

Continuing Education

CONTACT US

Office: 860-343-5865

Diane Bordonaro, M.S.N., R.N., Director of Non-Credit Programs – dbordonaro@mxcc.edu

Patrice Barrett, M.S.N., SNAP Education and Training Program Coordinator – pbarrett@mxcc.edu

Evelyn Garcia, M.Ed., Enrollment Services – egarcia@mxcc.edu

TABLE OF CONTENTS

Business Partnership Training	11
Certified Nurse Aide (CNA)	13
Certified Nurse Aide (CNA) Hybrid	14
Financial Assistance Programs	12
Health Careers	13
Emergency Medical Technician (EMT)	15
CT and National Registry of Emergency Medical Technicians (NREMT) Practical Testing	16
Personal Trainer Orientation	17
Personal Trainer	17
Patient Care Technician (PCT)	17
Phlebotomy Technician	18
Business and Media Careers	19
Production Assistant Boot Camp	19
What Makes a Leader Great	19
Real Estate Principles and Practices	19
Safety and Security	20
Connecticut Security Officer	20
Personal Development	20
Heartsaver Adult/Child CPR Certification	20
College Prep	21
English Fast-Track Workshops	21
Math Fast-Track Workshops	21
Non-Credit Online Courses and Programs	22
Info for Non-Credit Students	24
Non-Credit Supplemental Application	25
Non-Credit Registration Form	26

MxCC has additional programs available during the fall semester.

Check our website: mxcc.edu/ceinfo for fall schedules.

- Health Careers
- Human Services Assistant
- Patient Care Technician (PCT)
- Pharmacy Technician Certificate
- Veterinary Assistant Certificate Program
- Business Careers
- Medical Billing and Coding for the Medical Office
- Medical Coding Specialist
- Safety and Security
- Introduction to Private Investigation

More classes coming soon!

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**

Need help finding funding for your education?

HEALTH CAREERS ADVANCEMENT PROJECT (H-CAP)

Turn your dream of a career into a reality. You could be eligible for FREE training in the healthcare field through the Healthcare Careers Advancement Program (H-CAP). Eligibility based on employment and income guidelines.

Choose from any of these programs:

- Certified Nurse Aide (CNA)
- Human Services Assistant
- Patient Care Technician (PCT)
- Pharmacy Technician
- Phlebotomy Technician

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

VA EDUCATION BENEFITS

Veterans Affairs (VA) education benefits may be applied to non-credit workforce training programs. A veteran of the U.S. Armed Forces who is interested in enrolling in a non-credit program should contact the College Veterans Affairs representative to discuss eligibility requirements and the application process. MxCC veterans affairs 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 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.

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (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 (CNA)
- 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 U.S. citizen, not have a felony record for most courses, and not receive Temporary Assistance for Needy Families (TANF) from the CT Department of Social Services. For more information about enrolling in a course under this program: contact Patrice Barrett at pbarrett@mxcc.edu.



HEALTH CAREERS

CERTIFIED NURSE AIDE (CNA)

(WIOA, SNAP, HCAP funding eligible. VA Benefits approved. See info about these programs on page 12.)

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 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 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, 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 MxCC bookstore on the Middletown campus.)

COST: \$1,199 (includes text, State of CT Certification exam fee, and CT Nurse Aide Registry application fee)

- This program is eligible for WIA funding, HCAP funding, and SNAP funding. Also available to veterans.
- Payment plan available.

1) DAYTIME PROGRAM – OLD SAYBROOK/ESSEX

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2128	Shoreline-Day	\$1199	6/4 -7/23*	M, W	9 a.m-12:30 p.m.	Old Saybrook Town Hall	Corda
			*No class on 7/4, 7/9, 7/11				
2129	Lab	-	6/14, 6/15, 6/21	Th, F	8 a.m-2p.m.	Essex Meadows	McConnell
2129	Clinical	-	6/22 -7/19	R, F	8 a.m-2p.m.	Essex Meadows	McConnell

2) DAYTIME PROGRAM – MIDDLETOWN

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2134	Middletown- Day	\$1199	6/27 -8/10*	W, F	9 a.m-12:30 p.m.	Snow 507	Witkovic
			*No class on 7/4, 8/8				
2135	Lab	-	7/2, 7/5, 7/9	M, Th, M	9 a.m-2 p.m.	Snow 514	Cowen
2135	Clinical	-	7/10 -8/2	T, Th	8 a.m-2 p.m.	Wadsworth Glen	Cowen
2136	Lab	-	7/3, 7/10, 7/12	T, T, Th	9 a.m-2 p.m.	Snow 514	Jordan
2136	Clinical	-	7/17 - 8/9	T, Th	8 a.m-2 p.m.	Apple Rehab	Jordan

3) EVENING PROGRAM – MIDDLETOWN/ESSEX

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2130	Middle - Evening	\$1199	7/16 - 8/22	M, W	4-7:30 p.m.	Snow 509	Canty
2132	Lab	-	7/17, 7/19	T, Th	4-10 p.m.	Essex Meadows	McConnell
2132	Clinical	-	7/24 - 8/16	T, Th	4-10 p.m.	Essex Meadows	McConnell
2133	Lab	-	7/17, 7/19	T, Th	4-10 p.m.	Snow 514	Scott
2133	Clinical	-	7/24 - 8/16	T, Th	4-10 p.m.	Wadsworth Glen	Scott

CERTIFIED NURSE AIDE (CNA) HYBRID - ONLINE CLASSES WITH ON-GROUND CLINICAL TRAINING **ACCELERATED!**

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 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 Connecticut 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 second hand 3) Gait Belt (available in the MxCC bookstore on the Middletown campus).



COST: \$1,199 (includes Connecticut Certification exam fee, and CT Nurse Aide Registry application fee)

- Textbook is not included.

4) HYBRID PROGRAM – ONLINE/MIDDLETOWN/ESSEX

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2137	Online-Hybrid	\$1199	5/29-6/28	Online	Online	Online	Clark
2137	Written exam	-	7/3	T	9-11 a.m.	TBA	Clark
2138	Day Lab Section 1	-	6/12, 6/13, 6/14	T, W, Th	12:15-4:15 p.m.	Snow 514	Cowen
2138	Day Clinical Section 1	-	6/19-6/29	T, W, Th, F	8 a.m.-2 p.m.	Wads. Glen	Cowen
2139	Evening Lab Section 2	-	6/12, 6/13, 6/14	T, W, Th	4 p.m.-9 p.m.	Essex Mead.	McConnell
2139	Evening Clinical Section 2	-	6/19-6/29	T, W, Th, F	4 p.m.-10 p.m.	Essex Mead.	McConnell

EMERGENCY MEDICAL TECHNICIAN (EMT) **ACCELERATED!**

(WIOA, HCAP eligible. VA Benefits approved. See info about these programs on page 12.)

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 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 level. This program is open to students age 16 and older.

- This program is eligible for WIOA, H-CAP funding. VA Benefits approved.
- Payment plan available.

EMT Accelerated Program

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2126	EMT - Evening	\$999	5/22 - 8/16;* <i>*No class 5/24, 7/4</i>	T, W, Th,	5:30-9:30 p.m.	Chapman 605	Davis
2148	EMT - Day	\$999	6/25 - 8/23;* <i>*No class 7/4</i>	T, W, Th,	9-3p.m.	Chapman 605	Davis

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

EMT AND EMR REFRESHER AND RECERTIFICATION

One Day on Campus Skills Session Following Online Coursework

This program allows busy Emergency Medical Technicians and Emergency Medical Responders to balance their CT Department of Public Health (DPH) required recertification training with work and family schedules. Students must complete 22 hours of online coursework and attend a one-day class session. All coursework 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 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 and EMR Refresher and Recertification

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
1444	EMT/EMR Refresher	\$299	5/19	S	8 a.m.-4 p.m.	Chapman 605	Davis
2127	EMT/EMR Refresher	\$299	7/21	S	8 a.m.-4 p.m.	Chapman 605	Davis

CONNECTICUT AND NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS (NREMT) PRACTICAL TESTING **NEW!**

Middlesex Community College is an authorized testing site for Connecticut and NREMT psychomotor (practical) examinations. Testing is held on selected Sundays throughout the year under the direction of the Connecticut Office of Emergency Medical Services (OEMS).

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): \$120.00
Re-testing (2 or 3 stations): \$65.00

REGISTRATION: To register go to www.firstapproach.org

Registration is online only via www.firstapproach.org. There are no in-person registrations at MxCC or on the day of the exam.

- Registration is on a first-come, first-served basis with no waiting list.
- No registration transfers allowed. Please choose your testing date carefully.
- Payment (by credit card only) is due at time of online registration.
- Payment is non-refundable. In the event an exam is canceled (inclement weather, catastrophic event, or lack of candidates), your registration will be transferred to the next available testing date.
- If an exam is canceled, 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 exam terms.

EXAM DAY CHECK-IN AND ADDRESS: Middlesex Community College, Snow Hall Room 413
100 Training Hill Road, Middletown, CT 06457
Doors open for check-in at 7:20 a.m.
Testing begins promptly at 8 a.m.

CT & National Registry of NREMT Practical Testing

COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
CT & NREMT Testing 1	Initial Exam \$120; Retest \$65	6/10	Sun	8 a.m.-4 p.m.	Snow 413	Michael Davis
CT & NREMT Testing 2	Initial Exam \$120; Retest \$65	8/19	Sun	8a.m-4 p.m.	Snow 413	Michael Davis



PERSONAL TRAINER ORIENTATION PROGRAM **FREE!**

Never leave your home to get the most comprehensive information on one of the hottest jobs. Fortune Magazine and ABC News have targeted this industry as one to thrive in. The pay for national fitness trainers averages \$30 an hour. Meet one of our veteran teachers on WebEx. She can paint a clear picture of what to expect in the course and what rewards await you. This online WebEx is a great way to enjoy the fact-finding mission while enjoying the comfort of your home. Students can log on from the comfort of their homes or even on the go. They will be able to ask questions and participate in a live chat with the instructor.

Personal Trainer Orientation

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
n/a	Intro Personal Trainer	FREE	4/4	W	12p.m.	tinyurl.com/Orientation4-18	W.I.T.S.
n/a	Intro Personal Trainer	FREE	5/3	Th	4p.m.	tinyurl.com/Orientation5-18	W.I.T.S.

PERSONAL TRAINER

(WIOA eligible)

Certified Personal Trainer Course with Test Voucher Included
Get all the information

needed to start an exciting fitness career and become a successful Certified Personal Trainer. Take advantage of an option to complete an employer internship that can walk you into jobs. This challenging course is for candidates wanting



LIVE instruction with in-depth, hands-on practical labs to master the essential career skills and knowledge. The course consists of 15 lecture hours on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 15 hours of hands-on practical training labs with role-playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Included in this course is a 200-page student workbook, access to online student study tools, and test vouchers to take the Certified Personal Trainer exams. You can work right after passing the exams with proof of CPR with AED earning you the Level 1 Certified Personal Trainer credential. As a special bonus, you can take advantage of the 30-hour employer internship to get the advanced Level 2 Certified Personal Trainer at no additional cost.

Students must provide their own transportation to practical site. Textbook is required and can be purchased in the MxCC bookstore for approximately \$100.

Personal Trainer

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2119	Personal Trainer	\$735	6/9 - 7/21; No class 7/14	S	9 a.m-4 p.m.	Snow 506	W.I.T.S.

PHLEBOTOMY TECHNICIAN

(WIOA, H-CAP, SNAP eligible. See info about these programs on page 12.)

Are you seeking a new career in the highly demand field of healthcare? Do you enjoy working with people and work well under pressure? A career as a phlebotomy technician may be right for you. Phlebotomy technicians are valuable members of the healthcare team who collect and prepare lab specimens for analysis. In this course you will learn about phlebotomy procedures and practice blood draw techniques. This is a 120-hour program that includes classroom learning and simulation labs that cover medical terminology, anatomy and physiology, venipuncture, specimen collection procedures, safety and universal precautions, common laboratory tests with clinical significance to body systems and disease processes, and laboratory equipment.

Following the program you will complete an internship at Middlesex Hospital's outpatient laboratory. Weekday internships will be scheduled by the instructor. Scheduling requests can be made, but are not guaranteed. Students must have transportation to clinical sites.

This program has been recognized by American Medical Technologists, a premier national certification agency. Upon completion of this program students are eligible for national certification through American Medical Technologists.

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

- This program is eligible for WIA funding, H-CAP funding, and SNAP funding.
- Payment Plan available.

Phlebotomy Technician Certificate

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2120	Phlebotomy Techn	\$1899	5/29 - 7/28	T, Th, S	8 a.m.-Noon	Snow 507/514	Mueller/Curran



BUSINESS & MEDIA CAREERS

PRODUCTION ASSISTANT BOOT CAMP

This intensive 32-hour “boot camp” is an ideal way to learn the skills required to get your foot in the door in the film and television industries. The course teaches terminology, production organization and personnel, set etiquette and operations, radio communications, production office procedures, and understanding the various production forms including call sheets and productions reports. Students will participate in a mock training exercise and learn the basics of production assistant positions (including resume and job search tips, as well as job interview techniques). Taught by an experienced assistant director who is a member of the Directors Guild of America. Materials provided.

Production Assistant Boot Camp

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2123	PA Boot Camp	\$499	6/2 - 6/23	S	8:30 am-5 p.m.	Chapman 610	White

REAL ESTATE PRINCIPLES AND PRACTICES

(WIOA eligible. Approved for Veterans Benefits. See info about these programs on page 4.)

Interested in stepping forward onto the path of becoming a licensed real estate salesperson? You have come to 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 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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2118	Real Estate	\$499	5/15-6/28	T, Th	1-6 p.m.	Wheaton 204	Myers

WHAT MAKES A LEADER GREAT: EXPLORING LEADERSHIP STYLES AND CORPORATE CULTURE

This workshop will teach participants the difference between being a leader versus being a boss. We will explore three leadership theories including situational leadership, transformational leadership, and servant leadership, and learn what makes each style the most appropriate for your business. We will also learn about corporate culture and how to create it, as well as how to leverage a positive corporate culture in recruiting employees and retaining them. Participants will learn about dynamic leaders in today’s business world and examine the corporate culture of organizations that are standing out from their peers

What Makes a Leader Great

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2149	What Makes a Leader Great	\$49	5/18	F	9-11 a.m.	Snow 509	Brinckerhoff

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

19

SAFETY AND SECURITY

CONNECTICUT SECURITY OFFICER CERTIFICATION

(SNAP eligible. See info about this program on page 12.)

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 day-long course fulfills this requirement. You will be learning essential information required for security officers from an instructor who has been 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. Upon successful completion, students apply for a security officer identification card from the state of Connecticut. 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.

CT Security Officer Certification

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2117	CT Security Officer Certification	\$125	6/9	S	8:30 a.m.-4:30 p.m.	Snow 509	Siena

PERSONAL DEVELOPMENT

CPR COURSES - HEARTSAVER ADULT/CHILD CPR CERTIFICATION

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

Students who need Basic Life Support Certification (BLS) should call the director of non-credit programs at 860-343-5716.



CPR Daytime Program

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2125	CPR Daytime	\$75	7/11	W	9:30 a.m.-Noon	Snow 509	CPR and More

COLLEGE PREP

ENGLISH FAST-TRACK WORKSHOPS

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

English Fast-Track Workshops

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2058	English Fast-Track	FREE	5/14-5/31	M, T, W, Th	5:30-7:54 p.m.	Snow 419	Cerino
2059	English Fast-Track	FREE	6/4-6/15	M, T, W, Th, F	9:30-11:54 a.m.	Snow 419	Raithal
2060	English Fast-Track	FREE	6/18-6/29	M, T, W, Th, F	9:30-11:54 a.m.	Snow 419	Detoro
2061	English Fast-Track	FREE	7/9-7/26	M, T, W, Th	9:30-11:30 a.m.	Snow 419	Hostetter
2062	English Fast-Track	FREE	7/9-7/26	M, T, W, Th	5:30-7:30 p.m.	Snow 419	Detoro
2063	English Fast-Track	FREE	7/30-8/16	M, T, W, Th	5:30-7:30 p.m.	Snow 419	Hostetter

MATH FAST-TRACK WORKSHOPS

This non-credit workshop is designed to help students refresh their skills in arithmetic and elementary algebra concepts. The workshop is targeted to benefit students who placed at the developmental levels (MAT*085 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.

Math Fast-Track Workshops

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2141	Math Fast-Track	FREE	7/9-7/24	M-Th	9 a.m.-12 p.m.	Snow 406	deSousa Cull
2142	Math Fast-Track	FREE	7/11-7/24	M-F	5:30-8:30 p.m.	Wheaton 305A	Staff
2143	Math Fast-Track	FREE	7/16-7/31	M-Th	12:30-3:30 p.m.	Snow 406	deSousa Cull
2144	Math Fast-Track	FREE	8/1-8/16	M-Th	12:30-3:30 p.m.	Snow 406	deSousa Cull
2145	Math Fast-Track	FREE	8/6-8/21	M-Th	9-12 p.m.	Snow 406	deSousa Cull
2146	Math Fast-Track	FREE	8/8-8/23	M-Th	5:30-8:30 p.m.	Wheaton 305A	Staff



Whoops!

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

Register Early

ONLINE COURSES

EDUCATION TO GO ONLINE COURSES

- Over 350 two-month courses offered every month, starting the third or second Wednesday of the month.
- Available 24/7.
- Most courses are \$130.
- Four Start Dates: May 16, June 13, July 18, and August 15.
- Go directly to: <http://ed2go.com/mxcc>

MxCC partners with Education To Go (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: Macintosh 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 <http://ed2go.com/mxcc>
2. Choose your course. On the left side, click on a general heading for a list or in the Search field at the top, enter a keyword like "Quickbooks" or "Grant Writing." Once you find a course, click on its course title for more information – the Syllabus (course outline), Instructor Bio, Requirements (software, etc.), and Student Reviews. READ THE "REQUIREMENTS." Check computer compatibility.
3. Once you've chosen a course, click "Enroll Now" and choose your "Start Date." Then follow the step-by-step directions. Create your account OR sign in as a returning student. You'll receive email verification.
4. Click on Purchase Now and pay using credit card. We can also accept your payment by phone, mail, fax, or walk-in. Your payment must be received before your course start date.
5. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your selected username and password.

Frequently Asked Questions About Credit-Free ed2go Online Courses

WHO TAKES ONLINE COURSES?

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

HOW LONG IS A COURSE?

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

WHEN CAN I ACCESS MY COURSE ONLINE?

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

WHAT SUPPORT IS AVAILABLE FOR A STUDENT?

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

HOW DO I GET THE MOST OUT OF EACH COURSE?

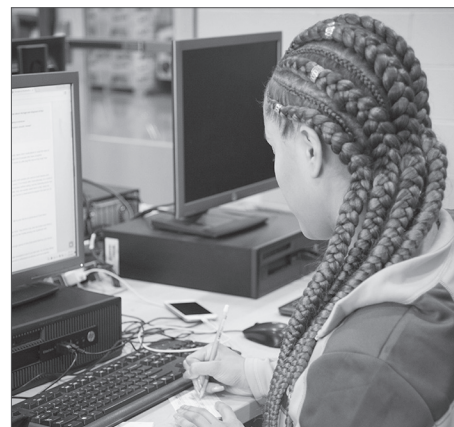
To get the most out of any course, we recommend you take all 12 modules, do all of the recommended activities, read any supplemental materials, complete the self-quiz at the end of each module, and complete the final proficiency exam. Each module will take on approximately two hours to complete depending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

CAN I RECEIVE CREDIT FOR THESE COURSES?

No, all of these courses are credit-free.

WILL I RECEIVE A CERTIFICATE UPON COURSE COMPLETION?

Yes, if you successfully complete the course by achieving a 65 percent or better score on the final proficiency exam, you will be able to download a certificate. If you would like an MxCC Certificate of Completion, please call our office at 860-343-5865 once you have passed the course.



CAN I EARN C.E.U.S?

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

Education-To-Go Online Course Areas

Computer Application and iPad and iPhone Programming	Technology	Personal Enrichment
Creating Mobile Apps	Video	Languages
Game Development	Careers, Business, and Organizations	Writing & Publishing
Basic Computer Literacy	Accounting	Test Prep
Computer Applications	Grant Writing	Personal Finance & Wealth Building
Graphic Design	Social Media in Business	Health Care, Nutrition, & Fitness
Web Graphics & Multimedia	Non-Profit Management	Child Care & Parenting
Web Page Design	Start Your Own Business	Art, History, Psychology, & Literature
Web and Computer Programming	Business Administration	Math, Philosophy, & Science
Database Management and Programming	Sales and Marketing	
PC Troubleshooting, Networking, and Security	Law and Legal Careers	
Certification Prep	Health Care Continuing Education	
Digital Photography and Digital	Teaching & Classroom Personal Development	

Info for Non-Credit Students

QUESTIONS?

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

Frequently Asked Questions About Continuing Education Courses

1. DO I NEED TO PAY FOR THE COURSE WHEN I REGISTER?

YES, payment must be made at the time of application. Payment plans are available.

2. DO I NEED TO SUBMIT A \$20 APPLICATION FEE FOR ANY NON-CREDIT COURSE?

No, there are no application fees for non-credit courses.

3. DO YOU OFFER PAYMENT PLANS?

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

4. 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.

5. 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.)

6. CAN I REGISTER ONLINE FOR NON-CREDIT COURSES?

No, currently our non-credit program online registration site is under revision.

7. 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.

8. WHAT HAPPENS IF MY COURSE GETS CANCELED?

Students will be notified by telephone approximately two or three business days prior to the scheduled start date. Refund checks will be mailed to the current address on file.

9. 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 percent attendance is required in a classroom course. No partial C.E.U.s for a course will be awarded.

10. IS THERE AN AGE REQUIREMENT FOR COURSES?

Age requirements vary by the course. See course description for course 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.

Four Ways To Enroll In Non-Credit Courses

ENROLL ASAP TO GUARANTEE YOUR SEAT IN THE COURSE!

VISA, MasterCard, and Discover accepted.

MAIL: Registration form and check or credit card payment. (Address is at bottom of form.)

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

WALK-IN: Office hours are 8 a.m. – 4:30 p.m., Monday-Friday

PHONE: 860-343-5865. Registration with credit card only. See above office hours.

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 to lessen the chance of a course being canceled.

Middlesex Community College

Non-Credit Program Supplemental Application



PLEASE PRINT CLEARLY USING BLUE OR BLACK INK

Full Name _____

Street Address _____ Apt # _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email _____

Social Security Number _____ Birth date _____

Emergency Contact _____ Contact's Phone _____

Do you consider yourself to be Hispanic/Latino? Yes ___ No ___

What is your race? (select one or more) White _____ Black or African American _____ Asian _____

American Indian or Alaska Native _____ Native Hawaiian or Other Pacific Islander _____

Have you ever taken a credit or non-credit course at one of the CT Community Colleges? Yes ___ No ___

Are you a current MXCC student? Yes ___ No ___

Are you planning to utilize a payment plan for this program? (for programs over \$1,000) Yes ___ No ___

Are you receiving third party funding? Yes ___ No ___ If yes, what is the funding source? _____

Is English your second language? Yes ___ No ___ If yes, have you taken an ESL test? Yes ___ No ___

An ESL test is recommended prior to enrolling if English is your second language. Call 860-343-5770 to schedule.

Education

High School Graduate: Yes ___ No ___ Currently attending _____ GED Certification: Yes ___ No ___

Name of High School: _____ Year of Graduation: _____

College: _____

Are you a Nurse Aide whose certification has expired? Yes ___ No ___ If yes, registration # _____

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

Signature: _____

Program: _____

Banner ID: _____ Date: _____

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

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

NON-CREDIT REGISTRATION FORM

MIDDLESEX COMMUNITY COLLEGE

STATE OF CONNECTICUT

STUDENT ID: @	THIS REGISTRATION IS FOR: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> INTERSESSION YEAR _____	SOCIAL SECURITY #
NAME: LAST FIRST MAIDEN NAME OR MIDDLE INITIAL		
ADDRESS (NO. AND STREET) <input type="checkbox"/> PLEASE CHECK HERE IF CHANGE OF ADDRESS		
CITY/TOWN	STATE	ZIP CODE
		PHONE: HOME _____ PHONE: CELL _____
EMAIL ADDRESS <input type="checkbox"/> PLEASE CHECK HERE IF CHANGE OF EMAIL ADDRESS		
DATE OF BIRTH / /	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	US VETERAN <input type="checkbox"/> YES <input type="checkbox"/> NO
STUDENT STATUS: <input type="checkbox"/> NEW <input type="checkbox"/> CONTINUING <input type="checkbox"/> READMIT		
SEMESTER LAST ATTENDED: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> INTERSESSION YEAR _____		

OFFICE USE ONLY
DO NOT WRITE IN THIS SPACE

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

CARD# _____

EXPIRATION DATE _____

SIGNATURE _____

CRN#	DEPT & COURSE #	COURSE TITLE	# OF CREDITS	TIME FROM - TO	DAYS (CIRCLE)	ROOM
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	
				—	MTWRFSS	

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
--------------	---------------------	---------------	---------------------