

Spring 2015 Corporate and Community Education & Training

Everyone teaches, everyone learns.



MIDDLESEX
Community College

Professional & Personal
Development Programs
and Credit Course Listings



1-800-818-3434

www.middlesex.mass.edu

SPRING 2015

CREDIT & NONCREDIT SCHEDULE

ACADEMIC CALENDAR

January 19Martin Luther King Day
 January 20Classes Begin
 February 16Presidents' Day
 No Day Classes - Evening Classes will meet
 March 16-20Spring Break
 April 3Last Day to Withdraw from a Class
 April 15Professional Day
 No Day Classes - Evening Classes will meet
 April 20Patriots' Day
 No Day Classes - Evening Classes will meet
 May 5Tuesday Evening Classes End
 May 6Wednesday Evening Classes End
 May 7Thursday Evening Classes End
 May 8Friday Evening Classes End
 May 8Day Classes End
 May 9Saturday Classes End
 May 11Monday Evening Classes End
 May 11, 12, 13, 14Day Classes Final Exam
 May 15Reserved for Final Exam makeup
 due to school cancellations/day and evening
 May 21Commencement
 May 25Memorial Day

Some end dates are subject to change.

Business Administration Transfer - Accelerated Option

Accelerated I

January 3 - March 7

Accelerated II

March 14 - May 16

**Note: Accelerated classes will meet during Spring Break.
 Some end dates are subject to change.**

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ALUMNI UPDATES WANTED

The MCC Alumni Office tracks graduates, offers networking and educational events for alumni, and promotes alumni success. Stay connected with MCC and fellow graduates: update your contact information at: <https://www.middlesex.mass.edu/alumni/>
 For more information, contact Amy Lee, Director of Annual Giving and Alumni Relations, at leea@middlesex.mass.edu or 781-280-3579.



like our Facebook page:
www.facebook.com/middlesexccalumni



join the MCC Alumni LinkedIn group,
 Middlesex Community College (MA) Alumni.

Guide to Interpreting the Schedule

Course Title	Course Description
Adobe Photoshop CS6	Have you ever seen photographs that were ripped or faded, then perfectly restored and wondered, how they did that? Perhaps you have marveled at the way a portrait can be transformed to make the subject appear 10 years' younger or how people can be added or deleted to a scene. This course will cover batch processing images, advanced masking techniques, special effects and filters. We will explore the exciting possibilities in High Dynamic Range (HDR) Photography, the current creative trend in image manipulation. Photoshop CS has become an essential tool for professional and amateur photographers and is considered to be "Today's Darkroom." (18 hours) S249
1/28-3/4 CAR 610 80	6p-9p 12235
	T Day RICCA
	L Campus
	LP-304 Room Location
Course #	Dates CRN # Time Instructor

Key	M = Monday	W = Wednesday	F = Friday	U = Sunday
	T = Tuesday	R = Thursday	S = Saturday	

Campus and Building Codes

- | | |
|--------------------------|-----------------------|
| B = BEDFORD | L = LOWELL |
| BEDFORD CAMPUS | LOWELL CAMPUS |
| AR = Academic Resources | LC = City Building |
| BH = Bedford House | LD = Derby Building |
| CC = Campus Center | LF = Federal Building |
| FC = Facilities Building | LH = Howe Building |
| HH = Henderson Hall | LP = Pollard Building |
| NA = North Academic | LT = Talbot Building |
| SA = South Academic | |
| TH = Trustees' House | |

Accounting Fundamentals Certificate

Understanding basic accounting principles and maintaining accurate financial records is critical for all businesses. You will be introduced to theory and practice of basic concepts in accounting and bookkeeping. This hands-on program introduces participants to documents and journals required to establish a computerized set of accounts for a small business. Individuals who are interested in starting on this career path, small or home based business owners, and others with little to no experience will benefit. Complete the Fundamentals of Accounting/Bookkeeping I and II and QuickBooks to earn the certificate of completion or modules can be taken alone.

Accounting/Bookkeeping Fundamentals I and II

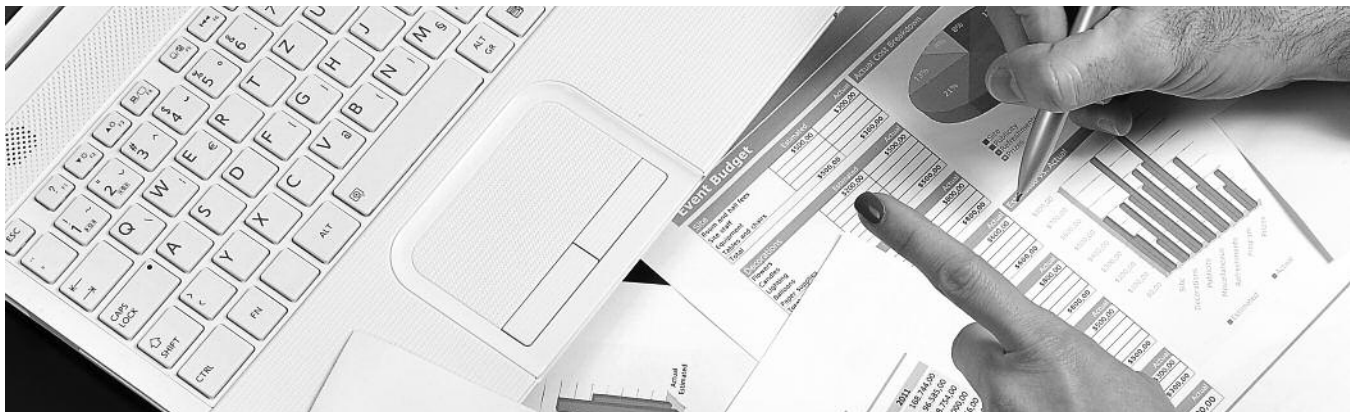
Learn essential terms and concepts related to starting an accounting system, understand debits and credits, classify items as assets, liabilities, equity, revenue/sales and expenditures. Use practice scenarios and complete basic procedures such as journalizing entries and posting transactions to a general ledger. Explore the bookkeeping and accounting cycle, cash systems, creating and understanding financial reports. Learn to create a Trial Balance and Post-Closing Trial Balance, understand an Income Statement and Balance Sheet as well as adjusting entries and bank statement reconciliation. Topics Include: understanding accounts; debits and credits; analyzing transactions; journaling; general ledger; closing/adjusting entries; post-closing trial balance; financial reporting (30 hours) S549

2/3-4/7 6pm-9:15pm T B AR 108
 CAR 797 30 17351 NOONAN
 No class March 17

Computerized Accounting & Bookkeeping using QuickBooks 2010

Develop a working familiarity of QuickBooks 2010 with this hands-on course and apply this financial software application to what you have learned in Accounting and Bookkeeping Fundamentals. This QuickBooks's course will provide a hands-on experience performing the most common business transactions. The objective is to give students a basic familiarity with the operation of QuickBooks and an overview of the accounting process as it relates to QuickBooks in a small business environment. This course requires completion of Accounting and Bookkeeping Fundamentals I or previous accounting/bookkeeping knowledge. Topics: Getting Started; The sales process; Banking and other Transactions; Vendors and Managing Expenses; Bank Reconciliation and Reports. Bring a flash drive to class. (15 hours) S199

4/21-5/19 6pm-9pm T B AR 108
 CAR 722 30 17352 NOONAN



Center for Manufacturing

Middlesex Community College partners with the Center for Manufacturing Technology in Woburn, MA to offer manufacturing technology courseware to area employers.

The Center for Manufacturing Technology is a full service training facility specializing in machine shop training, and offers a curriculum taught by top industry professionals. Students gain hands-on experience using milling, lathe and grinding machines which are used by today's manufacturers. Your business will benefit from a training program customized especially for your employees by skilled and experienced instructors. Diverse programs, flexible scheduling and employee certification will strengthen the skills of your workforce and improve your bottom line. Classes begin weekly.

Prerequisites: A study of signed numbers and the order of operations, powers, laws of exponents, roots, linear equations, point plotting, graph of straight lines and a brief introduction to plane geometry.

Please note: Classes begin weekly. All training takes place at Center for Manufacturing Technology, 30 Nashua Street, Woburn.

To learn more, call Lisa Tuzzola at 978-656-3109, or e-mail tuzzolol@middlesex.mass.edu

Intro to General Machine Shop Practices

Students are introduced to the complex and rewarding field of Precision Machining. The program begins with Math Fundamentals and as you progress, you'll learn about Basics of Manual Mill, Basics of Engine Lathe, Blueprint Reading, Basics of Tolerance, Structure of Metals, Grinding Processes, Mechanics of CNC, Basics of CNC Machining, and Basics of CNC Turning. During the training session students will participate in school projects or practical 'labs,' gaining valuable hands-on experience, creating hand tools or locating devices. Enrollment cycles are 16 weeks in length (four days per week, five hours per day), providing ample time for learning and content retention. In addition, Center for Manufacturing Technology has established measurable goals and rewards for consistent attendance, acceptable test and lab scores, and additional scholastic accomplishments.

BIN 601 94 16133 (320 hours) \$7,500

Manufacturing Best Practices for Success

Manufacturing Best Practices for Success is a 12-week, 52-hour course designed to instruct students in Manufacturing, Finance and Accounting, Strategy and Leadership, Marketing and Sales, Quality, Human Resources, Information Technology and Team Approach.

BIN 602 94 16129 (52 hours) \$1,335

MasterCam 2D Entry Level

The MasterCam 2D is a 10-lesson, 40-hour entry level course designed to instruct students in Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM). Students will use Master-Cam to create CNC (Computer Numerical Control) programs. These programs will be posted from MasterCam into G-code then uploaded into a Haas Simulator so the student can verify the program. In addition, students will learn the five crucial steps that must be addressed when using MasterCam to create a CAD drawing and CAM program. BIN 605 94 16131 (40 hours) \$2,000

MasterCam 3D Entry Level

The MasterCam 3D course is a 10-lesson, 40-hour class designed for entry-level students who have completed course BIN 605 94 Master-Cam 2D Entry Level. The major difference in 3D is the capacity to create curves in the Z axis (up-and-down direction), thus allowing many more types of objects to be milled. The 3D course will continue the pattern established in 2D of answering the five questions that must be addressed each time MasterCam is used.

BIN 607 94 16134 (66 hours) \$4,200

Basic Blueprint Reading

Basic Blueprint Reading is a five-lesson, 20-hour course designed to instruct students how to read an engineering Blueprint. SolidWorks (CAD) software will be used to both illustrate and reinforce the student's blueprint reading skills.

BIN 609 94 16136 (20 hours) \$2,220

Introduction to Inspection Practices

Introduction to Inspection Practices is a 19-week course, taught in four hour sessions, two days a week. Students will be taught Inspection fundamentals such as; Reading Dial Calipers, Micrometer, Height Gage and Basic Machine Shop Math. The course is a combination of multimedia learning and hands on practical application in our lab.

BIN 611 94 16138 (76 hours) \$4,500

Meeting & Event Management Certificate

Organizing meetings, trade shows, conferences or special events requires many abilities. This certificate provides the practical skills and knowledge to successfully plan, organize, manage, promote and evaluate meetings and events. You will get an overview of the many sectors of the meeting and event planning industry. Course is taught in both lecture and applied formats so you will gain real-world experiences. Career opportunities include corporate event management, tradeshow, conventions, visitor bureaus, catering, venue sales, wedding planning, and vendor representation. Topics include: components of managing and planning events, selection of appropriate sites, pre-event publicity and marketing, audio-visual technology, budgeting, and negotiation. Bio: Andrea Flaherty has more than 20 years of experience in the event planning and marketing communications field, having worked in trade shows, events, conferences and marketing communications in various roles in publishing, research and hi-tech. She has managed more than 75 domestic and international events, directing the strategic planning, event operations and logistics. Andrea Flaherty has been teaching at MCC for nine years and has also served on several marketing and events committees for local non-profits and industry associations. (30 hours) \$499

2/2 - 3/30 6pm-9pm M/R B HH 115
 CAR 710 30 12300 FLAHERTY

Class dates: Feb 2, 9, 23, 26, March 9, 12, 19, 23, 26, 30





Digital Photography

Digital imaging is the medium that most photographers work with today. Take your photography hobby to the next level with the Digital Photography certificate. This program is designed to meet the needs of anyone interested in photography, portraiture, digital image-editing or selling photos or services on the Web. To earn a certificate in Digital Photography, candidates must complete the following four courses: Digital Photography I, Digital Photography II, Adobe Photoshop CS6 for Photographers, and Business of Photography. Please contact Marci Barnes at 781-280-3669 or barnesm@middlesex.mass.edu when the courses are complete in order to receive your certificate. Instructor: Professional Photographer Alyce O'Connell.

Digital Photography I

Explore the many features and functions of your new digital camera. Using a combination of classroom instruction, one-on-one consultation, shooting assignments and critique, an expert digital photographer will guide you through the ins and outs of both the technical and artistic aspects of good digital photography. Delve into your camera's menu and discover how to optimize its features for beautiful results. Students need an SLR Digital Camera. (18 hours) \$249

1/20-2/24 6pm-9pm T B NA 102
CAR 611 30 12236 O'CONNELL

1/21-2/25 6pm-9pm W L LC 206
CAR 611 80 13654 O'CONNELL

5/12-6/16 6pm-9pm T B NA 102
CAR 611 80 13654 O'CONNELL

Digital Photography II

A continuation of Digital Photography I. Expand on your knowledge of digital photography. Learn and feel more comfortable using your camera's manual setting. Learn how to expose and compose beautiful photographs. Through assignments, critique and guidance from the instructor you will work toward developing your own personal style of photography. Students need an SLR Digital Camera. (18 hours) \$249

3/24-4/28 6pm-9pm T B NA 102
CAR 612 30 12237 O'CONNELL

3/25-4/29 6pm-9pm W L LC 206
CAR 612 80 14471 O'CONNELL

Business of Photography

Turn your passion for photography into profit. Learn how to present, price and market your photography. Explore portfolio preparation, marketing, freelance photography, working for a photographer and opening a photography studio. (18 hours) \$199

5/4-6/15 6pm-9pm M B AR 101
CAR 615 30 12238 O'CONNELL

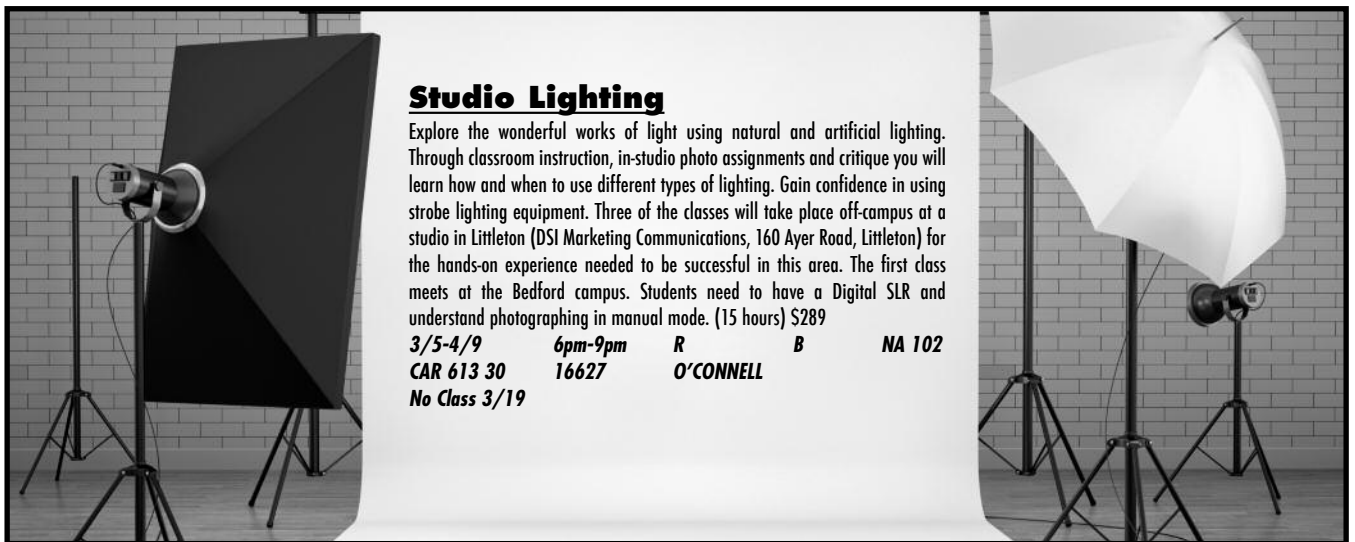
No class 5/25

Adobe Photoshop CS6

Have you ever seen photographs that were ripped or faded, then perfectly restored and wondered, how they did that? Perhaps you have marveled at the way a portrait can be transformed to make the subject appear 10 years younger or how people can be added or deleted to a scene. This course will cover batch processing images, advanced masking techniques, special effects and filters. We will explore the exciting possibilities in High Dynamic Range Photography (HDR), the current creative trend in image manipulation. Photoshop CS has become an essential tool for professional and amateur photographers and is considered to be "Today's Darkroom." (18 hours) \$249

5/7-6/11 6pm-9pm R B AR 209
CAR 610 30 17356 RICCA

Students who earn the digital photography certificate can be awarded 3 credits for course ART 144, Digital Photography.



Studio Lighting

Explore the wonderful works of light using natural and artificial lighting. Through classroom instruction, in-studio photo assignments and critique you will learn how and when to use different types of lighting. Gain confidence in using strobe lighting equipment. Three of the classes will take place off-campus at a studio in Littleton (DSI Marketing Communications, 160 Ayer Road, Littleton) for the hands-on experience needed to be successful in this area. The first class meets at the Bedford campus. Students need to have a Digital SLR and understand photographing in manual mode. (15 hours) \$289

3/5-4/9 6pm-9pm R B NA 102
CAR 613 30 16627 O'CONNELL

No Class 3/19



Energy Auditing

Basic Energy Auditing

Target student: A field engineer, junior energy auditor or accomplished residential energy auditor aiming to become proficient in auditing large commercial and institutional facilities. This course introduces the student to the wide variety of energy using systems found in large commercial and institutional facilities. This 16-hour course will cover components that make up the various systems; how they work, how they are controlled, and the many ways in which energy consumption can be reduced. Energy using systems to be studied include: HVAC systems, cooling towers, chillers, boilers, lighting, fans, pumps, motors, etc. This class dovetails into Advanced Energy Auditing, where calculation methodologies are taught. This class will grant 16 PDHs or 1.6 CEUs. (16 hours) \$499

3/24-5/12 4pm-6pm T B NA 109
 CAR 667 30 14468 GUERTIN

Advanced Energy Auditing

Target student: Senior or junior energy auditor that needs to develop necessary analytical skills to calculate energy savings in large commercial and institutional facilities. The course will cover data manipulation and analyses techniques that are necessary to calculate energy savings that are acceptable to utilities for a wide variety of energy conservation measures (Envelope, DHW, Water, Motors, VFDs, HVAC, Fan, Pumps, Chillers, Boilers, Lighting, etc.). Measurement and verification of savings will be discussed. Detailed analyses of weather data and utility billing, including interval data, will be included. VBA macros will be provided and developed in class. Simple analysis techniques (such as using degree days) will be reviewed as well as detailed bin tables with regression analyses. To get the most from this class each student will need to bring a laptop computer with Excel loaded (Excel 2010 or higher is necessary to take full advantage of the class, although not a lot will be missed if earlier versions of Excel are used.) Note: this class is not a beginner Excel class. This class will grant 16 PDHs or 1.6 CEUs. (16 hours) \$499

3/24-5/12 7pm-9pm T B NA 109
 CAR 690 30 16593 GUERTIN



SOCIETY FOR HUMAN RESOURCE MANAGEMENT

Human Resource Management

SHRM Learning System for CP/SCP Certification

The NEW 2015 SHRM-CP/SHRM-SCP certification preparation course is designed primarily for HR Professionals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences needed to excel. Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. For more information visit www.SHRCertification.org. These new certifications recognize that HR professionals are at the core of leading organizational success:

- Built on one singular Body of Competency and Knowledge (SHRM BoCK™) designed to elevate the HR profession around the world.
- Tests the HR professional's competency—the ability to put that knowledge to work through critical thinking and application.
- Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies

This certification preparation program covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies: Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, and Communication. The course investment includes all course materials but does not cover registration for the SHRM-CP or SHRM-SCP examinations. Exam and course prep material are developed by SHRM. (33 hours) \$1,250. Enrollment deadline February 18. For Commonwealth of Massachusetts Employees: Course is eligible for tuition waiver only. Material/text fee is student paid.

3/2-5/18 6pm-9pm M B HH 114
 CAR 770 30 16098 FERRARO

No class March 16

SHRM HR Essentials

This 15-hour introductory course offers a solid, comprehensive overview of human resource roles and responsibilities. We will provide participants with critical knowledge to help reduce potentially costly lawsuits and improve the ability to handle challenging HR issues. This course is ideal for those who are just starting out in the HR profession, small business owners, or those who are looking for an effective way to improve their employee management skills. Tuition includes all SHRM® study materials which will be distributed the first class. HR Topics Covered: HR Management, Employment Law, Recruitment and Selection; Compensation and Benefits, Employee Development and Performance Management. In cooperation with SHRM®, 1.5 CEUs and a certificate will be awarded upon successful completion of all hours. Partial credit is not awarded. For Commonwealth of Massachusetts Employees: Course is eligible for tuition waiver only. Material/text fee is student paid. (15 hours) \$595

3/16 & 3/18 9am-5pm M and W B AR 108
 CAR 775 30 17348 MORROW

Health Careers

Medical Emergencies for the RDH and CDA

Medical emergencies do occur in the dental setting, and we all need to be prepared! This course will provide participants with guidelines for preventing and managing medical emergencies. Prevention strategies will include reviewing the patient medical history, obtaining medical consultations and modifying treatment for medically compromised patients. Participants will learn how to conduct a patient risk evaluation, the importance of emergency equipment in the office, and how to manage common medical emergencies as part of the dental team. (3 hours) S79.

At the end of the course the participant should be able to:

- Assess a patient's emergency risk
- Request necessary physician consultations before providing treatment
- Modify treatment to prevent emergencies from occurring
- Assemble an emergency medical kit
- Describe basic medical emergency management protocol
- Recognize the clinical signs and symptoms of common medical emergencies
- Manage several common medical emergencies

2/24 6pm-9pm T L LD 302
HLT 721 80 17371 TERKOSKI

Certified Healthcare Access Associate (CHAA) Exam Prep

This fast-paced exam prep course is designed for the healthcare employee working in a patient access setting. This patient access exam prep class will prepare you to sit for the Certified Healthcare Access Associate (CHAA) Exam through the National Association for Healthcare Access Management (NAHAM). This is a nationally recognized credential for the patient access field. Pre-Req: Participants must have 1 year + work experience in a healthcare setting such as admissions, registration, financial counseling, pre-certification, physician relations, guest relations, information, telecommunications, scheduling. Class topics include: Revenue Cycle; Healthcare Reimbursement/Government Regulations; Customer Relations; Exam Preparation. Students will be provided with sample exam questions both on paper and by computer. Exam fee and registration through NAHAM is a separate fee. Exam dates TBA. Participants must register with NAHAM by May 28 to sit for a July exam date. For exam eligibility requirements visit NAHAM at http://c.ymcn.com/sites/www.naham.org/resource/resmgr/Certification/NAHAM_Candidate_Guide_to_Cer.pdf. (12.5 hours) S239

4/7-5/5 6pm-8:30pm T L LC 101
HLT 734 80 16572

Local Anesthesia Certification for RDH

This course is recommended for RDH who would like to become certified in local anesthesia. MCC complies with the Massachusetts Board of Registration in Dentistry regulations for the administration of local anesthesia. At completion, the RDH will be able to administer safe, effective, and painless local anesthesia with confidence and competence. The course consists of a 40-50 hour on-line self-study prior to clinical training, interactive presentations, and a 3-day clinical training in which students will have 30 injection experiences administering the following nerve blocks: ASA, MSA, IO, PSA, GP, NP, IA, L, M, I, B and infiltration technique. The strength of this hands-on course is the amount of actual time you will administer injections to your classmates. Upon successful completion, students will be awarded a certificate and 56 CEUs and will be prepared to take the NERB exam. Partial credit is not awarded. Students are required to submit all appropriate forms: medical/dental history, consent form, memo of understanding, copy of valid CPR certification and RDH license. 4:1 student to instructor ratio during clinical. Lead Instructor: Debra November-Rider, RDH, MSDH. For complete information and required forms, visit <https://www.middlesex.mass.edu/CareerTraining/DHLA.aspx>.

Course is not eligible for waivers or vouchers. \$1,399

12/11-3/16 L LT

CAR 751 80 12297 NOVEMBER-RIDER

Clinical Training Dates are March 14, 15, 16 from 8am-6pm

Pharmacy Technician ONLINE # GES 117

This program will prepare you for entry-level pharmacy technician positions by teaching you medical and pharmaceutical terminology, basic anatomy related to the pharmacology of medications, and pharmaceutical calculations. This program provides hands-on practice in retail pharmacy procedures through an online lab module. You'll learn what information is necessary to process prescriptions and physician orders and apply that knowledge to fill mock prescriptions. The curriculum also includes the ethics of pharmacy practice and education about prescription medications, patient care and interaction, and charges and reimbursement. You'll learn everything you need to know to sit for the National Certification Exam offered by the Pharmacy Technician Certification Board. However, you'll need to make sure that the Pharmacy Technician Program will meet your state's requirements. To check, visit your state's Board of Pharmacy site for more information. You can access this information directly from the Pharmacy Technician Certification Board (PTCB) Web site at www.ptcb.org. As a part of the Pharmacy Technician Online Certification Training Program, students are required to complete a Virtual Externship. 330 hours. \$1,995. To enroll or for more info, call 877-221-5151. Not eligible for tuition waivers.

Nurse Assistant/Home Health Aide

This training program (including 4 days of weekend clinical training at a local long-term care facility) prepares you for an entry level career as a Nurse Assistant and/or Home Health Aide. Upon successful completion, students are eligible to sit for the Massachusetts Nurse Assistant Certification Exam. Students are required to have a HS diploma or GED, pass a literacy exam, complete a CORI/SORI check, and be able to lift and move 50+ pounds. Course is not eligible for waivers or vouchers. Application available: January 7, 2015. First come, first served - apply early! Enrollment limited to 10 students. To apply, contact Caitlin Campopiano at 781-280-3570 or campopiano@c@middlesex.mass.edu. (100 hours) S950

3/9-5/4 6pm-10pm M, W, R L LT 301
CAR 768 80 14416 LEWIS



Veterinary Assistant ONLINE # GES 118

This online program will prepare you to become a productive member of a veterinary team. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals. 170 hours \$1,995. To enroll or questions for MCC, call 877-221-5151. Not eligible for tuition waivers.

Medical Billing and Coding with Medical Terminology ONLINE # GES 124

This program that will prepare you to take your place in the rewarding field of healthcare. Medicine is more than patient care—it is also a business. Medical practices rely on medical billers and coders to provide the cash flow that keeps their doors open. Positions are also available with ambulatory care centers, medical equipment suppliers, insurance companies, public health agencies, consulting firms, and medical billing companies. You will learn to function as an important member of the healthcare team by providing key skills such as abstracting from medical records, assigning codes to diagnoses and procedures using the ICD-9-CM, ICD-10-CM, CPT and HCPCS Level II code books, developing insurance claims according to third-party guidelines, and understanding the legal, ethical, and regulatory concepts that are vital to this field. You will learn important terminology and study the disorders and medical procedures common to each body system. Upon completion of this program, you will be ready to take the Certified Billing and Coding Specialist (CBCS) exam, offered by National Healthcareer Association (NHA), and will receive the study guide materials, access to practice exams, and the registration fees. You will also be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC). 300 hours. \$1,995. To enroll or for more info, call 877-221-5151. Not eligible for tuition waivers.

Physical Therapy Aide ONLINE # GES 125

In this program, you will master all the skills you need to begin a career as a physical therapy aide. You will learn what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of anatomy and medical terminology. In addition, you will get a solid grounding in patient care skills, infection control, and the legal and ethical regulations that affect healthcare providers. By the end of the program, you will be fully prepared to obtain an entry-level position as a PT aide in a healthcare facility. ONLINE. 150 hours. \$1,895. To enroll or for more info, call 877-221-5151. Not eligible for tuition waivers.

Optician Certification Training ONLINE # GES 126

Opticians are in high demand in the job market, and the need for eye care professionals is constantly expanding. In this program, you'll gain the skills and knowledge you need to obtain an entry-level job as an optician while you prepare yourself to achieve American Board of Optician (ABO) certification—a certification that's required by many states and is a stepping stone to career advancement. You'll master the mathematical formulas that opticians need to know, discover how to read prescriptions for glasses and contact lenses, explore the basics of eyewear styles and materials, become familiar with the equipment opticians use, learn about prisms and lens types, and gain an understanding of eye anatomy and eye diseases. By the time you complete this program, you'll be fully prepared to begin a career as an optician—and you'll have the skills and knowledge you need to advance in this popular and exciting medical field. ONLINE. 150 hours. \$1,895. To enroll or for more info, call 877-221-5151. Not eligible for tuition waivers.

Project Management**PMP and CAPM Exam Prep – Hybrid Course**

Project Management Professional (PMP®/CAPM) certification is a globally recognized project management certification that is considered a de-facto standard for project professionals. This intensive exam prep course reviews key concepts, terms, principles, and will challenge students with sample exam questions and other exercises to prepare them for the PMP® Exam or CAPM® Exam. This course will be part classroom, part online learning. We will cover each of the PMBOK® knowledge areas and the process groups covered in the PMBOK® guide, 5th edition. Course will be taught using real world case studies using PMI's framework on fundamentals, best practices and tools that a project manager must be aware of while managing a complete life cycle project. This course will ensure participants have a complete understanding of the roles and responsibilities of Project Management utilizing real world case studies. For exam eligibility requirements visit www.pmi.org. This course is best suited for individuals who are planning on taking their exam in the near term. Course will provide quizzes, flash cards, and exam tips and tricks. Note: Students who earn a PMP® credential from the Project Management Institute can be awarded 3 credits for MCC Course # BUS 215, Project Management. Instructor bio: MBA from Babson College, F.W. Olin Graduate School and Business, and PMP AND SCPM Stanford Certified Project Manager. Neeraj is a regular speaker on Project Management issues at conferences organized by APICS, Mass. Bio Council, and New England Supply Chain Conference. Neeraj has coached more than 200 project managers from the industry with over 99% pass rate. Neeraj goes beyond PMP curriculum to provide 360 view of the project management competency using practical examples, case studies, tools, templates and group discussions. (35 hours) \$1,300

2/28-4/1 9am-4:30pm S B HH 109

CAR 806 30 16579 SHAH

In-Class Dates: April 4-25, 8:30 a.m. – 4:30 p.m.

Online WebEx meeting: May 7, 6:30 p.m. - 9 p.m.

Project Management Certificate

Today, more than ever, effective Project Management is a necessity to accomplish projects on time and within budget. This Project Management Certificate Program will provide the basics of Project Management, regardless of industry. We will discuss and practice the universal skills of Project Management, with hands-on applications and case studies. Learn about project definition, project planning, scheduling, cost control, project tools, team management, project decision making and problem solving. Students are encouraged to bring work projects for online and in-class discussions. Topics: Intro to Project Management; Project Planning and Control; Project Team Management; Project Decision Making and Problem Solving, Capstone Project. Required Text: Successful Project Management (5th edition), Gido/Clements; South Western College. ISBN: 9780538478977. Text includes trial version of MS Project 2010. (36 hours) \$549

2/2-5/4 6pm-9pm M B HH 109

CAR 719 30 15675 RABEN

No class February 16 and March 16



Management and Leadership

Management and Leadership Certificate for New Managers

Are you new to the role of manager? This program provides the skills needed to shift from an individual contributor to a well-respected manager and achieve team success. You will discover how to adjust use your unique skills and management style for this new challenge. Participants may enroll in any or all sessions but completion of all classes is required to earn a certificate of completion. Each session is 2.5 hours, \$49 per session. No class March 19

Instructor Bio: Dr. Marcie Zaharee brings 20 years of experience in academia, department of defense, and industry to Middlesex Community College. Marcie joined MITRE in 2005 as the Associate Department Head for Information Management and Practice. She worked to advance knowledge management in MITRE, championing efforts to support staff collaboration, knowledge sharing, and strengthening MITRE's knowledge base. Marcie has taught undergraduate and graduate courses at Western NE College and Webster University.



High Performance Work-Style

Learn how to develop core competencies of the high performance work style using the RESEPECT model -Recognition, Empowerment, Supportive Feedback, Partnering, Expectations, Consideration, and Trust. These competencies are taught in a dynamic and interaction classroom setting that features self-assessments and case scenarios. (2.5 hours) \$49

3/5 6pm-8:30pm R B HH 112
CAR 820 30 16557

Knowledge Management

Knowledge Management is the process of capturing, developing, sharing, and effectively using organizational knowledge. It refers to a multi-disciplined approach to achieving organizational objectives by making the best use of the institutional knowledge. Rapid changes in technology and increased emphasis on learning organizations create an urgency to understand and use knowledge competitively. This class will provide a pragmatic foundation with the current theories, practices, tools, and techniques in Knowledge Management. (2.5 hours) \$49

3/12 6pm-8:30pm R B HH 112
CAR 827 30 17355

The Leader as a Team Builder

Learn pragmatic skills to strengthen team performance through the identification of elements of effective and ineffective teams; developing team goals; encouraging member participation, increasing motivation; decision-making and risk-taking; managing conflict on the team; effective communication. (2.5 hours) \$49

3/26 6pm-8:30pm R B HH 112
CAR 822 30 16559

Performance Management

Performance management is a process for establishing a shared understanding between employees and managers. Learn how a six-step model can be used to create a performance and development partnership, and how to conduct timely performance discussions that result in mutual understanding and agreement of key accomplishments and areas for continued improvement. (2.5 hours) \$49

4/2 6pm-8:30pm R B HH 112
CAR 823 30 16560

Critical and Creative Thinking Skills

This module combines two types of thinking - critical thinking and creative thinking. Though the two are not interchangeable, they are strongly linked, bringing complementary dimensions to thinking and learning. Learn how to develop stronger critical and creative thinking skills to generate and evaluate knowledge, clarify concepts and ideas, seek possibilities, consider alternatives and solve problems (2.5 hours) \$49

4/9 6pm-8:30pm R B HH 112
CAR 824 30 16574

Leading in Times of Change

Understand the dynamics of change and its effect on productivity as well as the basic skills needed to manage change productively. Topics in include the various types of change organizations go through, natural reactions to change, strategies for leading through times of change, and understanding your temperament type in dealing with conflict. (2.5 hours) \$49

4/16 6pm-8:30pm R B HH 112
CAR 825 30 16575



MA Real Estate License Exam Prep

In partnership with the Real Estate Institute of Massachusetts, this 40-hour classroom course, mandated by the Commonwealth of Massachusetts, features both lectures and audio-visual materials. Upon completion you will be prepared to sit for the Mass. Real Estate Salesperson License Exam. Topics include: Real and personal property rights, contracts and deeds, condos and co-ops, timeshares and leases, fair housing laws, finance, brokerage and appraisal principals, Mass. laws and regulations. Textbooks and test disks are included in the tuition. By the end of the course, you will have learned everything you need to pass your written examination. Exam fee not included in the tuition. Participants must complete all 40 hours to receive a certificate of completion which is required to sit for the exam. Partial credit is not awarded. Not eligible for tuition waivers. (40 hours) \$300

2/18-3/11 1:30pm-5:30pm
M/W/F L LC 101
CAR 733 80 17354

2/28 - 4/4 9am-4:30pm
S B HH 111
CAR 733 30 16554
No class March 21



Technical Writing Certificate Program

MCC's Technical Writing Certificate Program provides students with the skills and tools to clearly and accurately inform users about technical information. In this 120-hour post graduate noncredit certificate program, students will 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 projects and make content usable. Also covered are HTML and XML and tools for authoring information for electronic and print distribution (Adobe FrameMaker 10, RoboHelp). Through lecture, online learning, and projects, students will create a portfolio featuring samples of their work. Technology Requirement: Solid MS Windows and access to a MS Windows Operating System are required. Technical skills such as FrameMaker, RoboHelp, DITA, and HTML will be learned in class. Students must have an aptitude for learning new technology. Classes are not eligible for waivers. (120 hours). For more info, contact Sheila Morin, morins@middlesex.mass.edu or <https://www.middlesex.mass.edu/careertraining/techwrite>



MIDDLESEX
Community College

Workforce Development Courses

Massachusetts Workforce Express Fund Career Training Programs for Small Businesses



The Massachusetts Workforce Express Fund has approved select short-term career training programs through Middlesex Community College for Massachusetts small businesses with less than 100 employees.

If qualified, employers can receive up to 50 percent tuition reimbursement (up to \$3,000) to send employees to training. Tuition must be paid by the employer. See application process below.

Approved Courses:

- 1050556 Local Anesthesia Certification for RDH
- 1065853 Technical Writing Certificate
- 1077194 Nurse Assistant /HHA Certification
- 1080330 Society of HR Management – HR Essentials
- 1090089 Project Management Professional (PMP Exam Prep)
- 1090723 RN Refresher Program
- 1090816 Meeting & Event Management Certificate
- 1091705 Computer Applications Certificate
- 1091805 Web Design Certificate
- 1099796 Project Management Certificate
- 1099852 MS Excel 2013 Certificate
- 1102032 Social Media Certificate



Employers please visit <http://www.mass.gov/lwd/employment-services/business-training-support/wtftp/express/how-to-apply.html> to apply. Note: The course tuition cost must be employers paid.



Questions please call Leandra Jones at (617) 727-8158 x 6951

For the approval/application process and questions contact Commonwealth Corporation at (617) 727-8158 x.6951 or e-mail Express@commcorp.org. Please see link to the online application and FAQs: <http://www.mass.gov/lwd/employment-services/business-training-support/wtftp/express/how-to-apply.html>

Social Media Certificate Program

The Social Media Certificate program is designed to provide participants with a foundation and skill set in the new, evolving world of social media. The skills can be applied immediately in the workplace or to market a small business. All eight classes must be attended in order to achieve a certificate. In order to get the most of each class, students should open an account in each platform prior to the start of class. Time will not be spent creating accounts in class. The listing below represents the order the classes occur in throughout the semester. (16 hours) \$249

1/22-3/12	6pm-8pm	R	L	LC 202
TEC 640 80	16167			
3/26-5/14	6pm-8pm	R	B	AR 102
TEC 640 30	17353			

Introduction to Social Media

Everyday people are logging into social media sites such as Facebook, Twitter, LinkedIn and Pinterest. Pinning, tweeting, watching amateur videos, blogging and updating your status is just as common as turning on the television. This course gives you an overview of the major social media sites and provides some examples of how individuals are using social media to brand themselves and businesses are using social media as a marketing tool. (2 hours)

There's a lot to "like" about Facebook

In the fast-paced world of social media marketing, some could argue that Facebook still is king (or queen). Are you interested in learning how to utilize Facebook to market your business or product? Want to feel more engaged with your customers? This workshop will introduce you to the basics of business-based social networking, get you into Facebook for some hands-on learning and generate plenty of discussion about the advantages and disadvantages of this phenomenally popular website. Topics include: Business pages, groups, events, promotions, applications, targeted advertising and insights. (2 hours)

Advanced Facebook

This course is a continuation of Facebook. The instructor will expand upon the content previously taught as well as discuss more ways to help your business by using this platform. (2 hours)



Twitter Launch for Small Business

What is a tweet and why should your customers care? Learn the secrets of engaging with your prospects and existing clients in 140 characters or less. Included will be the 5 essential best practices for Twitter use for small and growing businesses. (2 hours)

Pinterest, Instagram and more!

Pinterest is taking social media by storm growing at a pace much faster than Facebook. Learn how to pin, what to pin and how pinning can play a major role in a social media marketing plan for a business. The class will also spend time on Instagram and other applications. This class will be a lecture format with no time spent on personal platforms. (2 hours)

LinkedIn

LinkedIn has fast become the online networking application of choice. In this class you'll learn the features of LinkedIn and how they can help you in business and the job search. Topics include: home page, your profile, recommendations, contacts, groups, and jobs. (2 hours)

Advanced LinkedIn

This course is a continuation of LinkedIn. The instructor will expand upon the content previously taught as well as discuss more ways to help your business grow. (2 hours)

Social Media Marketing Plan

During this course, students will present their social media marketing plans and get feedback from the instructors. Students should come prepared with the plan they have developed throughout the duration of the certificate. (2 hours)



MINUTEMAN
A REVOLUTION IN LEARNING

These courses take place at Minuteman Technical School, 758 Marrett Road, Lexington. Registration is through Middlesex Community College.

WordPress Made Easy

Build your own website and blog easily. Using WordPress, you'll learn to build, edit, and customize your own website—without any knowledge of HTML. We'll learn both technical setup and creative customizations, tailoring our efforts to the interests and needs of the class. Students should be comfortable using a computer and the Internet. Students should expect an additional expense if they choose to purchase a website domain and host. (16 Hours) \$230

2/4-4/1	6:30pm-8:30pm	W
TEC 646 33	17363	
4/29-6/17	6:30pm-8:30pm	W
TEC 646 34	17364	

Search Engine Optimization

Improve the visibility of your website with search engines like Google. In this seminar, you will be taught sure fire ways to improve the indexing of your site in popular search engines. You will walk away with knowledge you can immediately implement on your webpages and add a marketable skill to your resume. Using Social Networking sites to drive traffic to your site will also be discussed. (2 Hours) \$30

1/21	6:30pm-8:30pm	W
TEC 650 33	17361	
4/15	6:30pm-8:30pm	W
TEC 650 34	17362	

Blogging for Marketing and Fun

Create your blog to enhance your career, build marketing talent, raise funds, or become a journalist. Use your blog as a publicity and marketing engine. (3 Hours) \$40

2/23	6pm-9pm	M
TEC 651 33	17358	
6/1	6pm-9pm	M
TEC 651 34	17359	

Computer Applications

Practical Computers - An Intro to PC's and Windows

This course is an introduction to the computer and computer applications via lecture and hands-on activities. We start with an overview of computer hardware, software, and networks that includes the use of Microsoft Windows for running programs, the creation of folders, and file management. We continue with a focus on Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Email, and the Internet. Please bring a flash drive to class. (12 hours) \$149

2/4- 2/25 6pm-9pm W B AR 102
TEC 602 30 12252 KILROY

4/1- 4/22 6pm-9pm W L LC 202
TEC 602 80 12286 KILROY

Computer Applications Certificate

This Computer Applications course prepares you for personal computer applications specialist jobs. It is for a student who is or wants to be employed in businesses that use or want to use microcomputer word processing, spreadsheet, presentation and database software packages. Microsoft Windows, Word, Excel, PowerPoint and Access are thoroughly explored in this program. Please bring a flash drive to class. (36 hours) \$499

1/22-4/9 6pm-9pm R B AR 101
TEC 618 30 15772 KELLEY

No class 3/19.

3/3-5/26 6pm-9pm T L LC 201
TEC 618 80 16141 KELLEY

No class 3/17.

MS Excel 2013 - Beginning/Intermediate

This comprehensive course provides the in-depth, hands-on instruction needed to work with Microsoft Excel 2013. In this 9-hour course students will learn the fundamentals of creating workbooks, performing calculations, using built-in formulas, formatting the worksheet, combining, sorting, and summarizing data, working with charts and printing. Please bring a flash drive to class. (9 hours) \$149

2/7-2/21 10am-1pm S L LC 202
TEC 703 80 16569 TROCHE

3/10-3/31 6pm-9pm T B AR 102
TEC 703 30 13717 TROCHE

No class March 17

4/21-4/23 1:30pm-4:30pm T, W, R B AR 101
TEC 703 35 17349 TROCHE

MS Excel 2013 Advanced

This course provides an overview of the advanced capabilities of Microsoft Excel 2013, including the following: performing calculations across multiple worksheets, Built-in-functions such as V-Lookup, PMT, and using What-if Analysis, analyzing data with PivotTables, automating repetitive tasks with macros, troubleshooting with auditing and protecting the workbook. Please bring a flash drive to class. (6 hours) \$99

3/7-3/14 10am-1pm S L LC 202
TEC 704 80 16570 TROCHE

4/14-4/21 6pm-9pm T B AR 102
TEC 704 30 12319 TROCHE

MS Excel 2013 Certificate

From beginning to advanced functions of MS Excel 2013, prepare yourself for the workforce demands as you become proficient with Microsoft Excel 2013. Whether you have used MS Excel before and just want to learn more about Excel or are completely new to the program, this course is designed to teach you the features of MS Excel to have you using it like a pro from beginning to advanced functions. The business and personal uses of the Microsoft Excel program are endless. This program will give you a powerful set of skills to help you with career advancement. Upon successful completion, you will be able to: create and format a worksheet; create formulas; manipulate and calculate data with advanced formulas, create and modify tables, present data with charts, analyze data using PivotTables, customize data, work with multiple workbooks, import and export data. Pre-req: Students must be proficient in a MS Windows environment with keyboarding skills. Please bring a flash drive to class. (24 hours) \$349

2/23-4/20 6pm-9pm M B AR 102
TEC 724 30 16566 TROCHE

No class March 16

Presto PowerPoint Presentations & More

This class promises to jumpstart the novices and introduces the most fluent of users to new and innovative ideas. Discover MS PowerPoint 2013 and its wonderful tools and features for creating original and creative presentations from basic to advanced functions. Explore the more advanced features like how to enhance presentations using PowerPoint and Windows Paint as editing tools for graphics and pictures, creating hyperlinks to connect multiple presentations, learning to match colors perfectly with your logo, and creating custom designed backgrounds for specifically focused presentations. This class will also review the do's and don'ts of creating presentations to maximize effectiveness. Prerequisite: While this is a comprehensive class that will cover the beginning, intermediate and advanced features of PowerPoint, it is not for non-computer users. Some prior experience to using MS Windows and basic word processing skills is required. Please bring a flash drive to class. (15 hours) \$249

3/4-4/8 6pm-9pm W L LC 201
TEC 743 80 17350 TROCHE

No class March 18

The Administrative Professional with Microsoft Office 2013 Master ONLINE Course # GES 842

This program teaches the basic and necessary skills to work as an Administrative Professional, including the proficiencies required to work with four major Microsoft Office programs: Word, Excel, PowerPoint, and Outlook. The program also prepares you for the Microsoft Certification Exams 77-418, 77-425, and 77-426 (Word), 77-420, 77-427, and 77-428 (Excel), 77-422 (PowerPoint), and 77-423 (Outlook). You will learn essential skills including how to work in a modern professional office, how to maintain a professional image, personal and professional ethics, communication essentials, technology basics, records and financial management, event planning and travel, and how to achieve career advancement. You will also learn advanced level skills in Microsoft Word, Excel, PowerPoint, and Outlook 2013. This program can only be taken on a PC. It is not Mac compatible. It is compatible with Windows XP and later operating systems and IE 7 and later browsers. To enroll for MCC, call 877-221-5151. Not eligible for tuition waivers. ONLINE Course. (445 hours) \$1,995

MS Word 2013 ONLINE Course # GES 839

Learn the essential skills needed to master Word 2013. This Microsoft Word 2013 (MOS) online training program teaches you Word 2013 fundamentals, while preparing you for the Microsoft Office Specialist (MOS) Certification Exam 77-418. Some of the topics covered include: basic navigation skills, such as working with the Ribbon and File tab; creating documents and templates, formatting documents; using advanced editing tools; working with document views, including viewing multiple windows. You will also learn to work with comments and track changes, compare and combine documents, use mail merge, and protect documents and restrict formatting and editing. To enroll for MCC, call 877-221-5151. Not eligible for tuition waivers. ONLINE Course. (70 hours) \$595



Irish Language I

The following Irish language course takes place at Middlesex Community College, Bedford. This 8-week course is an introduction to the Irish Gaelic language. Using a variety of games, learning exercises, and dynamic activities students will learn the basics of Irish Gaelic conversation and grammar. Additionally we will explore the rich history and culture of Ireland through songs and poetry. This class will use different media and online resources for learning and exploring this rewarding language. \$199

3/3-4/28 6pm-8pm T B HH 112
 PER 802 30 17380 HESTER
 No class March 18.



MINUTEMAN
 A REVOLUTION IN LEARNING

These courses take place at Minuteman Technical School, 758 Marrett Road, Lexington. Registration is through Middlesex Community College.

Languages

Italian for Beginners, Level I

Come and join us to learn the fundamentals of this exciting language. You'll learn basic grammar, vocabulary, and conversation, through a variety of activities and methods.

2/4-4/15 6pm-7:30pm W \$160
 PER 642 33 16613

4/29-6/3 6pm-7:30pm W \$96
 PER 642 34 17365

Italian for Beginners, Level II

This course is open to people who have already taken the Italian, Level I course or are familiar with the language (present tense, adjectives, prepositions). We will continue to study grammar by adding simple and short conversations.

2/4-4/15 7:30pm-9pm W \$160
 PER 643 33 16614

4/29-6/3 7:30pm-9pm W \$96
 PER 643 34 17366

Parliamo Italiano!

If you are fluent in Italian and want to keep up or improve your conversational ability, this class is for you. The class is conducted in Italian and different topics will be discussed during the sessions.

2/2-4/13 7:30pm-9pm M \$160
 PER 644 33 16615

4/27-6/8 7:30pm-9pm M \$96
 PER 644 34 17367

Spanish for Beginners

This course will help students develop the four skills of the Spanish language necessary for basic communication: listening, speaking, reading, and writing. These skills will be practiced and integrated regularly during the semester. Students should not expect to comprehend every word from their instructor, but should try to integrate what they do know to understand the overall meaning. The classes are planned to practice 65% conversation, 25% reading, and 10% writing.

3/12-5/21 7pm-8:30pm R \$160
 PER 645 33 16617

Spanish Conversation Group

Si usted ha aprendido español hace unos años o recientemente, de seguro disfrutará de esta clase. Los estudiantes podrán recordar lo aprendido y añadir a su conocimiento más vocabulario y más gramática. En esta clase se hablará sobre los intereses de cada estudiante y sobre los temas de actualidad. Se espera que los estudiantes ya hayan aprendido al menos los tiempos presente, pasado y futuro. Además es indispensable que traigan a la clase muchos deseos de usar la lengua.

3/10-5/19 7pm-8:30pm T \$160
 PER 646 33 16616

German for Beginners Continued

Guten Tag! Danke Schön! Gesundheit! - It's German.

This course is designed for students who are continuing with the class or others who had a brief introduction to German. The class will provide an opportunity to build vocabulary and work on basic structures of elementary German. Students will practice speaking, listening reading and writing, and learn to communicate in everyday situations. Emphasis is placed on survival skills in situations, such as eating out, shopping, social encounters, asking for directions, and expressing feelings.

2/5-4/16 7pm-9pm R \$175
 PER 647 33 16619

4/30-6/11 7pm-9pm R \$105
 PER 647 34 17368

German Intermediate

Guten Abend! Sprechen Sie Deutsch - ein wenig? This course is intended both for students continuing from the previous "German Intermediate" class and for others with previous knowledge of basic German (in the present tense) and some basic grammar (e.g. conjugation & basic sentence structure). The emphasis will be on building conversational ability by engaging in conversation about everyday situations. Participants will review and expand their knowledge of grammar and vocabulary.

2/4-4/15 7pm-9pm W \$175
 PER 648 33 16620

4/29-6/10 7pm-9pm W \$105
 PER 648 34 17369

French Intermediate

This course is intended for students who have had some exposure to French, such as courses in high school or an adult evening beginner French class. We will work on the four skills of speaking, listening, reading, and writing, with a focus on oral proficiency using a textbook, compact discs, and videos. We will end the session preparing a French dish and, of course, speaking as much French as possible while enjoying our repas.

1/20-3/31 6:30pm-8:30pm T \$175
 PER 651 33 16622

4/14-6/23 6:30pm-8:30pm T \$175
 PER 651 34 16624

Information Technology

Java Programming

This course introduces and trains participants to the Java programming language. We will present the basic concepts of object oriented programming language, JAVA language fundamentals, graphical user interfaces and embedded applet programming. Students will learn how to write applet programs through a web page. Topics include Getting Started with JAVA; JAVA Fundamentals; Class Relationships; Program Flow; Exception Handling; IO; Graphical User Interfaces; More Swing; Event Handlers; Porting Java Apps to the Web. (30 hours) S399

2/23-5/4 6pm-9pm M B AR 107

TEC 732 30 16550 KRAMER

No class March 16

Intro to Programming Concepts

This course is intended for individuals with little or no programming experience. You will learn the concepts that are common to all popular programming languages. Students will be taught how to think computationally and how to solve problems by developing computer programs. The course is beneficial for people who want to know if computer science is the right career for them or people who work in science, engineering or finance and want to learn how to construct proper code to solve problems. The course is also an excellent precursor to any specific programming language course, since the concepts are universal. Examples will be given in Java, C++ and Python languages. Topics include: Data types, Programming language statements (if, for, while, switch), Compilers, Data Structures, Object Oriented Programming, Pseudo Code, UML. Please bring a flash drive to class. (24 hours) S249

2/10-4/7 6pm-9pm T B HH 211

TEC 745 30 17370 MOORE

No class March 17

Forensic Computer Examiner ONLINE Course # GES 305

This comprehensive online program prepares you for a career in this emerging field. You'll learn not only to thoroughly examine digital media, but also to clearly document, control, prepare, and present examination results that will stand up in a court of law. You'll be able to identify where and how data is stored and how to recover and interpret data and draw appropriate conclusions based on the data. Education on the ethics of computer forensics is also included. This program is hands-on and emphasizes learning by doing. The primary certification for civilian forensic computer examiners is the Certified Computer Examiner (CCE) certification. The Forensic Computer Examiner Online Training Program is an authorized ISFCE (International Society of Forensic Computer Examiners) training course that will thoroughly prepare you to take the CCE certification exam. To enroll in this course, you'll need to have basic computer skills, including the ability to work outside the Windows GUI interface. This is because forensic examiners often need data that can't easily be accessed from within Windows. Being comfortable working within the DOS environment will be very helpful in this field. A good measure of your readiness for this program is knowing that you can successfully complete the A+ certification through CompTIA. Note that the certification is not a prerequisite. However, the basic knowledge needed for success in this program typically requires that you have the A+ level of experience. (80 hours) S3,095. For questions or to register, call 877-221-5151. Not eligible for waivers.

JavaScript ONLINE Course # EDG 766

This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. You'll learn how to define what happens when a user clicks a button or presses a key on your pages, and see how JavaScript enables your pages to make "if . . . then . . . else" decisions about what to do based on circumstances. You'll also get a chance to try out loops and timers to create animation effects. Throughout the course, you'll get plenty of hands-on practice to give you the experience you need to really understand how JavaScript works. jQuery will also be covered. By the end of the course, you'll understand how to use jQuery to catapult your basic JavaScript knowledge to incredible new heights. This course assumes students are proficient with HTML and CSS. JavaScript is always used with these two programming languages, not as an alternative. ONLINE. Classes begin monthly.

(24 hours). S130. To enroll: Step 1: www.ed2go.com/mcc to complete the online registration for your selected course. Step 2: Call MCC enrollment at 1-800-818-3434 to complete payment. Students will not have access to the online sessions until payment is made. Classes begin monthly. Not eligible for tuition waivers. For questions, 781-280-3663 or email medinat@middlesex.mass.edu

Introduction to PHP and MySQL ONLINE Course # EDG 986

Learn how to create an interactive Web site, allowing visitors to post and retrieve information provided by you or your site's visitors. Learn how to create dynamic Web pages using the PHP programming language and the MySQL database server. During the course, you'll walk through the development of a complete content management system Web application. You'll receive clear, step-by-step, instructions demonstrating how to create a complete Web site capable of dynamically displaying data from a MySQL database. You'll discover how you can allow your site's visitors to add new information to an online database, search through posted data, and create meaningful printed reports. By the end of this course, you'll have plenty of useful code templates that will help you create your very own dynamic, Web-based, content management system. ONLINE. Classes begin monthly. (24 hours). S130. To enroll: Step 1: www.ed2go.com/mcc to complete the online registration for your selected course. Step 2: Call MCC enrollment at 1-800-818-3434 to complete payment. Students will not have access to the online sessions until payment is made. Classes begin monthly. Not eligible for tuition waivers. For questions, 781-280-3663 or email medinat@middlesex.mass.edu

Microsoft Web Developer ONLINE Course # GES 314

Gain the Web development skills that can put you ahead of your competition! In this program, you will learn how to develop Web pages using .NET Framework 4.0. When you've completed the program, you'll be equipped with the foundational knowledge you will need to take the Microsoft 70-515 exam and become a fully proficient Microsoft Web Developer. Skills you will master in this program include installing and using Visual Studio 2010, using web developer express, and debugging code. You'll also explore HTML concepts, elements and tags, attributes, hyperlinks and anchors, image management, XML, CSS, .NET programming, ASP.NET, JQuery, AJAX, ASP .NET Web Applications, and .NET Framework 4.0. You will also have the opportunity to practice online lab systems. Upon completion you will have basic foundational knowledge, though we also recommend additional study time and practical application before you prepare to take your exams. (240 hours). \$1,995. For questions or to register, call 877-221-5151. Not eligible for waivers.

Cisco® CCNA® Certification Prep ONLINE GES 304

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, and operate a small enterprise branch network, including basic network security. You'll learn about routed and switched LAN Emulation networks made up of Cisco equipment while you prepare for Cisco certification. The program provides focused coverage of Cisco router and switch configuration procedures. Upon completion of this program students will be prepared to take 100-101 ICND1 and earn the CCENT, followed by 200-101 ICND2. After passing ICND1 and ICND2 students will earn the CCNA Certification. Students can also finish the program and be prepared to take the 200-120 CCNA exam, which is a single exam that can result in the CCNA certification. This program will allow you to practice in virtual interactive lab environments. To enroll, we recommend that you have experience working in a network environment. If you do not have at least 1-3 years of networking experience, we highly recommend you take a course like CompTIA Network+ first. This program is for you if you want to learn the skills necessary to become Cisco CCNA certified (150 hours) \$1,995. For questions or to register, call 877-221-5151. Not eligible for waivers.



These courses take place at Nashoba Valley Technical School, 100 Littleton Road, Westford. Registration is through Middlesex Community College.

Nail Technician Licensing

Prepare now and be a licensed Manicurist this winter! This 100-hour course will prepare you to take the Board Test and be a licensed Nail Technician. Growth in this field is projected to 19% by the Bureau of Labor Statistics. In addition to an hourly salary, Nail Technicians earn great tips for jobs well done! Tuition: \$1,475 (includes text & supplies)

1/26-5/6 3:30pm-7:30pm M/W
 CAR 682 34 17372

Basic Machine Tool Technology

Launch your life and begin a new career in this fast growing field: This entry level training offers hands-on experiences that duplicate the operations utilized in the industry. Learn to produce metal parts through milling, turning, drilling and grinding operations. Use CNC programming. Students learn the layout process, setup and procedures necessary to operate lathes, grinders and milling machines. Hobbyists also welcome! Great platform for engineers learning 'the other side' of the trade, or aspiring machinists. \$299

1/26-3/16 6pm-8:30pm M
 CAR 828 34 17375

Beginning Woodworking

Get off that couch, learn a new skill and have fun in the process. This class offers the student machine safety techniques using hand tools. The project to be made will be discussed in the first class. Students will then purchase their own lumber, and safety glasses. Woodworking is fun, challenging and oh-so-much more productive than another night with the sitcoms! \$169

1/26-3/9 6pm-8:30pm M
 CAR 829 34 17374

Intermediate/Advanced Woodworking

This course is a continuation of Beginning Woodworking or for the student that has some experience in woodworking. \$169

1/28-3/4 6pm-8:30pm W
 CAR 830 34 17376

Other Career Training

MTEL Communication & Literacy Test Prep

Are you planning to take the Communication and Literacy test for the Massachusetts Education Certification? Effectively prepare for the test by reviewing test-taking strategies, learning ways to reduce test anxiety, studying intensive review exercises and taking practice tests. This test is required for licensure as a teacher, administrator, or school nurse in Massachusetts and for students transferring to a four-year college with programs leading to teacher licensure. A textbook is required and available at the MCC Bookstore. Current MCC students may take this course at a reduced rate. Call Marci Barnes at 781-280-3669 to learn more. (10 hours) \$199

2/28-3/7 8am-1pm S B HH 107
 CAR 602 30 14979 HUTCHINSON

CopyEditing Nonfiction

Want to update your writing skills, or find another avenue for income? If you are interested in a career change or want to sharpen your writing and editing skills, copyediting may be the profession for you. Whether you are knowledgeable in history, math, parenting or fiction writing, there are editing opportunities out there. Your instructor will cover the guidelines for copy editing as well as discuss resources to locate a job in this field. Familiarity with English grammar is necessary to succeed in this course. (16 hours) \$149

3/25-5/13 6pm-8pm W B HH 107
 CAR 617 30 12241 SPENCER

Internet Marketing for Business ONLINE Course # EDG 846

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity. You'll learn how search engine optimization (SEO) works and how to track your site's performance using Web analytics. You'll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your Web site. ONLINE COURSE. Classes begin monthly. (24 hours). \$130. To enroll: Step 1: www.ed2go.com/mcc to complete the online registration for your selected course. Step 2: Call MCC enrollment at 1-800-818-3434 to complete payment. Students will not have access to the online sessions until payment is made. All classes begin monthly. Not eligible for tuition waivers. For questions, 781-280-3663 or medinat@middlesex.mass.edu

Certified Wedding Planner ONLINE Course # GES 204

Prepare for a career in wedding and special event planning by mastering the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This program allows you to earn your certification as a professional wedding and event planner, and will give you an opportunity to put your new skills to work in an optional internship. In these lessons, you'll get step-by-step training and learn concise formulas for ensuring the success of any social event, from weddings and anniversaries, to birthdays and baby showers. Once you've grasped the basics of wedding planning, you'll translate theory into real-world applications as you discover how to cultivate the vendor and client relationships that are crucial to building your business. You'll learn insider techniques on how to market your business and expand your revenue streams in the fun and exciting celebration industry. (340 hours) \$1,595 ONLINE. To enroll for MCC, call 877-221-5151. Not eligible for tuition waivers.

Culinary Adventures

Intro to Cake Decorating for Teens

Learn the art of cake decorating in this introduction course. From frosting a cake perfectly smooth to piping intricate borders, also making frosting roses will be covered. Each student will take home a fully decorated cake. Have fun learning the tricks of the trade. Maybe one day you could be just like Food Networks and TLC's top cake decorators. Everything is provided for in the cost of the supply fee of \$20 due at the first class. Ages 12 and up to attend without a parent. This class meets at the Middlesex Meetinghouse, 249 Concord Road, Billerica, MA. \$49

1/21-1/28 5:30pm-8:30pm W
PER 803 33 17381 SAVINO

Love 'N Cake

Nothing says I love you more than a Valentine's Day cake. Give your sweetie a romantic treat in this fun Dimensional fondant cake decorating class. No experience is needed; just have fun learning the hottest trend in cake decorating. A supply fee of \$15 should be paid to the instructor at the first class and everyone goes home with a fully decorated cake. Parents and students age 12+ are welcome. This class meets at the Middlesex Meetinghouse, 294 Concord Road, Billerica, MA. \$29

2/11 5:30pm-8:30pm W
PER 678 33 17382 SAVINO

A Fondant Easter

Come celebrate spring in this hands on fondant cake decorating class for all. Everyone will go home with a fully decorated cake suited perfectly for Easter. All supplies are provided for, just show up have fun learning the newest trend in fondant cake decorating. Parents and students ages 12+ are welcome. This class meets at the Middlesex Meetinghouse, 294 Concord Road, Billerica, MA. \$29

4/1 5:30pm-8:30pm W
PER 677 33 17384 SAVINO

Cake Pops

Come have fun learning one of the newest trends in cake decorating that everyone is going crazy for. "Cake pops" are made up of cake or other baked goods like rice crispy treats that are then dipped in chocolate or poured fondant. These dessert lollipop sticks make it easy to be passed out and eat right off the stick. We will be decorating all types of designs such as weddings, birthdays, holidays, even great summer themes using candies and other types of frostings that will keep you coming back for more...yum! A supply fee of \$20 should be paid to the instructor at the first class to cover all the supplies needed for the classes. Parents and students age 12+ are welcome. This class meets at the Middlesex Meetinghouse, 294 Concord Road, Billerica, MA. \$49

4/8-4/16 6pm-9pm W
PER 801 33 17383 SAVINO

The Art of Cheese

Did you know there are hundreds of types of cheese? Join us at Concord's Cheese Shop and hear owner and 30-year turophile Peter Lovis demystify the intricacies of cheese. Learn the art of cheese by tasting exquisitely made cheeses. This class meets at 29 Walden St., Concord, Mass. This course is not eligible for waivers or vouchers. (2 hours) \$50

3/4 6pm-8pm W
PER 617 30 16609

3/26 6pm-8pm R
PER 617 31 16610

Gardening

The Complete Gardener

Everything you need to know about life you can learn in the garden. This three hour experience will walk you through plant life and relate garden activities to life events. Garden terminology dominates our lexicon, how did that happen? The session will explain the proper way to perform garden activities; sowing seed, pruning shrubs, weeding and more, and translate them to social and business organizational behavior. (3 hours) \$39

3/28 9am-12pm S B HH 107
PER 698 30 16612 COPPOLA

Mastering Garden Skills

Expand your knowledge of plants, products and techniques. This course is designed for individuals seeking a more balanced gardening approach by improving their skills and understanding of plant care. Class sessions will include discussions on soil preparation, plant selection and propagation, proper use of fertilizer and pesticide, landscaping and garden design, lawn care, pest management, yard maintenance, tool selection and other subjects of interest related to the growing season. (12 hours) \$149

4/11-5/16 10am-12pm S B HH 107
PER 800 30 17373 COPPOLA

Academic Enrichment

Everyday Math ONLINE Course # EDG 611

Math isn't about plugging numbers into formulas. It's about knowing enough to make the numbers and formulas work for you. Math can be incredibly useful - but only if you understand how and when to apply it in your everyday life. You'll learn how to calculate percentages, including the proper amount to pay in tips, commissions, taxes, and discounts. You'll find out how to calculate interest rates and you'll develop a better understanding of mortgages, credit cards, and other types of loans. You'll discover a handy method for converting one type of measurement to another, and you'll be able to calculate areas correctly so you don't overspend on your next home improvement project. You'll become adept at interpreting graphs, calculating the probability that something will (or won't) happen, and understanding the statistics embedded in test results, polls, and even news stories. The lessons that make up this course are filled with practical exercises and information that you can put to immediate use. ONLINE. Classes begin monthly. 24 hours. \$130. To enroll: Step 1: www.ed2go.com/mcc to complete the online registration for your selected course. Step 2: Call MCC enrollment at 1800-818-3434 to complete payment. Students will not have access to the online sessions until payment is made. Classes begin monthly. Not eligible for tuition waivers. For questions, 781-280-3663 or email medinat@middlesex.mass.edu

Grammar Refresher ONLINE Course # EDG 622

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths. 24 hours. \$130. ONLINE. To enroll: Step 1: www.ed2go.com/mcc to complete the online registration for your selected course. Step 2: Call MCC enrollment at 1800-818-3434 to complete payment. Students will not have access to the online sessions until payment is made. All classes begin monthly. Not eligible for tuition waivers. For questions, 781-280-3663 or email medinat@middlesex.mass.edu



ONLINE Career Training Certificates

Middlesex Community College in partnership with Ed2Go Services offer online, open enrollment career training programs designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupations. Ed2Go offers over 100 online career certificate programs in the Allied Health, Computer-Internet, Information Tech, Business, Technical, Green and Construction industries. We build our programs with a team of professionals to provide the most effective web-based learning experience. Our online education is always open enrollment and includes everything students need, including textbooks and trained instructors. Some of our programs include externship opportunities with major companies. Ed2Go also offers optional Career Services to students. These courses are not eligible for waiver or vouchers.

Programs include:

- Pharmacy Technician
- Veterinary Assistant
- Cisco® CCNA® Certification
- CompTia N+ Exam Prep
- CompTia S+ Exam Prep
- Certified Indoor Environmentalist
- Performing Comprehensive Building Assessments (PCBA)
- Administrative Medical Specialist with Medical Billing and Coding and Medical Terminology
- Microsoft Office 2010 Master Certification
- Certified Bookkeeper
- Certified Mediator
- Certified Wedding Planning
- Certified Personal Trainer

For a complete listing of all courses and descriptions, please visit
<http://careertraining.ed2go.com/middlesex/>
 For questions and to enroll, call 877-221-5151.

Welcome to MCC's Ed2Go Online Instructor-Led Learning Center

Through Ed2Go, Middlesex Community College offers over 250 interactive courses that you can take entirely online. With 24/7 availability, you can learn at a time and place that is convenient for you.

All our ed2go ONLINE courses include expert instructors, many of whom are nationally known authors. Our ONLINE courses are affordable and fun! You will engage with fellow students, and learn plenty of practical information that you can put to immediate use.

Some of our most popular classes include:

- JAVA
- WordPress
- MS Project 2010
- MS Excel, Accounting Fundamentals
- Instant Italian
- Speed Spanish
- Spirit Health/Healing
- Project Management
- QuickBooks
- Business Writing and so much more!

We begin a new section of each course once per month. Most classes are 24 hours over 6 weeks. Our Ed2go online courses are affordable (most are \$130) and are fun, fast, convenient, and geared just for you. Ready to explore our catalog?
 Visit <http://www.ed2go.com/mcc/>

To enroll:

1. <http://www.ed2go.com/mcc/> to complete the online registration for your selected class.
2. Call Middlesex Community College at 1800-818-3434 to enroll in your course number and complete payment.

Students will not have access to the online sessions until payment is made. Ed2go classes are not eligible for Commonwealth of Massachusetts tuition waivers. Questions: e-mail Teresa at medinat@middlesex.mass.edu or call 781-280-3663.





CareerStep

ACADEMIC PARTNERSHIPS

Through a partnership with Career Step, we are able to offer online, career-focused education designed to help students quickly enter the workforce. Career Step is committed to providing the best education with interactive learning tools; one-on-one instructor support by phone, email, and chat; and comprehensive graduate resources to help students transition from education to employment. All Career Step offerings are not eligible for waivers or vouchers. *Payment plans available.

To contact Cherie Comeau, call 978-656-3174 or email comeauc@middlesex.mass.edu. For all offerings, more information or to register online, www.careerstep.com/middlesex.

Executive Assistant

Designed to help students gain the software and business skills needed in the modern office, the Executive Assistant program prepares students to earn the Microsoft Office Specialist (MOS) Master certification. Topics studied include Microsoft Word, Excel, Outlook, PowerPoint, and office procedures. Enrollment includes e-books and a MOS exam voucher. (160 hours) \$1995

Professional Medical Coding and Billing with ICD-10

The Professional Medical Coding and Billing program prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. Topics studied include reimbursement methodologies, biomedical sciences, and code sets, including ICD-10 coding. Enrollment includes e-books, industry codebooks, and a voucher for one of the national certification exams. (600 hours) \$2995

Medical Transcription Editor

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program prepares students for medical transcription and editing careers. Topics studied include documentation, biomedical sciences, and editing theory. Enrollment includes E-books, a transcription foot pedal, AHDI Book of Style e-book, and a voucher to take the RHDS exam. (640 hours) \$2995

Computer Technician

Developed by a Computer Technology Industry Association (CompTIA) education partner, the Computer Technician program prepares students for CompTIA A+ certification. Topics studied include hardware, software, and troubleshooting, among others. Enrollment includes e-books, exam study guides, a repair toolkit, a power supply tester, a USB drive, and CompTIA A+ exam vouchers. (305 hours) \$1995



The following online certificates and courses are offered in partnership with UGotClass. Courses within certificates can be taken individually as well. All UGotClass offerings are not eligible for waivers or vouchers.

For more information or to register for the UGotClass offerings, call 800-678-5376 or go to <http://www.yougotclass.org/catalog.cfm/catalog-complete.cfm.middlesexmass>

- Certificate in Data Analysis
- eMarketing Essentials Certificate
- Certificate in Customer Service
- Entrepreneurship Certificate
- Certificate in Teaching Adults
- Business Research Certificate
- Mobile Marketing Certificate
- K-12 Teachers: Students with ASD (Autism Spectrum Disorder)
- K-12 Teachers: Social Media and Online Tools
- NEW! Entrepreneurship Finance Certificate
- NEW! Introduction to Project Management
- NEW! Certificate in Non Profit Administration
- NEW! Powerful Presentations & Effective Speaking Techniques

For a full list of offerings, more details, or to register, call 800-678-5376 or go to www.yougotclass.org/catalog.cfm/catalog-complete.cfm.middlesexmass

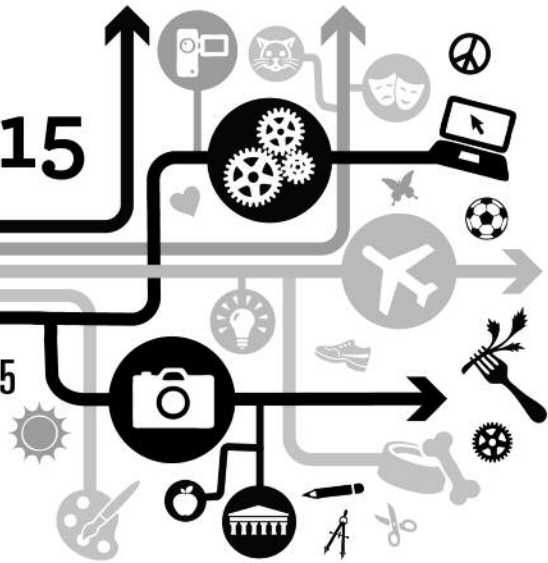


MIDDLESEX
Community College

College *for* Kids 2015

Summer Programs for Kids Ages 8 to 15

July 6 - August 14



Visit our website at www.middlesex.mass.edu/collegeforkids

Now enrolling on MCC's Bedford Campus

**after-school
tutoring center**

at



for middle school and high school students

Middlesex Community College's After-School Tutoring Center provides academic support for middle school and high school students. We can help with a variety of academic challenges, including students who are:

- ✓ Struggling with coursework
- ✓ Seeking help with special projects
- ✓ Interested in working above and beyond grade level



www.middlesex.mass.edu/afterschool

MILES

The Middlesex Institute for Lifelong Education for Seniors

MILES offers:

- Intellectual stimulation, interaction and friendship for older adults.
- Fascinating courses, with no term papers, tests or grades.
- Enrollment in as many MILES classes as you wish for a single membership fee.
- Free use of the MCC Library and Fitness Center.

MILES Opening Session

2 p.m.

Wednesday, March 18, 2015

Bedford Campus Center, Café East – Building #8

NEW PRICING!

\$15 per course section

**Spring 2015 MILES courses
will be offered
March 30 - May 7**

To Register:

Call 1-800-818-3434 from 8:30 a.m. to 8:30 p.m.
Monday-Friday. Use VISA, MasterCard or
Discover for payment.

Mail-in Complete the registration form at the back
of this booklet, and send with a check,
money order or charge-card details to
Middlesex Community College, Enrollment
Processing Center, 33 Kearney Square,
Lowell, MA 01852-1987.

**For more program information,
contact Caitlin Campopiano at 781-280-3663
or e-mail campopiano@middlesex.mass.edu**



MILES IS AN AFFILIATE OF THE ELDERHOSTEL INSTITUTE NETWORK



MIDDLESEX
Community College

Corporate Education and Training

33 Kearney Square • Lowell, MA 01852



Attention Businesses: Learn About Accessing Grants to Train Your Employees!

The Massachusetts Workforce Training Fund provides resources to businesses to train current and newly hired employees. Its goal is to help improve employee skills and maintain the economic strength of the Commonwealth's businesses.

Learn about this valuable training resource and how Middlesex Community College can provide training and grant writing assistance to area companies.

We offer free information sessions and application workshops throughout the year. Please go to www.middlesex.mass.edu/bus.ind/grants for dates and times.

**To register or for more information, call Julie Hay at 978-656-3009 or
email hayju@middlesex.mass.edu**

It's Our Business
to Help Your Business

MIDDLESEX COMMUNITY COLLEGE

We're in the Education Business

Workforce Development and Corporate Education

• Cost-Effective • Tailor-Made • Diverse Delivery Methods • A Perfect Partner •



More than 75 Degree & Certificate Programs

Career Enhancement Programs

Hundreds of Credit & Noncredit Courses

Professional Development Programs

Customized Programs for Business & Industry

On-Site, On Campus and Online



MIDDLESEX
Community College

TO LEARN MORE, CONTACT US AT

1-888-622-2400

[HTTPS://WWW.MIDDLESEX.MASS.EDU/BUS_IND/](https://www.middlesex.mass.edu/bus_ind/)

When a student drops or withdraws from a course, processing, instructional and other costs must still be met by the college. Therefore, refunds and the official withdrawal policy for Corporate and Community Education & Training non-credit courses is as follows.

To be eligible for a refund, students MUST notify the Student Information Center in writing, in person, or by calling 1-800-818-3434 to request their refund (according to the schedule below). Email: Middlesex@middlesex.mass.edu

If you wish to withdraw from a course you may also transfer to an alternative course or you may receive a 100% credit valid for 6 months. Refunds for course drops made by mail are computed according to the date of postmark. Instructors are not responsible for reporting decisions to withdraw. Lack of attendance, course abandonment or failure to make or complete payment does not constitute official course withdrawal.

If you used a credit card to pay for the course, the refund will be credited to the credit card account. In cases where a course has been cancelled by MCC, a 100% refund is made. Corporate and Community Education and Training reserves the right to cancel noncredit courses, workshops, programs, and other events for which there is insufficient enrollment and/or reschedule programs, to change instructors, to change course locations and to take other administrative actions as necessary. Corporate & Community Education reserves the right to change the content of any course information contained in our brochure or website due to error or unforeseen circumstances. Refunds are not automatically warranted based on these changes. This refund policy applies to noncredit courses only. For information regarding the refund policy for credit courses, please call 1-800-818-3434. Middlesex Community College reserves the right to make changes in policy and regulations at any time as circumstances dictate.

Course withdrawal schedule/refund policy for Corporate and Community Education and Training noncredit courses:

All MCC on campus instructor-led noncredit classes less than 30 hours:

- 5 or more business days prior to start of course 100%
- Less than 5 business days prior to start of the course 100% of tuition less a \$25 processing fee
- After course begins \$0

All MCC instructor-led Community Education classes 30 hours or more:

- 5 or more business days prior to start of course 100% refund
- Less than 5 business days prior to start of the course and before first class meeting 50% tuition refund.
- After course begins \$0

All Online, Web or Hybrid Classes:

- 5 or more business days prior to start of course 100%
- Less than 5 business days prior to start of the course and before accessing course materials, 50% tuition refund.
- After course begins \$0

Refunds for Special Programs:

- Local Anesthesia Certification for Registered Dental Hygienists, Nurse Assistant/HHA Training, and RN Refresher Program: As stated in student Memo of Understanding or Community Education course webpage.

College for Kids Program:

- 30 or more days prior to start date: 100% refund
- Less than 30 days prior to start date: 50% refund
- Start date or thereafter: no refund

Tuition Waivers for Commonwealth of Massachusetts Employees:

Commonwealth of Massachusetts employees with approved tuition waivers, tuition remission, or tuition vouchers may register for the approved noncredit course with MCC's enrollment center (1800-818-3434). Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, online courses or as indicated certain course descriptions/community education webpages. Individuals with tuition waivers are responsible for the cost of all materials, fees, supplies and/or books. Tuition waiver forms are obtained within your state agency (HR Dept). For MCC employees: <https://www.middlesex.mass.edu/humanresources/tuitwaiv09.aspx>

Step 1: Register by calling 1-800-818-3434. Please indicate that you are a Commonwealth of MA employee using a tuition waiver. Step 2: Waiver forms can be obtained within your agency HR department. Completed/approved tuition waivers MUST be applied to your student account by submitting the approved waiver form to the MCC's Student Accounts/Bursar Office. Please submit the approved tuition waiver to MCC student accounts 7-10 days prior to the course start date.

Noncredit Enrollment Records:

Noncredit courses, workshops and programs are designed for educational, vocational and specialized interests for personal and professional reasons. No academic credit is earned. The college does not maintain a permanent or official record for noncredit enrollment. The college can provide an attendance confirmation letter only during the term/semester that the course is taken. Students should contact 781-280-3663 or medinat@middlesex.mass.edu to request an attendance letter.

Course Cancellations:

Courses are sometimes cancelled. We try to notify people as best we can as long as we have appropriate contact information from our enrollment center. When circumstances permit, we provide a telephone or email notification of a course cancellation to each student 3-5 days prior to the course start date. A 100 % refund will be issued if a noncredit class is cancelled by Middlesex Community College. Questions: Call 781-280-3645.

Weather-Related Class Cancellations:

Notification of cancelled classes at Middlesex Community College are broadcast over the following AM radio stations: WRKO-680; WCAP-980; WBZ-1030. Announcements are also made at the MCC website, television channels 4,5,7, FOX and at 1-800-818-3434 or <https://www.middlesex.mass.edu/winter/> Please note that a delayed campus opening indicates a 10am start.

Credit Course Offerings



EVERYONE
TEACHES,
EVERYONE
LEARNS.



Register for Credit Classes that start
January 20
Accelerated Classes
Begin **JANUARY 3**

Register online @
www.middlesex.mass.edu
by phone 1-800-818-3434
or in person at the Student Information
Centers on both campuses

*Students taking day classes must meet with an
academic advisor before registering.*



Advantages of Starting at Middlesex

- Small classes with attentive, accessible teachers
- Conveniently located in Bedford and Lowell
- Affordability
- Flexible schedules
- Excellent transfer counseling
- Honors courses for high achieving students

Our *MassTransfer* Program Takes You from
Associate Degree to Bachelor's Degree in
ONE SMART MOVE!



MIDDLESEX
Community College

weekend | college

- Classes are available on Saturdays in a 15-week, or an accelerated 10-week format
- Credit for prior learning, training, work, or life experience may be granted
- Up to 45 transfer credits may be awarded to students with previous college experience
- Weekend classes give students additional opportunities to take required prerequisites for admission to selective health programs
- Saturday advising is available

Business Administration Transfer - Accelerated Option Courses Lowell Campus - Saturdays only

Accelerated I - January 3 - March 7

MAT 100 81 Intermediate Algebra (8am-10am)
BIO 120 81 Introduction to Biology (8am-11am)
BUS 223 81 Managerial Accounting (10:30am-12:30pm)
COM 101 80 Mass Communications (11:30am-1:30pm)
ECO 140 80 Principles of Macroeconomics (1pm-3pm)

Accelerated II - March 14 - May 16

ETH 101 81 Ethics and Society (8am-10am)
HUM 102 80 Introduction To The Humanities (8am-10am)
MAT 177 82 Statistics (10:30am-12:30pm)
BUS 240 81 Principals of Marketing (10:30am-12:30pm)
ECO 150 80 Principles of Microeconomics (1pm-3pm)
PSY 101 82 Introduction to Psychology (1pm-3pm)

A significant portion of instruction for the above listed courses will be delivered online

Saturday Morning Courses | January 24 - May 9

Meet 9-11:45am (unless noted otherwise)

Bedford Campus

ANT 101 32 Cultural Anthropology
ART 144 31 Digital Photography
BIO 120 32 Introduction to Biology (Lab meets 12-2)
BIO 131 32 General Biology (Lab meets 12-2)
BIO 231 31 Anatomy & Physiology I (Lab meets 12-2)
MAT 001 34 Preparation for College Mathematics (9-12:30)
MAT 002 34 Preparation for College Mathematics (9-12:30)
MAT 003 34 Preparation for College Mathematics (9-12:30)
MAT 100 31 Intermediate Algebra



Saturday Morning Courses | January 24 - May 9

Meet 9 -11:45am (unless noted otherwise)

Lowell Campus

ART 129 80 Ceramics I
ART 130 80 Ceramics II
BIO 131 81 General Biology (Lab meets 12-2)
BIO 105 80 Basic Anatomy and Physiology
BIO 108 80 Nutrition
BIO 255 80 Molecular Biology (Lab meets 12-3)
BIO 232 81 Anatomy & Physiology II (Lab meets 12-2)
BIO 235 81 Introduction to Microbiology (Lab meets 12-2)
CHE 121 81 Introduction to Chemistry (Lab meets 8:45-11:45; Lecture meets 12-2:45)
CHE 160 81 Principles of Bio-Chemistry (Lab meets 12-3)
COM 103 81 Speech
CSC 101 80 Introduction to Computer Science (meets 8:30-12)
ENG 102 83 English Composition II: An Introduction to Literature
MAT 001 84 Preparation for College Mathematics (9-12:30)
MAT 002 84 Preparation for College Mathematics (9-12:30)
MAT 003 84 Preparation for College Mathematics (9-12:30)
MAT 077 80 Introduction to Statistics
MAT 177 80 Statistics
SCI 130 80 Forensic Science (Lab meets 12-2)

Saturday Afternoon Courses | January 24 - May 9

Meet 12pm - 2:45pm

Lowell Campus

HST 121 80 US History Before 1865

For more information or to register for classes, contact us at 1-800-818-3434 or www.middlesex.mass.edu

Discover Our Redesigned Engineering Science Options



Begin a Bachelor's in Science degree in Engineering with MCC's revised Engineering Science associate degree program

- Developed in conjunction with the University of Massachusetts Lowell

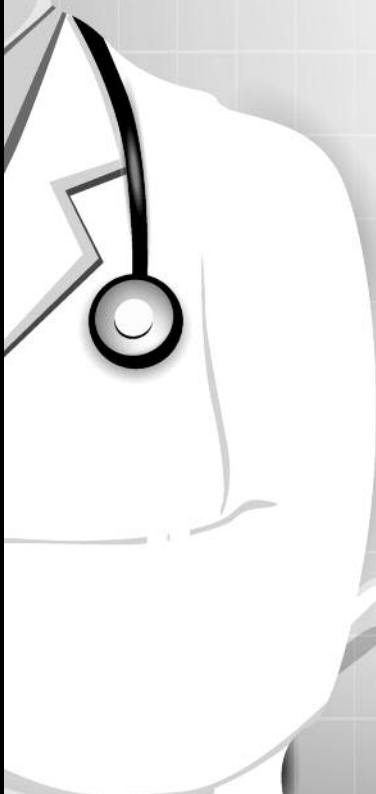
Two options available:
Mechanical Engineering and Civil/Environmental Engineering

- Take select classes at UML as part of your associate degree

MCC's Engineering Technology program for Computer Aided Design students has also been revised and can lead to an Associate Degree in Engineering.

Beginning at Middlesex Community College can help you save significantly on tuition costs while preparing you for transfer to a bachelor's degree program. Apply today!

Invest in Your Future with Health Care Career Training



.....
Interested in beginning a career in the health care field? Join us to learn about short-term training and college-credit courses that can lead to a satisfying career in an entry-level health care field. Middlesex staff will help you explore a wide array of career opportunities, such as:

- **Nursing Assistant**
- **Medical Office Administration**
- **Medical Assistant**
- **Medical Receptionist**
- **Phlebotomist**
- **Clinical Lab Assistant**

.....
{ To learn more, call 1-800-818-3434 }

Our Schedule Fits Your Schedule

Online, Morning, Evening & Saturday Credit Classes

Four Ways to Learn at Middlesex

Middlesex Community College provides students with flexible course options to fit a variety of learning and life styles. Students are urged to select the options that best meet their individual learning needs. Academic advisors can assist students in making good decisions in the selection of courses.

1) Online

Instructors and students interact online using the Blackboard course management system and existing or assigned email accounts. Using the World Wide Web as a research tool, students can complete assignments without coming to campus, and at hours they choose. These courses require access to the Web. Technology/Lab fee \$100.

2) Hybrid

Hybrid courses combine the face-to-face classroom experience with online instruction. They are a good option for students who want to try online courses but are hesitant about working entirely online. Hybrid courses meet on campus less frequently each week and require additional class time online. Hybrid courses also require that students have access to the Web.

3) Classroom and Lab

In the traditional college course format, students and the professor meet in a classroom, laboratory, clinic, or external setting for an established number of hours per week on a regular weekly schedule. Learning occurs through lectures, presentations, discussions and other classroom activities which are supplemented with out-of-class reading assignments and homework.

4) Flexible Studies

Students in Flexible Studies courses select convenient class hours from many available course meeting times, learn at their own pace, accelerate or take extra time, work with an instructor who specializes in the subject, and use a variety of learning tools such as texts, videos, computers, and online resources.

Visit <https://www.middlesex.mass.edu/flexiblestudies/> for a complete listing of Flexible Studies classes.

Call 1-800-818-3434 or
visit www.middlesex.mass.edu
(click on Register)

Early Morning Classes

BIO 105 52	Basic Anatomy & Physiology	MWF	730AM-820AM	L
CAP 101 57	Computer Applications	MWF	730AM-820AM	L
COM 103 51	Speech	TR	730AM-845AM	L
CRJ 111 52	Introduction to Criminal Justice	WF	730AM-845AM	L
CRJ 151 01	Interpersonal Communications in Criminal Justice	TR	730AM-845AM	B
ELL 054 51	Reading & Writing for ELL - Intermediate II	MW F	730AM-920AM 730AM-920AM	L L
ELL 074 51	Grammar for ELL - Intermediate II	MWF	730AM-820AM	L
ENG 071 59	Basic Writing	TR	730AM-845AM	L
ENG 101 02	English Composition I	MW F	730AM-820AM 730AM-820AM	B B
ENG 101 13	English Composition I	T R	730AM-845AM 730AM-845AM	B B
ENG 101 19	English Composition I	M WF	730AM-820AM 730AM-820AM	B B
ENG 101 19A	English Composition I	M WF	730AM-820AM 730AM-820AM	B B
ENG 101 51	English Composition I	M WF	730AM-820AM 730AM-820AM	L L
ENG 101 52	English Composition I	MF W	730AM-820AM 730AM-820AM	L L
ENG 101 58	English Composition I	MWF	730AM-820AM	L
ENG 101 78	English Composition I	T R	730AM-845AM 730AM-845AM	L L
ENG 102 02	Eng Comp II: An Intro To Lit	MWF	730AM-820AM	B
ENG 102 13	Eng Comp II: An Intro To Lit	TR	730AM-845AM	B
ENG 102 53	Eng Comp II: An Intro To Lit	MWF	730AM-820AM	L
ENG 102 65	Eng Comp II: An Intro To Lit	TR	730AM-845AM	L
ETH 101 51	Ethics and Society	TR	730AM-845AM	L
GOV 120 50	American Government	MWF	730AM-820AM	L
PSY 100 52	Explorations in Human Behavior	TR	730AM-845AM	L
PSY 101 06	Introduction to Psychology	MWF	730AM-820AM	B
PSY 101 59	Introduction to Psychology	TR	730AM-845AM	L
PSY 122 02	Child Growth and Development	TR	730AM-845AM	B

Evening Classes

AHP 100 80	Essential Skills for the Health Professional	MW	600PM-830PM	L	BUS 110 32	Introduction to Business	M	600PM-845PM	B
ANT 101 80	Cultural Anthropology	M	600PM-845PM	L	BUS 110 80	Introduction to Business	T	600PM-845PM	L
ART 121 30	Drawing I	T	600PM-845PM	B	BUS 120 31	Introduction to Accounting I	W	600PM-845PM	B
ART 121 80	Drawing I	T	600PM-845PM	L	BUS 121 30	Personal Money Management	R	600PM-845PM	B
ART 122 30	Drawing II	T	600PM-845PM	B	BUS 210 31	Principles of Management	T	600PM-845PM	B
ART 126 30	Painting I	M	600PM-845PM	B	BUS 221 30	Financial Accounting	M	600PM-930PM	B
ART 127 30	Painting II	M	600PM-845PM	B	BUS 222 30	Introduction to Finance	R	600PM-845PM	B
ART 131 30	Stained Glass I	R	600PM-845PM	B	BUS 223 32	Managerial Accounting	R	600PM-845PM	B
ART 132 30	Stained Glass II	R	600PM-845PM	B	BUS 225 30	Intermediate Accounting II	W	600PM-845PM	B
ART 144 30	Digital Photography	R	600PM-845PM	B	BUS 240 80	Principles of Marketing	R	600PM-845PM	L
ART 151 80	Graphic Design I	W	600PM-845PM	L	CAP 101 30	Computer Applications	W	600PM-845PM	B
ART 153 30	Introduction to Computer Graphics	W	600PM-845PM	B	CAP 101 80	Computer Applications	M	600PM-845PM	L
ART 155 30	Digital Imaging	M	600PM-845PM	B	CHE 121 30	Introduction to Chemistry	M	600PM-845PM	B
BIO 105 30	Basic Anatomy and Physiology	M	600PM-845PM	B			W	600PM-900PM	B
BIO 108 30	Nutrition	R	600PM-845PM	B	CHE 121 80	Introduction to Chemistry	T	600PM-845PM	L
BIO 115 30	Human Genetics	M	600PM-845PM	B			R	600PM-900PM	L
BIO 120 30	Introduction to Biology	M	600PM-845PM	B	CHE 131 30	College Chemistry I	T	600PM-900PM	B
		W	600PM-800PM	B			R	600PM-845PM	B
BIO 120 80	Introduction to Biology	T	600PM-845PM	L	CHE 131 80	College Chemistry I	M	600PM-845PM	L
		R	600PM-800PM	L			W	600PM-900PM	L
BIO 131 30	General Biology I	T	600PM-800PM	B	CHE 132 30	College Chemistry II	T	600PM-845PM	B
		R	600PM-845PM	B			R	600PM-900PM	B
BIO 131 80	General Biology I	M	600PM-845PM	L	CHE 160 80	Principles of Biochemistry	T	600PM-845PM	L
		W	600PM-800PM	L			R	600PM-900PM	L
BIO 231 30	Anatomy and Physiology I	M	600PM-845PM	B	COM 103 30	Speech	R	600PM-845PM	B
		W	600PM-800PM	B	COM 103 80	Speech	T	600PM-845PM	L
BIO 231 80	Anatomy and Physiology I	T	600PM-845PM	L	CSC 101 32	Introduction to Computer Science	T	530PM-900PM	B
		R	600PM-800PM	L	CSC 151 31	Programming I	T	530PM-900PM	B
BIO 231 81	Anatomy and Physiology I	M	600PM-845PM	L	CSC 151 80	Programming I	W	550PM-900PM	L
		W	600PM-800PM	L	ECO 140 33	Principles of Macroeconomics	T	600PM-845PM	B
BIO 232 30	Anatomy and Physiology II	T	600PM-800PM	B	EDU 102 30	Guiding Children's Behavior	R	600PM-845PM	B
		R	600PM-845PM	B	EDU 103 80	Infant and Toddler Care and Program Planning	T	600PM-845PM	L
BIO 232 82	Anatomy and Physiology II	T	600PM-800PM	L			W	600PM-845PM	L
		R	600PM-845PM	L	EDU 150 80	Discover Teaching	W	600PM-845PM	L
BIO 235 30	Introduction to Microbiology	M	600PM-845PM	B	EDU 154 30	Health, Safety, Nutr, in EC	W	600PM-845PM	B
		W	600PM-800PM	B	ENG 060 80	Preparation for College Reading III	R	600PM-845PM	L
BIO 235 80	Introduction to Microbiology	M	600PM-845PM	L			M	600PM-845PM	B
		W	600PM-800PM	L	ENG 071 30	Basic Writing	M	600PM-845PM	B
BIO 250 80	Immunology	M	600PM-845PM	L	ENG 071 80	Basic Writing	M	600PM-845PM	L
		W	600PM-900PM	L	ENG 071 81	Basic Writing	T	600PM-845PM	L
BIT 150 80	Methods of Biotechnology	TR	500PM-1000PM	L	ENG 092 80	Reading, Writing and Reasoning II	TR	600PM-845PM	L
BIT 155 80	Quality Control and Good Manufacturing Practices	W	600PM-845PM	L	ENG 101 31	English Composition I	T	600PM-730PM	B
BIT 225 80	Special Topics in Biotechnology	T	600PM-845PM	L			T	745PM-845PM	B
					ENG 101 32	English Composition I	W	600PM-730PM	B
							W	745PM-845PM	B

ENG 101 80	English Composition I	M	600PM-845PM	L	MAT 002 81	Preparation for College Math	T	530PM-900PM	L
ENG 101 82	English Composition I	R	600PM-845PM	L	MAT 002 82	Preparation for College Math	W	530PM-900PM	L
ENG 102 30	Eng Comp II: An Intro To Lit	M	600PM-845PM	B	MAT 002 83	Preparation for College Math	R	530PM-900PM	L
ENG 102 31	Eng Comp II: An Intro To Lit	R	600PM-845PM	B	MAT 002 88	Preparation for College Math	MW	530PM-900PM	L
ENG 102 32	Eng Comp II: An Intro To Lit	W	600PM-845PM	B	MAT 003 30	Preparation for College Math	M	530PM-900PM	B
ENG 102 80	Eng Comp II: An Intro To Lit	T	600PM-845PM	L	MAT 003 33	Preparation for College Math	R	530PM-900PM	B
ENG 102 81	Eng Comp II: An Intro To Lit	W	600PM-845PM	L	MAT 003 80	Preparation for College Math	W	530PM-900PM	L
ENG 102 82	Eng Comp II: An Intro To Lit	R	600PM-845PM	L	MAT 003 81	Preparation for College Math	T	530PM-900PM	L
ENG 113 80	Classics of Children's Literature	M	600PM-845PM	L	MAT 003 82	Preparation for College Math	W	530PM-900PM	L
ENG 121 80	Kerouac	W	600PM-845PM	L	MAT 003 83	Preparation for College Math	R	530PM-900PM	L
ENG 141 30	World Literature II	T	600PM-845PM	B	MAT 003 88	Preparation for College Math	MW	530PM-900PM	L
ENG 160 30	American Literature I	W	600PM-845PM	B	MAT 077 32	Introduction to Statistics	T	600PM-845PM	B
ENV 103 30	The Age of Dinosaurs	T	600PM-845PM	B	MAT 080 30	Algebra II	M	600PM-845PM	B
ENV 115 31	Environmental Studies	W	600PM-845PM	B	MAT 080 80	Algebra II	T	600PM-845PM	L
ENV 115 80	Environmental Studies	W	600PM-845PM	L	MAT 100 30	Intermediate Algebra	T	600PM-845PM	B
ETH 101 30	Ethics and Society	W	600PM-845PM	B	MAT 100 80	Intermediate Algebra	M	600PM-845PM	L
ETH 101 80	Ethics and Society	T	600PM-845PM	L	MAT 120 30	Math Modeling for Liberal Arts	W	600PM-845PM	B
FPS 100 80	Introduction to Fire Protection	M	645PM-930PM	L	MAT 165 31	Trigonometry for Engineering and Science	M	600PM-845PM	B
GGY 120 31	World Geography	W	600PM-845PM	B	MAT 177 30	Statistics	T	600PM-845PM	B
GOV 120 31	American Government	M	600PM-845PM	B	MAT 177 81	Statistics	W	600PM-845PM	L
HST 121 31	United States History Before 1865	T	600PM-845PM	B	MAT 195 30	Precalculus for Engineering and Science	T	530PM-900PM	B
HST 122 33	United States History After 1865	R	600PM-845PM	B	MUS 130 30	Applied Piano for Beginners	T	600PM-845PM	B
HST 122 80	United States History After 1865	W	600PM-845PM	L	MUS 130 31	Applied Piano for Beginners	W	600PM-845PM	B
HST 130 30	History of World Civilization Before 1500	T	600PM-845PM	B	PAR 102 30	Litigation	W	600PM-845PM	B
HST 131 80	History of World Civilization After 1500	M	600PM-845PM	L	PAR 130 30	Business Organizations	M	600PM-845PM	B
HST 930 30	World Cultures: An Honors Seminar	W	600PM-845PM	B	PAR 134 30	Family Law	T	600PM-845PM	B
HUM 104 30	Myths	T	600PM-845PM	B	PAR 210 31	Legal Research and Writing II	R	600PM-845PM	B
HUM 930 30	World Cultures: An Honors Seminar	W	600PM-845PM	B	PHL 101 30	Introduction to Philosophy	R	600PM-845PM	B
HUS 151 30	Counseling Theory/Process	R	615PM-900PM	B	PHY 105 30	Astronomy	T	600PM-845PM	B
LAN 151 80	Beginning Spanish I	M	600PM-845PM	L	PHY 151 30	Physics I	M	600PM-900PM	B
LGL 101 30	Introduction to Law	M	600PM-845PM	B			W	600PM-800PM	B
LGL 102 80	Business Law	W	600PM-845PM	L	PHY 152 30	Physics II	T	600PM-845PM	B
MAT 001 30	Preparation for College Math	M	530PM-900PM	B			R	600PM-800PM	B
MAT 001 33	Preparation for College Math	R	530PM-900PM	B	PSY 101 32	Introduction to Psychology	M	600PM-845PM	B
MAT 001 80	Preparation for College Math	W	530PM-900PM	L	PSY 101 34	Introduction to Psychology	W	600PM-845PM	B
MAT 001 81	Preparation for College Math	T	530PM-900PM	L	PSY 101 80	Introduction to Psychology	T	600PM-845PM	L
MAT 001 82	Preparation for College Math	W	530PM-900PM	L	PSY 122 31	Child Growth and Development	T	600PM-845PM	B
MAT 001 83	Preparation for College Math	R	530PM-900PM	L	PSY 125 30	Psychology of Success	T	600PM-845PM	B
MAT 001 88	Preparation for College Math	MW	530PM-900PM	L	PSY 125 80	Psychology of Success	M	600PM-845PM	L
MAT 002 30	Preparation for College Math	M	530PM-900PM	B	PSY 150 31	Abnormal Psychology	M	600PM-845PM	B
MAT 002 33	Preparation for College Math	R	530PM-900PM	B	PSY 160 30	Dynamics of Interpersonal Relations I	T	600PM-845PM	B
MAT 002 80	Preparation for College Math	W	530PM-900PM	L	PSY 160 31	Dynamics of Interpersonal Relations I	T	600PM-845PM	B
					SOC 101 35	Introduction to Sociology	T	600PM-845PM	B

SOC 101 36	Introduction to Sociology	R	600PM-845PM	B
SOC 101 80	Introduction to Sociology	T	600PM-845PM	L
THE 101 80	Introduction to Acting	T	600PM-845PM	L
TMA 100 80	Mathematics for Technology	MW	600PM-800PM	L

Online Classes

ANT 101	Cultural Anthropology
ART 101	Art Appreciation
ART 106	Art History after 1500
ART 139	Art of the Web
BIO 100	Sexually Transmitted Diseases
BIO 105	Basic Anatomy and Physiology
BIO 108	Nutrition
BUS 101	Business Mathematics
BUS 105	Keyboarding
BUS 110	Introduction to Business
BUS 140	Sales Principles
BUS 150	Hospitality Management
BUS 152	Food/Beverage Cost and Revenue Management
BUS 153	Introduction to the Hospitality Industry
BUS 170	Fashion & Retail Merchandising
BUS 190	Tourism Geography
BUS 210	Principles of Management
BUS 213	Business Communications
BUS 221	Financial Accounting
BUS 223	Managerial Accounting
BUS 226	Computerized Accounting
BUS 240	Principles of Marketing
BUS 242	Advertising
CAP 101	Computer Applications
CAP 155	Spreadsheet Applications
CAP 158	Introduction to Video Games
COM 101	Mass Communications
COM 103	Speech
COM 106	Film, Video and Society
COM 109	Reporting and the Internet
CRJ 111	Introduction to Criminal Justice
CRJ 122	Juvenile Justice Process
CRJ 131	Constitutional Law
CRJ 231	Principles of Correction
CSC 101	Introduction to Computer Science
CSC 108	Introduction to Video Games
CSC 156	Operating Systems Basics and Security
CSC 201	Computer Organization/Assembly Language
ECO 140	Principles of Macroeconomics
ECO 150	Principles of Microeconomics
EDU 252	Administration of Early Childhood Program

ENG 101	English Composition I
ENG 102	Eng Comp II: An Intro To Lit
ENG 113	Classics of Children's Literature
ENG 117	History of Theater
ENG 170	Crime and Punishment in Literature
ENV 108	Renewable Energy
ENV 110	Introduction to Ocean and Marine Biology
ENV 115	Environmental Studies
ETH 101	Ethics and Society
FPS 101	Fundamentals of Fire Prevention
FPS 150	Hazardous Materials
FPS 200	Fire Arson Investigation
FPS 203	Law and the Fire Service
GGY 120	World Geography
GOV 120	American Government
HST 121	United States History Before 1865
HST 122	United States History After 1865
HST 130	History of World Civilization Before 1500
HST 131	History of World Civilization After 1500
HUM 100	Explorations in Humanities
HUM 102	Introduction to the Humanities
HUS 101	Introduction to Human Services
ITC 101	Introduction to Information Technology
LAN 152	Beginning Spanish II
LGL 101	Introduction to Law
LGL 102	Business Law
MAS 101	Medical Terminology
MAT 001	Preparation for College Math
MAT 002	Preparation for College Math
MAT 003	Preparation for College Math
MAT 077	Introduction to Statistics
MAT 080	Algebra II
MAT 100	Intermediate Algebra
MAT 165	Trigonometry for Engineering and Science
MAT 177	Statistics
MAT 182	Precalculus for Business and Social Science
MAT 195	Precalculus for Engineering and Science
MAT 290	Calculus I for Engineering and Science
MUS 101	Music Appreciation
PAR 110	Legal Research and Writing I
PAR 198	Law Office Management
PHL 101	Introduction to Philosophy
PSY 100	Explorations in Human Behavior
PSY 101	Introduction to Psychology
PSY 120	Child Psychology
PSY 122	Child Growth and Development
PSY 123	Developmental Disabilities

PSY 125	Psychology of Success
PSY 127	Human Sexuality
PSY 138	Research Methods in Behavioral Sciences
PSY 162	Alcoholism and Substance Abuse
SOC 101	Introduction to Sociology
SOC 118	Multicultural Communications
SOC 150	Sociology of the Family
THE 117	History of Theater

Hybrid Classes

A Combination of Classroom and Online Instruction

BIO 120	Introduction to Biology
BIO 131	General Biology I
BIO 232	Anatomy and Physiology II
BIO 235	Introduction to Microbiology
BUS 223	Managerial Accounting
BUS 240	Principles of Marketing
CHE 121	Introduction to Chemistry
COM 101	Mass Communications
CRJ 153	Law, Justice and Society
CSC 151	Programming I
ECO 140	Principles of Macroeconomics
ECO 150	Principles of Microeconomics
ETH 101	Ethics and Society
ETH 105	Introduction to Bioethics
HUM 102	Introduction to the Humanities
LGL 153	Law, Justice and Society
MAT 100	Intermediate Algebra
MAT 177	Statistics
MAT 182	Precalculus for Business and Social Science
PHL 108	Applied Ethics in Dental Hygiene
PSY 101	Introduction to Psychology
SCI 130	Forensic Science

Saturday Classes

ANT 101 32	Cultural Anthropology	900AM-1145AM	B
ART 129 80	Ceramics I	900AM-145AM	L
ART 130 80	Ceramics II	900AM-1145AM	L
ART 144 31	Digital Photography	900AM-1145AM	B
BIO 105 80	Basic Anatomy and Physiology	900AM-1145AM	L
BIO 108 80	Nutrition	900AM-1145AM	L
BIO 120 32	Introduction to Biology	900AM-1145AM	B
		1200PM-200PM	B
BIO 131 32	General Biology I	900AM-1145AM	B
		1200PM-200PM	B
BIO 131 81	General Biology I	900AM-1145AM	L

		1200PM-200PM	L
BIO 231 31	Anatomy and Physiology I	900AM-1145AM	B
		1200PM-200PM	B
BIO 232 81	Anatomy and Physiology II	900AM-1145AM	L
		1200PM-200PM	L
BIO 235 81	Introduction to Microbiology	900AM-1145AM	L
		1200PM-200PM	L
BIO 255 80	Molecular Biology	900AM-1145AM	L
		1200PM-300PM	L
CAP 100 80	Computer Essentials	830AM-230PM	L
CHE 121 81	Introduction to Chemistry	845AM-1145AM	L
		1200PM-245PM	L
CHE 160 81	Principles of Biochemistry	900AM-1145AM	L
		1200PM-300PM	L
COM 103 81	Speech	900AM-1145AM	L
CSC 101 80	Introduction to Computer Science	830AM-1200PM	L
ENG 101 84	English Composition I	830AM-230PM	L
ENG 101 85	English Composition I	830AM-230PM	L
ENG 102 83	Eng Comp II: An Intro To Lit	900AM-1145AM	L
HST 121 80	United States History Before 1865	1200PM-245PM	L
MAT 001 34	Preparation for College Math	900AM-1230PM	B
MAT 001 84	Preparation for College Math	900AM-1230PM	L
MAT 002 34	Preparation for College Math	900AM-1230PM	B
MAT 002 84	Preparation for College Math	900AM-1230PM	L
MAT 003 34	Preparation for College Math	900AM-1230PM	B
MAT 003 84	Preparation for College Math	900AM-1230PM	L
MAT 077 80	Introduction to Statistics	900AM-1145AM	L
MAT 100 31	Intermediate Algebra	900AM-1145AM	B
MAT 177 80	Statistics	900AM-1145AM	L
PSY 101 81	Introduction to Psychology	900AM-0300PM	L
SCI 130 80	Forensic Science	900AM-1145AM	L
		1200PM-200PM	L

Flexible Studies

ELL 053 180	Reading & Writing for ELL - Intermediate I	MW	500PM-900PM	L
ELL 054 180	Reading & Writing for ELL - Intermediate II	MW	500PM-900PM	L
ELL 055 180	Reading & Writing for ELL - Advanced I	MW	500PM-900PM	L
ELL 063 181	Listening and Speaking for ELL - Intermediate I	T	500PM-900PM	L
ELL 064 181	Listening and Speaking for ELL - Intermediate II	T	500PM-900PM	L
ELL 073 181	Grammar for ELL - Intermediate I	T	500PM-900PM	L

KEY

• M=Monday • T=Tuesday • W=Wednesday • R=Thursday • F=Friday • S=Saturday • B=Bedford • L=Lowell

ELL 074 181	Grammar for ELL - Intermediate II	T	500PM-900PM	L	LAN 156 132	Spanish II for Criminal Justice	W	500PM-900PM	B
ELL 075 181	Grammar for ELL - Advanced I	T	500PM-900PM	L	LAN 156 182	Spanish II for Criminal Justice	W	530PM-830PM	L
ELL 076 181	Grammar for ELL - Advanced II	T	500PM-900PM	L	LAN 161 132	Spanish for Medical Personnel I	W	500PM-900PM	B
ELL 085 181	Communication for ELL I	T	500PM-900PM	L	LAN 161 182	Spanish for Medical Personnel I	W	530PM-830PM	L
ENG 050 180	Preparation for College Reading I	M	500PM-900PM	L	LAN 162 132	Spanish for Medical Personnel II	W	500PM-900PM	B
ENG 050 183	Preparation for College Reading I	R	500PM-900PM	L	LAN 162 182	Spanish for Medical Personnel II	W	530PM-830PM	L
ENG 055 180	Preparation for College Reading II	M	500PM-900PM	L	LAN 171 182	Beginning Khmer I	W	600PM-900PM	L
ENG 055 183	Preparation for College Reading II	R	500PM-900PM	L	LAN 172 182	Beginning Khmer II	W	600PM-900PM	L
ENG 060 180	Preparation for College Reading III	M	500PM-900PM	L	LAN 181 131	Beginning Arabic I	T	500PM-800PM	B
ENG 060 183	Preparation for College Reading III	R	500PM-900PM	L	LAN 181 183	Beginning Arabic I	R	500PM-800PM	L
ENG 071 130	Basic Writing	M	500PM-900PM	B	LAN 182 131	Beginning Arabic II	T	500PM-800PM	B
ENG 071 181	Basic Writing	T	500PM-900PM	L	LAN 182 183	Beginning Arabic II	R	500PM-800PM	L
ENG 080 180	Academic Reading for Science and Health	M	500PM-900PM	L	LAN 183 132	Beginning Italian I	W	600PM-830PM	B
ENG 080 183	Academic Reading for Science and Health	R	500PM-900PM	L	LAN 184 132	Beginning Italian II	W	600PM-830PM	B
ENG 101 131	English Composition I	T	500PM-900PM	B	LAN 185 181	Beginning Latin	T	600PM-900PM	L
ENG 101 183	English Composition I	R	500PM-900PM	L	LAN 186 181	Latin II	T	600PM-900PM	L
ENG 102 181	Eng Comp II: An Intro To Lit	T	600PM-900PM	L	LAN 191 183	Beginning Chinese	R	600PM-845PM	L
HUM 102 181	Introduction to the Humanities	T	500PM-800PM	L	LAN 192 183	Beginning Chinese II	R	600PM-845PM	L
LAN 101 132	Beginning Finnish I	W	500PM-900PM	B	LAN 201 132	Intermediate Finnish I	W	500PM-900PM	B
LAN 102 132	Beginning Finnish II	W	500PM-900PM	B	LAN 202 132	Intermediate Finnish II	W	500PM-900PM	B
LAN 121 132	Beginning German I	W	500PM-900PM	B	LAN 221 132	Intermediate German I	W	500PM-900PM	B
LAN 122 132	Beginning German II	W	500PM-900PM	B	LAN 222 132	Intermediate German II	W	500PM-900PM	B
LAN 131 180	Beginning Japanese I	M	500PM-900PM	L	LAN 251 132	Intermediate Spanish I	W	500PM-900PM	B
LAN 132 180	Beginning Japanese II	M	500PM-900PM	L	LAN 251 182	Intermediate Spanish I	W	530PM-830PM	L
LAN 141 180	Beginning Portuguese I	M	600PM-830PM	L	LAN 252 132	Intermediate Spanish II	W	500PM-900PM	B
LAN 142 180	Beginning Portuguese II	M	600PM-830PM	L	LAN 252 182	Intermediate Spanish II	W	530PM-830PM	L
LAN 145 182	Beginning Greek I	W	500PM-800PM	L	LAN 281 183	Intermediate Arabic I	R	500PM-800PM	L
LAN 146 182	Beginning Greek II	W	600PM-900PM	L	LAN 282 183	Intermediate Arabic II	R	500PM-800PM	L
LAN 151 132	Beginning Spanish I	W	500PM-900PM	B	LAN 301 132	Advanced Finnish I	W	500PM-900PM	B
LAN 151 182	Beginning Spanish I	W	530PM-830PM	L	LAN 302 132	Advanced Finnish II	W	500PM-900PM	B
LAN 152 132	Beginning Spanish II	W	500PM-900PM	B	LAN 310 182	Advanced Spanish I	W	530PM-830PM	L
LAN 152 182	Beginning Spanish II	W	530PM-830PM	L	LAN 311 182	Advanced Spanish II	W	530PM-830PM	L
LAN 155 182	Spanish I for Criminal Justice	W	530PM-830PM	L					

Associate Degree &



MIDDLESEX
Community College

Certificate Programs

Associate Degree

- Accounting
- Automotive Technology
- Aviation Maintenance Technology
- Biotechnology Technician
- Building Construction Technology
- Business Administration Career
- Business Administration - Transfer Option
- Communications Concentration
- Computer Aided Design (CAD) Technology
- Computer Forensics
- Computer Science Transfer
- Computer Science Transfer Secure Software Development
- Computer Software & Networking Technology
- Criminal Justice – Administration of Justice Option
- Criminal Justice – Law Enforcement Option
- Criminal Justice – Transfer Option
- Culinary Arts
- Dental Assisting
- Dental Hygiene
- Dental Laboratory Technology
- Diagnostic Medical Sonography
- Early Childhood Education
- Early Childhood - Transfer
- Elementary Education - Transfer
- Energy Utility Technology
- Engineering Science - Transfer
 - Mechanical Engineering Concentration
 - Civil/Environment Engineering Concentration
- English
 - Creative Writing Concentration
 - Literature Concentration
- Environmental Health
- Fashion Merchandising
- Fine and Performing Arts - General
- Fine Arts
- Music
- Theater
- Fire Protection & Safety Technology
- Global Studies
- Graphic Design
- Hospitality Management
- Human Services
- Human Services Transfer
- Information Technology – General
- Information Technology – Transfer
- Liberal Arts and Sciences
- Liberal Studies
- Life Science
- Medical Assisting
- Medical Laboratory Technician
- Nursing – Day
- Nursing – Evening and Weekend
- Office Systems and Administration
- Paralegal - Career
- Paralegal - Transfer
- Physical Science
- Psychology – Liberal Arts & Science
- Radiologic Technology
- Social Science Concentration
- Studio Art
- World Languages Option

Certificate Programs

- Alcoholism/Substance Abuse Counseling
- Biotechnology Technician
- Clinical Laboratory Assistant
- Computer Aided Design (CAD)
- Computer Forensics
- Computerized Accounting
- Culinary Arts
- Dental Assisting
- Early Childhood Education
- Energy Utility Technology
- Entrepreneurship in Small Business Management
- Graphic Design
- Hospitality Management
- Human Services – Direct Support
- Law Enforcement
- Liberal Studies
- Medical Assisting
- Medical Office Administration
- Medical Receptionist
- Nursing Assistant
- Paralegal Studies
- Phlebotomy
- Studio Art
- Transition Program
- Travel Services Management

Pre-enrollment Advising is available. Placement Testing is required for students enrolling in a program or in an English or a Math class. Appointments for placement testing and advising may be made by calling 1-800-818-3434.



APPLY ONLINE!

visit our website @

<https://www.middlesex.mass.edu/Programs/>

Middlesex
is MOBILE!

MCC MOBILE, Middlesex Community College's FREE app – for Apple, Android & BlackBerry smartphones, iPad & Android tablets – delivers important online college news and information anytime, anywhere.

WWW.MIDDLESEX.MASS.EDU/MCCMOBILE



Make a commitment to yourself.

Finish your degree at MCC

with education that meets
YOUR needs and schedule.

Walk-in Planning Sessions

4 to 7 p.m., Wednesday, January 7
Bedford Campus Center Student Lounge

4 to 7 p.m., Tuesday, January 13
Lowell Campus City Building Cafeteria

Do you have previous college credit? Let us review your transcripts and determine what you need to finish your degree. Take courses during the *day, evening, weekends* and *online*.

You CAN fit education into your busy life!

Learn more at www.middlesex.mass.edu/FINISH or call 1-800-818-3434 to meet with an advisor.

A great place to begin your future!



IDS 105: Interdisciplinary Weekend

April 3 - 4, 2015

Latin America Today

1 Credit or Audit

Explore Latin America's cultural traditions and connections, with the world, through

- Art
- Literature
- History
- Philosophy
- Food
- Economics
- Science
- Music and Dance

With lectures from experts, readings, group discussions, hands-on workshops, and optional civic engagement opportunities, students will explore the intersections of cultures and communities in Latin America today, an experience that will enhance our capacity to participate in a diverse, globally-interconnected world. There will also be a guided museum visit. Friday dinner and Saturday lunch included.

This one credit course can fulfill a humanities, science, or social science requirement or count as a free elective toward graduation or full-time status.

Prerequisites: Eligibility for ENG 101 and MAT 080 or completion of Math Ramp-UP Modules 1-8 or by permission of instructor

Register for IDS 105 Lowell campus

15640	Friday	2:00 p.m. - 7:30 p.m.	4/3/15	Upper Café
	Saturday	9:00 a.m. - 4:00 p.m.	4/4/15	Assembly room

For more information contact Dona Cady, Dean of Global Education
cadyd@middlesex.mass.edu or 1-800-818-3434

Paralegal Studies Works for You!

Paralegals work in law firms, social service and government agencies, banks, health care organizations, large corporations and other businesses where lawyers need assistance.

We offer three ways to complete your degree:

Associate Degrees:

A balance of general education courses with a concentration in Paralegal and Legality Specialty courses.

• Liberal Studies, Paralegal Studies Career Option:

This degree allows graduates to enter the job market directly or continue their studies toward a bachelor's degree.

• Liberal Studies, Paralegal Studies Transfer Option:

This program qualifies for MassTransfer, which guarantees credit transfer to Massachusetts state colleges and the University of Massachusetts.

Certificate Program:

• Paralegal Certificate: The certificate program focuses on legal courses and is designed for someone who has already earned an associate degree or bachelor's degree and is interested in changing careers.

Three scholarships in amounts up to \$2,000 are available from the Muriel G. Hervey Memorial Scholarship fund.

You are invited to a Panel Presentation and Discussion.

What opportunities are available in the field of law? What do paralegals do and where do they do it? Are there specialties within the field? How do I research the field and find out about job opportunities? How do I get started and how do I advance? These are some of the questions our panelists will be addressing.

Join us for a lively discussion of the present and the future of the paralegal profession.

6 - 8 pm.
Tuesday, March 24, 2015
Middlesex Community College
Bedford Campus Center, Cafe East

For more information call
Halye Sugarman at 1-800-818-3434.

THE ADULT LEARNING CENTER



- LITERACY
- ADULT BASIC EDUCATION
- HiSET PREPARATION

- PRE-COLLEGE SKILLS
- EXPERIENCED TEACHERS
- SMALL CLASSES
- THREE MORNINGS A WEEK
- STUDY SKILLS AND ACADEMIC COUNSELING AVAILABLE

FOR MORE INFORMATION ABOUT THIS FREE PROGRAM, CALL
KATHY INNIS, OR LINDA MOLLOY AT 781-280-3665

*This program is supported by a grant from the Department of
Elementary and Secondary Education*



LINKS

Is a college
education
the missing link to
your success?

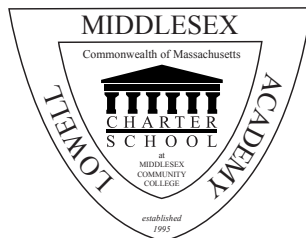
**Links is a tuition-free program for adults who
want to begin college with the academic
support that will lead to success.**

Links provides

- Academic and Career Guidance
- Skills Assessment
- Courses that will earn 5 - 11 college/institutional credits
- Individual and group support throughout the semester
- Links to college services and programs
- Preference is given to students who have a High School
Equivalency Certificate and/or have studied in a DESE-
funded Adult Basic Education Program

For more information contact, Ruth Clark at 1-800-818-3434.

This program is supported by a grant from the
Department of Elementary and Secondary Education



THE SECRET TO YOUR FUTURE SUCCESS

*may be a high school diploma from
Lowell Middlesex Academy Charter School*

Learn more about this Award-winning tuition-
free program catering to high school students
ages 16-21 who have dropped out of high
school or are at-risk of doing so.

Space is limited.
Call 978-656-3165 for more information.

The

Transition PROGRAM

nationally recognized

WINNER: Exemplary Program Award

for **STUDENTS WITH SIGNIFICANT LEARNING DISABILITIES**
TWO-YEAR, NONCREDIT, CERTIFICATE PROGRAM

Hands-on Experience

Vocational Preparation

Entry-level Business

Independent Living Skills

Information Sessions

held in Café East, Bedford Campus

9 - 11 a.m.	Jan. 22, 2015
7 - 8:30 p.m.	Mar. 5, 2015
9 - 11 a.m.	Apr. 23, 2015

For additional Information Contact: Disability Support Services
Middlesex Community College
Springs Road
Bedford, MA 01703
781-280-3630

PAC**FREE****PREPARE TO ATTEND COLLEGE**

February 2 - March 27
Monday, Wednesday, Friday
Mornings

**English Language Program from
 beginner to intermediate**

Prepare for college and begin working toward a
 better future at no cost to you!

If you have never been to college and want to improve your English skills or are thinking of continuing your education but English is a barrier, then the PAC program is for you!

Program is held on the Lowell Campus.

To register or for more information call 978-656-3267.



MCC Dental Hygiene

CLINIC

Preventive Dental Hygiene Services for the Community and the College

The Dental Hygiene Clinic at Middlesex Community College provides preventive dental hygiene services at its on-campus clinic from September through May. These services are available to the local community, as well as to MCC faculty, staff and students.

Appointments

Clinic hours vary from semester to semester, according to program schedule. For up to date info, visit www.middlesex.mass.edu/dhclinic

Costs

Minimal fees are charged to cover the expense of supplies used during treatment.

DENTAL HYGIENE CARE:		OTHER SERVICES:	
Adults:	\$27	Dental Sealants (per surface)	\$10
Children (17 years old and under):	\$22	Custom Athletic Mouth Protectors:	\$15
Adults Age 60+:	\$15	Individual X-rays	\$5
MCC Students, Staff & Faculty:	\$10	Bitewing X-rays:	\$15
		Full-Mouth X-rays:	\$25

All payment is due at the time of first visit.
 We accept cash, check and major credit cards including:
 Visa, MasterCard & Discover.



**To schedule your appointment,
 call 978-656-3250.**

Please give at least 24 hours notice when canceling an appointment.

44 MIDDLE STREET ■ LOWELL, MA 01852
WWW.MIDDLESEX.MASS.EDU/DHCLINIC



**English Learner
 Institute (ELI)**

A noncredit program that provides instruction in basic English and skills essential to American culture.

Offered during the day and evening at the Lowell campus.

IEL 100: PREPARE TO ATTEND COLLEGE (PAC)

This non-credit program is an educational starting point for potential college students. The course combines Basic English instruction with college and career counseling. An interview is required for a seat and this course meets for 42 instructional hours. Cost: Free.

Monday, Wednesday, and Friday	Feb. 2 to March 27	
	Beginner level	8:30-10:15 am
	Intermediate Level	10:15-12 pm

IEL 101: BASIC ENGLISH-PART ONE

The course combines Basic English instruction that includes reading, writing, grammar, and listening skills. Topics focus on knowledge needed to live in American society in relation to technology, careers, daily living skills, and consumer information. This non-credit course meets for 42 instructional hours. Cost: \$200 not including textbooks.

Monday, Wednesday & Friday	March 30 to May 8	8:30-11 am
Tuesday and Thursday	Feb. 3 to March 19	5-8 pm

IEL 102: BASIC ENGLISH-PART TWO

The course combines Basic English instruction that includes reading, writing, grammar, and listening skills. Topics focus on knowledge needed to live in American society. This course does not repeat material from EL 1101. This non-credit course meets for 42 instructional hours. Cost: \$200 not including textbooks.

Tuesday and Thursday	March 24 to May 7	5-8 pm
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IEL 103: PRONUNCIATION AND ACCENT REDUCTION

The course focuses on spoken American English skills that will improve oral communications for non-native speakers. This non-credit course meets for 42 instructional hours. Cost: \$200 not including textbooks.

Tuesday and Thursday	Feb. 3 to May 7	10:30 am-12 pm
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IEL 104: AMERICAN EXPRESSIONS

The course focuses on understanding everyday American phrases and idioms used in home, business and school settings. The course combines reading, writing, listening and speaking skills in various aspects of everyday life. This non-credit course meets for 42 instructional hours. Cost: \$200 not including textbooks.

Wednesday	Feb. 4 to May 6	5-8 pm
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Be Sure To Register Early

To register or for more information call Maryanne Mungovan at 978-656-3267 or stop by the Multicultural Center on the ground floor of the Lowell City Building.

Admission Events

Campus Tours	Wednesday, January 7	10 a.m.	Bedford, Enrollment Center
	Thursday, January 15	3 p.m.	Lowell, City Building Lobby
Finish Your Degree at MCC	Wednesday, January 7	4-7 p.m.	Bedford, Campus Center, Student Lounge
	Tuesday, January 13	4-7 p.m.	Lowell, City Building Cafeteria
Health Program Information Sessions	Tuesday, January 6	3 p.m.	Bedford, Campus Center, Café East
	Wednesday, January 14	3 p.m.	Lowell, Federal Building, Assembly Room
Overview of the Nursing Program Sessions	Thursday, January 8	1-2:30 p.m.	Lowell, Federal Building, Assembly Room
	Tuesday, January 27	5:30-7 p.m.	Lowell, Federal Building, Assembly Room
Spring Open Houses LOWELL BEDFORD	Saturday, March 28	9:30 a.m.	Lowell, City Building
	Tuesday, April 28	5:30 p.m.	Bedford, Campus Center

To sign up for a tour or an information session, visit our website: www.middlesex.mass.edu or call 1-800-818-3434 for more information.

Looking for your next opportunity? Not sure where to start? Career Source can help!



Our services for job seekers include:

- job search and career exploration workshops
- individual counseling
- one-on-one resume and social media profile assistance
- training opportunities
- recruitment events and connections to employers
- career resource library
- computer/internet access and other job search tools
- support services for veterans and mature workers



Visit us at www.yourcareersource.com
617-661-7867
186 Alewife Brook Parkway, 3rd floor,
Cambridge MA



TRADE CENTER PARK • WOBURN, MA

Job seeker services include:

- job-search workshops
- networking groups
- job referral and placement assistance
- resume development and counseling
- resume bank service
- career action plans
- labor market data
- career resource library
- Internet access for career-related sites
- job-search tools including: phones, copiers, fax machines and private interview rooms

Visit www.careerplacejobs.com
Call toll-free 888.273.work

College & Career Navigators



Available to assist customers of the One Stop Career Centers interested in pursuing a certificate or degree with individualized support services

- Career Place – Woburn • Career Source – Cambridge • Career Center of Lowell •

College & Career Navigators can:

- Provide a smooth transition into an educational setting, including support with program choice, the college application process, and the financial aid application and process.
- Familiarize students with supportive services, such as tutoring, advising and disability services.
- Provide referrals to other community resources inside and outside the college that will enhance student success.
- Provide assistance, support and strategies to One Stop Career Center customers seeking employment.

For more information, contact
Cherie Fisher or Nancy Quinn at 1-800-818-3434

Cost of Attendance

Spring Semester Tuition and Fee Due Date: January 5, 2015. Students who register on or after January 5, 2015 will be billed at the time of registration. All students, whether they study during the daytime, evening, weekends, or any combination, will be charged the same amount per credit, unless indicated otherwise for specific courses/ programs. The cost of attendance schedule is as follows:

Per Credit

Massachusetts Residents \$181 per credit
(In order to qualify for in-state tuition, applicants must have proof of Massachusetts residency. Residency is defined as six continuous months of permanent primary domicile prior to the start of the semester. A resident must intend to continue to live in Massachusetts indefinitely and be prepared to verify such residence. Individuals with nonimmigrant, nonpermanent residency visas will not qualify for Massachusetts residency status)	
Residents of NH, VT, ME, CT & RI \$193 per credit
(Through the NE Regional Student Program)	
Resident outside New England and International Students \$387 per credit
Massachusetts High School/Home School Dual Enrollment Program \$87 per credit
Evening and Weekend Nursing Program \$318 per credit

Other Charges

Student Health Insurance \$1,090.00* (May be waived)
Insurance coverage is a state requirement for students enrolled in 9 or more credits hours. For insurance purposes, courses comprising the 9 credits must be taken concurrently. However, students who are enrolled part time (fewer than 9 credits) can go to www.mahealthconnector.org or call 1-877-623-6765 for additional information on insurance plans offered through the state of Massachusetts.	
MASSPIRG (May be waived) \$9
Liability Insurance	
(Students in Health program) \$15*
(Students in EMT program) \$65*
Late Payment Fee	
Balance > \$1,200.00 \$100
Balance <= \$1,200.00 \$50
Nursing Program Educational Resource Fee \$500
Ramp-Up Course Materials Fee (MAT 001 only) \$50
Radiology Badge Fee (RAD 107 & RAD 203 courses only) \$50
Technology/Lab Fee for specialized courses (per course) \$100
Maximum Technology/Lab Fee per semester \$300
Entering Student Placement Testing \$50
Student Services Fee	
(If enrolled for 6 or more credits) \$25
In-Progress Course Fee (SPS only) \$75
Transcript Fee (each) \$2

Note:

1. A limited number of courses are not priced according to standard charges.
2. All tuition and fee rates are subject to change.
3. There is a returned check fee of \$20 per check. Thank you for your cooperation.

* Insurance costs are based upon current rates and are subject to change.

Students with questions regarding their billing statement can visit the Student Accounts Office. In Bedford, the Student Accounts Office is located in the Enrollment Center (Building 9), Room 224; in Lowell it is located in the City Building (third floor), Room 317. Hours for both offices are 8:30 a.m. to 4:30 p.m. Monday through Friday (extended hours are in effect prior to the start of the semester). We can also be reached in Bedford at 781-280-3645 and in Lowell at 978-656-3291.

Withdrawal/Refund Policy

When a student drops or withdraws from a course, processing, instructional and other costs must still be met by the college. Therefore, refunds for official withdrawals from credit courses are adjusted as follows:

Refund Policy for Regular Semester Schedule (Jan. 20 - May 14)**100% Adjustment/Refund, On or Before January 26**

Students who withdraw from all of their classes will be assessed a \$25 Administrative Fee.

70% Adjustment/Refund, from January 27 to February 2.

For example: 3 credits course at \$181 per credit equals \$543; 70% refund is \$380.10
Technology/Lab fee \$100; 70% refund is \$70
Student Services Fee \$25; 100% refund for students who drop below 6 credits.

25% Adjustment/Refund, from February 3 to February 16.

For Example: 3 credits course at \$181 per credit equals \$543; 25% refund is \$135.75
No refund on Student Service and Technology/Lab fees.

No Adjustment/Refund after February 16

Accelerated Sessions & Academy of Health Professions

Accelerated Session I = Jan. 3 - Mar. 7	AHP Session I = Jan. 26 - Mar. 28
Accelerated Session II = Mar. 14 - May 7	AHP Session II = Apr. 6 - May 30

100% Adjustment/Refund

Accelerated Session I On or Before Jan. 2
Accelerated Session II On or Before Mar.13
AHP Session I On or Before Jan. 25
AHP Session II On or Before Apr. 5

70% Adjustment/Refund

Accelerated Session I Jan. 3 - Jan. 5
Accelerated Session II Mar. 14 - Mar. 16
AHP Session I Jan. 26 - Jan. 27
AHP Session II Apr. 6 - Apr. 7

25% Adjustment/Refund

Accelerated Session I Jan. 6 - Jan. 12
Accelerated Session II Mar. 17 - Mar. 23
AHP Session I Jan. 28 - Feb. 3
AHP Session II Apr. 8 - Apr. 14

No Adj./Refund after

Accelerated Session I After Jan. 12
Accelerated Session II After Mar. 23
AHP Session I After Feb. 3
AHP Session II After Apr. 14

Important: To be eligible for refund students **MUST officially withdraw from their class/classes** by notifying the College in writing, in person, online, or by calling 1-800-818-3434. Official course withdrawal forms are available at each campus Student Information Center. Lack of attendance, course abandonment, etc., does not constitute course withdrawal. A student receiving Federal Title IV aid and who has officially withdrawn from the college may be entitled to a refund of tuition and fees in accordance with the federally mandated schedule.

• **Third Party Payment:** Students using company direct payment, state tuition waivers or veteran waivers **MUST** include the appropriate form or authorizing letters or purchase orders with their registration form. **STUDENTS WHO ARE RECEIVING COMPANY REIMBURSEMENT MUST PAY AT THE TIME OF REGISTRATION OR BY THE BILL DUE DATE.**

• **Tuition Waivers:** Listed below are the waivers available. A majority of these waivers cover the tuition portion of the bill only. For more details regarding these waivers and their eligibility requirements please visit the Student Accounts website at <https://www.middlesex.mass.edu/studentaccounts>. We can also be reached in Bedford at 781-280-3645 and in Lowell at 978-656-3291.

- Armed Forces
- Client of Massachusetts Rehabilitation
- Commission of the Blind
- Commonwealth September 11, 2001 Tragedy Tuition Waiver
- DSS Adopted Children Tuition Waiver
- DSS Foster Children Tuition Waiver
- Higher Education Employee Tuition Waiver
- Human Service Provider Tuition Waiver
- John and Abigail Adams Scholarship
- Massachusetts National Guard Tuition Waiver
- MCC Employee Tuition and Fee Waiver
- Native American Tuition Waiver
- Stanly Z. Koplik Certification of Mastery Tuition Waiver
- State Employee Tuition Waiver
- Valedictorian Tuition Waiver
- Veterans
- **Senior Citizens:** Permanent MA residents 60 years of age or over may take courses for \$50 per 3-credit-course and \$65 per 4-credit-course on a space available basis.
- **Reserve Officers Training Corps:** MCC students may enroll at UMass Lowell for ROTC. Scholarships are available. Call AFROTC Dept. 345, UMass Lowell, 978-934-2252.

Middlesex Community College Payment Plan

Middlesex Community College is pleased to offer the MCC Pay Plan, an interest-free monthly payment plan that can make your education payments more convenient and affordable. Each semester your tuition and fees can be divided into five (5) monthly installments. Your first monthly installment and an application fee (\$30 if enrolled in 7 or more semester credits; \$15 if enrolled in 6 or less semester credits) is due by your bill date or January 5th, whichever is earlier. Subsequent monthly installments are due by the 5th of each month, ending in May.

For more information or assistance visit our website at <https://www.middlesex.mass.edu/studentaccounts/> or contact the Student Accounts Office in Bedford at 781-280-3645 or in Lowell at 978-656-3291.

***** PLEASE NOTE: IF YOU REGISTER FOR THE PAYMENT PLAN AFTER JANUARY 5TH YOU WILL BE ELIGIBLE FOR EITHER A THREE (3) OR FOUR (4) MONTH INSTALLMENT PLAN.**

Financing Your Education

Financial Aid

To apply for financial aid at MCC, a student must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

Financial Aid awards are based on financial need, enrollment status and availability of funding.

Additional information on financial aid such as eligibility requirements, Satisfactory Academic Progress (SAP), the determination of financial need, the types of aid available, how funds are awarded and the withdrawal policy are available on the Financial Aid website at www.middlesex.mass.edu. Paper versions of this information are available in the Financial Aid Offices. You may contact the Financial Aid Office in Bedford at 781-280-3650 or in Lowell at 978-656-3242. The office's email is financialaid@middlesex.mass.edu

Registration

5 EASY WAYS TO REGISTER

WEB: Visit our website @ www.middlesex.mass.edu, click on the Middenet button.

PHONE: Call 1-800-818-3434 from 8:30 a.m. - 8:30 p.m. Monday - Friday. For out of state call 978-656-3370. Use VISA, MasterCard or Discover. Please have your number and expiration date when you call.

FAX: 24 hours, 7 days a week. Send your completed registration form to us by dialing 978-656-3443. Remember to complete your VISA/MasterCard/Discover details.

Visit: Bedford: (Enrollment Center) Room 118 **Lowell:** City, Room G-02
Monday-Thursday, 8:30 a.m.-9:30 p.m. Friday, 8:30 a.m.-5 p.m.
Saturday, 8:30am-3pm

Mail: Complete the registration form and enclose payment in the full amount payable to:

Middlesex Community College, or complete the appropriate charge card information. Students taking day classes must meet with an academic advisor before registering.

Academic Centers for Enrichment

Academic Centers for Enrichment (ACE) offer individual and group tutoring on the Bedford and Lowell campuses.

- The Centers are staffed by professional and peer tutors.
- Tutoring is available for most subjects taught at MCC.
- Tutoring Centers are open for walk-in sessions and by appointment, Monday-Saturday
- Online tutoring is available 24/7 through the Academic Centers for Enrichment website, www.middlesex.mass.edu/ACE or at eTutoring.org.
- Tutoring is also available on select evenings and by appointment.

Tutoring is a FREE service for all MCC students.

To learn about the tutoring schedules, tip sheets, other resources and the tutoring services at MCC, visit our website: www.middlesex.mass.edu/ACE or eTutoring.org

College Resources

Academic, Career, Transfer Centers & Student Information Centers

Academic, Career, Transfer Centers

A centralized location to get...

- Admission Counseling
- Academic Advising
- Academic Plan Development
- Goal Clarification
- Course Content Information
- Incoming Transfer Credit Evaluation
- Transfer Counseling to Baccalaureate Programs
- Information on Degree Audit
- Graduation Review
- Career Counseling
- Job Search Strategies
- Resumes and Cover Letters
- Self Assessment for Major and Career Plans
- On-Campus Recruitment
- Information on Occupation and Labor Trends
- Transcripts

Student Information Centers

Where students and faculty get quick and complete information on...

- Any questions you may have
- Student Advocate
- Admission Applications
- Registration
- Add/Drop
- Course Withdrawal
- Graduation Applications
- Grades & Grade Changes
- Class Lists
- Help with MiddleNet
- Transcripts

Plus a Resource for Faculty Advisors

Bedford: Enrollment Center Building, First Floor, Room 115

Lowell: City Building, Ground Floor, G02

Student Information Center and Academic, Career and Transfer Center Hours.

• The Centers are open

Monday through Thursday from 8:30 a.m. - 9:30 p.m.

Friday from 8:30 a.m. - 5 p.m. and Saturday 8:30 a.m. - 3 p.m.

All current students or students considering Middlesex have access to the services of the Academic Career and Transfer Centers for assistance with admission counseling, overall program planning, course selection, and individualized attention to their specific academic needs and goals including transfer planning.

For appointments, call 1-800-818-3434.

Bookstore Hours

BEDFORD	LOWELL
Campus Center, 781-276-4211	88 Middle Street, 978-322-8323
Monday-Thursday, 8 a.m. - 4 p.m.	Monday-Thursday, 8 a.m. - 4 p.m.
Friday, 8 a.m.-1 p.m.	Friday, 8 a.m.-1 p.m.
Barry Brown, Store Manager brownba@middlesex.mass.edu 781-276-4211	Jennifer MacGillivray, Store Manager macgillij@middlesex.mass.edu 978-322-8323

Evening and Saturday hours are observed for Spring term opening. The Lowell Bookstore will be open for Weekend College students. Contact the bookstore directly for specific hours. Textbook information, prices, and sales are available online at www.efollett.com.

Changes to your Class Schedule

- Course Changes**
 The add/drop and withdrawal procedures must be followed, or students may receive a grade of "F" for courses in which they enrolled but did not attend, or stopped attending. Failure to attend a course or a section does not constitute formal withdrawal. Forms for add/drop and withdrawal are available in the Student Information Centers (Bedford, Enrollment Center; Lowell, City, ground floor).
- Add/Drop**
 Students are allowed to change course selections through the add/drop period. Students may add during the first week and drop through the second week of the semester. It is recommended that students meet with an advisor to make sure a change is appropriate. **Note: Please refer to the withdrawal/refund policy on page 37 for more information regarding financial responsibility.**
- Course Withdrawal**
 Students who formally withdraw from a course within the first two-thirds of a semester will be assigned a grade of "W".
- Course Auditing**
 To audit a course, students must register in the usual manner, pay the full course cost, and are expected to observe the class format set by the instructor. The auditing student will receive no grade for the course. However, assuming assignments and examinations have been fulfilled, a student may change from audit to credit status during the first month of classes.
- Course Cancellations**
 Courses are sometimes cancelled. We try to notify people as best we can. When circumstances permit, we telephone or mail notification of a course cancellation to the student approximately 5 days prior to the start of class. Our staff will be glad to help you select an alternative course or expedite a refund.

College Placement Testing

Because we believe that college level reading, writing, and math skills are essential to academic success, Middlesex requires students to take placement tests before enrolling in credit courses. Some students may need to complete preparatory coursework to build the academic competence necessary for college work. Your test scores will provide information to help you and your advisor select the courses that are right for you. Students admitted to a program, and any students enrolling in their first English or math course must take the placement test. In order to be eligible to participate in a specific academic program and/or enroll in credit classes, students must achieve a minimum score of 33 out of 120 on the reading portion of the test.

Exemption: If you are transferring credits in English or math from another college or have taken the MCC Placement Testing at an earlier date, you may qualify for an exemption from all or part of the test. The test is administered by appointment on both the Bedford and Lowell campuses days, evenings, and weekends. You may schedule your test by

calling 1-800-818-3434 or by visiting the website, www.middlesex.mass.edu. You will be required to show a picture ID.

Computer Access

- Open to MCC students
- Free access to the internet
- Technical support available
- Computer Classrooms

Open labs are located in the college libraries.

Disability Support

Middlesex Community College is committed to the policies of nondiscrimination and equal opportunity for persons with disabilities. The college provides a variety of academic support services for students with documented physical, psychiatric and/or learning disabilities. Support services may include: pre-registration advising, tutoring, scribes, copies of class notes, distraction reduced testing, print enlargement, extended time testing, assistive technology. Services are coordinated through the Disability Support Services Office.

- **Bedford**, Enrollment Center Building, second floor • 781-280-3630
- **Lowell**, City Building, third floor counseling area • 978-656-3258

Graduation

Students who will be completing a degree or certificate program during the 2014/2015 academic year and expect to graduate in May 2015, must file an application. The forms are available in the Student Information Centers in Bedford and Lowell or you may call to have one mailed to you. The completed form is due by February 20, 2015 for spring completion.

Center for Health & Wellness Office

- **Bedford**, Campus Center, Room 211 • 781-280-3765
- **Lowell**, City Building, G04 • 978-656-3235

Required Immunization Record

Massachusetts law requires that full-time students (those enrolled in 12 or more credits hours), and all students in a Health program (part-time and full-time, regardless of age) provide proof that they have been immunized against Measles, Mumps, Rubella, Hepatitis B, Varicella and Tetanus, Diphtheria and Pertussis (with one dose of Tdap after 2006) in order to attend classes at any public or private college or university in Massachusetts. Students born in the United States before January 1, 1957 will be considered immune to Measles, Mumps and Rubella and exempt from the MMR vaccine requirement. Students born in the United States before January 1, 1980 will be considered immune to Varicella (chicken pox) and exempt from the Varicella requirement.

Students who do not complete these requirements will not receive end of semester grades, or be allowed to register for the following semester, or have transcripts sent to other colleges until these records are submitted. Contact the Center for Health & Wellness office for additional information.

Libraries

- **Bedford**, Academic Resource Center 781-280-3708
- **Lowell**, Federal Building, 50 Kearney Square, 978-656-3004

NECCUM

- NECCUM-Northeast Consortium of Colleges and Universities in Massachusetts**
 Full-time day students at any of the NECCUM member institutions may cross register for two courses per semester, under certain conditions. The consortium includes Endicott College, Gordon College, Marian Court College, Merrimack College, Middlesex Community College, North Shore Community College, Northern Essex Community College, Montserrat College of Art, Salem State College and the University of Massachusetts Lowell. Selection is limited to courses not offered at the college where the student is enrolled. For further information, inquire at MCC's Student Information Center at the Bedford or Lowell Campus.

Personal Counseling and Consultation Services

Do you need emotional support and someone to talk to?

Licensed Personal Counselors are available to provide support and assistance to students who are coping with personal difficulties that may be interfering with their academic progress.

Services are:

- Free of charge
- Strictly confidential
- Short term and goal oriented

For more information, call or stop by:

- Lowell Campus, City Building, Third Floor, 978-656-3258
- Bedford Campus, Enrollment Center, 2nd Floor, 781-280-3630

* Referrals to community resources are available.

Policies

Middlesex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Middlesex Community College advises applicants, participants and the public that it does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs, services and activities. Inquiries and requests related to 504/ADA accommodations and services should be directed to Susan Woods, Associate Dean of Student Support and Director of Disability Support Services, 781-280-3641, Bedford campus, Enrollment Center (Building 9), Room 204.

Students or employees who feel that they have been harassed or discriminated against on the basis of their disability, in violation of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or other applicable law, may file a formal or informal complaint. Complaints should be directed to Alisa Chapman, Director of Compliance, 781-280-3620, Bedford campus, Cataldo Building (Building 10) or chapmana@middlesex.mass.edu.

This publication is available in alternate format upon request.

Privacy rights regarding access to information are observed in accordance with the Family Educational Rights and Privacy Act, commonly known as the Buckley Amendment. Specific College Policies are published in the College Catalog, Student Handbook and Website.

Middlesex Community College publishes an annual safety and security report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, which can be found at:

<https://Middlesex.mass.edu/disclosurestatements/campsecret.aspx>

The College may terminate this agreement without penalty in the event of an unforeseen public emergency mandating immediate action. The College shall not be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence.

Smoking

Smoking is prohibited on all property owned or operated by Middlesex Community College. This consists of all buildings, all grounds, including exterior open spaces, parking lots, on-campus sidewalks, roadways and driveways, recreational spaces and facilities; and in all college-owned or leased vehicles. Smoking will only be allowed in private vehicles, lawfully parked on campus lots, in which the smoker is authorized to be.

Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus.

Student Completion Rate

Students enter community colleges with a variety of academic, career and personal goals. Many enroll at the college planning to complete a degree or certificate program. Others are more directly interested in improving their basic academic skills, mastering specific job skills, preparing to transfer to a bachelor's degree-granting institution or learning about topics of personal interest. In addition, community college students often must balance a variety of competing responsibilities, such as family, work and school, which make it difficult for many of them to enroll full time every semester.

As of January 2014

54 percent of the full-time students entering Middlesex in the class of 2009:

- completed a degree or certificate program;
- transferred to a bachelor's degree or other certificate granting institution;
- or remained enrolled at MCC.

Of this entering class, 36 percent either completed a degree or certificate program at Middlesex, or transferred to a bachelor's degree-granting institution. The completion rate for this student cohort (those who earned a degree within three years or certificate within 18 months) is 13 percent, and the transfer rate is 23 percent.

The retention rate for first-time, full-time degree-seeking students enrolled fall 2012 is 61 percent.

Veterans Representatives

- Bedford, Campus Center, Room 206
- Lowell, City Building, Room 117
- Veterans Administration, Boston: 1-800-827-1000

Voter Registration

Affidavits of voter registration forms are available in the Student Information Centers, Bedford and Lowell campuses.

Weather-Related Class Cancellations

Notification of cancelled classes at Middlesex Community College are broadcast over the following AM radio stations: WRKO-680; WCAP-980; WBZ-1030. Announcements are also made on television channels 4, 5, 7 and FOX25. For direct information on class cancellations call 978-656-3200 or 781-280-3200. A delayed opening means that the college will open at 10 a.m. Classes scheduled to begin before 10 a.m. will not take place.



**Have Questions
about Financial Aid?**

**Check Out Our
Online VIDEO Answers!**

<https://www.middlesex.mass.edu/finaidtv/>

Financial Aid TV
MCC



MIDDLESEX
Community College

CPR Certification



**American
Heart
Association®**
Learn and Live

BLS Healthcare Provider Level course provides 2-year certification, appropriate for healthcare professionals and also meets the requirements of all MCC Health Programs.

**Cost is \$50 for all MCC students, faculty and staff.
\$80 for non-MCC participants.**

Space is limited. Sorry, no refunds.

2015 CPR Certification classes will be held from
10 a.m. - 2 p.m. on the following Saturdays:

BEDFORD		LOWELL	
January 10	CC-216	February 21	LC 208
March 14	CC-216	April 11	LC 208
May 9	CC-216	June 13	LC 208

To get more info or register for a course visit:

www.middlesex.mass.edu/chw/cpr.aspx

*Additional dates to be added,
check our website for the most up to date schedule.

Brought to you by the Center for Health and Wellness.



MIDDLESEX
Community College

ONLINE LEARNING

You CAN fit education into your busy life!

Classes start January 20

- Affordable Cost
- Transferable Credits
- Experienced Faculty



- 12 Online Associate Degree Programs
- 6 Online Certificate Programs
- Hundreds of Online Course Offerings



To learn more, visit: www.middlesex.mass.edu/online

MISSION STATEMENT

At Middlesex Community College,

Everyone teaches, everyone learns.

Collaborative in nature and innovative in practice, we educate, engage, and empower a diverse community of learners. Through transformative opportunities, we challenge and support every student to succeed and lead. Recognizing equity and inclusion as the foundation for excellence and creativity, Middlesex Community College meets the evolving educational, civic and workforce needs of our local and global communities.





Resource advocates are available to:

- assist military service members and their families in finding answers to their questions.
- aid in the transition from military service to higher education.
- provide support during the application, admissions and academic process.
- offer a support system where veterans meet other veterans as they become members of the Middlesex college community.

The Veterans Resource Centers are located on the Bedford and Lowell campuses:

- BEDFORD CAMPUS, Campus Center, Room 206, 781-280-3510
- LOWELL CAMPUS, City Building, Room 117, 978-656-3158

ACADEMIC CENTERS for ENRICHMENT



- ★ MCC Academic Centers for Enrichment (ACE) offer individual and group tutoring on the Bedford and Lowell campuses.
- ★ The Centers are staffed by professional and peer tutors.
- ★ Tutoring is available for most subjects taught at MCC.
- ★ Tutoring Centers are open for walk-in sessions and by appointment, Monday-Saturday.
- ★ Tutoring is also available on select evenings and by appointment.
- ★ Online tutoring is available 24/7 through the Academic Centers for Enrichment website, ACE website, www.middlesex.mass.edu/ACE or at etutoring.org

Tutoring is a FREE service for all MCC students.

To learn about the tutoring schedules, tip sheets, other resources and the tutoring services at MCC, visit our website: <https://www.middlesex.mass.edu/ACE> or [eTutoring.org](http://etutoring.org)

INTER-CAMPUS shuttle

BEDFORD CAMPUS LOWELL CAMPUS

MCC offers a FREE shuttle service (with Middlesex ID) between our Bedford and Lowell campuses.

This is a fixed-route shuttle with no stops between campuses.

For more info: Call 781-280-3529, email Lairdj@middlesex.mass.edu or visit www.middlesex.mass.edu/icshuttle

Highest Paying Jobs That Require a Two Year Degree

According to the Federal Government's Bureau of Labor Statistics, people who work in the careers below earn high wages working in fields that require only two years of college or training. The hourly wages listed are the median amounts earned in the last few years.

\$27.09 Dental Hygienists	\$18.49 Science Technicians
\$21.69 Registered Nurses	\$18.48 Heavy Equipment Mechanics
\$20.89 Engineering Technicians	\$18.44 Automotive Body Repairers
\$19.97 Court Reporters	\$17.56 Paralegals
\$19.66 Radiological Technicians	\$16.59 Sales Worker Supervisors

Visit the MCC Career Counselors to learn how to create an academic and career plan to achieve your goals. Visit our website to learn about the tools we offer!

Optimal Resume - online tool that enables you to create, present and manage your resume and cover letter.

FOCUS2 - online, self-guided program that will help you explore and make decisions about your career goals and your major areas of study.

<https://www.middlesex.mass.edu/CareerServices>

Please print clearly.

Student Information *We need this information to contact you in regards to course updates.*

Social Security Number: _____

Name: _____
Last First MI

Female Male Date of Birth: _____
Month Day Year

Current Address: _____
Street Number and Name

City _____ State _____ Zip Code _____

Phone Number (Home): _____
Area Code Phone Number Extension

Phone Number (Work): _____
Area Code Phone Number Extension

Phone Number (Cell): _____
Area Code Phone Number Extension

E-mail: _____

Citizenship

Birthplace: _____

Are you a United States Citizen?: Yes No

If no, permanent resident?: Yes No

Country of Citizenship: _____

Ethnic Group

Answer both A & B below

a. Ethnicity: Are you Hispanic or Latino origin?: Yes No

b. Race: Choose one or more from the list below:

African American/Black White/Caucasian

Native Hawaiian/Pacific Islander Asian

American Indian or Alaskan Native

Is English your first language?: Yes No

If no—Primary Language: _____

High School Information *(for credit students only)*

Did you earn a High School Diploma?: Yes No

Name of High School: _____

Date of graduation: _____
month/year

HiSET or GED?: Yes No

Date of HiSET or GED certificate: _____
month/year

If you graduated from high school in 2003 or later, check one:

I earned my high school diploma and met MCAS requirements I earned my Massachusetts Certification of Attainment

I earned my high school diploma from a school that did not have MCAS requirements

I certify that all information stated on this application is accurate and complete.

Applicant's Signature: _____ Date: _____

CRN#	Course#	Section#	Course Title	Credits	Day	Location	Lab Fee	Course Charge	Total
10074	ART 126	30	Painting I - (sample)	3	MW	HH-107	0		

Method of Payment

Cash Check Other (If paying by credit card please be sure to fill in information in charge accounts box below)

Charge Accounts

We accept Discover, MasterCard and Visa payment of tuition and fees. Complete all items below if you are charging a course or registering by Fax. **Note:** Refunds are applied to the card account.

Discover Mastercard Visa Account Number: _____ Expiration Date: _____ Amount Charged: _____
month/year

Cardholder's name (please print): _____ Cardholder's authorizing signature: _____

Make full payment by check, money order, or credit card payable to MCC. Minimum Credit Card Charge must be \$10.
 Mail to: MCC Lowell Campus-Enrollment Communications Department, 33 Kearney Square, Lowell, MA 01852-1987
 Special Registration Lines: 1-800-818-3434 from 8:30 a.m. - 8:30 p.m. Monday - Friday
 Fax to: 978-656-3443 Web: www.middlesex.mass.edu and click on the MiddleNet button.

Student Service Fee, if 6 or more credits, add \$25.

Total \$ _____

Please print clearly.

Last Name: _____ First Name: _____ MI: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SSN# or Student I.D. Number: _____ Date of Birth: _____

Are you a U.S. Citizen? Yes No If not, please complete the following:

Are you a Permanent Resident? Yes No If yes, list alien registration number: _____

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail: _____

Please check the in-state or reduced tuition eligibility category that applies to you:

_____ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.*

Please check-off those documents you possess as proof of your intent to remain in Massachusetts:

- | | | |
|---|--|---|
| <input type="checkbox"/> Valid Driver's license | <input type="checkbox"/> Utility bills* | <input type="checkbox"/> Employment pay stub* |
| <input type="checkbox"/> Valid Car registration | <input type="checkbox"/> Voter registration* | <input type="checkbox"/> State/Federal tax returns* |
| <input type="checkbox"/> Mass. High School Diploma | <input type="checkbox"/> Signed lease or rent receipt* | <input type="checkbox"/> Military home of record* |
| <input type="checkbox"/> Record of parents' residency for unemancipated person* | <input type="checkbox"/> Other: _____ | |

_____ I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

_____ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

Certification of Information

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant's Signature: _____ Date: _____

Parent/Guardian Signature (Applicant is under 18 years old): _____ Date: _____

For Official Use Only – DO NOT WRITE IN THIS BOX

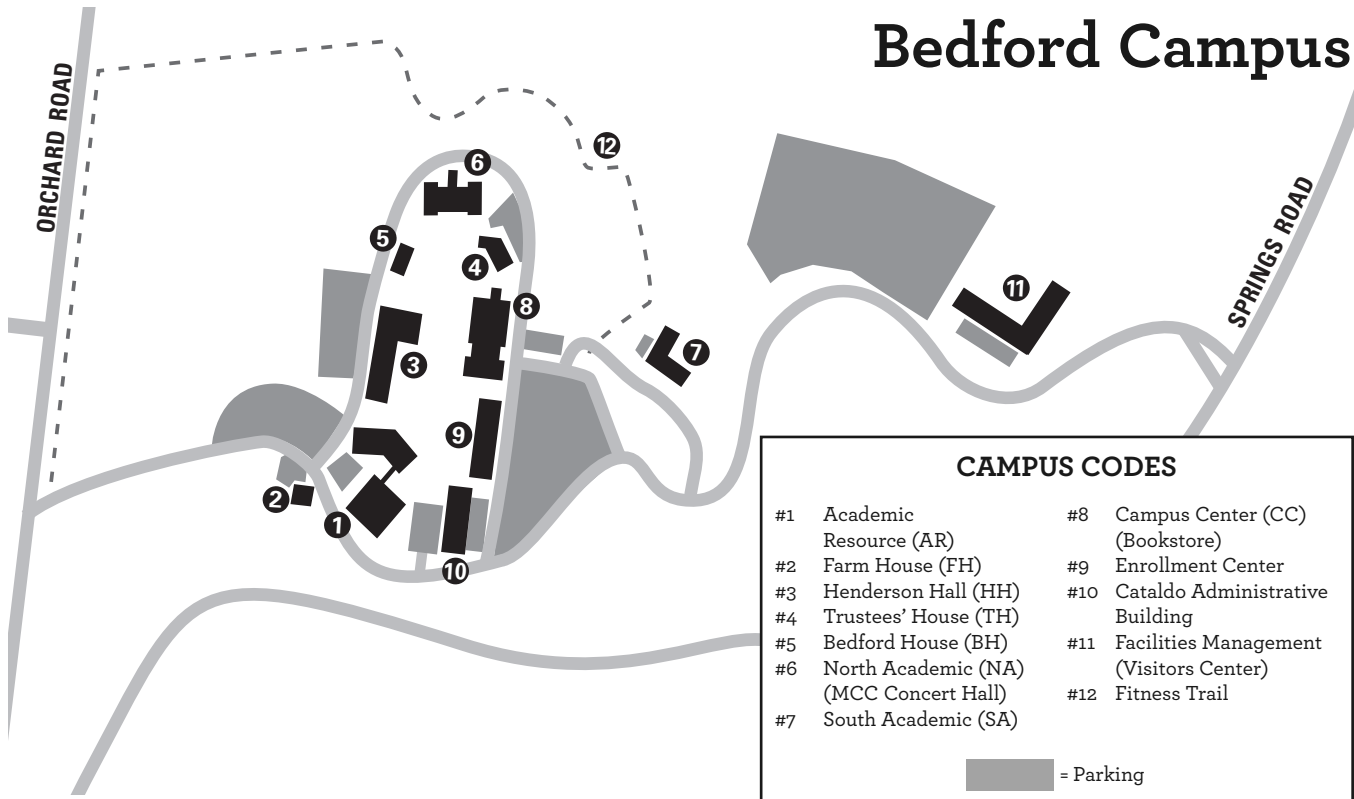
I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

_____ IS eligible for the in-state tuition rate. _____ IS NOT eligible for the in-state tuition rate.

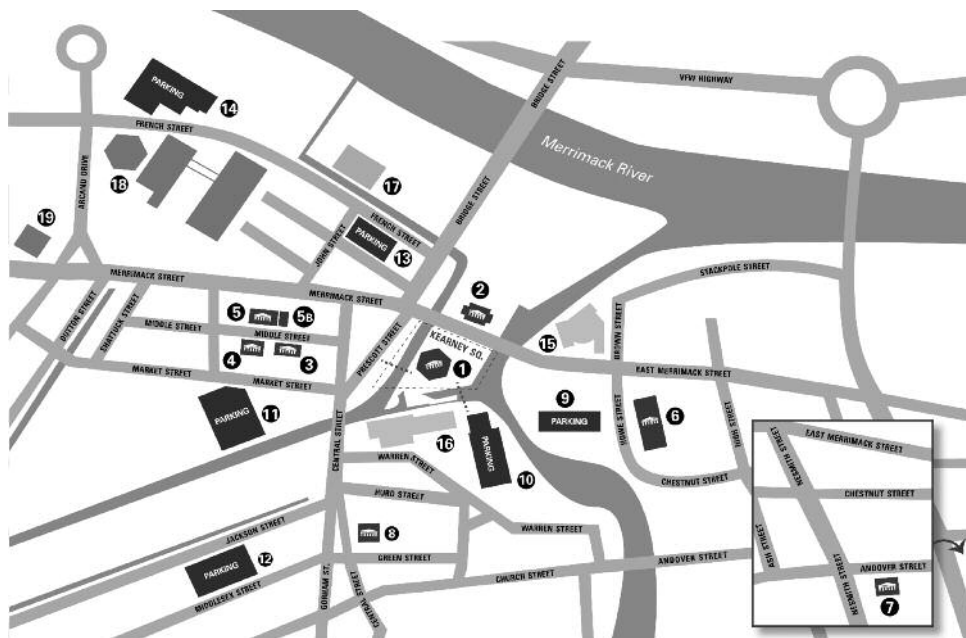
_____ I am unable to make a determination at this time. The following additional information has been requested from the applicant: _____

Authorized College Personnel: _____ Date: _____

Bedford Campus



Lowell Campus



CAMPUS CODES

- #1 MCC City Building (LC)
- #2 Federal Building (LF)
- #3 Talbot Building (LT)
- #4 Derby Building (LD)
- #5 Pollard Building (LP)
- #5B Student Lounge
- #6 Facilities Mgmt. Bldg.
- #7 Nesmith House
- #8 Boston & Maine Building
- #9 Davidson St. Parking
- #10 Lower Locks Garage
- #11 Roy Garage
- #12 Early Garage
- #13 Downes Garage
- #14 Ayotte Garage
- #15 Lowell Memorial Auditorium
Merrimack Repertory Theatre
- #16 UML Inn & Conference Center
- #17 Boarding House Park
- #18 Lowell High School
- #19 City Hall

Campus Directions

For the most up-to-date directions to MCC's Bedford and Lowell campuses, visit the Middlesex website:
www.middlesex.mass.edu/transportation/directions.htm

**Smoking prohibited
on college property.**



Enrollment Services Center
 33 Kearney Square
 Lowell, MA 01852-1987



Nonprofit org.
 US Postage
 PAID
 Presort
 No. Reading, MA
 Permit No. 106

Now Enrolling!



Middlesex Community College's After-School Tutoring Center provides academic support for middle school and high school students. We can help with a variety of academic challenges, including students who are:

- ✓ Struggling with coursework
- ✓ Seeking help with special projects
- ✓ Interested in working above and beyond grade level

www.middlesex.mass.edu/afterschool



Admission Events

Finish Your Degree at MCC
 January 7 & 13

Health Program Information Sessions
 January 6 & 14

Overview of the Nursing Program Sessions
 January 8 & 27

Spring Open Houses
 Lowell Open House
 Saturday, March 28

Bedford Open House
 Tuesday, April 28

Campus Tours: January 7 & 15

See page 36 for more details.