Ready to go back to school?  
Want to make a career change?  
Hoping to enrich your life by learning something new?

No matter what your reason, Middlesex Community College has something for you. Take a class or enroll in a degree or certificate program. With over 70 credit and continuing education programs to choose from, we welcome you to become part of the MxCC community!

## MxCC Programs by Area of Study

### BUSINESS & HOSPITALITY
- Accounting Degree
- Accounting Assistant Certificate
- Accounting Technician Certificate
- Business Administration Degree
- *Business Partnership Training
- Business Skills Certificate
- Business Studies Degree
- Entrepreneurship Certificate
- Management Information Systems Degree
- *Medical Office Billing & Coding Certificate
- *Real Estate Principles & Practices

### HEALTH CAREERS
- *Central Sterile Processing Technician
- *Certified Nurse Aide (CNA)
- *Certified Nurse Aide (CNA) Online/Hybrid
- Computed Tomography Post-Primary Certification
- *Emergency Medical Technician (EMT)
- *EMT/EMR Refresher & Recertification
- Health Care Pathways
- Health Information Management Certificate
- Health Information Management Degree
- *Heartsaver Adult/Child CPR Certification
- Magnetic Resonance Imaging Post-Primary Certification
- Mammography Post-Primary Certification
- *NREMT Practical Testing
- Nutrition & Dietetics (Advising Pathway)
- Ophthalmic Design & Dispensing Degree
- Ophthalmic Medical Assisting Certificate
- *Patient Care Technician (PCT)
- *Personal Trainer
- *Personal Trainer Orientation
- *Pharmacy Technician
- *Phlebotomy Technician
- Pre-Allied Health/Transfer Requirements
- Radiologic Technology Degree
- *Veterinary Assistant
- *Veterinary Assistant Internship
- Veterinary Technology Degree

### HUMANITIES & CREATIVE ARTS
- Art Studies Degree
- Audio & Music Production Certificate
- Broadcast Communications Certificate
- Communication Studies Degree
- Corporate Media Production Certificate
- Digital Marketing Certificate
- Digital Media Production Degree
- *English Fast-Track Workshop
- English Studies Degree
- *ESL for Healthcare Professionals
- *ESL Transition to English
- Film & Video Production Certificate
- Fine Arts Degree
- French Studies Degree
- General Studies Degree
- History Studies Degree
- Italian Studies Degree
- Liberal Arts & Sciences Degree
- Multimedia Design Certificate
- News & Sports Production Certificate
- Spanish Studies Degree
- Theatre Studies Degree
- Web Design & Development Certificate

### SOCIAL & BEHAVIORAL SCIENCES AND PUBLIC SERVICE
- Child Development Associate (CDA) Credential
- *Connecticut Security Officer
- Criminal Justice Degree
- Criminology Studies Degree
- Early Childhood Education Certificate
- Early Childhood Education Degree
- Early Childhood Education Teacher Credential
- Geography Studies Degree
- *Human Services Assistant
- Human Services Degree
- *Paramedic
- Political Science Studies Degree
- Psychology Studies Degree
- Social Work Studies Degree
- Sociology Studies Degree
- Therapeutic Recreation Certificate

### STEM (Science, Technology, Engineering, & Math)
- Biochemistry Studies Degree
- Biology Studies Degree
- Biotechnology Certificate
- Biotechnology Degree
- Chemistry Studies Degree
- Communications Networking Certificate
- Computer Engineering Technology Degree
- Computer Information Technology Degree
- Computer Science Studies Degree
- Engineering Science Degree
- Environmental Science Degree
- Help Desk Technician Certificate
- Mathematics Studies Degree
- *Math Fast-Track Workshop
- *Natural Gas Field Technician Certificate
- Physics Studies Degree
- Software Developer Certificate
- Technology Studies Degree

*Indicates Continuing Education (non-credit) program

visit mxcc.edu/spring or call 860-343-5719.
LOCATIONS

MIDDLETOWN

Take classes at our beautiful tree-lined campus, centrally located with easy access from Route 9. Middletown’s hidden gem!

JOIN US FOR A CAMPUS TOUR
Visit mxcc.edu/future-students/campus-tours to find out when our campus tours are scheduled.

MERIDEN

Afternoon and evening classes are held at the newly renovated Orville H. Platt High School, 220 Coe Avenue, in Meriden. MxCC@Platt offers over 50 courses ranging from core courses in English and math to art, business, communication, computer science, criminal justice, digital arts, early childhood education, history, human services, music, science, and sociology. MxCC@Platt has state-of-the-art classrooms including computer and science labs, as well as the media center for MxCC online learning materials.

LEARN MORE: Visit mxcc.edu/meriden or contact the Enrollment Services Office at 860-343-5808, or email Carolyn Innocenzi at cinnocenzi@mxcc.edu.

ONLINE

Middlesex Community College offers a variety of online (distance learning) classes, credit or non-credit, as well as fully online career training programs. With a wide variety of full-credit online courses, students can complete an associate degree in general studies.

In partnership with Education To Go (ed2go), MxCC also offers more than 100 career training programs and 500-plus non-credit online courses. Career training online programs usually last three to nine months starting immediately after you sign up. Non-credit online courses start on the third Wednesday of a month and last for six weeks. You may take an online class 24/7—anywhere, anytime—without coming to one of the campuses. See page 18 to learn more about ed2go classes.

LEARN MORE: mxcc.edu/distance

In addition to offering classes in Middletown, Platt High School in Meriden, and online, MxCC also partners with H.C. Wilcox Technical High School (Meriden) and Vinal Technical High School (Middletown) to offer Manufacturing courses; Middlesex Health (Middletown) for hands-on teaching in our Radiologic Technology program; and Pieper Veterinary (Middletown) and Yale University (New Haven) for our Veterinary Technology and Veterinary Assistant programs. We work symbiotically with Wesleyan University (Middletown) to benefit both MxCC and Wesleyan students. Finally, program internships are offered in collaboration with police departments, businesses, and healthcare facilities throughout Connecticut. Learn more about our community partnerships at mxcc.edu/community-partnerships.
This spring, take a course in...

- Accounting
- Anthropology
- Art
- Astronomy
- Biology
- Business
- Chemistry
- College Forum
- Communication and Speech
- Computer Aided Drafting
- Computer Applications
- Computer Science
- Computer Technology
- Criminal Justice
- Digital Arts
- Early Childhood Education
- Earth Science
- Economics
- Engineering Science
- English
- Entrepreneurship
- Environmental Science
- French
- Geology
- Graphic Design
- Health
- Health Information Management
- History
- Human Services
- MRI
- Mammography
- Management
- Technology
- Manufacturing
- Mathematics
- Medical Assisting
- Music
- Ophthalmic Design
- Philosophy
- Physics
- Political Science
- Psychology
- Quality Assurance
- Radiography
- Recreation
- Science
- Sociology
- Spanish
- Theater
- Veterinary Technology

GET 3 CREDITS IN 3 WEEKS—TAKE A WINTER INTERSESSION CLASS!

December 26–January 16

SEE INSIDE BACK COVER FOR MORE INFO

STEPS TO REGISTER FOR CLASSES
It’s easy to become a student at MxCC

Get Started Now...Here’s How:
1. Fill out an application
2. Submit transcripts
3. Submit proof of immunization
4. Submit SAT, ACT, GED, or AP Scores OR complete the Accuplacer for English and math
5. Apply for financial aid
6. Meet with an advisor and register for classes
7. Pay for your classes
8. Attend New Student Orientation
9. Be Ready to Attend Classes

visit mxcc.edu/spring or call 860-343-5719.
ACCEPTED STUDENT DAYS

Accepted student days are for new students who have completed their application, have been accepted to Middlesex, and have their Banner student ID number. Students will take their Accuplacer (or bring eligible SAT/ACT score report), meet with an academic advisor, and register for their classes. Students should have a financial aid award package in place or be prepared to make a payment. While students take the Accuplacer, parents/guardians are invited to participate in an information session. See below for scheduling your Accuplacer.

Space is limited to 50 students per session and students must register with Rebecca Davis (rdavis@mxcc.edu or 860-343-5808) for one of the upcoming sessions below:

- Saturday, December 7  10 a.m.–2 p.m.  Main Campus
- Wednesday, January 8  1 p.m.–5 p.m.  Main Campus

OPEN REGISTRATION

Open registration allows students to simply walk-in and meet with an available academic advisor. Students should have a Banner ID number (student ID number) and completed the Accuplacer or have eligible SAT/ACT scores, eligible Advanced Placement Exam scores, or eligible prerequisites. Students should bring test scores or transcripts with them. Additionally, students should have a financial aid award package in place or be prepared to make payment when registering for classes. Schedule the Accuplacer at mxcc.edu/accuplacer

- Wednesday, December 4  3 p.m.–7 p.m.  (Walk-in Accuplacer begins at 3 p.m.)  MxCC@Platt
- Thursday, December 5  9 a.m.–7 p.m.  (Walk-in Accuplacer 9 a.m.–4 p.m.)  Main Campus
- Thursday, December 12  3 p.m.–7 p.m.  (Walk-in Accuplacer begins at 3 p.m.)  MxCC@Platt
- Monday, January 6  3 p.m.–7 p.m.  (Walk-in Accuplacer begins at 3 p.m.)  MxCC@Platt
- Tuesday, January 7  9 a.m.–7 p.m.  (Walk-in Accuplacer 9 a.m.–4 p.m.)  Main Campus
- Monday, January 13  9 a.m.–7 p.m.  (Walk-in Accuplacer 9 a.m.–4 p.m.)  Main Campus
- Tuesday, January 14  3 p.m.–7 p.m.  (Walk-in Accuplacer begins at 3 p.m.)  MxCC@Platt
- Thursday, January 16  9 a.m.–7 p.m.  (Walk-in Accuplacer 9 a.m.–4 p.m.)  Main Campus
- Tuesday, January 21*  10 a.m.–7 p.m  (Walk-in Accuplacer 10 a.m.–4 p.m.)  Main Campus
  *Convocation: All offices open at 10 a.m.

- Wednesday, January 22**  9 a.m.–7 p.m.  (Walk-in Accuplacer 9 a.m.–4 p.m.)  Main Campus
  **First day of spring semester classes
- Thursday, January 23  9 a.m.–7 p.m.  Main Campus (Walk-in Accuplacer 9 a.m.–4 p.m.)
- Friday, January 24  9 a.m.–4:30 p.m. Main Campus (Walk-in Accuplacer 9 a.m.–12 p.m.)
ENROLL IN A DAY
Saturday, December 7 9 a.m.–2 p.m. Main Campus (Walk-in Accuplacer 9 a.m.–11 a.m.)
Saturday, January 11 9 a.m.–2 p.m. Main Campus (Walk-in Accuplacer 9 a.m.–11 a.m.)

ADVISING DAY FOR ALL STUDENTS
Monday, December 16 9 a.m.–7 p.m. Main Campus

ADVISING BY APPOINTMENT: For New Students Only
Monday–Friday, 9 a.m.–3 p.m.
To schedule your appointment, visit mxcc.edu/appointments/academic-advising
Available to new students that have completed the following:
• Applied to MxCC;
• Submitted required documents;
• Completed the Accuplacer, have eligible SAT/ACT scores, and/or have college credit and have copies of transcripts with them (unofficial copies are acceptable);
• Have a financial aid award package in place or are prepared to make payment when registering for classes.
For more information about academic advising and preparing for your meeting, visit our website at mxcc.edu/advising

FINANCIAL ASSISTANCE
For more information about applying for financial aid and completing the FAFSA (Free Application for Federal Student Aid) visit mxcc.edu/financial-aid To learn about the cost of attending Middlesex and other payment options, please visit mxcc.edu/paying-for-college

ACCUPLACER
Students may schedule an Accuplacer appointment online at mxcc.edu/accuplacer or come in during walk in times posted above. For information about the Accuplacer, exemptions, and sample tests, visit mxcc.edu/take-accuplacer

OPEN HOUSE & INFORMATION SESSIONS
Saturday, January 11 9:30 a.m.–11:30 a.m.
How to Enroll in College Workshop
Main Campus

Perfect for students/families that...
• Need help with the application and enrollment process.
• Want more information about how to pay for college.
• Are not sure which degree program (major) is right for them.
• Would like a campus tour.

visit mxcc.edu/spring or call 860-343-5719.
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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
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 Health Careers Advancement Program (H-CAP). 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 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.

WIOA FUNDING

**Are You Unemployed?**

Students may be eligible for funding for several training programs if they meet certain income requirements. Most Middlesex Community College career programs are eligible for Workforce Innovation and Opportunity Act (WIOA) funding. Contact the American Job Center at 87 West Main St., Meriden or call 203-238-3688 right away.

American Job Center at MxCC

NEED A JOB? We can help! Come to the cafeteria on the first, second, and fourth Tuesday of each month from 1 to 4 p.m. to learn about the services available at the American Job Center. Students can be screened for a match with local employers seeking qualified candidates and find out if they qualify for financial assistance with training.

VA EDUCATION BENEFITS

Veterans Affairs Education Benefits may be applied to non-credit workforce training programs. A veteran of the armed forces who is interested in enrolling in a non-credit program should contact the college VA representative to discuss eligibility requirements and the application process.

**CONTACT:** Enrollment Services Office 860-343-5719.

PAYMENT PLANS

Payment plans are available for some continuing education courses. Inquire at time of registration or contact the Business Office at 860-343-5729.

CT PATHWAYS (SNAP EMPLOYMENT 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. Recipients of SNAP benefits may be eligible for the CT Pathways program.

The CT Pathways (SNAP Employment and Training) program prepares and assists clients by offering vocational training, career activities, case management, and support services. This program assists students who are interested in career training for the following courses:
- Certified Nurse Aide (CNA)
- Medical Billing and Coding
- Human Services Assistant
- Patient Care Technician (PCT)
- Pharmacy Technician
- Phlebotomy Technician
- Security Officer Certification
- Veterinary Assistant Certification
- Veterinary Assistant Internship

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

Application for this program can be found at mxcc.edu/ce/snap

WHOOPS!

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

Register Early!
HEALTH CAREERS

CERTIFIED NURSE AIDE (CNA)
WIOA, SNAP, HCAP funding eligible. VA Benefits approved. Payment plan available. See information about payment programs on page 9.
Certified Nurse Aides play vital roles in healthcare delivery by providing routine patient care. Working under the supervision of a nurse, CNAs report important patient information such as temperature, pulse, and blood pressure. 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 patient needs. This program is approved by the state 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 to make an appointment to take the Accuplacer ESL test at no charge. 3) Health form signed by your physician including immunization information, PPD test for tuberculosis. 4) 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 scrubs and white shoes. 2) A watch with a sweep second hand. 3) Gait belt (available in the MxCC bookstore).

PRICE: $1,299 (includes text, state of CT Certification exam fee, CT Nurse Aide Registry application fee, and UPASS)

CENTRAL STERILE PROCESSING TECHNICIAN NEW!
Payment plan available. See information about payment programs on page 9.
Central Sterile Processing Technicians (CSPT) are responsible for packaging surgical instruments in hospitals, medical offices, surgical centers, and clinics. Central Sterile Processing Technicians are highly needed healthcare professionals who improve the quality of patient care by minimizing infection rates. Job requirements include organizing and assembling instrument trays, sterilizing supplies, operating sterilization equipment including sterilizers, aerators and washers, and maintaining records and inventory. This program includes 60 hours of classroom time covering decontamination and sterilization processing, anatomy and physiology; microbiology infection control, and identification of surgical instruments. Students are also required to complete 20 hours of clinical internship experience.

Upon completion, students are eligible to take the certification exam through the Certification Board for Sterile Processing and Distribution Inc. (CBSPD). Certification is mandatory for employment.

PREREQUISITES: 1) At least 18 years of age. 2) High school diploma or GED. 3) Health form complete with immunizations and two-step PPD. 4) Must be able to lift and carry 40 pounds and stand for long periods of time.

CRN: 1431 | Fee: $1,299 | 1/27-4/27 (No class 2/17, 3/16, 3/18) | Mondays, Wednesdays | 5-7:30 p.m. MxCC@Platt 215 | Instructor: Smith

MIDDLETOWN DAY
Lecture:
CRN: 1413 | Fee: $1,299 | 3/25-5/13 (No class 4/10, 5/6) | Wednesdays, Fridays | 9:30 a.m.–1 p.m. Snow 507 | Instructor: Witkovic

Choose your lab/clinical from the following:
CRN: 1414 Lab/Clinical 1
Lab 1 | 3/26, 3/30, 4/6
Mondays, Thursdays | 9 a.m.–2 p.m. Aaron Manor | Instructor: Nelson

Clinical 1 | 4/7–4/30
Tuesdays, Thursdays | 8 a.m.–2 p.m. Wadsworth Glen | Instructor: Jordan

CRN: 1415 Lab/Clinical 2
Lab 2 | 4/14–5/7
Tuesdays, Thursdays | 8 a.m.–2 p.m. Wadsworth Glen | Instructor: Jordan
CERTIFIED NURSE AIDE (CNA) HYBRID

ONLINE CLASSES WITH ON GROUND CLINICAL TRAINING

Payment plan available. See information about payment programs on page 9.

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

Is online learning suitable for you? Are you prepared for online learning? Students who enroll in the CNA Hybrid online program should determine if distance learning is an option for them. To find out, please visit the distance learning webpage for the 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 Accuplacer ESL test at no charge. 3) Health form signed by your physician including immunization information, PPD test for Tuberculosis, and seasonal flu vaccine. 4) 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 scrubs and white shoes. 2) A watch with a sweep second hand. 3) Gait belt (available in the MxCC bookstore). 4) Textbook.

PRICE: $1,299 (includes state of CT Certification exam fee, and CT Nurse Aide Registry application fee). Textbook is not included.

Written Exam: June 10 | Wednesday | 9–11 a.m. | Snow 507

Choose your lab/clinical from the following:

| CRN: 1417  | Lab/Clinical 1  | 5/19, 5/20, 5/21 | 9 a.m.–2 p.m. | Snow 514 | Instructor: Nelson |
| CRN: 1418  | Lab/Clinical 2  | 5/18, 5/19, 5/21 | 4–9 p.m. | Essex | Instructor: Dellacamera |
| CRN: 1386  | ECG & Pulse Oximetry  | 1/24–3/13 | Fridays | 9 a.m.–noon | Snow 507 | Instructor: Mueller |
| CRN: 1389  | Advanced Nurse Aide  | 1/22–3/11 | 9 a.m.–noon | Snow 507 | Instructor: Snow 507 |

PATIENT CARE TECHNICIAN CERTIFICATE (PCT)

WIOA, SNAP, HCAP funding eligible. VA Benefits approved. Payment plan available. See information about payment programs on page 9.

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

PREREQUISITES:
1) Current CT CNA required. 2) High school diploma or GED. 3) English language competency. ESL evaluation recommended. To schedule your evaluation, please call the Academic Success Center at 860-343-5770 and ask for an appointment to take the Accuplacer 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. 5) At least 18 years of age

SUPPLIES: Navy blue scrubs and white shoes.

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 $95
Hospital Clinical Experience (optional) $699

Total = $1,841/$1,142 (w/o clinical) + textbooks

| Advance Nurse Aide  | CRN: 1383 | Fee: $399 | 1/22–3/11 | 9 a.m.–noon | Snow 507 |
| Phlebotomy Skills  | CRN: 1386 | Fee: $399 | 1/24–3/13 | Fridays | 9 a.m.–noon | Snow 507 |
| ECG & Pulse Oximetry  | CRN: 1389 | Fee: $249 | 1/27–2/24 | Mondays | 9 a.m.–noon | Snow 507 |

| Hospital Clinical Exp  | CRN: 1391 | Fee: $699 | 3/16–4/1 | No class 3/18 | Mondays, Tuesdays, Wednesdays | 6:45–11:45 a.m. | Middlesex Health |

| CPR  | CRN: 1365 | Fee: $95 | 3/18 | Wednesdays | 6–10 p.m. | Snow 507 | Instructor: Satajag |

| or | CPR  | CRN: 1366 | Fee: $95 | 4/27 | Mondays | 5:30–8 p.m. | Snow 507 | Instructor: Satajag |

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

EMERGENCY MEDICAL TECHNICIAN (EMT)


The Emergency Medical Technician (EMT) program is designed for anyone who is interested in learning more about the emergency response system and caring for patients in the back of an ambulance en route to the hospital. Students gain the basic knowledge and skills necessary to provide patient care and transportation to sick and injured patients.

Topics 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 the Middlesex Health Emergency Department.

This course is offered in cooperation with Middlesex Health, 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-certified as Emergency Medical Technicians. This program is open to students aged 16 and older.

CRN: 1226 | Fee: $999
1/27–5/13 (No class 2/17)
Mondays, Wednesdays | 6–10 p.m.
- AND -
2/8, 3/21, 4/18, 5/16 | Saturdays
8 a.m.–4 p.m.
Chapman 605 | Instructor: Davis

CONNECTICUT AND NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS (EMT) AND EMERGENCY MEDICAL RESPONDER (EMR) PRACTICAL TESTING

Middlesex Community College is an authorized testing site for Connecticut and NREMT/NREMR 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, have an expired Connecticut or NREMT certification reinstated, or are completing the examination for endorsement as an EMT.

TESTING FEES: Initial Exam or full retake (five stations): $120 • Retesting (two stations): $80

REGISTRATION: To register go to www.firstapproach.org. There are no in-person registrations at the college or on the day of the exam. Per OEMS policy, candidates must register at least 10 days prior to the desired testing date. Registration is on a first-come, first-served basis with no waiting list. No registration transfers are allowed, so please choose your testing date carefully.

PAYMENT: Credit card (only) is due at time of online registration. Payment is nonrefundable. In the event that an exam is cancelled (inclement weather, catastrophic event, or lack of candidates), your registration will be transferred to the next available testing date. If an exam is cancelled, you will be notified via email. If you register for a date, you own it. No refunds for any reason. We cannot replace you with anyone else per OEMS. When you register for an exam, you agree to all the terms of this exam.

EXAM DAY CHECK-IN AND ADDRESS: Doors open for check-in at 8:15 a.m. Candidates must be checked-in by 8:45 a.m. Testing begins promptly at 9 a.m. Middlesex Community College, Snow Hall, Room 413, 100 Training Hill Road, Middletown, CT 06457

Sundays from 8:15 a.m.–2 p.m. in Snow Hall Room 413 on the following dates: 1/12, 2/9, 3/8, 4/19, 5/17, 6/14, 7/12, 8/16, 9/13, 10/11, 11/8, 12/20

For more info about upcoming Continuing Education courses
PHLEBOTOMY TECHNICIAN
WIOA, HCAP, SNAP eligible. VA Benefits approved. Payment plan available. See information about payment programs on page 9.
Are you seeking a new career in the high-demand healthcare field? 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 learn about phlebotomy procedures and practice blood draw techniques. This is a 120-hour program including 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, medical coding for laboratory procedures, and laboratory equipment.

Following the program, students complete an internship at Middlesex Health Outpatient Laboratories. Weekday internships are 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 the American Medical Technologists, a premier national certification agency. Upon completion of the program, students are eligible for national certification through American Medical Technologists.

PREREQUISITES: 1) At least 18 years of age. 2) High school diploma or GED. 3) Health form complete with immunizations and two-step PPD. 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 at the MxCC bookstore.

CRN: 1368 | Fee: $1,999 | 3/23–5/25
Mondays, Wednesdays, Fridays | 4–8 p.m.
Snow 507/514 | Instructor: Mueller

PHLEBOTOMY REFRESHER
Payment plan available. See information about payment programs on page 9.
Are you looking to refresh your skills as a phlebotomist? This course provides students who have completed a Phlebotomy Technician program with up-to-date phlebotomy procedures. In this course, students refresh their skills as a phlebotomist and practice blood draw techniques. This eight-day class includes classroom learning and simulation labs that cover venipuncture, specimen collection procedures, safety and universal precautions, common laboratory tests with clinical significance to body systems and disease processes, and laboratory equipment.

This program does not prepare students to become Certified Phlebotomy Technicians.

SUPPLIES: 1) Navy blue scrubs. 2) A textbook is required for this course and can be purchased at the MxCC bookstore.

CRN: 1386 | Fee: $399 | 1/24–3/13 | Fridays
9 a.m.–noon | Snow 507
Instructor: Mueller

HUMAN SERVICES ASSISTANT
WIOA, SNAP, HCAP eligible. VA Benefits approved. Payment plan available. See information about payment programs on page 9.
Are you looking for a fulfilling career helping others? Human service workers support individuals with disabilities in leading self-directed lives. Develop the skills, values, and knowledge to effectively assist those who use social services. Basic knowledge about certain populations and problems encountered in human service work, ethical guidelines, and essential helping skills are covered. Students 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 at the MxCC bookstore.

PREREQUISITE: 1) High school diploma or GED. 2) At least 18 years of age.

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

CRN: 1426 | Fee: $498 | Tuesdays, Thursdays
1/23–5/14 (No class 3/17, 3/19, 5/7)
9:30–10:45 a.m. | Snow 505
Instructor: Hernandez

CRN: 1427 | Fee: $498 | Mondays
5:15–7:45 p.m.
1/27–5/11 (No class 2/17, 3/16)
Platt 200 | Instructor: Bonilla

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

CERTIFIED PERSONAL TRAINER
WIOA, HCAP eligible. VA Benefits approved.
Payment plan available. See information about payment programs on page 9.
Certified Personal Trainer course with test voucher included. The W.I.T.S. Certified Personal Trainer is NCCA accredited.

Learn the important information needed to start an exciting and successful career as a Certified Personal Trainer. Employers of all sizes have partnered with W.I.T.S. to come and meet students during classes. The personal trainer course is a great way to prepare for the on-campus national exam and become a successful personal trainer. This challenging course is for candidates who want in-person instruction with in-depth, hands-on practical labs to master career skills and knowledge. Experienced teachers share the do's and don'ts about working with clients. The course consists of 15 lecture hours on key topics such as biomechanics, exercise physiology, fitness testing, equipment usage, and health assessments. The course also features 15 hours of hands-on practical training labs. Students role-play with assessing clients, programming, performing proper exercises, presentation skills, and more. Reading a book and testing does not get it done in the real world. Register today to join one of the fastest-growing professions in North America. Register for CPR, too. CPR certification is required to become a Certified Personal Trainer.

CRN: 1400 | Fee: $799
2/22–4/4 (No class 3/28) | Saturdays 9 a.m.–4 p.m. | Snow 507 and Middletown YMCA | Instructor: WITS

CERTIFIED PERSONAL TRAINER HYBRID/ONLINE
WIOA, HCAP eligible. VA Benefits approved.
Payment plan available. See information about payment programs on page 9.
This course is half online and half onsite at the Middlesex YMCA fitness center.

Another great option is the Certified Personal Trainer Hybrid online course. This course offers online dynamic lectures with experienced mentors and teachers who work with students every step of the way. As a bonus, the practical labs are still offered in person, so students can master their skills directly. Students can complete the lecture work online at any time. Then join the in-person class practical labs at their designated day and time each week. Register for CPR, too. CPR certification is required to become a Certified Personal Trainer.

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

CRN: 1401 | Fee: $799
2/22–4/4 (No class 3/28) | Saturdays 1–4 p.m. | Online and Middlesex YMCA | Instructor: WITS

PHARMACY TECHNICIAN
WIOA, HCAP eligible. VA Benefits approved.
Payment plan available. See information about payment programs on page 9.
This program is offered in partnership with the Connecticut Pharmacists Association. The Pharmacy Technician comprehensive, 80-hour course prepares students for entry-level positions 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. Students learn dosage calculation, IV flow rates, drug compounding, and dose conversion. They also develop 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). Textbook is included.

PREREQUISITES: 1) Students must take a math basic skills assessment prior to enrollment. To schedule an appointment, call the Academic Success Center at 860-343-5770 and ask for the pharmacy technician math assessment. This requirement is waived for students who submit SAT or ACT scores or a transcript showing enrollment in a college-level math course. 2) At least 18 years of age. 3) Individuals convicted of a felony are not permitted to sit for the exam.

CRN: 1367 | Fee: $1,599
Thursday | 2/11 | 6–9 p.m. | Wheaton 308
Tuesdays, Thursdays | 2/13-5/19 | 6–9 p.m. | Snow 507 | Instructor: Ladegard/Crouse

14 For more info about upcoming Continuing Education courses
HEALTH CAREERS

VETERINARY ASSISTANT

WIOA and SNAP eligible. VA Benefits approved. Payment plan available. See information about payment programs on page 9.

Do you love working with animals? Are you looking for employment in the animal care industry? The Veterinary Assistant training program is a great way to begin a career in the animal field. The Introduction to Veterinary Assisting course provides students with the opportunity to determine if this is the right career path for them. Following the introductory course, the Veterinary Assistant program focuses 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 complete routine tasks and specialized procedures performed in a veterinary hospital. Students should be prepared for a challenging program that requires interaction with veterinary professionals and teams. This program follows the National Association of Veterinary Technicians guidelines for veterinary assistant programs and can be a steppingstone to a Veterinary Technician Certification program or entry-level position at a veterinary facility. MxCC partners with Pieper Veterinary to offer this program. The program is open to students aged 16 and up.

PREREQUISITE:
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 40 pounds. 4) Students must provide their own transportation to clinical sites.

CERTIFICATE PROGRAM: 94 hours theory + 56 hours clinical = 150 program hours. Earn 15 CEUs.

THE FOLLOWING COURSES ARE REQUIRED TO EARN THIS CERTIFICATE:

- Introduction to Veterinary Assisting $49
- Veterinary Assistant with Clinical $1,899
- Total $1,948 + textbooks

Intro to Veterinary Assisting
CRN: 1369 | Fee: $49 | 2/11, 2/12, 2/13 | Tuesday, Wednesday, Thursday | 7–9 p.m.
Pieper | Instructor: Lavoie, Otte

Veterinary Assistant
CRN: 1370 | Fee: $1,899 | 2/18–7/9 (No class 5/28)
Tuesdays, Thursdays | 6:35–8:35 p.m. | Snow 510 | Instructor: Lavoie, Otte

Choose clinical from the following:
Veterinary Assistant Clinical Section I | CRN: 1375 | 2/22–7/11 (No class 4/11, 4/25, 5/23, 7/4)
Saturdays | 8 a.m.–noon | Pieper Instructor: Otte

Veterinary Assistant Clinical Section II | CRN: 3476 | 2/26–7/8 (No class 4/15, 4/29, 5/27)
Wednesdays | 4–8 p.m. | Pieper Instructor: Lavoie

VETERINARY ASSISTANT INTERNSHIP

Are you looking to advance your career in veterinary assisting, strengthen your clinical skills, or build your resume? In this internship, students become involved in the care of animals requiring advanced veterinary services. Students spend 100 hours working with veterinary teams in an acute care center that provides emergency care and advanced specialty services including surgery, neurology, internal medicine, oncology, diagnostic imaging, dentistry, and physical therapy. Students work closely with their instructor to reflect on their clinical experiences via online journaling. Each student who successfully completes the course earns a college certificate. Due to the limited availability of these individual internships, students must apply for this course. The application can be found on the website at mxcc.edu/ce/courses/vet-internship. Internships are scheduled individually on a rolling basis. There is no closing date or due date for the applications.

PREREQUISITE: Veterinary Assistant Certificate

SUPPLIES: Gray scrub top and pants

CRN: 1377 | Fee: $149 | 1/22–5/16
Scheduled by Instructor | Pieper Memorial Instructor: Lavoie

CRN: 1424 | Fee: $149 | 1/22–5/16
Scheduled by Instructor | Pieper Memorial Instructor: Otte
MANUFACTURING & INDUSTRY CAREERS/BUSINESS CAREERS

SKILL UP FOR MANUFACTURING
BE A PART OF CONNECTICUT’S BOOMING MANUFACTURING INDUSTRY!
The Skill Up for Manufacturing program provides entry-level skills and connections for companies that are hiring. Training is free to participants and funded by Workforce Alliance through the Apprenticeship CT Initiative. Five to seven weeks is all it takes.

IS THIS YOU?
• Connecticut resident minimum high school diploma/GED
• 18 years or older
• Interested in entry-level manufacturing jobs
• Open to advancement and potential career growth in manufacturing computer experience or mechanically inclined
• Good at math

Put your strengths to work and gain the skills needed to move quickly into entry-level manufacturing jobs. Complete the online application form to attend FREE five- to seven-week classes.

Classes begin in January 2020 at Vinal Technical High School located in Middletown.

FREE to those who successfully complete an assessment and orientation session required after application
CASH STIPEND for successful completion of training benchmarks
EARN 250 Pre-apprenticeship hours
FAQS Course outline, resources at workforcealliance.biz/skillup
APPLY TODAY mxcc.edu/skill-up

MANUFACTURING EMPLOYER PARTNERS
Area manufacturing industry employers will recruit course graduates for open positions. Incentives are offered for paid, on-the-job training. Did you know Connecticut companies need to fill 13,000-plus manufacturing jobs?

CRN: 1422 | Fee: Free | 1/21–3/6 (No class 1/20, 2/17) Mondays-Fridays | 9 a.m.–4 p.m. | Vinal | Instructor: Ariel

REAL ESTATE PRINCIPLES AND PRACTICES
Interested in stepping onto the path of becoming a licensed real estate salesperson? You have come to the right place. Middlesex Community College is working with the Connecticut Department of Consumer Protection to give students an extensive understanding of how the real estate marketplace works.

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 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’s licensing exam (PSI exam). Textbooks are required for this course and can be purchased in the MxCC bookstore.

CRN: 1379 | Fee: $499 | 1/28–4/28 | T | 12:30–5:30 p.m. | Snow 507 Instructor: Myers

NATURAL GAS FIELD TECHNICIAN
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 a custom-designed program to help develop the future workforce needed in this challenging 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 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. Experienced gas industry instructors teach classes at the Eversource Energy training facility. Graduates receive a valuable industry certificate and an interview with Eversource Energy.

This is a selective admissions program. Students must follow the application process and meet all deadlines. Applications for the August 2020 program open in March 2020. For more information and to apply, go to http://mxcc.edu/ce/courses/natural-gas/.
**PARAEDUCATOR CERTIFICATE** NEW!

Payment plan available. See information about payment programs on page 9.

Learn the background knowledge required to assume the role of the Paraeducator as related to knowledge of special education law, academic and behavioral skills, various disabilities and their associated learning profiles. Paraeducators support students and teachers by using strategies that foster independence, growth mindset and mental health in the school system.

This program consists of three courses—Paraeducator Strategies for Success, Math Refresher, and English Refresher. Participants must complete 3.0 hours of classroom observations. Students learn test-taking tips for the ParaPro Exam and practice constructing answers to interview questions for Paraeducator positions.

Students must take the Accuplacer prior to enrolling. To schedule an appointment, call the Academic Success Center at 860-343-5770. Textbook included. The ParaPro Exam fee is not included.

Paraeducator Strategies for Success | CRN: 1435 | Fee: $1,399 1/30–5/7 (No class 3/19) | Thursdays | 5:10–7:40 p.m. | Chapman 605 Instructor: Caputo/Kreinest

Math Refresher | CRN: 1440 | 2/24–5/13 | Mondays, Wednesdays 7:30–9 p.m. | Mid AE | Instructor: Manfull

English Refresher | CRN: 1445 | 2/24–5/13 | Mondays, Wednesdays 5:30–7 p.m. | Mid AE | Instructor: Staff

**CONNECTICUT SECURITY OFFICER**

NO ADDITIONAL FEES!

WIOA, SNAP funding eligible. Payment plan available See information about payment programs on page 9.

Security officer positions are available in many businesses such as security agencies, retail, hospitals, banks, housing complexes, and construction sites. 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. Learn essential information required for security from an instructor approved to teach this course by the commissioner of the Department of Public Safety. 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 at no additional cost. This procedure is covered in class. Please bring a lunch to class. The eight-hour course may be waived on the basis of equivalent training completed in the National Guard or armed forces. Military veterans must present qualifications within two years of discharge in order to have the course requirement waived.

PREREQUISITES: 1) At least 18 years of age. 2) Students who have a criminal background are not eligible for State of Connecticut Security Officer Certification.

CRN: 1402 | Fee: $350 | 3/14 | Saturday | 8:30 a.m.–4:30 p.m. | Snow 509 Instructor: Siena

**HEARTSAVER ADULT/CHILD CPR CERTIFICATION**

Students in the Heartsaver Adult/Child Cardiopulmonary Resuscitation (CPR) class are taught with the use of barrier devices. Instructors cover the relief of choking in adults and children and how to use the automated external defibrillator (AED). This is an excellent course for parents, coaches, and teachers. Successful completion of this course results in a two-year American Heart Association certificate.

CRN: 1365 | Fee: $95 | 3/18 | Wednesdays | 9:30 a.m.–noon Snow 507 | Instructor: Satajag

CRN: 1366 | Fee: $95 | 4/27 | Mondays | 5:30–8 p.m.

Snow 507 | Instructor: Satajag

**SAFE BOATING AND PERSONAL WATERCRAFT**

Approved by the Connecticut DEEP and NASBLA and recognized by the USCG, this course meets the requirement to receive a state Certificate of Personal Watercraft Operation (boating license). The license allows individuals to operate all recreational motorboats up to 64.5 feet, including personal watercraft (Jet Skis) vessels, and all registered sailboats. In addition, the Safe Waterskiing Endorsement is included in the curriculum, which allows licensed individuals to drive vessels pulling persons who are waterskiing, tubing, etc., for recreational purposes.

The instructor provides the technology in the classroom to allow students who pass the 60-question final exam to purchase and print their boating license (CPWO) from the Connecticut DEEP (separate $50 one-time fee to the state MasterCard and VISA accepted). The Connecticut boating license never expires and is valid in every U.S. state.

CRN: 1449 | Fee: $89 | 3/21 | Saturday | 8 a.m.–4:30 p.m.

Snow 509 | Instructor: Vining

**SPORTS AND STATISTICS** NEW!

Get Ready for the World Series Superbowl! Data is a big part of any sports discussion. Students learn to analyze players and teams by collecting data and using statistics. The course is taught by an experienced mathematics professor and sports enthusiast who uses statistics to discuss the number of touchdown passes a quarterback throws, a running back's total rushing yards, and how many tackles a defensive lineman achieves. Find out if the home-field advantage is true and if teams are skilled, lucky, or both. No prior knowledge of statistics is necessary to enroll in this class.

CRN: 1438 | Fee: $75 | 1/2–1/21 | Tuesdays, Thursdays 5–6:30 p.m. | Snow 505 | Instructor: Krevisky
PERSONAL DEVELOPMENT

TAKE GREAT PHOTOS WITH YOUR SMARTPHONE
Smartphone camera quality is improving rapidly. Their capabilities extend far beyond taking selfies. This class is for students interested in producing first-rate images with smartphones. The class moves away from auto mode and teaches how to take control of the camera. Students also learn about the best camera apps. How to take selfies will not be covered.

CRN: 1404 | Fee: $59 | 3/16–3/18 | Mondays, Wednesdays | 6–9 p.m. Chapman 613 | Instructor: Glass

BEGINNING DIGITAL PHOTOGRAPHY
Are you taking photos with a digital camera but not getting the kind of images you want? This course teaches students how to move away from the automatic mode of photography to modes that provide total control of the camera. All basic photography concepts and camera controls are discussed in depth. The class includes practice, discussion, and critique of photographic composition.

CRN: 1403 | Fee: $99 | 2/29, 3/7, 3/14 | Saturdays 10:30 a.m.–1:30 p.m. Chapman 613 | Instructor: Glass

INTERMEDIATE DIGITAL PHOTOGRAPHY
Expand your knowledge of digital photography skills by taking the Intermediate Digital Photography course. In this course, students gain an understanding of portable on-camera flash units and illumination. They learn precise and controlled focusing by understanding advanced depth of field and hyperfocal distance concepts and how to enhance photographs with digital imaging. Please bring to class a digital camera (with charged battery), the camera’s instruction booklet, a tripod (not absolutely necessary, but helpful), and photographs saved as JPGs on a flash drive.
Prerequisite: Digital Photography (Beginning) or equivalent, or if the student is already confident of basic photographic theory and how the camera’s major controls work.

CRN: 1407 | Fee: $59 | 3/21, 3/28 | Saturdays | 10:30 a.m.–1:30 p.m. Chapman 613 | Instructor: Glass

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 is particularly beneficial for students who place at the intensive level, but any student can enroll. At the end of the workshop, students may retake the placement test to see if they can progress to a College Level or College Level with Embedded Support course.

CRN: 4021 | Fee: Free | 1/2–1/13 | Monday–Friday | 9 a.m.–noon Snow 419 | Instructor: DeToro
CRN: 4022 | Fee: Free | 1/6–1/15 | Monday–Friday | 1:30–4:30 p.m. Snow 419 | Instructor: DeToro

MATH FAST-TRACK WORKSHOP
This non-credit workshop is designed to help students refresh their skills in arithmetic and elementary algebra concepts. The workshop is targeted to benefit students who placed at the developmental levels (MAT*085 and MAT*095). At the end of the workshop, students may retake the placement test to see if they can progress to a College Level or College Level with Embedded Support course.

CRN: 4023 | Fee: Free | 1/6–1/16 | Monday–Thursday | 5–8 p.m. Snow 406 | Instructor: Weselcouch
CRN: 4024 | Fee: Free | 1/6–1/16 | Monday–Thursday | 9:30 a.m.–12:30 p.m. Snow 406 | Instructor: Riordan

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

CRN: 1448 | Fee: Free | 2/25–5/14 | Tuesdays, Thursdays 12:30–2 p.m. Middletown Adult Ed 119 | Instructor: Staff
EducationToGo Online Courses

- Over 350 two-month courses are offered every month, beginning on the third or second Wednesday of the month.
- Available 24/7
- Eight start dates: Nov. 13, Dec. 11, Jan. 15, Feb. 12, Mar. 18, Apr. 15, May 13, June 17
- Go directly to http://ed2go.com/mxcc

MxCC partners with EducationToGo, one of the foremost online course providers in the world. All courses are instructor-facilitated and taught by many nationally known authors and professionals. Basic requirements for these online courses include: 1) modern computer, 2) modern Windows, 3) Internet access with Microsoft Internet Explorer or Mozilla Firefox Web browser, and 4) Adobe Flash and PDF plug-ins (free downloads). Most computer courses also require the specific version of any software that is listed under “Requirements” in the online course descriptions.

Getting Started – 5 Easy Steps!

1. 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.
2. 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.
3. Click on Purchase Now and pay using a 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.
4. 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 (FAQs) About Credit-Free EdToGo Online Courses

Who takes online courses? Anyone looking for short-term, practical-skills training. Certification courses are offered as well as professional continuing education for healthcare practitioners and teachers. Online courses are a great alternative for those who cannot take classroom courses, have transportation issues, or have limited accessibility. No pre-tests, age minimums, or other qualifications are required. ALL coursework and participation is online.

How long is a course? Most courses last about two months. A typical course has 12 two-hour modules of which two are released each week for six weeks. Two additional weeks are available to complete an optional final proficiency exam or to complete delayed work. 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 second or third Wednesday), you can access the course 24 hours a day and 7 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. 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 page. The instructor is active in responding to questions and monitoring the discussion boards.

How do I get the most out of each course? We recommend you take all 12 modules, do all of the recommended activities, read any supplemental materials, complete the self-quizzes at the end of each module, and complete the final proficiency exam. Each module takes 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.

Will I receive a certificate upon course completion? Yes, if you successfully complete the course by achieving a 65% 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 860-343-5865 once you have passed the course.

Can I receive credit for these courses? No, all of these courses are credit-free.

Can I earn C.E.U.s? 2.4 C.E.U.s or Continuing Education Units for 24 hours of class time are awarded upon written request to the MxCC Continuing Education Office. In addition to passing the final proficiency exam, you must also have passed all of the module’s self-quizzes. There are accredited certificate programs for nurses and other healthcare professionals. K-12 teaching professionals may earn professional units by completing specific online courses.

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

QUESTIONS? CALL THE CONTINUING EDUCATION OFFICE AT 860-343-5713.

Five Ways To Enroll In Non-Credit Courses

ENROLL NOW to guarantee your seat in the course!
1. Mail – Non-credit application, registration form and check or credit card payment.
2. Email – Non-credit application and registration form with credit card payment to JMueller@mxcc.edu
3. Fax – Non-credit application, registration form and credit card information to 860-344-7488.
4. Walk-In – Enrollment Services Office hours are 8:30 a.m.–7 p.m., Monday-Thursday and until 4:30 p.m. on Fridays
5. Phone – 860-343-5713. Registration with credit card only. See above office hours.

VISA, MasterCard, Discover, and AmEx accepted.
All registration forms available for download at mxcc.edu/ce.

Quick/Easy Registration Instructions:
1. Download the Turboscan app free on your mobile device. iPhone – Android
2. Take a photo of your registration form
3. Email to jmueller@mxcc.edu

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 cancelled.

Confirmation Letters: Students are mailed a confirmation letter of payment and a course schedule.

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

Course Cancellations by College: MxCC reserves the right to cancel a course due to insufficient enrollment or emergency. Money will be refunded within one month.

Frequently Asked Questions (FAQs) About Continuing Education Courses

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.

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

Can I register online for non-credit courses?
No, currently our non-credit program online registration site is under revision.

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.

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.)

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.

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

Can I receive C.E.U.s (Continuing Education Units) for my course?
Yes, C.E.U. requests must be made in writing to the Continuing Education Office. They are given on the basis of 1 seat hour = .1 C.E.U. or 10 hours = 1 C.E.U. To receive C.E.U.s, 100% attendance is required in a classroom course. No partial C.E.U.s for a course will be awarded.
For more info about upcoming Continuing Education courses offered at MxCC, visit mxcc.edu/ce or call 860-343-5865.

NON-CREDIT REGISTRATION

MIDDLESEX COMMUNITY COLLEGE
STATE OF CONNECTICUT

STUDENT ID: THIS REGISTRATION IS FOR: SOCIAL SECURITY #
@ FALL SPRING YEAR
SUMMER INTERSESSION

NAME: LAST FIRST MAIDEN NAME OR MIDDLE INITIAL

ADDRESS (NO. AND STREET) □ PLEASE CHECK HERE IF CHANGE OF ADDRESS

CITY/TOWN STATE ZIP CODE PHONE: HOME
PHONE: CELL

EMAIL ADDRESS □ PLEASE CHECK HERE IF CHANGE OF EMAIL ADDRESS

DATE OF BIRTH GENDER US VETERAN STUDENT STATUS:
/ / MALE YES NEW
FEMALE NO CONTINUING

SEASON LAST ATTENDED: □ FALL □ SPRING □ SUMMER □ INTERSESSION YEAR

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

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.

OFFICE USE ONLY DO NOT WRITE IN THIS SPACE

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

EXPIRATION DATE ____________

SIGNATURE ____________

offered at MxCC, visit mxcc.edu/ce or call 860-343-5865.
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
Are you a U.S. Citizen? Yes No If no, are you a permanent resident? Yes No
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