

Continuing Education

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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**

Need help finding funding for your education?

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
- Patient Care Technician (PCT)
- 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 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?

If you meet certain income requirements, you may be eligible for funding in several training programs. Most Middlesex Community College career programs are eligible for WIOA (Workforce Innovation and Opportunity Act) funding. Contact the American Job Center in Meriden at 203-238-3688 as soon as possible.

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 TANF (cash) assistance from CT DSS. For more information about enrolling in a course under this program, contact Patrice Barrett at pbarrett@mxcc.edu.

INFORMATION SESSIONS ON SNAP EDUCATION AND TRAINING

Learn how to enroll in career classes for the Fall 2018 and Spring 2019 semesters.

August 2: 10–11 a.m. in Snow Hall, room 415
August 2: 5–6 p.m. in Snow Hall, room 415
August 6: 5:30–6:30 p.m. at the Meriden Public Library

HEALTH CAREERS

CERTIFIED NURSE AIDE (CNA)

WIOA, SNAP, HCAP funding eligible. Approved for Veterans Benefits. See info 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. Students who complete the CNA program are eligible to receive college credit through Charter Oak State College.

PREREQUISITES: **1)** High-school diploma or GED, **2)** For students who speak English as a Second Language (ESL), an ESL evaluation is strongly recommended. To make an appointment for your evaluation go to mxcc.edu/accuplacer. There is no charge. ESL students should also register for CRN3504 ESL for Healthcare Professionals. **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

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

COST: \$1,199 (includes text, state of CT Certification exam fee, and CT Nurse Aide Registry application fee) Payment plan available.

EVENING PROGRAM—MERIDEN/MIDDLETOWN

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3469	Meriden Evening	\$1,199	9/11–11/6	T, Th	4:30–7:00 p.m.	Platt 206	Canty
3470	Lab 1	–	9/12, 9/19, 9/26	W	4–9 p.m.	Snow 514	McConnell
3470	Clinical 1	–	9/28–10/26	W, F	4–9:20 p.m.	Apple Rehab	McConnell
3471	Lab 2	–	9/17, 9/24, 10/1	M	4–9 p.m.	Snow 514	Scott
3471	Clinical 2	–	10/3–10/31	W, F	4–9:20 p.m.	Wadsworth Glen	Scott

DAY PROGRAM—MIDDLETOWN

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3474	Middletown Day	\$1,199	11/2–12/19; *No class 11/21, 11/23	W, F	9 a.m.–12:30 p.m.	Snow 507	Witkovic
3475	Lab 1	–	11/5, 11/8, 11/12	M, Th, M	9 a.m.–2 p.m.	Snow 514	Cowen
3475	Clinical 1	–	11/13–12/11; *No class 11/22	T, Th	8 a.m.–2 p.m.	Wadsworth Glen	Cowen
3476	Lab 2	–	11/6, 11/13	T, Th	8 a.m.–3 p.m.	Snow 514	Jordan
3476	Clinical 2	–	11/15–12/13; *No class 11/22	T, Th	8 a.m.–2 p.m.	Apple Rehab	Jordan

DAY PROGRAM—OLD SAYBROOK/ESSEX

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3472	Shoreline Day	\$1,199	10/1–11/14; *No class 10/8, 11/12	M, W	9 a.m.–12:30 p.m.	OS Town Hall	Corda
3473	Lab	–	10/4, 10/5, 10/11	Th, F	9 a.m.–2 p.m.	Essex Meadows	McConnell
3473	Clinical	–	10/12–11/8	Th, F	8 a.m.–2 p.m.	Essex Meadows	McConnell

CERTIFIED NURSE AIDE (CNA) HYBRID ONLINE

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 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 college bookstore).

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



ONLINE PROGRAM—HYBRID ONLINE

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3477	CNA Online/Hybrid Written Exam	\$1,199	10/28 - 12/8 18-Jan	Online F	Online 9 a.m.-11 p.m.	Online Snow 507	Clark Staff
3478	CNA Hybrid Lab 1		12/18, 12/19, 12/20	T, W, Th	9 a.m.- 2 p.m.	Snow 514	Cowen
3478	CNA Hybrid Clinical 1		1/2 - 1/15	T, W, Th, F	8 a.m.- 2 p.m.	Wadsworth	Cowen
3479	CNA Hybrid Lab 2		12/18, 12/19, 12/20	T, W, Th	4-9 p.m.	Essex	McConnell
3479	CNA Hybrid Clinical 2		1/2 - 1/15	T, W, Th, F	4-10 p.m.	Essex	McConnell

EMERGENCY MEDICAL TECHNICIAN (EMT)

(WIOA, HCAP eligible. Approved for Veterans Benefits. See info 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. Note: Students who have a criminal record are denied access to clinical internship sites.

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

Payment plan is available.



EMT

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3502	EMT	\$999	8/27-12/19	M, W	6-10 p.m.	Chapman 605	Davis
			9/8, 10/13, 11/10, 12/8	Sat	8 a.m.-4 p.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 Course Work

This program allows busy Emergency Medical Technicians and Emergency Medical Responders to balance their 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 course work must be submitted online prior to the class date. Students then attend a one-day skills session, followed by a 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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3454	EMR/EMT Refresher	\$299	9/22	Sat	8 a.m.-4 p.m.	Chapman 605	Davis
3455	EMR/EMT Refresher	\$299	11/17	Sat	8 a.m.-4 p.m.	Chapman 605	Davis

PATIENT CARE TECHNICIAN CERTIFICATE (PCT)

(WIOA, SNAP, HCAP funding eligible. Approved for Veterans Benefits. See info 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 EKG technicians.

PREREQUISITES: **1)** Current CNA license required **2)** High school diploma or GED **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. Payment plan is available.*

THE FOLLOWING FIVE COURSES ARE INCLUDED IN THE PCT PROGRAM:

Advanced Nurse Aide	\$399
Phlebotomy Skills for the PCT	\$399
ECG and Pulse Oximetry	\$249
CPR or BLS	\$90
Hospital Clinical Experience (optional)	\$699
Total = \$1,836/\$1137(w/o clinical) + textbooks	

PATIENT CARE TECHNICIAN

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3465	Advanced Nurse Aide	\$399	9/5-10/24	W	9 a.m.-noon	Snow 507/514	Skowronek
3466	Phlebotomy Skills	\$399	9/7-10/26	F	9 a.m.-noon	Snow 507/514	Mueller
3467	ECG and Pulse Oximetry	\$249	9/10 - 10/1	M	9 a.m.-noon	Snow 507/514	Dellacamera
3468	Hospital Clinical Experience	\$699	10/29-11/14	M, T, W	6:45 a.m.-11:45 a.m.	Middlesex Hospital	Skowronek
			<i>*No class 10/31</i>				
3447	CPR	\$75	10/31/2017	W	9:30 a.m.-noon	Snow 507	Satajag
3448	CPR	\$75	12/3/2018	M	5:30-8 p.m.	Chapman 605	Satajag



HUMAN SERVICES ASSISTANT

(WIOA, SNAP, HCAP eligible. Approved for Veterans Benefits. See info 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 utilize social services. Basic knowledge about certain populations and problems encountered in human service work, ethical guidelines, and essential helping skills are covered. Learn how to interact with other members of a multidisciplinary team, including professionals with advanced degrees. Upon completion, students 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 \$170 through the MxCC bookstore. Please bring the CRN and course title to the bookstore when purchasing. **PREREQUISITE:** High school diploma or GED.

HUMAN SERVICES ASSISTANT

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3458	HSA Section 1	\$549	8/28 - 12/12	T, Th	11 a.m.-12:15 p.m.	Snow 505	Hernandez
3459	HSA Section 2	\$549	8/29 - 12/12	M, W	6:30-7:55 p.m.	Meriden 214	Bonilla

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

PHARMACY TECHNICIAN

(WIOA, HCAP, SNAP eligible. Approved for Veterans Benefits. See info 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: **1)** Students must take an Accuplacer math assessment prior to enrollment. To schedule an appointment, go to mxcc.edu/accuplacer. This requirement is waived for students who submit SAT or ACT scores, or a transcript showing enrollment in a college level math course. **2)** High school diploma or GED.

Note: Individuals convicted of a felony are not permitted to sit for the exam.

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



PHARMACY TECHNICIAN

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3450	Pharm Tech	\$1,049	10/2 - 12/11; No class 11/22	T, Th	6-9 p.m.	Snow 507	CT Pharm Association

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. Approved for Veterans Benefits. 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 Laboratories. 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. Note: 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 through our college bookstore. Please bring the CRN and course title to the college bookstore when purchasing.

Payment plan is available.



PHLEBOTOMY TECHNICIAN

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3451	Phlebotomy Technician	\$1,899	9/11-11/29 & internship; *No class 11/22, 11/24	T, Th, S	8 a.m.-noon	Snow 507/514	Currán/Mueller

Whoops!

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

Register Early

FREE PERSONAL TRAINER ORIENTATION PROGRAM

Attend a free orientation session 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 experienced teachers via WebEx online or on campus, who can paint a clear picture of what to expect in the course and what rewards await you. The on-campus orientation gives students an opportunity to ask questions about the program in person. Please register so that we know you'll be attending. The online WebEx is a great way to enjoy the fact-finding mission while enjoying the comfort of your home. Students can log on from their homes or even on the go and ask questions in a live chat with the instructor.

PERSONAL TRAINER ORIENTATION PROGRAM

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3509	Intro Personal Trainer	FREE	9/8	Sat	10-11 a.m.	Snow 507	WITS
	Intro Personal Trainer- online	FREE	9/17	M	4 p.m.	tinyurl.com/fitnessorientation917	WITS

PERSONAL TRAINER

Certified Personal Trainer course with test voucher included. (Approved for Veterans Benefits. See information about this programs on page 11.)

Get all the information needed to start an exciting fitness career and become a successful Certified Personal Trainer, with 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 hours of lecture 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, which awards you 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
3449	Personal Trainer	\$735	9/22-11/3; No class 10/27	Sat	9 a.m.-4 p.m.	Snow 509	WITS

VETERINARY ASSISTANT

Individual internships in the veterinary hospital included

(WIOA and SNAP eligible. Approved for Veterans Benefits. 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 program is a great way to begin your career in the animal field. The Introduction to Veterinary Assisting course helps students determine if this is the right career path for them. Following the introductory 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. In addition, students complete internships, gaining experience working in the fast-paced environment of a 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.

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. *Payment plan is available.*

THE FOLLOWING COURSES ARE REQUIRED TO EARN THIS CERTIFICATE:

Introduction to Veterinary Assisting	\$49
Veterinary Assistant with Clinical/Internship	\$1,899
Total =	\$1,948 + textbooks



VETERINARY ASSISTANT

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3460	Intro to Vet Assisting	\$49	8/27, 8/28, 8/29	M, T, W	7–9 p.m.	Pieper	Lavoie, Otte
3462	Veterinary Assistant	\$1,899	9/5–12/17; No class 11/21	M, W	6:35–9:35 p.m.	Snow 507	Lavoie, Otte
3463	Vet Assist Clinical section 1		9/6–12/6; No class 11/22	Th	4–8 p.m.	Pieper	Lavoie, Otte
3464	Vet Assist Clinical section 2		9/8–12/8; No class 11/24	S	8 a.m.–12 p.m.	Pieper	Lavoie, Otte

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

INTRODUCTION TO VETERINARY ASSISTANT FOR HIGH SCHOOL STUDENTS

This course is open to students (ages 13–17) who wish to explore veterinary careers. Learn about exciting careers in veterinary medicine and find out what veterinary assistants and veterinary technicians do on the job. Get a behind the scenes tour of a veterinary hospital and learn the basics of animal behavior. Employment opportunities for veterinary assistants and veterinary technicians will be covered.

INTRODUCTION TO VETERINARY ASSISTANT FOR HIGH SCHOOL STUDENTS

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3461	Intro to Vet Assisting (HS)	\$49	10/26, 11/2, 11/9	Fri	7–9 p.m.	Pieper	Lavoie, Otte

BUSINESS CAREERS

MEDICAL OFFICE BILLING AND CODING CERTIFICATE

(WIOA and HCAP funding eligible. Approved for Veterans Benefits. See information about these programs on page 11.)

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 will also provide the necessary skills required by employers seeking a medical biller or coder. Medical billers submit 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 exams or student membership with the AAPC or AHIMA, please visit www.aapc.com or www.ahima.org.

PREREQUISITE: For students who speak English as a Second Language (ESL), an ESL evaluation is strongly recommended. To make an appointment for your evaluation go to mxcc.edu/accuplacer. There is no charge. ESL students should also register for CRN3504 ESL for Healthcare Professionals.

Payment plan is available.

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

THE FOLLOWING COURSES ARE REQUIRED TO EARN THIS CERTIFICATE:

Fall 2017	Medical Coding II	\$549
	Medical Terminology and Anatomy for Coders	649
Spring 2018	Medical Coding I	549
	Medical Insurance	549
	Medical Office Electronic Health Records	549
Total = \$2,848 + textbooks		

MEDICAL OFFICE BILLING AND CODING

CRN	COURSE	COST	DATES	DAYS	TIME	LOCATION	INSTRUCTOR
3431	Medical Coding II	\$549	8/28-12/13, No class 11/22	T, Th	11 a.m.-12:15 p.m.	Wheaton 204	Flanigan
3508	Med Term & Anatomy	\$649	8/28-12/13, No class 11/22	T, Th	9-10:50 a.m.	Wheaton 309	Schwanfelder

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

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 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
3452	Real Estate Principles and Practices	\$499	9/11-12/4	T	12:30-5:30 p.m.	Snow 507	Myers

NATURAL GAS FIELD TECHNICIAN—NEW!

Have you thought about a career in the expanding natural gas industry, but didn't know where to start?

Middlesex Community College is partnering with Eversource Energy to deliver this program, specifically designed to help develop the future workforce needed in this exciting field. Expanding access to natural gas and accelerated replacement programs have driven a higher demand for skilled resources to construct, maintain, and service the natural gas infrastructure. Students will gain knowledge of accepted industry practices and develop fundamental skills required to effectively install and maintain gas distribution facilities, including the safe and effective use of common tools and equipment. Classes are taught at the Eversource Energy training facility by experienced gas industry instructors. Upon completion students will receive a valuable industry certificate and an interview with Eversource Energy. Students will also receive CPR, AED, First Aid, and OSHA 10 certification, and they will be CDL permit-ready.

As a selective admissions program, students must follow the application process and meet all deadlines. Applications close on July 20, 2018. For more information and to apply, please go to mxcc.edu/ce/courses/natural-gas/

Textbooks and all course materials are included with tuition. Payment plan is available.

NATURAL GAS FIELD TECHNICIAN

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3503	Natural Gas	\$2,999	8/21-11/13 <i>*No class 8/12-8/30</i>	T, Th	5:30-8:30 p.m.	Eversource	Eversource
3503	CPR, AED, First Aid	–	9/22, 10/6, 10/20, 11/3	Sat	8 a.m.-2 p.m.	Eversource	Eversource
			8/23	Th	5-9 p.m.	Chapman 605	Mike Davis
3503	OSHA 10	–	8/28, 8/30	T, Th	4:30-10 p.m.	Snow 507	David Stevens



AVOID COSTLY MISTAKES IN HUMAN RESOURCES AND SET YOUR BUSINESS UP FOR SUCCESS

Are you a business owner who is seeking expert knowledge on current human resource management? Middlesex Community College is partnering with the Community Economic Development Fund to offer workshops that focus on human resource issues. All courses are taught by experienced human resource professionals with more than 25 years of expertise in employee relations, leadership, and organizational development.



Register for these workshops online at cedf.com.

MODULE #1: ADDRESSING HARASSMENT AND BULLYING IN THE WORKPLACE

The repercussions from inappropriate conduct of employees and leaders have filled the news recently and focused attention on the responsibilities of the owners of businesses, both large and small, to create a climate that protects other employees. Find out what you must do to get on and stay on the safe side of this difficult issue.

In Module #4 your instructor will help you:

- Review guidelines for addressing harassment and bullying.
- Apply these guidelines in your workplace.
- Provide guidelines for your employees.
- Identify warning signs in your workplace.

ADDRESSING HARASSMENT AND BULLYING IN THE WORKPLACE

REGISTER ONLINE	COURSE	COST	DATES	DAYS	TIME	LOCATION	INSTRUCTOR
cedf.com/hr1	Harassment and Bullying	\$49	9/17	M	6:35–8:05 p.m.	Chapman 613	Chester

MODULE #2: HIRING THE RIGHT PEOPLE THROUGH BEHAVIORAL INTERVIEWING

As the owner of a small business you quickly realize the value of surrounding yourself with the best qualified employees. But how do you find them when you can't be sure applicants are being completely candid? Learn how behavioral interviewing can unlock the answers and how to stay clear of legal concerns.

In Module #2 your instructor will help you:

- Identify your key challenges in the interviewing process.
- Use behavioral interviewing as an effective discernment model.
- Review tools and techniques to apply in behavioral interviewing.
- Provide EEO guidelines for legally-based interviews.

HIRING THE RIGHT PEOPLE THROUGH BEHAVIORAL INTERVIEWING

REGISTER ONLINE	COURSE	COST	DATES	DAYS	TIME	LOCATION	INSTRUCTOR
cedf.com/hr2	Hiring the Right people	\$49	9/19	W	6:35–8:05 p.m.	Chapman 613	Chester

MODULE #3: HANDLING PERFORMANCE ISSUES AND TERMINATIONS

Small business owners are acutely aware that the negative actions of a single employee can destroy productivity, teamwork or customer confidence. But how do you skillfully, fairly, and legally address performance and behavior issues and set your ship back on course? Learn the best practices of the HR world that will improve your leadership and prevent time- and money-consuming disasters.

In Module #3 your instructor will help you:

- Identify common performance issues.
- Review a model for progressive discipline.
- Learn the role of documentation.
- Review guidelines for termination.

HANDLING PERFORMANCE ISSUES AND TERMINATIONS

REGISTER ONLINE	COURSE	COST	DATES	DAYS	TIME	LOCATION	INSTRUCTOR
cedf.com/hr3	Handling Issues	\$49	9/24	M	6:35–8:05 p.m.	Chapman 613	Chester

MODULE #4: WHAT YOU NEED TO KNOW AS A ONE-PERSON HR DEPARTMENT

As the owner of a small business you probably worry about making sales, making deadlines and making a profit. But what can really keep you up at night are people problems. Learn your responsibilities and the mousetraps that you must work around to avoid wasting money, time and, perhaps, ruining your business reputation.

In Module #1 your instructor will help you:

- Review State and Federal compliance requirements.
- Learn guidelines for Connecticut Department of Labor unemployment insurance claims.
- Identify the key components of a worker's compensation claim.
- Review the process for Connecticut Commission on Human Rights Commission and Opportunities claims.
- Learn a framework for HR audits.

WHAT YOU NEED TO KNOW AS A ONE-PERSON HR DEPARTMENT

REGISTER ONLINE	COURSE	COST	DATES	DAYS	TIME	LOCATION	INSTRUCTOR
cedf.com/hr4	HR Department of One	\$49	9/26	W	6:35–8:05 p.m.	Chapman 613	Kardas

MODULE #5: ENGAGING YOUR EMPLOYEES

Every small business owner knows that people make the difference. But what it takes to go from being an ordinary workplace to an extraordinary operation takes leadership and careful attention to the nuances of human behavior. Find out how you can set your enterprise apart and make everything run so much easier.

In Module #5 your instructor will help you:

- Understand multi-generational engagement needs.
- Review current employee engagement trends.
- Identify key factors in both driving and sustaining employee engagement.
- Evaluate the areas of focus for building engagement.
- Highlight the critical imperatives for managing engagement.

ENGAGING YOUR EMPLOYEES

REGISTER ONLINE	COURSE	COST	DATES	DAYS	TIME	LOCATION	INSTRUCTOR
cedf.com/hr5	Engaging Your Employees	\$49	10/3	W	6:35–8:05 p.m.	Chapman 613	Chester

SAFETY AND SECURITY

CONNECTICUT SECURITY OFFICER

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. Upon successful completion, students apply for a Security Office 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.

CONNECTICUT SECURITY OFFICER

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3456	CT Security Officer	\$350	10/6	Sat	8:30 a.m.-4:30 p.m.	Snow 506	Siena

INTRODUCTION TO PRIVATE INVESTIGATION

If you've ever wanted to learn more about how to become a private investigator, then MxCC's private investigator training course is for you!

Private investigators are energetic individuals with an eye for detail and an interest in security. Both corporations and individuals often call upon private investigators to help them conduct research and perform a variety of detailed investigations. This

20-hour course offers instruction on a number of fundamental techniques such as problem solving, interviewing skills, research formats, stakeouts, surveillance, and more. The growing field of cyber forensics will be introduced. Learn the Connecticut state laws and regulations associated with this field along with ethical issues of conducting investigations. A text is required for this course and can be purchased at the MxCC bookstore. Please bring CRN# to the bookstore when purchasing.



INTRODUCTION TO PRIVATE INVESTIGATION

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3457	Intro to PI	\$299	9/25-10/18	T,Th	6-8:30 p.m.	Snow 412	Siena

SUPER SATURDAY ACADEMY

Are you considering a career in criminal justice? Are you fascinated by criminal cases that you hear about in the news? Or would you like to learn more about police dogs and how officers address situations involving animals? This semester, MxCC is offering a series of courses on unique topics related to the criminal justice field. These classes have limited enrollment and are open to ages 16 and up. Forensic Firearms students must be 18 years old. Register early!

THE CITY OF CORRECTIONS

This class connects students to the world of the Connecticut Department of Correction (DOC). You are introduced to the DOC thru an interactive lecture and practical exposure that consists of various correctional staff as guest speakers. The historical origin of the DOC, and how it has progressed into current times is covered with an emphasis on rehabilitation and reintegration. Students are introduced to the organizational structure of the DOC and how it operates to ensure public safety, staff wellness, and efficiency. This is an opportunity to become exposed to various correctional jobs, policies, practices, and structure including correctional warden, correction officer, K-9 unit, CERT team, gang intelligence unit, security division, and parole and community services.

You will receive a tour of one of the state's correctional facilities, Cheshire Correctional Institution. The size limit on the tour is TBD. During this tour, students will view the Young Adult Offender Program, where offenders are paired with mentors in order to rehabilitate them. Students must provide their own transportation to the Cheshire Correctional Institution on the day of the tour.

THE CITY OF CORRECTIONS

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3482	The City of Corrections	\$149	10/13, 10/20	Sat	9-4:15 p.m.	Snow 413	Moore

FAMOUS CASES REVISITED

Have you ever been fascinated by the criminal cases in the news? This course covers some major contemporary criminal cases that have been prominent with the field of criminal justice to include—Michael Ross, Steven Avery, Charles Manson, Casey Anthony, Timothy McVeigh, Cherish Home Invasion, Jack Kevorkian, John Allen Muhammad, etc. In the course, students look at the elements of each case and the trials that ensued. Learn to differentiate between credible and valid sources of information, and the impact of the media on public perception of these cases.

FAMOUS CASES REVISITED

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3481	Famous Cases Revisited	\$149	9/29, 10/6	Sat	9 a.m.–4:15 p.m.	Snow 413	McShane

DO YOU REALLY WANT TO BE A LAWYER?

So you think you want to be a lawyer! Are you interested in law but very nervous about taking any law course? Are you curious how to become a lawyer but have no idea how to begin? It is never too early to begin preparing. In this one-credit course, students will be introduced to the study of law. As a foundation, they will examine basic law principles, as well as how to begin law school, take the BAR exam, and become a judge.

DO YOU REALLY WANT TO BE A LAWYER?

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3483	Want to be a Lawyer	\$149	10/27, 11/3	Sat	9 a.m.–4:15 p.m.	Snow 413	Bradani

MIND OF A SERIAL KILLER

Every wonder what in the world a person could be thinking? Students in this course will analyze and examine the mind of a serial killer. Students will begin by learning the basics of the criminal law system, from what happens from the time of the arrest to the time of prosecution and conviction. Students will then move into an examination of famous killers such as Charles Manson, Ted Bundy and Jeffrey Dahmer. In conclusion, students will take an in depth look at the inner workings of the mind and what makes these killers "tick."

MIND OF A SERIAL KILLER

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3485	Mind of a Serial Killer	\$149	12/1, 12/8	Sat	9 a.m.–4:15 p.m.	Snow 413	Bradani

FORENSIC FIREARMS AT DELTA ARSENAL

This course will explore the methodologies and practices used in firearms identifications and investigations. Students will explore the historical developments of firearms, the anatomy of various types of firearms, and forensic techniques used to identify weapons used in crimes. Students must provide their own transportation to Delta Arsenal. **Must be 18 years old.**

FORENSIC FIREARMS AT DELTA ARSENAL

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3486	Forensic Firearms	\$149	9/1, 9/8	Sat	9 a.m.–4:15 p.m.	Delta	Linskey

FINGERPRINTING 101

This hands-on workshop will expose students to the fundamental skills necessary for documenting, identifying, and developing latent fingerprints. Students will use both chemical and physical visualization techniques to include: fingerprint powders, magnetic powders, SPR, Cyanoacrylate fuming, iodine, crystal, and crystal violet.

FINGERPRINTING 101

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3484	Fingerprinting 101	\$149	11/10, 11/17	Sat	9 a.m.–4:15 p.m.	Wheaton 213A	Rist-Brown

FORENSIC AUDIO AND VIDEO ANALYSIS

During the past 10 years, the use of security cameras has increased dramatically. Audio and video recordings can provide a real-time, eyewitness account of crimes and accidents, so investigators can watch and listen to what happened. For some crimes and accidents, however, high-quality video and audio may not always be available. Brightening, sharpening, color correcting, and making speed adjustments on security camera video footage can dramatically improve the footage, which provides a clearer picture of what occurred. Suspects can be identified from video footage by freezing frames, enhancing, enlarging, and outputting photos that can be posted online for the public to help identify. Audio recordings, such as 911 calls, can be similarly enhanced to remove noise and clarify speech.

Recordings can be checked for authenticity—to check if the footage has been tampered with or edited. Learn about current forensic analysis tools and gain a basic understanding of how to view and enhance basic security camera footage and audio recordings using the Adobe Creative Cloud suite with in-class, hands on examples.

FORENSIC AUDIO AND VIDEO ANALYSIS

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3480	Forensic Audio/Video Analysis	\$149	9/15, 9/22	Sat	9 a.m.–4:15 p.m.	Chapman 610	Nocera

Personal Development

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) HS Diploma or GED

STEM/STEAM IN EARLY CHILDHOOD EDUCATION

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3496	STEM/STEAM	FREE	9/28, 10/26, 11/30, 12/14 and online	F	9 a.m.-12:30 p.m.	Wheaton 204/305A	Nwachuku

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.

HEARTSAVER ADULT/CHILD CPR CERTIFICATION

CRN	Course	Cost	Dates	Days	Times	Location	Instructor
3447	CPR	\$75	10/31/2018	W	9:30 a.m.-noon	Snow 507	Satajag
3448	CPR	\$75	12/3/2018	M	5:30-8 p.m.	Snow 521	Satajag

BASIC LIFE SUPPORT (BLS) FOR HEALTH CARE PROVIDERS

BLS courses are scheduled on an as needed basis. Please contact Diane Bordonaro, RN, at dbordonaro@mxcc.edu for more information.



ESL FOR HEALTHCARE PROFESSIONALS—NEW!

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.

ESL FOR HEALTHCARE PROFESSIONALS

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3504	ESL for Healthcare	FREE	9/11-12/4	T	1-4 p.m.	Meriden Adult Ed	Plumleigh

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 is 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.

ENGLISH FAST-TRACK WORKSHOP

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
2063	English Fast-Track	FREE	7/30-8/16	M-Th	5:30 - 7:30p.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
2143	Math Fast-Track	FREE	7/16-7/31	M-Th	12:30 - 3:30p.m.	Snow 406	Cull
2144	Math Fast-Track	FREE	8/1-8/16	M-Th	12:30 - 3:30p.m.	Snow 406	Cull
2145	Math Fast-Track	FREE	8/6-8/21	M-Th	9a.m.-12p.m.	Snow 406	Cull
2146	Math Fast-Track	FREE	8/8-8/23	M-Th	5:30 - 8:30p.m.	Snow 406	Riorden

CREATE COMPELLING INFOGRAPHICS WITH ZERO EXPERIENCE

Infographics are incredibly powerful marketing tools for businesses in all industries. Creating a professional-looking infographic will help attract attention, increase brand awareness, and connect with your target audiences. In this workshop, students will learn what infographics are, and how to use them effectively. Use free online tools to create infographics for presentations, annual reports, social media campaigns, or just about anywhere.

CREATE COMPELLING INFOGRAPHICS WITH ZERO EXPERIENCE

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3494	Infographics	\$49	12/7	F	9-11 a.m.	Chapman 710	Cen

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.

CREATE EXCEPTIONAL NEWSLETTERS LIKE A DESIGNER

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTION
3495	Newsletter	\$49	12/14	F	9-11 a.m.	Chapman 710	Cen

DEMENTIA: GET THE FACTS

The number of people living with dementia is growing and growing fast. Will dementia affect your loved ones? Becoming knowledgeable about the care of family members with this condition is essential for all caregivers. An experienced registered nurse walks you through the different types of dementia, including Alzheimer's disease. Learn about the stages of dementia and the symptoms to watch for. Helpful tips on caring for your family member and yourself during this time are provided. This course is appropriate for both caregivers and care professionals, such as, CNAs.

DEMENTIA: GET THE FACTS

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3506	Dementia: Get the Facts	\$29	9/25	T	6-9p.m.	507	Dellacamera

PRODUCING VIDEO FOR SOCIAL MEDIA

This 6 hour course will teach the fundamentals of producing recorded and live videos for social media including Facebook, Instagram and YouTube. This course will cover camera operation and composition, basic video editing, graphics, formatting for each social media platform and distributing videos. Learn the basics of live video streaming using Facebook Live and Google Live. No special equipment is needed, videos can be recorded using a cell phone or camera and editing and output can be performed on an iPhone or desktop computer. At the end of the class, students will have produced a business or personal video posted to social media.

PRODUCING VIDEO FOR SOCIAL MEDIA

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3507	Producing Video for Social Media	\$99	11/9, 11/16	F	12:30 -3:30 p.m.	Chapman 610	Lenoce

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

CRN	COURSE	COST	DATES	DAYS	TIMES	LOCATION	INSTRUCTOR
3505	Sicily: Culture and Traditions	\$75	10/9-10/25	T, Th	5-6:30p.m.	Snow 509	Glaviano

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 8/15, 9/12, 10/17, 11/14, 12/12, 1/16
- Go directly to: 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 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

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

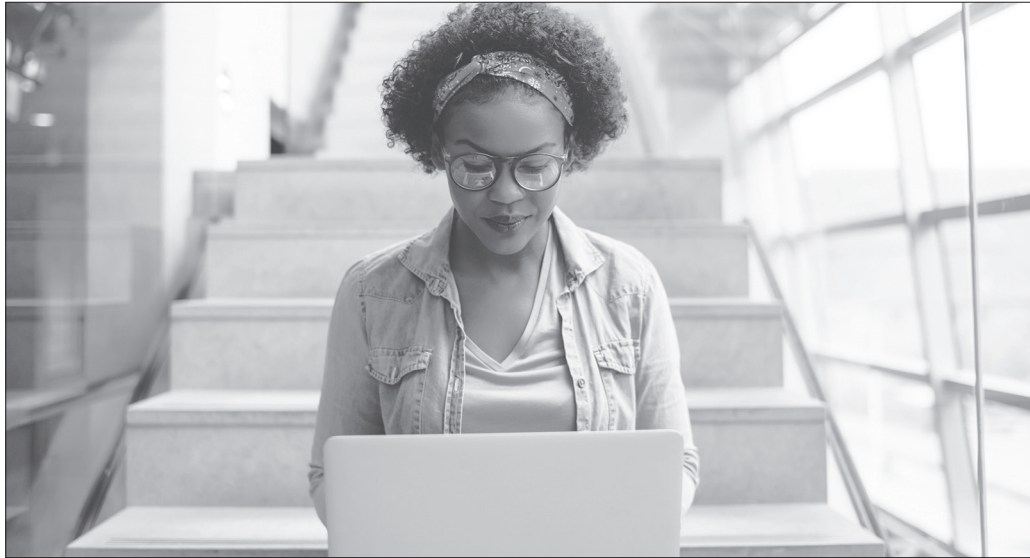
Careers, Business, and Organizations

Accounting
Grant Writing
Social Media in Business

Non-Profit Management
Start Your Own Business
Business Administration
Sales and Marketing
Law and Legal Careers
Health Care Continuing
Education
Teaching and Classroom

Personal Development

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



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
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
ITIL Capability Expert
ITIL Foundation
ITIL Lifecycle Expert
IT Security Survival Training
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): SQL 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 Access Certification Training
Microsoft Certified Solutions Associate (MCSA): Server
Microsoft Certified Solutions Associate (MCSA): SQL Server
Microsoft Certified Solutions Associate (MCSA): Windows 7
Microsoft Certified Solutions Expert (MCSE): Private Cloud
Microsoft Excel Certification Training

Microsoft Office Specialist (MOS) Certification Training
OMCA Content Marketing Associate
OMCA Conversion Optimization Associate
OMCA Display Advertising Associate
OMCA Email Marketing Associate
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
Records Specialist and Medical Terminology Certified National Pharmaceutical Representative
Certified Professional Medical Auditor
Certified Medical Administrative Assistant (CMAA)
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

HOSPITALITY AND SERVICE INDUSTRY

Certified Wedding Planner
Certified Residential Interior Designer
Event Management and Design
Food and Customer Service Skills Training
Preston Bailey's Fundamentals of Floral Design
Preston Bailey's Intermediate 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 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
Certified Six Sigma Green Belt
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
Social Service Assistant
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

SKILLED TRADES

Chemical Plant Operations
HVACR Certified Technician
HVACR Controls/Building Automation Systems
Natural Gas Plant Operations
Oil Refinery Operations
Power Plant Operations
Principles of Green Buildings
Senior Certified Sustainability Professional
Solar Power Professional
Wind Energy Professional

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 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, American Express, 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.

