



Corporate & Community Education



In addition to traditional academic offerings, MCC provides a wide variety of workforce and personal development opportunities that serve distinct local needs and interests. A full range of cost-effective, on-site, on-campus and online education and training programs are available to strengthen the local workforce, increase managerial effectiveness, enhance productivity, and contribute to the economic development of the region.

These courses and programs are designed to prepare employees for 21st century technologies and career paths, as well as provide personally enriching learning experiences for students of all ages. Middlesex faculty and staff members work with community and business leaders and advisory boards in developing and implementing:

- Courses, workshops, seminars and customized training for individuals and groups;
- Workforce and professional development opportunities with dynamic, flexible services adaptable to the needs of students at all levels and ages;
- Innovative programs and courses for children and teenagers;
- Intellectually stimulating learning opportunities for senior citizens;
- Online courses, using Internet and Web-based software readily available and adaptable to students' overall education and training plans.

Corporate Education and Training

Middlesex offers customized training and education designed for individual employers, from one- or two-day seminars to credit and noncredit courses. These learning opportunities are held on site at an employer's facilities or at our Bedford and Lowell campuses on a schedule that accommodates the employer's needs. Our programs include:

- Career Development
- Communication Skills
- Computer Literacy, Applications Skills, Programming and Networking
- Early Childhood Education
- Electro-Mechanical Drafting, including CAD
- Electronic Technology
- English as a Second Language and Adult Basic Education
- Foreign Language Instruction
- Health Care Industry Specialties
- Individualized/Self-Paced Instruction
- Professional Development Training
- Quality Management
- Safety Training
- Supervisory and Management Training
- Train-the-Trainer Workshops
- Business Writing

For further information, call 978-656-3009.

The ACT Center @ The Career Place

In October 2000, Middlesex Community College launched the ACT initiative as part of a national network of more than 100 centers that offer self-paced, computer-based courseware to individuals and local business. The ACT Center is located at The



Career Place, a Massachusetts One-Stop Career Center located in Woburn, which is managed by MCC through its Division of Economic and Workforce Development.

Today, ACT offers more than 3,800 courses in fields such as computer and information technology, industry safety and technology, adult literacy, and professional and leadership development. Many of the courses are grouped together to form 35 different “career pathways” that help prepare users for occupations that are in high demand. ACT courseware is available online, giving users the opportunity to learn at home, at school, at the Center’s Woburn location or anywhere with the right computer connection (with minimum system requirements).

In addition to online courseware, the ACT Center @ The Career Place offers high-stakes testing in several disciplines, including the WorkKeys® Proficiency Certificate for Massachusetts Teacher Assistants, the Transportation Security Administration (TSA) exam, as well as the Massachusetts Social Worker and the Automotive Service Excellence (ASE) certification exams.

The ACT Center is located at Trade Center Park, 100 Sylvan Road, Suite G100, Woburn. For a personal tour, or to learn more, call 781-932-5500 or visit www.careerplacejobs.com/act.

Community Education and Training

Noncredit Courses, Certificates and Programs

MCC offers a variety of noncredit courses, certificates and programs designed to reach the broad cross section of interests, ages and needs of our students. Students taking noncredit courses and certificates include professionals, career changers, middle school students and active older adults.

Noncredit courses cover a range of topics, including career and professional development, test preparation, computer applications and programming, information design and delivery, world languages and cultures, healthy living, writing skills, personal finance, and adventure travel. Classes are scheduled days, evenings and weekends. Online courses are also available.

Noncredit certificates and programs provide intensive professional training in specific career areas. They include:

- **Fast Track Computer Applications** - designed to provide the most up-to-date basic computer hardware and software skills. This 42-hour

certificate uses state-of-the-art computers to hone students’ skills in MS Word, Excel and other MS Office applications needed in today’s workplace.

- **Fast Track Web Development** - students learn to build an effective Web presence for business or personal use in this 40-hour course. Course topics include three essential core elements of Web development: effective design principles, HTML programming, and graphic design for the Web. Students learn how to plan and design effective websites by exploring topics such as site layout, style and navigation elements.
- **Interior Design Certificate** - through guest speakers, field trips, lectures and projects, students will acquire a foundation for future employment in this growing industry. Topics include interior design elements, lighting, texture, color, pattern, furniture selection, window coverings, scale and space planning, as well as a history of design, textiles and marketing.
- **Meeting and Event Management Certificate** - organizing meetings, trade shows, conferences or special events for a large corporation requires many special skills and abilities. This certificate will give students the practical skills and knowledge to successfully plan, organize, manage, promote and evaluate meetings and events.
- **Project Management** - an exciting, fast-paced program that provides the skills to get projects completed on time and within budget. Project management principles and concepts are covered, as well as the tools and techniques required for the successful management of complex projects.
- **Writing Indexes for Books and Websites Online Certificate** - provides the knowledge and skills needed to pursue a career as a professional indexer or to enhance current indexing skills.

MCC’s noncredit courses, certificates and programs are continually developing to meet the needs of students. For more information, call 781-280-3663 or e-mail: career_training@middlesex.mass.edu.

Writing Technical Information Certificate

MCC’s Writing Technical Information Certificate provides students with skills and tools to clearly and accurately inform users about technical products.

In this 124-hour, post-graduate noncredit program, students learn how to conduct audience and task analysis, work with subject-matter experts, understand product documents and the product-development cycle, write clear procedures, review and revise technical information, manage



writing projects, and make content usable. Also covered are mark-up languages (such as HTML and XML), tools for authoring printed information and PDFs, and tools for authoring information for electronic distribution.

Through lecture, discussion and application, students will create an online portfolio featuring samples of their work. This program is supported by an advisory board comprised of documentation managers from industry.

The Writing Technical Information Certificate is a career enhancement opportunity for individuals who have well-developed writing skills and want to improve their effectiveness in communicating technical information. Applicants must have a bachelor's degree and at least three years of work experience. For application and schedule information, visit our website:

www.middlesex.mass.edu/CareerTraining/Certificates/writingtechno.htm

MILES

The Middlesex Institute for Lifelong Education for Seniors, or MILES, is a program providing active retired and semi-retired individuals with intellectual stimulation and interaction. MILES offers lifelong learning opportunities for people over the age of 50, who participate in courses that vary and cover a wide range of topics -- from tea and tall ships, to Civil War history. Previous courses on mystery writers, classic films, storytelling and opera have delighted our MILES members.

MILES members are welcome to facilitate new courses to share their professional, educational and personal experiences. For more information on the MILES Program, call 781-280-3663 or e-mail: career_training@middlesex.mass.edu.

Summer Camps

MCC Summer Camps provide children, ages 8 to 15, with an exciting range of unique opportunities to explore careers, gain new knowledge, develop new skills and boost self-confidence. Our camps provide young students with a safe and fun place to learn and are held on both MCC campuses -- making use of the extensive open space in Bedford, as well as the rich cultural and ethnic resources to be found in Lowell.

We partner with numerous community agencies to offer real-world and hands-on learning experiences. Partners include the Federal Aviation Administration, Woburn Massachusetts Veterinary Hospital, Nanobiosym Education, MCC's Humanities Department and Sherwood Forest Recording Studio. For more information about MCC Summer Camps, call 781-280-3663 or email: career_training@middlesex.mass.edu.

Work Readiness/Retention Programs

MCC's Work Readiness/Retention Programs are funded by the Massachusetts Executive Office of Community Colleges, in partnership with the Massachusetts Department of Transitional Assistance. These programs assist welfare recipients in transitioning to employment. They combine on-the-job training at local companies and agencies with skills training at the college. Intensive counseling and skill-building workshops are provided throughout pre- and post-employment programs. Staff is also available to assist post-employment recipients transition to additional training or education. For more information, call 978-656-3153.

The Adult Learning Center

A free program located on the Bedford campus, the Adult Learning Center provides instruction in reading, writing and mathematics for adults (age 16 and older) who live or work in the area. Adult Learning Center classes are small and range from literacy to GED (General Educational Development) credential preparation.

In a supportive environment, experienced and professional instructors at the Adult Learning Center help students to develop and improve basic skills, computer skills, study skills and job skills. The program helps students develop the confidence to reach their goals, such as earning a GED credential, enrolling in college classes, and improving job prospects. The Adult Learning Center is supported by a grant from the Massachusetts Department of Education. For further information, call 781-280-3665.