Non-Credit Courses (Continuing Education)

CONTACT US
Office: 860-343-5865
Diane Bordonaro, MSN, RN, Director of Non-Credit Programs, dbordonaro@mxcc.edu
Jennifer Mueller, Continuing Education Assistant, SNAP Education and Training Program Coordinator, jmueller@mxcc.edu
Evelyn Garcia, M.Ed., Enrollment Services, egarcia@mxcc.edu.

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BUSINESS PARTNERSHIP TRAINING AT MxCC

Common topics include:
• Building Effective Working Relationships with Teams
• Time Management to Boost Productivity
• Customer Service
• The Latest Techniques in Social Media, Online Video, and Infographics.

Customized training to meet all of your company and employee needs. Learn more mxcc.edu/bpt or contact Diane Bordonaro 860-343-5716

For more info about upcoming Continuing Education courses
HEALTH CAREERS ADVANCEMENT PROJECT (HCAP)

Turn your dream of a career into a reality!

You could be eligible for FREE Training in the healthcare field through the Health Careers Advancement Program (HCAP). Eligibility is based on employment and income guidelines.

Choose from any of these programs:
• Certified Nurse Aide (CNA)
• Human Services Assistant
• Medical Billing and Coding
• Patient Care Technician (PCT)
• Personal Trainer
• Pharmacy Technician
• Phlebotomy Technician

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

VA EDUCATION BENEFITS

Veteran’s Administration (VA) education benefits may be applied to non-credit workforce training programs. A veteran of the armed forces who is interested in enrolling in a non-credit program should contact the College Veteran’s Administration representative to discuss eligibility requirements and the application process.

MxCC Veteran’s Administration Representative Contact Information: Cynthia Valencia at cvalencia@mxcc.edu or 860-343-5720.

WIOA FUNDING (WIOA)

Are you unemployed? You may be eligible for funding for one of several training programs if you meet certain income requirements. Most Middlesex Community College career programs are eligible for WIOA funding. Contact the American Job Center at 87 West Main St., Meriden, at 203-238-3688 ASAP.

CT PATHWAYS (SNAP EDUCATION AND TRAINING)

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

The SNAP Employment and Training program prepares and assists clients by offering vocational training, career activities, case management, and support services. The SNAP Education and Training program assists students who are interested in career training for the following courses listed in this catalog:
• Certified Nurse Aide
• Human Services Assistant
• Pharmacy Technician
• Phlebotomy Technician
• Security Officer Certification
• Veterinary Assistant Certification

To be eligible, students must receive SNAP benefits throughout the entire course, have a high school diploma or GED, be a US citizen, not have a felony record for most courses, and not receive TFA (cash) assistance from CT DSS. For more information about enrolling in a course under this program, email Jennifer Mueller at jmueller@mxcc.edu.
HEALTH CAREERS

CERTIFIED NURSE AIDE (CNA)

(WIOA, SNAP, HCAP funding eligible. Veterans benefits approved. See information about these programs on page 11.)

MIDDLETOWN, SHORELINE, AND MERIDEN

Certified Nurse Aides (CNAs) play a vital role in healthcare delivery by providing routine patient care. Working under the supervision of a nurse, CNAs perform vital patient measurements, including temperatures, pulses, and blood pressures. CNAs have direct patient contact assisting with daily activities, such as, bathing, walking, and eating. The Certified Nurse Aide training program consists of lectures, skills development, and clinical training. Learn the proper way to perform nursing procedures essential to meeting the needs of patients under your care. The program is approved by the Connecticut Department of Public Health. Note: Convicted felons may have difficulty finding employment in the healthcare industry.

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

SUPPLIES: 1) Navy blue nursing uniform or scrubs and white shoes. 2) A watch with a sweep secondhand. 3) Gait belt (available in the MxCC bookstore).

COST: $1,199 (includes text, state of CT certification exam fee, and CT Nurse Aide Registry application fee)

Payment plan available.

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

### CNA EVENING PROGRAM—MERIDEN/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>1468</td>
<td>Meriden Evenings</td>
<td>$1,199</td>
<td>1/29–4/2</td>
<td>T, Th</td>
<td>4:30–7 p.m.</td>
<td>Platt 215</td>
<td>Staff</td>
</tr>
<tr>
<td>1469</td>
<td>Lab 1 Section 1</td>
<td></td>
<td>2/6, 2/13, 2/20</td>
<td>W</td>
<td>4:15–5:15 p.m.</td>
<td>Snow 514</td>
<td>McConnell</td>
</tr>
<tr>
<td>1469</td>
<td>Clinical Section 1</td>
<td></td>
<td>2/22–3/22</td>
<td>W, F</td>
<td>4:15–9:30 p.m.</td>
<td>Apple Rehab</td>
<td>McConnell</td>
</tr>
<tr>
<td>1470</td>
<td>Lab 2 Section 2</td>
<td></td>
<td>2/4, 2/11, 2/25</td>
<td>M</td>
<td>4–9 p.m.</td>
<td>Snow 514</td>
<td>Staff</td>
</tr>
<tr>
<td>1470</td>
<td>Clinical Section 2</td>
<td></td>
<td>2/27–3/27</td>
<td>M, W</td>
<td>4–9:15 p.m.</td>
<td>Wadsworth</td>
<td>Staff</td>
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### CNA DAY 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>
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</thead>
<tbody>
<tr>
<td>1465</td>
<td>Middletown Day</td>
<td>$1,199</td>
<td>3/27–5/10; No class 4/19, 4/26</td>
<td>W, F</td>
<td>9 a.m.–12:30 p.m.</td>
<td>Snow 507</td>
<td>Witkovic</td>
</tr>
<tr>
<td>1466</td>
<td>Lab Section 1</td>
<td></td>
<td>4/1, 4/4, 4/8</td>
<td>M, Th M</td>
<td>9 a.m.–2 p.m.</td>
<td>Snow 514</td>
<td>Cowen</td>
</tr>
<tr>
<td>1466</td>
<td>Clinical Section 1</td>
<td></td>
<td>4/9–5/2</td>
<td>T, Th</td>
<td>8 a.m.–2 p.m.</td>
<td>Wadsworth Glen</td>
<td>Cowen</td>
</tr>
<tr>
<td>1467</td>
<td>Lab Section 2</td>
<td></td>
<td>4/2, 4/9, 4/11</td>
<td>T, T, T</td>
<td>9 a.m.–2 p.m.</td>
<td>Snow 514</td>
<td>Jordan</td>
</tr>
<tr>
<td>1467</td>
<td>Clinical Section 2</td>
<td></td>
<td>4/16–5/9</td>
<td>T, Th</td>
<td>8 a.m.–2 p.m.</td>
<td>Apple Rehab</td>
<td>Jordan</td>
</tr>
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</table>

### CNA DAY 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>1471</td>
<td>CNA Shoreline Day</td>
<td>$1,199</td>
<td>4/1–5/15; No class 4/22, 5/13</td>
<td>M, W</td>
<td>9 a.m.–12:30 p.m.</td>
<td>Old Saybrook Town Hall</td>
<td>Corda</td>
</tr>
<tr>
<td>1472</td>
<td>Shoreline Lab</td>
<td></td>
<td>4/4, 4/5, 4/11</td>
<td>Th, F, F</td>
<td>9 a.m.–2 p.m.</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
<tr>
<td>1472</td>
<td>Shoreline Clinical</td>
<td></td>
<td>4/12–5/10; No class 4/19</td>
<td>Th, F</td>
<td>8 a.m.–2 p.m.</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
</tbody>
</table>

For more info about upcoming Continuing Education courses
CERTIFIED NURSE AIDE (CNA) ONLINE/HYBRID

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

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

Students enrolling in the CNA Online program should determine if distance learning is an option for them. To screen yourself please visit our Distance Learning webpage and Take a SmarterMeasure Test at mxcc.edu/distance/take-a-smartermeasure-test.

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

SUPPLIES: 1) Navy blue nursing uniform or scrubs and white shoes. 2) A watch with a sweep secondhand. 3) Gait belt (available in the MxCC bookstore).

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

<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>1462</td>
<td>CNA Online Hybrid</td>
<td>$1,199</td>
<td>3/31–5/12</td>
<td>Online</td>
<td>Online</td>
<td>Online</td>
<td>Clark</td>
</tr>
<tr>
<td>1462</td>
<td>Written exam</td>
<td></td>
<td>6/13</td>
<td>Th</td>
<td>9–11 a.m.</td>
<td>TBD</td>
<td>Clark</td>
</tr>
<tr>
<td>1463</td>
<td>Day Lab Section 1</td>
<td></td>
<td>5/21, 5/22, 5/23</td>
<td>T, W, Th</td>
<td>9 a.m.–2 p.m.</td>
<td>Snow 514</td>
<td>Cowen</td>
</tr>
<tr>
<td>1463</td>
<td>Day Clinical Section 1</td>
<td></td>
<td>5/28–6/7</td>
<td>T, W, Th, F</td>
<td>8 a.m.–2 p.m.</td>
<td>Wadsworth Glen</td>
<td>Cowen</td>
</tr>
<tr>
<td>1464</td>
<td>Evening Lab Section 2</td>
<td></td>
<td>5/21, 5/22, 5/23</td>
<td>T, W, Th</td>
<td>4–9 p.m.</td>
<td>Essex Meadows</td>
<td>McConnell</td>
</tr>
<tr>
<td>1464</td>
<td>Evening Clinical Section 2</td>
<td></td>
<td>5/28–6/7</td>
<td>T, W, Th, F</td>
<td>4–9:30 p.m.</td>
<td>Essex Meadows</td>
<td>McConnell</td>
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</tbody>
</table>

offered at MxCC, visit mxcc.edu/ce or call 860-343-5865.
EMERGENCY MEDICAL TECHNICIAN (EMT)

(WIOA, HCAP eligible. Veteran’s Benefits approved. See information about these programs on page 11.)
The Emergency Medical Technician (EMT) program is designed for anyone interested in learning more about the emergency response system and caring for patients in the back of an ambulance enroute to the hospital. Students will gain the basic knowledge and skills necessary to provide patient care and transportation to sick and injured patients.

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

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

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

Payment plan is 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>1425</td>
<td>EMT</td>
<td>$999*</td>
<td>1/28–5/15; No class 2/18, 3/11, 3/13</td>
<td>M, W</td>
<td>6–10 p.m.</td>
<td>Chapman 605</td>
<td>Michael Davis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2/9, 3/9, 4/13, 5/11</td>
<td>Sat.</td>
<td>8 a.m.–4 p.m.</td>
<td>Chapman 605</td>
<td>Michael Davis</td>
</tr>
</tbody>
</table>

*Textbook included

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

EMT REFRESHER AND RECERTIFICATION

One Day on Campus Skills Session Following Online Course Work
This program allows busy Emergency Medical Technicians and Emergency Medical Responders to balance their DPH required re-certification training with work and family schedules. Students must complete 22 hours of online course work and attend a one-day class session. All course work must be submitted online prior to the class date. Students then attend a one-day skills session followed by state proctored written exam. Class consists of practical work and exam review. The state recertification exam will be offered at the end of the class day.

Course topics include: CPR/Defibrillation, Safety/Well-being, BSI/Infection Control, Medical/Legal Issues, Airway, Adjuncts and Oxygen, Patient Assessment for Medical and Behavioral Emergencies, Trauma, Obstetrics and Gynecology, Infants and Children, and Traumatic Brain Injury.

EMT REFRESHER AND RECERTIFICATION

<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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<tr>
<td>1426</td>
<td>EMT Refresher Hybrid Section 1</td>
<td>$299</td>
<td>1/19</td>
<td>Sat.</td>
<td>8 a.m.–4 p.m.</td>
<td>Chapman 605</td>
<td>Davis</td>
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<tr>
<td>1427</td>
<td>EMT Refresher Hybrid Section 2</td>
<td>$299</td>
<td>3/16</td>
<td>Sat.</td>
<td>8 a.m.–4 p.m.</td>
<td>Chapman 605</td>
<td>Davis</td>
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<tr>
<td>1428</td>
<td>EMT Refresher Hybrid Section 3</td>
<td>$299</td>
<td>5/18</td>
<td>Sat.</td>
<td>8 a.m.–4 p.m.</td>
<td>Chapman 605</td>
<td>Davis</td>
</tr>
</tbody>
</table>
CONNECTICUT AND NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS (NREMT) PRACTICAL TESTING

Middlesex Community College is an authorized testing site for Connecticut and NREMT psychomotor (practical) examinations. Testing is held on the third Sunday of each month under the direction of the Connecticut Office of Emergency Medical Services.

Candidates testing in a practical examination must have completed a Connecticut OEMS approved Emergency Medical Technician course within two years of their exam date, are having an expired Connecticut or NREMT certification reinstated, or are completing the examination for endorsement as an EMT.

TESTING FEES: Initial Exam or full retake (6 stations): $120
Re-testing (2 or 3 stations): $65

Payment (by credit card only) is due at time of online registration. Payment is non-refundable. In the event that an exam is cancelled (inclement weather, catastrophic event, or lack of candidates), your registration will be transferred to the next available testing date.

REGISTRATION: Go to www.firstapproach.org
Registration is online only via www.firstapproach.org. There are no in-person registrations at the college or on the day of the exam. Registration is on a first-come, first-served basis. There is no waiting list. There are no registration transfers allowed. Please choose your testing date carefully.

If an exam is cancelled, you will be notified via email.
If you register for a date, you own it. No refunds for any reason. We cannot replace you with anyone else per OEMS. When you register for an exam, you agree to all terms of this exam.

Exam Day Check-in and Address:
Middlesex Community College, Snow Hall, Room 413
100 Training Hill Road, Middletown, CT
Doors open for check-in at 7:20 a.m.
Testing begins promptly at 8 a.m.

<table>
<thead>
<tr>
<th>NREMT PRACTICAL TESTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE</td>
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<tr>
<td>CT &amp; NREMT Testing 1</td>
</tr>
<tr>
<td>CT &amp; NREMT Testing 2</td>
</tr>
<tr>
<td>CT &amp; NREMT Testing 3</td>
</tr>
<tr>
<td>CT &amp; NREMT Testing 4</td>
</tr>
<tr>
<td>CT &amp; NREMT Testing 5</td>
</tr>
</tbody>
</table>
PATIENT CARE TECHNICIAN CERTIFICATE (PCT)

(WIOA, SNAP, HCAP funding eligible. Veterans benefits approved. See information about these programs on page 11.)

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 employment market. PCTs are valued members of many health care teams. They work in hospitals, rehabilitation settings, physician offices, clinics, and long-term care facilities. Upon completion of this program, students are eligible to sit for the National Health Career Association Certified Patient Care Technician Exam. This program does not prepare students to become Certified Phlebotomy Technicians or certified ECG technicians.

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

THE FOLLOWING FIVE COURSES ARE INCLUDED IN THE PCT PROGRAM:

<table>
<thead>
<tr>
<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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<tr>
<td>Advanced Nurse Aide</td>
<td>$399</td>
<td>1/23–3/20;</td>
<td>W</td>
<td>9 a.m.–noon</td>
<td>Snow 507/514</td>
<td>Skowronek</td>
</tr>
<tr>
<td>Phlebotomy Skills for the PCT</td>
<td>$399</td>
<td>1/25–3/15;</td>
<td>F</td>
<td>9 a.m.–noon</td>
<td>Snow 507/514</td>
<td>Mueller</td>
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<tr>
<td>ECG and Pulse Oximetry</td>
<td>$249</td>
<td>2/25–3/18;</td>
<td>M</td>
<td>9 a.m.–noon</td>
<td>Snow 507/514</td>
<td>DellaCamera</td>
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<tr>
<td>Hospital Clinical Experience (optional)</td>
<td>$699</td>
<td>3/25–4/9;</td>
<td>T,W</td>
<td>6:45–11:45 am</td>
<td>Middlesex Hosp</td>
<td>Skowronek</td>
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<tr>
<td>CPR</td>
<td>$75</td>
<td>3/13</td>
<td>W</td>
<td>9:30 a.m.–noon</td>
<td>Snow 507</td>
<td>Satagaj</td>
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<tr>
<td>Hospital Clinical Experience (optional)</td>
<td>$699</td>
<td>3/25–4/9;</td>
<td>T,W</td>
<td>6:45–11:45 am</td>
<td>Middlesex Hosp</td>
<td>Skowronek</td>
</tr>
</tbody>
</table>

Total = $1,821/$1,137 (w/o clinical) + textbooks
PHARMACY TECHNICIAN
(WIOA, HCAP, SNAP eligible. Veterans benefits approved. See information about these programs on page 11.)
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, IV 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).

PREREQUISITES: Students must take a math basic skills assessment prior to enrollment. To schedule an appointment, call the Academic Success Center at 860-343-5770 and ask for the pharmacy technician math assessment. This requirement is waived for students who submit SAT or ACT scores, or a transcript showing enrollment in a college level math course. Note: Individuals convicted of a felony are not permitted to sit for the exam.

COST: $1,049 (textbooks included) Payment plan is available.

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES</th>
<th>DAYS</th>
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<tr>
<td>1429</td>
<td>Pharmacy Tech</td>
<td>$1,049 (Text included)</td>
<td>3/5–5/9</td>
<td>T, Th</td>
<td>6–9 p.m.</td>
<td>Snow 507</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 ptcb.org.

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

PHLEBOTOMY TECHNICIAN
(WIOA, HCAP, SNAP eligible. Veterans benefits approved. See information about these programs on page 11.)
Phlebotomy technicians are valuable members of the healthcare team who collect and prepare lab specimens for analysis. In this course, you will learn about phlebotomy procedures and practice blood drawing techniques. This is a 120-hour program that includes classroom learning and simulation labs. Topics include medical terminology, anatomy and physiology, venipuncture, specimen collection procedures, safety and universal precautions, common laboratory tests with clinical significance to body systems and disease processes, and laboratory equipment.

Following the program, you will complete an internship at Middlesex Hospital Outpatient Laboratory. Weekday internships are scheduled by the instructor and may extend past the last class date. Scheduling requests can be made, but are not guaranteed. Students must have transportation to internship sites. This program is recognized by American Medical Technologists, a premier national certification agency. Upon completion of this program, students are eligible for National Certification through American Medical Technologists.

PREREQUISITES: 1) Must be 18 years old. 2) High school diploma or GED. 3) Health form complete with immunizations and two-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 the college bookstore. Please bring the CRN and course title to the college bookstore when purchasing.

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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>
</tr>
</thead>
<tbody>
<tr>
<td>1430</td>
<td>Phlebotomy Technician</td>
<td>$1,899</td>
<td>1/29–3/30, No class 2/16</td>
<td>T, Th, Sat.</td>
<td>8 a.m.–12 p.m.</td>
<td>Snow 507/514</td>
<td>Curran</td>
</tr>
</tbody>
</table>
**FREE CERTIFIED PERSONAL TRAINER COURSE INFORMATION SESSION**

Join us and meet leading local employers and our outstanding instructors to learn exactly what the Fitness Industry has to offer you and your career goals. This one-hour information session will share everything from financial aid, textbook, online supplemental tools and more! Go from a fitness enthusiast to a fitness leader in your community. Sign up today for our FREE orientation while seats are still available.

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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>
</tr>
</thead>
<tbody>
<tr>
<td>1449</td>
<td>PT Orientation Free</td>
<td>Free</td>
<td>1/26</td>
<td>S</td>
<td>10-11 a.m.</td>
<td>507</td>
<td>WITS</td>
</tr>
<tr>
<td>1450</td>
<td>PT Orientation Free</td>
<td>Free</td>
<td>1/3</td>
<td>Th</td>
<td>4 p.m.</td>
<td>Register Online: tinyurl.com/orientation-jan19</td>
<td>WITS</td>
</tr>
<tr>
<td>1451</td>
<td>PT Orientation Free</td>
<td>Free</td>
<td>2/6</td>
<td>W</td>
<td>3 p.m.</td>
<td>Register Online: tinyurl.com/orientation-feb19</td>
<td>WITS</td>
</tr>
</tbody>
</table>

**PERSONAL TRAINER**

*(HCAP funding eligible. Veterans benefits approved. See information on page 11.)*

Get all the important information needed to start an exciting successful career as a Certified Personal Trainer. Our personal trainer course is a great way to prepare for the on campus national exam and live your dream of a successful personal trainer career in a field you love. This challenging course is for candidates wanting LIVE instruction with in-depth, hands-on practical labs to master the career skills and knowledge. Our veteran teachers share the do’s and don’ts in working with clients. The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments. The best part of the course is the 15 hours of hands-on practical training labs. You will role-play with assessing clients, programming, performing proper exercises, presentation skills and more. Reading a book and testing does not get it done in the real world. Register today in one of the hottest growing professions in North America. Register for CPR/AED too!

<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>1452</td>
<td>Personal Trainer</td>
<td>$735</td>
<td>2/5-3/21</td>
<td>T, Th</td>
<td>5:30-8:30 p.m.</td>
<td>MxCC at Platt 213 &amp; local gym</td>
<td>WITS</td>
</tr>
<tr>
<td>1422</td>
<td>CPR</td>
<td>$75</td>
<td>3/13</td>
<td>W</td>
<td>9:30 a.m.-noon</td>
<td>Snow 507</td>
<td>Satagaj</td>
</tr>
<tr>
<td>1423</td>
<td>CPR</td>
<td>$75</td>
<td>4/15</td>
<td>M</td>
<td>5:30-8 p.m.</td>
<td>Snow 521</td>
<td>Satagaj</td>
</tr>
</tbody>
</table>

**NEW! CERTIFIED PERSONAL TRAINER HYBRID/ONLINE**

*This course is half online and half onsite at a fitness center.*

A great NEW addition to our offering at your school is the Hybrid CPT option. You can register for it at the same tuition! The hybrid version has all of the awesome lectures online with incredible veteran mentors/teachers working with you every step of the way. As a bonus the practical labs are still offered LIVE so you can master the skills. Do the lecture work online on your available schedule. Then join the LIVE class practical labs each week at their designated day and time. Special note: If there are low numbers the LIVE CPT course it may only be offered as Hybrid CPT. Please ask us for details. Register for CPR/AED too!

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<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
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<th>DAYS</th>
<th>TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1453</td>
<td>Personal Trainer (Hybrid)</td>
<td>$735</td>
<td>3/2-3/30</td>
<td>S</td>
<td>1-4 p.m.</td>
<td>Middlesex YMCA</td>
<td>WITS</td>
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<tr>
<td>1453</td>
<td>Personal Trainer Exam</td>
<td>$75</td>
<td>4/13</td>
<td>S</td>
<td>9 a.m.-4 p.m.</td>
<td>Snow 521/Middlesex YMCA</td>
<td>WITS</td>
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<tr>
<td>1422</td>
<td>CPR</td>
<td>$75</td>
<td>3/13</td>
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<td>9:30 a.m.-noon</td>
<td>Snow 507</td>
<td>Satagaj</td>
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<tr>
<td>1423</td>
<td>CPR</td>
<td>$75</td>
<td>4/15</td>
<td>M</td>
<td>5:30-8 p.m.</td>
<td>Snow 521</td>
<td>Satagaj</td>
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</table>

You can work right after passing the CPT exams. You must be 18 years of age and have proof of CPR/AED to obtain the Level 1 Certified Personal Trainer. As a special bonus, you can take advantage of the 30-hour employer internship to get the advanced Level 2 Certified Personal Trainer credential at no additional cost.
VETERINARY ASSISTANT

(WIOA and SNAP eligible. Veterans benefits approved. See information about these programs on page 11.)
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 intensive program involves four hours of weekly lectures and four hours of weekly clinical experience where students will complete routine tasks and specialized procedures done in the veterinary hospital. Students should be prepared for a challenging program that requires them to interact with professionals on the veterinary team. 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 Pieper Memorial Veterinary Hospital to offer this program. This program is open to students age 16 and up. Payment plan is available.

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

CERTIFICATE PROGRAM: 88 hours theory + 68 hours clinical = 156 program hours. Earn 15.6 C.E.U.s.

THE FOLLOWING COURSES ARE REQUIRED TO EARN THIS CERTIFICATE:

| Introduction to Veterinary Assisting | $49 |
| Veterinary Assistant with Clinical | $1,899 |

Total = $1,948 + textbooks

VETERINARY ASSISTANT

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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>1433</td>
<td>Intro to Vet. Ass.</td>
<td>$49</td>
<td>2/19, 2/20, 2/21</td>
<td>T, W, Th</td>
<td>7-9 p.m.</td>
<td>Pieper Memorial</td>
<td>Lavoie/Otte</td>
</tr>
<tr>
<td>1434</td>
<td>Lecture</td>
<td>$1,899</td>
<td>2/25–7/22; No class 5/27, 7/3</td>
<td>M, W</td>
<td>7-9 p.m.</td>
<td>Snow 507</td>
<td>Lavoie/Otte</td>
</tr>
<tr>
<td>1435</td>
<td>Clinical Section 1</td>
<td></td>
<td>2/28–7/18</td>
<td>Th</td>
<td>4-8 p.m.</td>
<td>Pieper Memorial</td>
<td>Lavoie/Otte</td>
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<td></td>
<td></td>
<td></td>
<td>No class 4/18,5/2, 5/23, 7/4</td>
<td></td>
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<tr>
<td>1436</td>
<td>Clinical Section 2</td>
<td></td>
<td>3/2–7/20</td>
<td>Sat.</td>
<td>8 a.m.–noon</td>
<td>Pieper Memorial</td>
<td>Lavoie/Otte</td>
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<td></td>
<td>No class 4/20, 5/4, 5/25, 7/6</td>
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For detailed course descriptions, please visit our website at mxcc.edu/ce/courses

NEW! VETERINARY ASSISTANT EMERGENCY AND SPECIALTY CENTER INTERNSHIP

Offered at Pieper Memorial Emergency and Specialty Center
Are you looking to advance your career in veterinary assisting, strengthen your clinical skills or build your resume? This internship provides students with an opportunity to become involved in the care of animals who require advanced veterinary services. Students spend 30 hours working alongside the veterinary team in an acute care center that provides emergency care and advanced specialty services including surgery, neurology, internal medicine, oncology, diagnostic imaging, dentistry and physical therapy. Upon successful completion of the course, students earn a college certificate.

Due to the limited availability of these individual internships, students must apply for this course. The application can be found on the college website at mxcc.edu/ce. Internships are scheduled individually on a rolling basis. There is no closing date or due date for the applications. Prerequisite: Veterinary Assistant Certificate

VETERINARY ASSISTANT AND SPECIALTY CENTER INTERNSHIP

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<tr>
<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
<th>DATES, DAYS, &amp; TIMES</th>
<th>LOCATION</th>
<th>INSTRUCTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1437</td>
<td>Veterinary Internship</td>
<td>$99</td>
<td>As scheduled with instructor</td>
<td>Pieper Memorial</td>
<td>Staff</td>
</tr>
</tbody>
</table>

offered at MxCC, visit mxcc.edu/ce or call 860-343-5865.
BUSINESS CAREERS

MEDICAL OFFICE BILLING AND CODING CERTIFICATE OFFERED FALL 2019 TO SPRING 2020
(WIOA and HCAP funding eligible. Veterans benefits approved. See information about these programs on page 11.)
This program takes nine months to complete. The program will run Fall 2019–Spring 2020. For more information, please visit our website at mxcc.edu/ce/courses/medical-billing-and-coding.

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

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

PREREQUISITE: 1) English language competency. An ESL evaluation is strongly recommended. To schedule your evaluation please call the MxCC Academic Success Center at 860-343-5770 and ask for an appointment to take the ESL test. There is no charge for this test.

THE FOLLOWING COURSES ARE REQUIRED TO EARN THIS CERTIFICATE:

| Fall 2019 | Medical Coding II | $549 |
| Medical Terminology and Anatomy for Coders | 649 |
| Spring 2020 | Medical Coding I | 549 |
| Medical Insurance | 549 |
| Medical Office Electronic Health Records | 549 |

Total = $2,848 + textbooks

REAL ESTATE PRINCIPLES AND PRACTICES
(WIOA eligible. Approved for Veterans Benefits. See information about these programs on page 11.)
Interested in stepping foot onto the path of becoming a licensed real estate salesperson? You have come to the right place. Middlesex Community College is working with the Connecticut Department of Consumer Protection to give students an extensive understanding of how the real estate marketplace works.

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

REAL ESTATE PRINCIPLES AND PRACTICES

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<th>CRN</th>
<th>COURSE</th>
<th>COST</th>
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<th>LOCATION</th>
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<tbody>
<tr>
<td>1432</td>
<td>Real Estate</td>
<td>$499</td>
<td>1/29–4/30</td>
<td>T</td>
<td>12:30–5:30 p.m.</td>
<td>Snow 507</td>
<td>Mye</td>
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</tbody>
</table>
BUSINESS PARTNERSHIP TRAINING

NEW! EFFECTIVE COMMUNICATION
This workshop provides participants with the basics about the communication process and the difference between a clear and unclear message. The value of listening and its connection to success in the workplace is emphasized. Through skill building and practice opportunities participants learn to utilize active listening skills in the workplace. Understanding the importance of body language and the impact of certain phrases or words are covered.

NEW! CONFLICT RESOLUTION IN THE WORKPLACE
It is not unusual for conflicts to arise in the workplace as a result of misunderstandings and differences in personalities. Learn to resolve these conflicts in a manner that will lead to increased motivation, a greater sense of caring and a cohesiveness of the work team.

NEW! BUILDING COLLABORATIVE TEAMS
Teamwork has become an important part of the working culture because it results in a better product or delivery of services. Learn how to build and lead a team that will work collaboratively and responsibly to provide the results you want for your business.

NEW! MOTIVATING YOUR TEAM
Motivation results from self-confidence and self-esteem. Learn to motivate your team and increase their confidence in their job skills. This workshop also covers the “Soft Skills” that allow employees to adapt to the work environment in a successful manner.

NEW! INTERNET MARKETING
This online Internet Marketing course is designed to help you understand the essential marketing concepts and tools used in digital marketing. Social media, Pay-per-click, search engine optimization (SEO), conversion optimization, web analytics, content marketing, email and mobile marketing will all be covered in detail. The course uses a unique marketing simulation product that will have you creating and optimizing pay per click (PPC) campaigns, managing an ad budget, practicing A/B testing, doing keyword research and conversion analysis, and launching email campaigns. An online textbook is required for this course.

Social Service Careers

USING STEM/STEAM EFFECTIVELY IN EARLY CHILDHOOD EDUCATION
This is a non-credit workshop on special issues in early childhood education and development. Emphasis will be on the strategies caregivers/teachers need to explore and implement STEM/STEAM for children’s learning in early childhood education environments including their homes. This workshop will provide much-needed knowledge and skills for teachers already in the field, teachers in training, parents, and significant others in the lives of young children. Students enrolling in the program should have knowledge of child development and experience working with young children.

This workshop is offered in a hybrid format. Students attend classes on campus as the schedule designates and also participate in online learning via Blackboard. Prerequisites: 1) Must be 18 years old. 2) High school diploma or GED.

BUSINESS PARTNERSHIP TRAINING AT MXCC@PLATT

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<tr>
<th>CRN</th>
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<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1457</td>
<td>Effective Communication</td>
<td>$19</td>
<td>1/21</td>
<td>M</td>
<td>6–7 p.m.</td>
<td>MxCC@Platt215</td>
<td>Ekpunobi</td>
</tr>
<tr>
<td>1458</td>
<td>Conflict Resolution in the Workplace</td>
<td>$19</td>
<td>1/28</td>
<td>M</td>
<td>6–7 p.m.</td>
<td>MxCC@Platt215</td>
<td>Ekpunobi</td>
</tr>
<tr>
<td>1459</td>
<td>Building Collaborative Teams</td>
<td>$19</td>
<td>2/4</td>
<td>M</td>
<td>6–7 p.m.</td>
<td>MxCC@Platt215</td>
<td>Ekpunobi</td>
</tr>
<tr>
<td>1460</td>
<td>Motivating Your Team</td>
<td>$19</td>
<td>2/11</td>
<td>M</td>
<td>6–7 p.m.</td>
<td>MxCC@Platt215</td>
<td>Ekpunobi</td>
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<tr>
<td>1491</td>
<td>Internet Marketing</td>
<td>$475</td>
<td>1/24–5/18</td>
<td>Online</td>
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USING STEM/STEAM EFFECTIVELY IN EARLY CHILDHOOD EDUCATION

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<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1448</td>
<td>STEM/STEAM in ECE</td>
<td>$19</td>
<td>2/2, 3/2, 4/6, 5/4 &amp; online</td>
<td>Sat.</td>
<td>9 a.m.–12:30 p.m.</td>
<td>Wheaton 204/305A</td>
<td>Nwachuku</td>
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</table>
HUMAN SERVICES ASSISTANT

(WIOA, SNAP, HCAP eligible. Veterans benefits approved. See information about these programs on page 11.)

Are you looking for a fulfilling career helping others? Human service workers support individuals with disabilities in leading self-directed lives. Develop the skills, values, and knowledge to effectively assist those who use social services. Basic knowledge about certain populations and problems encountered in human service work, ethical guidelines, and essential helping skills are covered. Learn how to interact with other members of a multidisciplinary team, including professionals with advanced degrees. Upon completion, students are prepared for entry-level positions as residential living assistants, direct behavioral support staff, and mentors. A textbook is required for this course and can be purchased for approximately $135 through the MxCC bookstore. Please bring the CRN and course title to the bookstore when purchasing. Prerequisite: high school diploma or GED.

Students who complete the Human Assistant 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>
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<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1478</td>
<td>Human Services Assistant</td>
<td>$549</td>
<td>1/24–5/14; T, Th</td>
<td>9:30–10:45 a.m.</td>
<td>Snow 505</td>
<td>Hernandez</td>
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<tr>
<td>1479</td>
<td>Human Services Assistant MERIDEN</td>
<td>$549</td>
<td>1/28–5/15; M, W</td>
<td>3:45–5 p.m.</td>
<td>MxCC@Platt 200</td>
<td>Bonilla</td>
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CONNECTICUT SECURITY OFFICER – NO ADDITIONAL FEES

Security officer positions are available in many businesses such as security agencies, retail, hospitals, banks, housing complexes, and construction. Connecticut General Statute #29–161(q) mandates that all state of Connecticut security officers complete an eight-hour training course for certification. Successful completion of this daylong course fulfills the requirement. You will be learning essential information required for security officers from an instructor approved by the commissioner of the Department of Public Safety to teach this course. The course covers an overview of private security, public safety issues, search and seizure, use of force, basic criminal justice, and basic first aid. Participants are required to complete a written exam at the end of the course and achieve a passing grade of 75 percent or better. Upon successful completion, students apply for a Security Officer Identification Card from the state of Connecticut at no additional cost. This procedure will be covered in class. Please bring a lunch to class. Note: Students who have a criminal background are not eligible for state of Connecticut Security Officer Certification.

Tuition includes all State of Connecticut fees for fingerprinting, background checks and licensing.

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<th>CRN</th>
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<th>DAYS</th>
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<th>LOCATION</th>
<th>INSTRUCTOR</th>
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</thead>
<tbody>
<tr>
<td>1431</td>
<td>CT Security Officer Certification</td>
<td>$350</td>
<td>3/16 Sat</td>
<td>8:30 a.m.–4:30 p.m.</td>
<td>Snow 509</td>
<td>Siena</td>
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Personal Development

HEARTSAVER ADULT/CHILD CPR CERTIFICATION

Heartsaver Adult/Child Cardiopulmonary Resuscitation (CPR) is taught with the use of barrier devices. The relief of choking in adults and children and use of the Automated External Defibrillator are covered. This is a great course for parents, coaches, and teachers. Successful completion of this course results in a two-year American Heart Association certification.

<table>
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<tr>
<th>CRN</th>
<th>COURSE</th>
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<tr>
<td>1422</td>
<td>CPR</td>
<td>$75</td>
<td>3/13 W</td>
<td>9:30 a.m.–noon</td>
<td>Snow 507</td>
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<tr>
<td>1423</td>
<td>CPR</td>
<td>$75</td>
<td>4/15 M</td>
<td>5:30–8 p.m.</td>
<td>Snow 521</td>
<td>Satagaj</td>
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</table>
BLS courses are scheduled on an as-needed basis. Please contact Diane Bordonaro, RN, at dbordonaro@mxcc.edu for more information.

CREATE COMPELLING INFOGRAPHICS WITH ZERO EXPERIENCE
Infographics are incredibly powerful marketing tools for businesses in all industries. Creating a professional looking infographic will help you catch your target audience’s attention, increase brand awareness, and connect with your audiences. In this workshop, you will learn what infographics are and how to use infographics effectively in businesses. You will also have hands-on opportunities to use free online tools to create infographics that you can use in your next presentation, your annual reports, your social media campaign, or anywhere you want.

CREATE EXCEPTIONAL NEWSLETTERS LIKE A DESIGNER
Creating a newsletter can be stressful and time consuming. Want to create professional, eye-catching newsletters that your audience will remember? In this workshop, you will learn how to use online tools to create attention-grabbing, highly professional newsletters in less time and with less effort.

NEW! CREATING A BACKYARD REFUGE FOR WILD BIRDS
Creating a refuge for wild birds in your own backyard will improve the lives of the birds, and it is a fun and rewarding activity for the whole family. Learn the best way to provide food, water and shelter to the birds and become seasonally savvy to attract the greatest number and variety of birds. Identifying birds and becoming involved in their feeding and nesting habits is considered a therapeutic hobby, both mentally and physically.

NEW! ESL FOR HEALTHCARE PROFESSIONALS
Comprehending, speaking, and writing the language of medical terminology can be very challenging for English language learners. It is essential that all students enrolled in healthcare programs become comfortable with medical terminology in order to effectively and accurately communicate with professionals and patients in clinical settings. ESL for Healthcare Professionals instructs English language learners in the appropriate use of medical terms, including proper English expression and pronunciation. This course is open to students enrolled in non-credit healthcare programs only.

visit mxcc.edu/spring or call 860-343-5719.
NEW! ESL TRANSITION TO ENGLISH

This is an intermediate-to-advanced ESL course designed to assist students in their transition to English courses in college. Focus will be on pronunciation, vocabulary, grammar, reading, basic writing, and speaking. Some individualized, self-paced instruction will be included. Students will be post tested to determine English course level.

ESL TRANSITION TO ENGLISH

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<tr>
<th>CRN</th>
<th>COURSE</th>
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<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1003</td>
<td>ESL Transition to English</td>
<td>FREE</td>
<td>2/26–5/16</td>
<td>T, Th</td>
<td>12:30–2 p.m.</td>
<td>Middletown Adult Ed, 398 Main St., room 119</td>
<td>Staff</td>
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SICILY: CULTURE AND TRADITIONS

The rich Sicilian culture and civilization in Middletown and neighboring areas are a testimony to the heritage of the American Sicilian community in Connecticut. If you would like to learn about the origin of Sicily’s population and the languages spoken there, this course is for you. Professor Angelo Glaviano, a Sicilian native, will cover the geography of the island, including volcanoes and archipelagos. Learn about the cities of Sicily along with the Greek and Roman ruins. Sample some of the island’s delicious culinary products including pastas and cannoli. Don’t miss this opportunity to become immersed in the rich culture and traditions of Sicily.

SICILY: CULTURE AND TRADITIONS

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<tr>
<td>1438</td>
<td>Sicily: Culture and Traditions</td>
<td>$75</td>
<td>3/26–4/11</td>
<td>T, Th</td>
<td>5–6:30 p.m.</td>
<td>Snow 505</td>
<td>Glaviano</td>
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NEW! UNDERSTANDING AND WORKING EFFECTIVELY WITH INDIVIDUALS WITH AUTISM SPECTRUM DISORDER FOR COMMUNITY PROFESSIONALS

Community professionals often encounter individuals with autism spectrum disorder (ASD) in a variety of public and private settings. This course prepares professionals, including emergency first responders, healthcare workers, community agency staff, and direct care workers, for common interactions that may occur with these individuals. More specifically, this course focuses on understanding characteristics of ASD, navigating interpersonal situations, demonstrating effective communication skills, and engaging in solution-focused problem-solving strategies with children, adolescents and young adults with ASD while appreciating their strengths and respecting their dignity.

Through video presentations and video critique, role playing, group workshops/discussions, and mini-lectures and demonstrations, students are provided with the necessary knowledge base, skill sets, and overall confidence they need when interacting with individuals with ASD in human services agencies and community settings.

AUTISM SPECTRUM DISORDER FOR COMMUNITY PROFESSIONALS

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<th>LOCATION</th>
<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1482</td>
<td>Understanding Autism Spectrum Disorder</td>
<td>$399</td>
<td>2/5–3/14</td>
<td>T, Th</td>
<td>6–9 p.m.</td>
<td>Wheaton 204</td>
<td>LeGary</td>
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Whoops!

We canceled your program because we didn’t know you planned on attending.

Register Early
FREE! TRANSITIONAL STRATEGIES PACKAGES

This program is offered in collaboration with Middletown Adult Education and Wallingford Adult Education centers. Eligible students can enroll in three courses for free to jumpstart their college careers and get them on the road to success. Classes included in the package are College Success, English Fast-Track, and Math Fast-Track. For more information, please contact Donna Bontatibus at dbontatibus@mxcc.edu.

SPECIAL PACKAGE

Eligible students:
- Students who place in one or more developmental ENG or MAT courses.
- Students who need to retake one or more developmental math and/or English courses.
- Students who are eligible for Fast-Track workshops (refer to Accuplacer Results Sheet).

No course charge for package. Cost savings!
If you are on financial aid, please check with the financial aid office to ensure that you are meeting your requirements if you are taking other MxCC courses.
Upon English and math workshop completion, students will retake the Accuplacer to see if they can move up to College Level or College Level with Embedded Support. An Accuplacer pretest is required to be on file.

ENGLISH FAST-TRACK WORKSHOP

This non-credit, fast-track workshop is designed to help students refresh their skills in essay writing, grammar, and reading comprehension. The workshop will be particularly beneficial for students placing at the intensive level, but they are open to all students. At the end of the workshop, students may retake a placement test to see if they can progress to College Level or College Level with Embedded Support.

MATH FAST-TRACK WORKSHOP

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 and 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.

COLLEGE SUCCESS

This course is designed to introduce new students to the college and its resources; to help them adapt skills necessary for college success; and to help new students feel connected to the college, its faculty and staff, and their fellow students. Special emphasis will be placed on career exploration for the purpose of helping students develop academic and career goals and encouraging them to enroll in career and technical education programs.

MIDDLETOWN ADULT EDUCATION COLLEGE AND CAREER CENTER

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<tr>
<th>CRN</th>
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<tr>
<td>1002</td>
<td>English Fast-Track EDUC1003 (0 credits)</td>
<td>FREE</td>
<td>2/25–5/16</td>
<td>M, W</td>
<td>5:30–7 p.m.</td>
<td>MAE* 119</td>
<td>Staff</td>
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<tr>
<td>1001</td>
<td>Math Fast-Track EDUC1002 (0 credits)</td>
<td>FREE</td>
<td>2/25–5/16</td>
<td>M, W</td>
<td>7:30–9 p.m.</td>
<td>MAE* 119</td>
<td>Staff</td>
</tr>
<tr>
<td>1405</td>
<td>College Success COL110 (1 credit)</td>
<td>FREE</td>
<td>2/19–5/18</td>
<td>T</td>
<td>5:10–6:25 p.m.</td>
<td>Snow 504</td>
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*MAE-Middletown Adult Ed, 398 Main St., Middletown, CT

WALLINGFORD ADULT EDUCATION COLLEGE AND CAREER CENTER

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<th>CRN</th>
<th>COURSE</th>
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<th>INSTRUCTOR</th>
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<tbody>
<tr>
<td>1455</td>
<td>English Fast-Track EDUC1003 (0 credits)</td>
<td>FREE</td>
<td>2/22–5/10</td>
<td>F</td>
<td>10:30 a.m.–12:30 p.m.</td>
<td>WAE**</td>
<td>O’Connor</td>
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<tr>
<td>1456</td>
<td>Math Fast-Track EDUC1002 (0 credits)</td>
<td>FREE</td>
<td>2/22–5/10</td>
<td>F</td>
<td>2:30–4:30 p.m</td>
<td>WAE**</td>
<td>Staff</td>
</tr>
<tr>
<td>1177</td>
<td>College Success COL101 (3 credits)</td>
<td>FREE</td>
<td>1/28–5/15</td>
<td>M,W</td>
<td>6:40–7:55 p.m</td>
<td>Platt, 210</td>
<td>Harris</td>
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*WAE-Wallingford Adult Ed, 37 Hall St., Wallingford, CT

offered at MxCC, visit mxcc.edu/ce or call 860-343-5865.
ONLINE COURSES

EDUCATION TO GO ONLINE COURSES

- Two-month courses offered every month, starting the third Wednesday of the month.
- Available 24/7.
- Most courses are $130.
- Six start dates: Wednesdays 1/16, 2/13, 3/13, 4/17, 5/15, 6/12
- Go directly to: ed2go.com/mxcc

MxCC partners with EducationToGo (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 version; 3) Internet access with Microsoft Internet Explorer or Mozilla Firefox Web browser; and 4) Adobe Flash and PDF plug-ins (free downloads).

Most computer courses also require the specific version of any software listed under “Requirements” in the online course description. Example: For Word 2010, you need that software or Microsoft Office 2010. Note: Mac users—check “Requirements” to see if the course is compatible before signing up. Generally, this only applies to computer courses.

Getting Started – Five 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 will receive email verification.
4. On the Payment Option page, you will either pay directly online using a credit card or pay later to the college. We can accept your payment by phone, mail, fax, or walk-in. Your payment must be received before your course start date.
5. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your selected username and password.

EducationToGo Online Course Areas

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

Careers, Business, and Organizations
- Accounting
- Business Administration
- Grant Writing
- Health Care
- Law and Legal Careers

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

For more info about upcoming Continuing Education courses
For more comprehensive learning, check out our Career Training section at Ed2Go!

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

Our programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed. Financial assistance is available for qualifying programs. Visit careertraining.ed2go.com/mxcc to learn more.

Middlesex Community College offers the following online programs:

**IT AND SOFTWARE**
- Administrative Professional with Microsoft Office 2016
- Adobe Certified Associate
- Apache Cassandra Training
- AutoCAD 2015 Certified User
- AutoCAD 2015 with AutoCAD 3D
- Certified Information Systems Auditor (CISA)
- Certified Information Systems Security Professional (CISSP)
- Cisco Certified Network Professional (CCNP)
- Coding Fundamentals for Business Professionals
- CompTIA Healthcare IT Technician
- CompTIA A+ Certification Training
- CompTIA A+ with ITIL Foundation
- CompTIA Advanced Security Practitioner (CASP)
- CompTIA Certification Training: A+, Network+, Security+
- CompTIA Cloud+ Certification Training
- CompTIA Linux+
- CompTIA Linux+ and Unix Training
- CompTIA Mobility+
- CompTIA Network+ Certification Training
- CompTIA Security+ Certification Training
- EXIN Cloud Computing
- Forensic Computer Examiner
- Full Stack Software Developer
- Help Desk Analyst: Tier 1 Support Specialist

- Information Security Master Certification Training
- Information Security Training
- IT Foundations Bundle
- IT Security Survival Training
- ITIL Capability Expert
- ITIL Foundation
- Java Programmer
- Mastering Project Management with Microsoft Project
- Mastering Project Management with PMP Prep
- Microsoft Access Certification Training
- Microsoft Certified Solutions Associate (MCSA): Server
- Microsoft Certified Solutions Associate (MCSA): Windows 7
- Microsoft Certified Solutions Expert (MCSE): Private Cloud
- Microsoft Excel Certification Training
- Microsoft Office Master Certification Training
- Microsoft Office Specialist (MOS) Certification Training
- Microsoft Outlook Certification Training
- Microsoft PowerPoint Certification Training
- Microsoft Project
- Microsoft SharePoint Certification Training
- Microsoft Word Certification Training
- Microsoft Certified Solutions Associate (MCSA): SQL Server
- OMCA Content Marketing Associate
- OMCA Conversion Optimization Associate
- OMCA Display Advertising Associate
- OMCA Email Marketing Associate

offered at MxCC, visit mxcc.edu/ce or call 860-343-5865.
OMCA Mobile Marketing Associate
OMCA PPC Associate
OMCA SEO Associate
OMCA Social Media Associate
OMCA Web Analytics Associate
Oracle SQL and PL/SQL and Python Developer and Java
Oracle SQL and PL/SQL Developer
Oracle SQL and PL/SQL Developer and Java Programmer
Python Developer
Systems Security Certified Practitioner (SSCP) Training

MEDIA AND DESIGN
3ds max
Digital Arts Certificate
Graphic Design with Photoshop
iOS App Developer
Marketing Design Certificate
Mobile and Desktop Web Developer
Mobile Web Developer
MSP Foundation and Practitioner Certification Training
UNIX Administration Basics
Video Game Design and Development
Web Applications Developer
Web Design Professional
Webmaster

HEALTHCARE AND FITNESS
Activity Director
Administrative Dental Assistant
Certified Medical Administrative Assistant (CMAA)
Certified National Pharmaceutical Representative
Certified Professional Medical Auditor
Certified Risk Adjustment Coder
Fitness Business Management
Medical Interpreter (Spanish/English)
Medical Office Manager (CPPM)
Medical Transcription
NASM Corrective Exercise Specialist (CES)
NASM Performance Enhancement Specialist (PES)
NCSF Certified Strength Coach
NCSF Sports Nutrition Specialist
Nutrition for Optimal Health, Wellness, and Sports
Records Specialist and Medical Terminology

HOSPITALITY AND SERVICE INDUSTRY
Certified Residential Interior Designer
Certified Wedding Planner
Event Management and Design
Floral Design
Food and Customer Service Skills Training
Preston Bailey’s Fundamentals of Floral Design
Preston Bailey’s Signature Wedding Event Design

MANAGEMENT AND CAREER
Administrative Professional
Certified Internal Auditor
Certified Mediator and Arbitrator
Certified Mediator and Restorative Justice Practitioner
Certified Six Sigma Green Belt
Certified Workplace Mediator
Chartered Tax Professional
Court Interpreter (Spanish/English)
Customs Broker
Entrepreneurship: Start-Up and Business Owner
Federal Court Interpreter
Freight Broker/Agent Training
Grant Writing and Non-Profit Management
Human Resources Professional
Lean Mastery
Lean Six Sigma Black Belt
Lean Six Sigma Green Belt
Lean Six Sigma Green Belt and Black Belt
Lean Six Sigma Yellow Belt
Legal Secretary
Management for IT Professionals
Management Training
Non-Profit Management
OMCP Digital Analytics and Conversion Professional
OMCP Email Marketing and Automation Professional
OMCP Paid Search Professional
OMCP Search Marketing Professional
OMCP Social and Mobile Marketing Professional
Paralegal
Payroll Practice and Management
Performing Comprehensive Building Assessments
PMI Risk Management Professional
Prince 2 Certification Training
PRINCE2 Foundation Certification Training
Professional Bookkeeping with QuickBooks
Professional Interpreter
Professional Translator
Project Management Essentials with CAPM Prep
Purchasing and Supply Chain Management
Purchasing and Supply Chain Management and Freight Broker/Agent Training
Records Management Certificate
Retail Customer Service Skills Training
Sage 50 Certificate
Salesforce: Power User
Senior Professional In Human Resources
Six Sigma Black Belt
Start Your Own Business
Technical Writing
The Complete Project Manager with CAPM and PMP Prep
The Complete Project Manager with Microsoft Project
Travel Agent Training

For more info about upcoming Continuing Education courses
Info for Non-Credit Students

QUESTIONS?
CALL THE CONTINUING EDUCATION OFFICE AT 860-343-5865.

Frequently Asked Questions About Continuing Education Courses

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

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. Check our website for the heath form www.mxcc.edu/ce

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.)

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

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

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

What happens if my course gets canceled?
Students will be notified by telephone approximately two to three business days prior to the scheduled start date. Refund checks will be mailed to the current address on file.

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

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

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 three working days before a course start date. Refunds will be issued approximately a month after request or course cancellation.

Course Cancellations By College: Middlesex Community College reserves the right to cancel a course due to insufficient enrollment or emergency.

MANY WAYS TO ENROLL IN NON-CREDIT COURSES

ENROLL ASAP TO GUARANTEE YOUR SEAT IN THE COURSE!
AmEx, VISA, MasterCard, and Discover accepted.
Mail: Registration form and Supplemental information form with check or credit card payment. (Address is at bottom of form.)
Fax: Registration form and credit card information to 860-344-3055.
Walk-In: Enrollment Services Office, Founders Hall: 8 a.m.–4:30 p.m., Monday–Friday.
Phone: 860-343-5713. Registration with credit card only.
SNAP Education and Training Scholarship: Contact the SNAP coordinator staff listed in the catalog to enroll.

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

offered at MxCC, visit mxcc.edu/ce or call 860-343-5865.
NON-CREDIT REGISTRATION FORM

MIDDLESEX COMMUNITY COLLEGE
STATE OF CONNECTICUT

STUDENT ID: ____________________________

THIS REGISTRATION IS FOR: [ ] FALL [ ] SPRING [ ] SUMMER [ ] INTERSESSION [ ] YEAR __________

SOCIAL SECURITY # ____________________________

NAME: LAST __________ FIRST __________ MAIDEN NAME OR MIDDLE INITIAL __________

ADDRESS (NO. AND STREET) ____________________________

[ ] PLEASE CHECK HERE IF CHANGE OF ADDRESS

CITY/TOWN __________ STATE __________ ZIP CODE __________

PHONE: HOME ____________________________

PHONE: CELL ____________________________

EMAIL ADDRESS ____________________________

[ ] PLEASE CHECK HERE IF CHANGE OF EMAIL ADDRESS

DATE OF BIRTH / / __________

GENDER [ ] MALE [ ] FEMALE

US VETERAN [ ] YES [ ] NO

STUDENT STATUS: [ ] NEW [ ] CONTINUING [ ] READMIT

SEMESTER LAST ATTENDED: [ ] FALL [ ] SPRING [ ] SUMMER [ ] INTERSESSION [ ] YEAR __________

OFFICE USE ONLY
DO NOT WRITE IN THIS SPACE

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

CARD# ____________________________

EXPIRATION DATE ____________________________

SIGNATURE ____________________________

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<tr>
<th>CRN#</th>
<th>DEPT &amp; COURSE #</th>
<th>COURSE TITLE</th>
<th># OF CREDITS</th>
<th>TIME FROM – TO</th>
<th>DAYS (CIRCLE)</th>
<th>ROOM</th>
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Once fees are paid, you are officially registered and are responsible for the remainder of the charges. Detailed information about this and other College Policies can be found in the MxCC College Catalog on our website. It is the responsibility of each student to read the policies of Middlesex Community College. The student’s signature on this form is acknowledgement of receipt of this statement and acceptance of the terms and conditions of all policies.

TODAY'S DATE ____________________________

ADVISOR’S SIGNATURE ____________________________

TOTAL CREDITS ____________________________

STUDENT’S SIGNATURE ____________________________
Middlesex Community College
Non-Credit Program
Supplemental Application

PLEASE PRINT CLEARLY USING BLUE OR BLACK INK

Full Name______________________________________________Apt # _______
Street Address__________________________________________State__________Zip Code ____________
City_________________________State______________________Zip Code ____________
Home Phone_________________________Cell Phone_______________
Email___________________________________________________
Social Security Number_________________________Birth date__________
Emergency Contact_________________________Contact’s Phone______________

Do you consider yourself to be Hispanic/Latino? Yes_____No_____ 
What is your race? (select one or more) White____________Black or African American______Asian__________ American Indian or Alaska Native______Native Hawaiian or Other Pacific Islander_______

Have you ever taken a credit or non-credit course at one of the CT Community Colleges? Yes____No_____ 
Are you a current MXCC student? Yes___No______
Are you planning to utilize a payment plan for this program? (for programs over $1,000) Yes _____No____
Are you receiving third party funding? Yes_____No____ If yes, what is the funding source?______________

Is English your second language? Yes ____No____ If yes, have you taken an ESL test? Yes ____No____
An ESL test is recommended prior to enrolling if English is your second language. Call 860-343-5770 to schedule.

Education
High School Graduate: Yes____No____ Currently attending______ GED Certification: Yes____No____
Name of High School: _______________________________Year of Graduation: _________
College: __________________________________________

Are you a Nurse Aide whose certification has expired? Yes____No____ If yes, registration #___________

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

Signature: ____________________________ Date: _________________________
Program: __________________________ Date: __________________________
Banner ID: __________________________ Date: _________________________

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

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