CONTINUING EDUCATION
COURSE SCHEDULE

Winter & Spring Courses - 2016
CONTINUING EDUCATION STAFF

Office: 860-343-5865
Diane Bordonaro, M.S.N., R.N., Allied Health Coordinator
Patti Hard, Secretary

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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)

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 English language evaluation is strongly recommended for any ESL student. To schedule your evaluation please call the Academic Success Center at 860-343-5770 and ask for an appointment for 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)

Cost: $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>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<td>1/5, 1/8, 1/15</td>
<td>T,F,F</td>
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<td>Cowen</td>
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<td>1/19 - 2/11</td>
<td>T,Th</td>
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1) DAYTIME PROGRAM - MIDDLETOWN

2) EVENING PROGRAM – EAST OF THE RIVER (MOODUS)

3) DAYTIME PROGRAM – OLD SAYBROOK/ESSEX

4) EVENING PROGRAM – MIDDLETOWN

5) EVENING PROGRAM – MIDDLETOWN/ESSEX

6) DAYTIME PROGRAM – MERIDEN
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.

CRN COURSE COST DATES DAYS TIMES LOCATION INSTRUCTOR
1489 CPR $75 3/2 W 9:30 am - 12:00 pm Snow 514 CPR and More
1490 CPR $75 4/25 M 5:30 pm - 8:00 pm Snow 507 CPR and More

Basic Life Support (BLS) for Health Care Providers
A fast-paced BLS course for healthcare providers who must have a credential documenting successful completion of CPR. Learn how to recognize life-threatening emergencies, perform CPR, manage foreign body airway obstructions, use bag-valve-masks (BVM’s), and operate an automated external defibrillator (AED). Successful completion of the BLS course results in a 2-year American Heart Association certification. Class is limited to 20 students. Note: This is a required course for all pre-nursing students.

CRN COURSE COST DATES DAYS TIMES LOCATION INSTRUCTOR
1488 BLS $95 3/23 W 9:30 am - 2:00 pm Snow 514 CPR and More
Emergency Medical Technician (EMT)
The Emergency Medical Technician (EMT) program is designed for anyone who is interested in learning more about the emergency response system and in caring for patients in the back of an ambulance en route to the hospital. Students will gain the basic knowledge and skills necessary to provide patient care and transportation to sick and injured patients.

Topics covered in this course include: patient assessment, cardiac arrest management, airway management, patient immobilization, diabetic emergencies, strokes and seizures.

Students meet for lectures and skills training on campus and also complete a mandatory observation at Middlesex Hospital in the Emergency Department.

This course is offered in cooperation with Middlesex Hospital, Office of Emergency Medical Services and the CT Department of Public Health. The curriculum prepares students to take the exams to become nationally registered and State of Connecticut certified at the basic Emergency Medical Technician level. This program is open to students age 16 and up.

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

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<th>CRN</th>
<th>COURSE</th>
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<th>DAYS</th>
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<td>9:00 am - 4:00 pm</td>
<td>Chapman 605</td>
<td>Davis</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 $160 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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<td>$549</td>
<td>1/21 - 4/28; No class 3/24</td>
<td>Th</td>
<td>7:00 - 9:30 pm</td>
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<td>M,W,F</td>
<td>9:00 - 9:50 am</td>
<td>Meriden 505</td>
<td>Bonilla</td>
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Coming Soon! Certified Phlebotomy Technician Program. Please check our website www.mxcc.edu/ceinfo for the latest details.
Medical Billing & Coding Certificate
The Medical Billing & Coding Certificate Program is designed for those who want to begin medical billing and coding careers or prepare for a nationally-recognized certification exam. The training in this program will also provide you with the necessary skills required by employers seeking a Medical Billing or Medical Coder Specialist. Medical billers are responsible for submitting claims to insurance companies, Medicare, Medicaid, and in some instances, patients themselves on behalf of their employers or clients. Professional medical coders transform verbal descriptions of diseases, injuries, and procedures into numeric or alphanumeric codes. The coding of health-related data permits access to medical records by diagnoses and procedures for use in clinical care, research, and education. Students who successfully complete this program will be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC). For more information on the national certification exams or student membership with the AAPC or AHIMA, please visit either: www.aapc.com or www.ahima.org. This program is eligible for WIOA funding – contact 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
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.

Pharmacy Technician Certification Exam Information
The Pharmacy Technician Certification Board (PTCB) offers the Pharmacy Technician Certification Exam. For more information please visit www.ptcb.org.

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

For more info about upcoming Continuing Education courses being
Veterinary Assistant Certificate

Do you love working with animals? Are you looking for employment in the animal care industry? The Veterinary Assistant Training Program is a great way to begin your career in the animal field. The Introduction to Veterinary Assisting course provides students with the opportunity to determine if this is the right career path for them. Following the Introduction course, this program dives deeper into the animal care field 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. 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.

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

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**

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 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to be an excellent addition to your resume. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to be an excellent addition to your resume. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to be an excellent addition to your resume. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to be an excellent addition to your resume. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to be an excellent addition to your resume. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to be an excellent addition to your resume. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This 62-hour program includes 16 hours of lecture/presentations, 16 hours of hands-on practical training to prepare you to be an excellent addition to your resume. This challenging course is taught over an 8-week period for better retention and skill competency. The National Exam is held on the 9th week.
**NEW!!! PERSONAL DEVELOPMENT**

**Art Therapy**

An exploration of techniques of Creative Art combined with Mindfulness Meditation & Sound Healing to awaken inner awareness. A guided meditation will be followed by sound healing and related art exercises. Much emphasis will be placed on breathing and relaxation. Dress casually for art making. Advanced registrations required.

<table>
<thead>
<tr>
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<th>COURSE</th>
<th>COST</th>
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<td>3/5</td>
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<td>Cannon</td>
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<td>Cannon</td>
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<td>4/30</td>
<td>S</td>
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<td>Snow 409</td>
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<td>Cannon</td>
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**NEw!!! Memoir Writing**

Learn how to create inspirational and professional stories from your life experiences. The primary focus of this class will be creating personal essays – writing may include travel or political pieces, memoir, interviews, or other forms of nonfiction. Students will share, discuss, and revise their work. Students will read a wide range of published nonfiction, write reflectively about the published essays, and model the work of established authors.

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<td>$499</td>
<td>1/21 - 5/5</td>
<td>T,Th</td>
<td>11:00 am - 12:15 pm</td>
<td>Snow 510</td>
<td>Griffith</td>
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**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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<td>1517</td>
<td>Equine Husbandry</td>
<td>$299</td>
<td>3/3 - 4/7</td>
<td>Th</td>
<td>6:00 pm - 9:00 pm</td>
<td>Chapman 613 &amp; local stable</td>
<td>Carroll</td>
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**NEw!!! The Basics of Stable Management and Horse Business**

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

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<td>Th</td>
<td>6:00 pm - 9:00 pm</td>
<td>Chapman 613 &amp; local stable</td>
<td>Carroll</td>
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</table>
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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<td>1490</td>
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<td>5:30 pm - 8:00 pm</td>
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<td>CPR and More</td>
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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 (BVMs), 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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<tbody>
<tr>
<td>1488</td>
<td>BLS</td>
<td>$95</td>
<td>3/23</td>
<td>W</td>
<td>9:30 am - 2:00 pm</td>
<td>Snow 514</td>
<td>CPR and More</td>
</tr>
</tbody>
</table>

**EDUC 1003, 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.

<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>4021</td>
<td>English Fast-Track Workshop</td>
<td>FREE</td>
<td>1/4 - 1/7, 1/11-1/14</td>
<td>M-Th</td>
<td>9:00 am - 12:00 pm</td>
<td>Snow 419</td>
<td>Hostettler</td>
</tr>
<tr>
<td>4025</td>
<td>English Fast-Track Workshop</td>
<td>FREE</td>
<td>1/4 - 1/14</td>
<td>M-Th</td>
<td>9:00 am - 12:00 pm</td>
<td>Meriden 105</td>
<td>Brewer</td>
</tr>
</tbody>
</table>

**EDUC 1002, 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>
<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>4023</td>
<td>Math Fast-Track Workshop</td>
<td>FREE</td>
<td>12/30, 1/5-1/8, 1/11-1/15</td>
<td>M-F</td>
<td>9:00 am - 12:00 pm</td>
<td>Snow 406</td>
<td>deSouza Cull</td>
</tr>
<tr>
<td>4024</td>
<td>Math Fast-Track Workshop</td>
<td>FREE</td>
<td>12/30, 1/5-1/8, 1/11-1/15</td>
<td>M-F</td>
<td>1:00 pm - 4:00 pm</td>
<td>Snow 406</td>
<td>deSouza Cull</td>
</tr>
<tr>
<td>4026</td>
<td>Math Fast-Track Workshop</td>
<td>FREE</td>
<td>1/4-1/8, 1/11-1/15</td>
<td>M-F</td>
<td>9:00 am - 12:00 pm</td>
<td>Meriden 407</td>
<td>Riordan</td>
</tr>
</tbody>
</table>
For more info about upcoming Continuing Education courses being

- Over 350 2-month courses offered every month.
- Available 24/7.
- Most courses are $130.
- 6 Start Dates: Wednesdays, January 13, February 10, March 16, April 13, May 18, and June 15.
- Go directly to: www.ed2go.com/mxcc
- MxCC partners with Ed2go, 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
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? 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.

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
WHAT’S INSIDE:

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

PERSONAL DEVELOPMENT
- Art Therapy New!
- CPR courses
- English and Math Fast Track Workshops
- Equine Husbandry New!
- The Basics of Stable Management and Horse Business New!
- Memoir Writing New!

ONLINE COURSES