare to enter the job market as you master skills valued by today’s employers.

High School Diploma with Homeland Security Training – 750 Hours
Earn your high school diploma as you prepare for a career in the high-demand field of criminal justice and homeland security.

High School Diploma With Office Management Training – 750 Hours
Earn your high school diploma online as you prepare for a career as an office manager, receptionist, data input specialist, or customer service representative.

Healthcare and Fitness

Administrative Dental Assistant – 150 Hours
Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Certified National Pharmaceutical Representative – 90 Hours
Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

Clinical Dental Assistant – 240 Hours
The Clinical Dental Assistant Online Training Program will provide you with the skills you need to become a dental assistant. After you’ve completed this program, you’ll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

Fitness Business Management – 200 Hours
Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

Nutrition for Optimal Health, Wellness, and Sports – 200 Hours
Learn to develop individual nutrition programs for clients, patients, or personal use.

Physical Therapy Aide – 150 Hours
Master the skills you need to begin a career as a physical therapy aide.

Hospitality and Service Industry

Certified Wedding Planner – 340 Hours
This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Certified Residential Interior Designer – 120 Hours
Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

Event Management and Design – 300 Hours
From planning to pyrotechnics, the event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

Travel Agent Training – 250 Hours
Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotels, or as a home-based agent, and get started in a career in the travel industry!

IT and Software Development

3ds max – 300 Hours
Learn to use 3ds Max to design, develop, and create 3D animation.

AutoCAD 3D 2015 – 80 Hours
Become proficient in 3D methods and concepts, explore AutoCAD’s advanced 3D modeling workspace, and prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam.

Cisco® CCNA® Certification Training – 150 Hours
The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, and operate simple routed LANs and WANs while preparing you for Cisco Exam 640-802.

CompTIA™ A+ Certification Training – 230 Hours
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go’s online program makes training convenient and interactive.

CompTIA™ Network+ Certification Training – 110 Hours
Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

CompTIA™ Security+ Certification Training – 80 Hours
Take your first step toward a career as a security professional and prepare yourself for the CompTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Forensic Computer Examiner – 80 Hours
The Forensic Computer Examiner Online Training Program will train you to thoroughly examine digital media and to clearly document, control, prepare, and present examination results. This program will prepare you for the Certified Computer Examiner test.

offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.
Help Desk Analyst: Tier 1 Support Specialist – 120 Hours
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer; establish credibility, and provide excellent customer service and support!

Management for IT Professionals – 390 Hours
Learn leadership skills that will help you succeed as a manager in the IT field.

Microsoft Access 2007 – 120 Hours
Master Microsoft Access 2007 software with this convenient online training program.

Microsoft Access 2010 Certification Training – 120 Hours
The Microsoft Access 2010 course will prepare you to take your Microsoft Certification Exam and familiarize you with various tasks within Microsoft Access.

Microsoft Certified Solutions Associate (MCSA): Server 2008 – 275 Hours
Student will prepare to take and pass the three exams that will earn them the Microsoft Certified Solutions Associate: Windows Server 2008 Certification.

Microsoft Excel 2010 Certification Training – 95 Hours
Build and validate your business computer skills using Microsoft Excel 2010 software with this comprehensive, performance-based certification preparation program.

Microsoft Office 2010 Master Certification Training – 300 Hours
Learn basic to advanced skills in Microsoft Word, Excel, PowerPoint and Outlook 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

Microsoft Office Specialist 2010 (MOS) Certification Training – 380 Hours
Participate in the Microsoft Office Specialist 2010 (MOS) Certification Training program to improve your level of knowledge with Microsoft Office functions in preparation for taking the Microsoft Certification Exam.

Microsoft Outlook 2007 – 40 Hours
Master Microsoft Outlook, including formatting e-mail, scheduling appointments, creating contacts and more. You’ll prepare for certification as you learn the ins and outs of Outlook.

Microsoft Outlook 2010 Certification Training – 45 Hours
Master the basic to advanced Microsoft Outlook 2010 skills you need to prepare for Microsoft Office Specialist (MOS) certification.

Microsoft PowerPoint 2010 Certification Training – 65 Hours
Learn basic to advanced skills in Microsoft PowerPoint 2010 while you prepare for Microsoft Office Specialist (MOS) certification.

Microsoft Project 2010 – 60 Hours
This program combines knowledge of project management scheduling disciplines with the use of the Microsoft project 2010 software.

Microsoft SharePoint 2010 Certification Training – 82 Hours
This SharePoint 2010 training program prepares you to take the Microsoft Certification Exam 77-886 in order to achieve a certification as a Microsoft Office Specialist.

Microsoft Web Developer – 240 Hours
Learn how to develop on the Microsoft platform using .NET Framework 3.5, and prepare for the Microsoft 70-536 and 70-562 certification exams.

Microsoft Word 2010 Certification Training – 95 Hours
Prepare for certification in Microsoft Word 2010 as you learn how to create, format, and secure professional and creative documents

Mobile and Desktop Web Developer – 460 Hours
Students who successfully complete this career course will have developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Mobile Web Developer – 280 Hours
In this course, learn to develop websites for mobile devices, such as Androids and iPhones.

Web Applications Developer – 360 Hours
Master the skills you need to create dynamic database-driven websites using the latest technologies.

Webmaster – 150 Hours
The Webmaster Online Training Program will teach you to design, develop, and maintain Web sites.

Management and Corporate
Entrepreneurship: Start-Up and Business Owner Management – 360 Hours
This program covers everything from financing to leadership. You’ll learn the keys to business planning, communication skills, marketing, and management. If you’ve ever thought about owning your own business, this program can help make that dream come true!

Lean Mastery – 60 Hours
Eliminate waste from your business by learning and implementing the principles of lean business.

Management Training – 360 Hours
If you’re thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Non-Profit Management – 300 Hours
Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

Six Sigma Black Belt – 200 Hours
The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Six Sigma Green Belt – 100 Hours
The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.
Media and Design

Digital Arts Certificate – 360 Hours
The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital photography, imaging, and illustration. This program covers Adobe Photoshop and Illustrator and more.

Skilled Trades and Industrial

Biofuel Production Operations – 400 Hours
The Biofuel Production Operations Online Training Program will give you the education you need to work as a biofuel production operator; inspecting and repairing equipment, operating computer systems, and handling lab equipment.

Carpentry – 80 Hours
Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

Chemical Plant Operations – 400 Hours
Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program.

Freight Broker/Agent Training – 180 Hours
Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

HVACR Technician – 265 Hours
The only HVAC Technician training program of its kind on the Web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

Natural Gas Plant Operations – 400 Hours
For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

Oil Refinery Operations – 400 Hours
Learn the skills you need to start work as an in-demand oil refinery operator.

Performing Comprehensive Building Assessments – 30 Hours
This program will give you a thorough understanding of the building assessment process, focusing on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine improvement opportunities, and prepare a work scope that will guide the homeowner’s decision-making process for making the improvements.

Power Plant Operations – 400 Hours
Learn the skills you need to gain entry-level employment as a power plant operator.

Sustainable Energy and Going Green

Building Analyst Quick Start – 60 Hours
This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Certified Indoor Air Quality Manager – 16 Hours
Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

Certified Indoor Environmentalist Prep – 32 Hours
Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor Environmentalist Program will help you take the next step in your career.

Senior Certified Sustainability Professional – 110 Hours
Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise’s sustainability strategy.

Solar Power Professional – 120 Hours
Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you’ll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

Wind Energy Professional – 240 Hours
This entry-level Wind Energy Professional program prepares you for a career in the wind energy industry.

offered at MxCC, visit www.mxcc.edu/ceinfo or call 860-343-5865.
WHAT’S INSIDE:

HEALTH CAREERS
• Certified Nurse Aide (CNA)
• Patient Care Technician (PCT)
• Certified Phlebotomy Technician New!
• Emergency Medical Technician (EMT) New!
• Human Services Assistant
• Medical Billing and Coding Certificate
• Pharmacy Technician Certificate
• Personal Trainer Certificate
• Veterinary Assistant Certificate Program

PERSONAL DEVELOPMENT
• CPR Courses
• English and Math Fast Track Workshops
• Student Success Series New!
• Equine Husbandry New!
• Production Assistant Boot Camp

ONLINE COURSES
• Computer Application and Technology
• Careers, Business, and Organizations
• Personal Development