FALL 2023

Corporate and Community Education & Training

Professional and Personal Development Programs and Credit Course Listings

1-800-818-3434
www.middlesex.mass.edu

MIDDLESEX Community College
Student Success Starts Here
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## Academic Calendar

### August

14........Orientation Plus Session Begins

### September

1........Orientation Plus Session Ends

5........Full Semester and Minimester 1 - Classes Begin

### October

9........Indigenous Peoples Day - No Day or Evening Classes

25........Minimester 1 ends

27........All College Professional Day - No Day or Evening Classes

30........Minimester 2 - Classes Begin

### November

10........Veteran’s Day - No Day or Evening Classes

22........Campus Closes at 5pm - No Evening Classes

23 - 25 ..Thanksgiving Break

27........Last Day to Withdraw from Full Semester

### December

16........Full Semester Classes End

18 - 22 ..Final Exams

23........Final Exam Make Up Day

Some end dates are subject to change
Grant Funding Opportunities

Through grant funding, Middlesex Community College is able to offer free training programs to those who are unemployed or underemployed. Some of these noncredit programs that are grant funded include:

- Certified Nurse Assistant
- Certified Addiction Recovery Coach
- Pharmacy Technician Certificate
- Comp TIA Fundamentals (ITF+)
- Certification Training
- Google IT Support Certificate/ Comp TIA A+ Prep
- Cloud Associate/AWS/ Azure
- Technical Writing Certificate
- Equipment Technician with Robotics, Intro
- Machining Training – Advanced Manufacturing Training at the Center for Manufacturing Technology

If you are interested in pursuing grant funding or want to learn more, please e-mail career_training@middlesex.mass.edu for more information.

Grant Funding/Human Resources 1

Guide to Interpreting the Schedule

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

Bedford Campus

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<td>AR Academic Resources</td>
<td>#1</td>
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<td>BH Bedford House</td>
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<td>CC Campus Center</td>
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<td>SA South Academic</td>
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<td>TH Trustees’ House</td>
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Lowell Campus

<table>
<thead>
<tr>
<th>Campus Center</th>
<th>Location / Room</th>
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<td>LA Academic Arts Center</td>
<td>#1</td>
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<tr>
<td>LC Cowan Center</td>
<td>#1</td>
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<tr>
<td>LD Derby Building</td>
<td>#4</td>
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<tr>
<td>LF Federal Building</td>
<td>#2</td>
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<tr>
<td>LP Pollard Building</td>
<td>#5</td>
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<tr>
<td>LT Talbot Building</td>
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New Course

Online Course

IN PARTNERSHIP WITH

SHRM® Essentials of Human Resources

In cooperation with SHRM®, this noncredit, professional development 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 related to performance management, recruiting and retention, labor and employment law. No pre-req. Materials are developed by the Society of HR Management. Note: This is an intro to HR course, not a HR Certification exam prep course. Materials/texts are not eligible for tuition waivers. No pre-req. $625

Who Should Attend?

- HR staff who need a review/overview of HR functions
- Managers and supervisors who supervise, hire, train, or evaluate staff
- Entry level HR professionals, those just starting out in HR, or those who have an interest in HR
- Business owners and office managers
- SHRM-CF/SCP certified professionals seeking 14.75 PDCs through SHRM

HR Topics Covered:

- The HR Function
- Talent Acquisition
- Compensation and Benefits
- Learning and Development
- Performance Management
- Employment Law

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
SHRM CP/SCP Certification Exam Prep
HR professionals are facing new and larger challenges due in part to a changing workforce, shifting legislation and regulations and so much more. Ensure you’re prepared for these changes, and anything else thrown your way with SHRM’s global HR credentials, SHRM-CP and SHRM-SCP. SHRM certification measures your most critical skill: the ability to apply HR principles to real-life situations as they are the only behavioral competency-based program in the field. By becoming SHRM certified, you prove your knowledge, competency, and value to employers looking for a competitive edge.

In MCC’s exam prep course you will:
• Learn from an experienced instructor and from your peers
• Acquire the knowledge and understand the competencies needed to pass the exam
• Benefit from the structured SHRM learning system to keep you on track

Who should enroll:
• Professionals looking to earn their HR Certification
• SHRM certified HR professionals seeking to earn PDCs for recertification
• HR professionals wanting to update their HR knowledge

The course includes instruction, online and print materials (SHRM Learning System) which includes interactive tools, a study roadmap, and 160 practice exam questions. $1,485

09/19 - 12/12
6:00pm - 9:00pm
Tuesday

Online with class meeting times
Course Number: CAR 841 75
CRN: 16578
Professor: HARRINGTON

No class 11/21

Diversity, Equity, and Inclusion for Human Resource Professionals
This course is specifically oriented towards Human Resource professionals who have responsibilities that include supporting DEI in their organization and their organizations. If you are an HR manager, a recruiter, a compensation specialist, a benefits manager or associate, involved in employee relations, and/or a corporate trainer, it is essential to have a deep and broad understanding of diversity, equity, and inclusion. This workshop is an opportunity to explore DEI, understand its roots, and its application and integration to daily HR tasks. We will also discuss how HR professionals can help lead DEI in the organization. (7 hours) $179

09/29
9:00am - 4:00pm
Friday

Bedford Campus
Building: Trustees House, room Galvani
Course Number: CAR 993 30
CRN: 18406
Professor: KANGAS

Introduction to Training & Design for Human Resource Professionals
Come learn about an exciting part of Human Resource work that you can add to your set of skills. In this workshop, participants will learn about training skills and workshop design. Topics covered will include adult learning theory, workshop facilitation, writing training objectives, and tips to a successful training workshop. Workshop will include an opportunity to practice training and to create a mini-design. Course is open to anyone but geared for managers or HR professionals. (7 hours) $179

11/03
9:00am - 4:00pm
Friday

Bedford Campus
Building: Trustees House, room Galvani
Course Number: CAR 994 30
CRN: 18407
Professor: KANGAS

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 (two semester) 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 explanations and procedures, review and revise technical information, manage projects and make content usable. Technology Requirement: Solid MS Windows and MS Word skills, and access to a MS Windows Operating System are required. Program is not MAC compatible. Tools and Technical skills will be learned in class but it is helpful to have a prior technology background. Students must have an aptitude for learning new technology. The certificate program includes 2 semesters/courses: Writing and Managing Information (fall) and Technology and Tools for the Technical Writer (winter/spring).

This is a noncredit (graded pass or fail) program.

More information and to apply: www.middlesex.mass.edu/techwrite

Note: Grant Funding available for underemployed and/or unemployed.
For more information e-mail career_training@middlesex.mass.edu

“MCC helped me in a number of ways. I was an English major in college, but I struggled in my writing classes. The Technical Writing program forced me to apply what I may have learned but never really put into practice. I learned to write clearly, concisely and always with the audience in mind.”

- MCC student Chris Boucher

Writing & Managing Effective Information
Do you want to learn how to effectively communicate technical information? Learn how to conduct audience and task analysis, work with subject matter experts, understand product documents and the product-development cycle, write clear explanations and procedures, manage writing projects and make content usable. Well-developed writing skills are required for this course. This course is not eligible for waivers. $1,545

09/07 - 12/14
7:00pm - 9:00pm
Thursday

Online with class meeting times
Course Number: CAR 801 75
CRN: 17145
Professor: MURRAY

No class 11/23

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
Social Media Marketing

Social Media Certificate Program
MCC’s 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 classes must be attended to receive a certificate of completion. To get the most of each class, students should open an account in each platform prior to the start of class. This is NOT an Intro class. Students should have working knowledge of each platform. Course login information will be sent prior to the start date. $275

09/12 - 10/17
Online with no class meetings
Course Number: TEC 640 33    CRN: 18129    Professor: D’AURORA

Intro to Social Media
Social media has quickly grown from a way to keep up with friends and acquaintances, to a powerful tool that can transform your business. This course will give you an overview of today’s major social media sites and work with you to ensure your business is social media ready.

Facebook
Ever evolving but still arguably at the top of the social media food chain is Facebook. In this class, we’ll learn to properly utilize your Facebook page to market your business or product, engage with customers, and grow brand awareness. You will be introduced to the basics of using Facebook as a business tool with brand-aligned posts, Facebook groups, events and insights.

Twitter for Small Business
One of the most powerful ways to connect with existing and prospective clients. We’ll discuss the best practices for small and growing business, including getting your message out to the right audience, the dos and don’ts of interacting on Twitter, and a hands-on overview of how to get started.

Instagram
Instagram is a rapidly growing platform that allows its users to post snapshots of the moments that make up their brand and hashtag their way to a new audience. We’ll work together to get you set up, understanding what hashtags are and how to use them to attract new eyes on your business, and the power that photos can bring to your brand.

Pinterest
Pinterest can be an incredible driver of traffic, sales, and new customers to your business. And the best part? It largely works on autopilot! Students will explore the basics of Pinterest and how you can begin to use it for the powerful tool it is.

YouTube & Blogging
Continuing on with the theme of using visual components to get in front of your audience, students will dive into the world of YouTube, covering everything from set up to how this video platform can provide you exactly the tools you need to take your business to the next level.

Social Media Marketing Plan
During this course, students will present their social media marketing plans and get feedback from the instructor. Students should come prepared with the plan they have developed throughout the duration of the certificate.

Digital Media Marketing

Digital Media Marketing Certificate Program
In this program, you will learn about the different digital media outlets and how they can be applied to your digital marketing plan. The listing below represents the order the classes occur throughout the semester. Students will receive a certificate upon completion. (15 hours) $215

10/04 - 11/08
6:00pm - 8:30pm
Wednesdays
Online with class meetings
Course Number: TEC 661 33    CRN: 18109    Professor: NOËL

Fundamentals & Trends in Digital Media Marketing
Learn the basics of digital media marketing, what platforms are included in digital media marketing, and how this is important in today’s market. (2.5 hours)

Optimizing Marketing Emails
Learn email marketing tips to turn your generic e-blasts into optimized, personalized emails that your customers will actually read! Hear best practices on email lists and what you can and cannot include in a marketing email. Elevate your open and click-through rates and more! (2.5 hours)

Search Engine/Website Optimization
Learn the process of improving the volume and quality of consumer traffic to your website. Get tips and strategies that will make your website search-engine friendly. (2.5 hours)

Tracking Your Digital Media Marketing
Now you know how to get customers to your website, but how do you track that data? Find out the best ways to track this important data and what you can learn from the results. (2.5 hours)

Mobile & Online Advertising
Understand the different online advertising channels and how to select those that will be consistent with your mobile marketing campaigns. Gain knowledge on trends and guidelines around online and mobile advertising. (2.5 hours)

Creating Your Digital Marketing Campaign
Bring all the knowledge you have gained through the program together to create your business digital marketing campaign. Students should come to class with a digital marketing plan prepared and ready for instructor feedback. (2.5 hours)
Digital Photography Certificate Program

Digital Imaging is the medium that most photographers work with today. Take your photography hobby to the next level with our Digital Photography certificate. This program is designed to meet the needs of anyone interested in photography, portraiture, digital image-editing. To earn a certificate in Digital Photography, candidates must complete the following four courses: Digital Photography I, Digital Photography II, Adobe Photoshop for Photography, and Business of Photography. An Adobe subscription is recommended: https://www.adobe.com/creativecloud/photography/compare-plans.html

Students need a SLR Digital Camera. Taught by Professional Photographer, Amanda Correia.

Digital Photography I

Four areas of instruction will be emphasized: How cameras work, how composition works, how lighting works, how to use photo editing software. Students will shoot assignments most often outside of class. Class will be structured around students having time to cull & edit their images (using the software Lightroom), having a full class share/critique & then instruction on a new topic. The most useful part of classroom instruction will be review of photos students have shot. Students need an SLR Digital Camera and some images on a memory card that you want to download and work with for the first class. An Adobe subscription is recommended: https://www.adobe.com/creativecloud/photography/compare-plans.html

Instructor will provide instructions on options to choose the first class day. If you do not have an Adobe subscription it is recommended that you bring an USB flash drive or external hard drive. Eligible for 50% tuition waiver for MCC employees. (18 hours) $265

09/20 - 10/25
Bedford Campus
Course Number: CAR 611 30
CRN: 11404
Professor: CORREIA

Digital Photography II

The course builds on Digital Photography I. We review the basic concepts & practices of digital photography. We will delve more into the creative aspect of photography discussing composition in more detail. We’ll also focus on finding your style & voice with your photography. Students will shoot assignments most often outside of class. Class will be structured around students having time to cull & edit there images (using the software Lightroom), having a full class share/critique & then instruction on a new topic. The most useful part of classroom instruction will be the review of photos students have shot. They will see what makes a successful photo and what does not. Students need an SLR Digital Camera and some images on a memory card that you want to download and work with for the first class. An Adobe subscription is recommended: https://www.adobe.com/creativecloud/photography/compare-plans.html

Instructor will provide instructions on what options to choose the first class day. If you do not have an Adobe subscription it is recommended that you bring an USB flash drive or external hard drive. Eligible for 50% tuition waiver for MCC employees. (18 hours) $265

11/08 - 12/20
Bedford Campus
Course Number: CAR 612 30
CRN: 11407
Professor: CORREIA

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) $230

10/24 - 12/12
Bedford Campus
Course Number: CAR 615 30
CRN: 17970
Professor: CORREIA

Career Coaching

Build a Career You Love

Together through practical activities, reflective writing, and small group discussion, we will create a vision of your ideal professional future, identify your professional values, identify your unique strengths, and explore what you need in the workplace to be authentic and productive. Dr. Kim Burns served for 26 years in leadership and administration roles in Massachusetts community colleges. She now provides expertise and support to institutions and individuals as a certified coach, consultant, and facilitator drawing on a wealth of experiences. This course is a wonderful companion to Jan Stewart’s Resume and LinkedIn class. (4.5 hours) $60

10/25 - 11/08
Online with class meeting times
Course Number: CAR 995 75
CRN: 18408
Professor: STEWART

Resume & LinkedIn Makeover

Your resume and cover letter are likely the first documents that a hiring manager sees to get an idea of your work history. In this class you will learn how to emphasize your soft skills and your experience to produce a results-oriented resume. Most important, you will learn tips on getting past applicant tracking software. We will also touch on the importance of cover letters and how to have them stand out. We will discuss how to assemble a LinkedIn profile that helps you stand out from other job seekers. Come away with tips on access to networking, a key resource for jobseekers. Ms. Stewart is a certified coach from the Coactive Training Institute and holds a degree from Boston University Wheelock College of Education. (3 hours) $50

11/07 & 11/14
Online with class meeting times
Course Number: CAR 995 75
CRN: 18409
Professor: STEWART

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
Career Training/Soft Skills/Management

Management Training
Are you in the role of supervisor or manager? This program provides supervisors and managers the skills to shift from individual contributor to well-respected manager and achieve team success. Discover how to use your unique skills and excel in your management position. Classes can be taken individually or complete all classes for a certificate of completion.

Performance Management
Most people dread performance reviews so let’s talk about ways to make it simpler, more collaborative, less threatening, and productive. Participants will be introduced to practical and easy to apply “best practices” performance management tools. Review the potential challenges of performance management and learn tools to manage them effectively. (3 hours) $75
10/10 6:00pm - 9:00pm Tuesday
Online with class meeting times
Course Number: CAR 823 75 CRN: 18404 Professor: KANGAS

Intro to Workplace Communication
This course is designed to share basic communication skills that are useful in the workplace. Topics covered will include effective listening skills, use of different types of questions, nonverbal behavior, diversity considerations in language use, tips on dealing with conflict effectively, responding to difficult questions. We will discuss how to give feedback so that people can hear it more easily. Participants will have an opportunity to practice skills and ask questions. Interactive, practical, and fun! (3 hours) $75
09/19 6:00pm - 9:00pm Tuesday
Online with class meeting times
Course Number: CAR 970 75 CRN: 18362 Professor: KANGAS

Understanding Motivation
We will discuss and review the latest research on motivation— it is probably not what you think. Being able to understand what motivates you will help you be better able to support others’ discovering their motivation. A practical workshop with an opportunity for self-reflection and tools to use in the future. (3 hours) $75
09/26 6:00pm - 9:00pm Tuesday
Online with class meeting times
Course Number: CAR 992 75 CRN: 18405 Professor: KANGAS

Introduction to Diversity, Equity, and Inclusion in the Workplace
This introductory workshop will cover DEI definitions, the history of DEI, how to connect DEI to your business, the impact of stereotypes and microaggressions, intent and impact, and tips on how to continue your DEI work and share ideas and concepts with others. (3 hours) $75
10/17 6:00pm - 9:00pm Tuesday
Online with class meeting times
Course Number: CAR 963 75 CRN: 18363 Professor: KANGAS

Speaking with Confidence
This course will focus on ways to use your voice and build confidence both personally and professionally. We will explore different tactics to increase your self-esteem so you feel comfortable speaking up in any situation. Students will be provided the opportunity to practice speaking in a supportive environment. (6 hours) $59
10/04 - 10/25 5:00pm - 6:30pm Wednesday
Online with class meeting times
Course Number: CAR 921 33 CRN: 18431 Professor: HAHN

To enroll email Community Education career_training@middlesex.mass.edu or visit our registration page: https://www.middlesex.mass.edu/careertraining/register.aspx

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
Non-Profit Management Certificate
This online program introduces the key concepts and critical management components for all nonprofit organizations. From fundraising and board development to volunteer management and program evaluation, this comprehensive series of courses is designed for anyone interested in launching a nonprofit organization or assisting in their own professional growth. Each class has exercises designed to further understand course concepts as well as real world case studies. Topics: Introduction to Nonprofit Sector, Nonprofit Theory of Change, Nonprofit Financial, Nonprofit Board Governance, Program Development & Evaluation, Nonprofit Fundraising, Building Your Base of Supporters and Lifecycle Strategic Planning. The program has three segments. You may enroll in one, two, or three segments listed below. Complete all three session segments for a certification of completion. Taught by Kia Harris Tattegrain live via Zoom. Ms. Tattegrain is Founder and Executive Director of Dare Humanity.

Session I: Intro to the Non-Profit Sector, Non-Profit Theory of Change, Non-Profit Board of Governance
(12 hours) $230
10/04 - 10/19 7:00pm - 9:00pm Wednesday/Thursday
Course Number: CAR 988 75  CRN: 18394  Professor: HARRIS TATTEGRAIN

Session II: Non-Profit Financials, Non-Profit Fundraising, Building your Base of Supports
(14 hours) $270
10/25 - 11/15 7:00pm - 9:00pm Wednesday/Thursday
Course Number: CAR 989 75  CRN: 18395  Professor: HARRIS TATTEGRAIN

Session III: Non-Profit Program Development and Evaluation, Lifecycle Strategic Planning
(10 hours) $180
11/16 - 12/07 7:00pm - 9:00pm Wednesday/Thursday
Course Number: CAR 990 75  CRN: 18396  Professor: HARRIS TATTEGRAIN
No class 11/22 and 11/23

Intro to Grant Writing
This class provides an introduction to nonprofit grants, prospect research, and grant writing. The course will take you through the grants process, from identifying potential funders through receiving a grant and beyond. Learn best practices to strengthen your organization and improve your chances to receive funding. As part of the class, we will work to prepare answers to common grant questions and understand what funders are looking for. All classes will be led by David Byrd, MNA who is the founder of Capacity Blueprint. (10 hours) $200
09/19 - 10/17 7:00pm - 9:00pm Tuesday
Online with class meeting time
Course Number: CAR 944 75  CRN: 18209  Professor: BYRD

QuickBooks

Intro to QuickBooks Online – Course Number EDG 928
In this ONLINE course in partnership with Ed2go, you will Learn to reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports; and much more. When your course starts, you will be directed to access and utilize the free QuickBooks Online practice site to complete lessons and assignments. You do not need to purchase a subscription or additional software. Please note that this course is suitable only for the QuickBooks Online version. The desktop versions of QuickBooks are not compatible with this course and should not be used. Classes begin monthly. $150 Tuition. 24 hours. Not eligible for tuition waivers. Registration and payment is through Ed2go: https://www.ed2go.com/mcc/online-courses/quickbooks-online/#tab_requirements
Successfully complete both Accounting Fundaments and Online QuickBooks for a certificate of completion.

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
Effective Project Management
This exciting, fast-paced course will provide an overview of project management principles, concepts, tools, and techniques using lecture, interactive discussion, and case studies. You will have the opportunity to apply course learning to a stimulated class project from project conception, design, and implementation to completion and project close, emulating the project management life cycle. The 9 hours from the course counts towards the total 35 hours of training for the PMP certification. (9 hours) $199

10/12 - 10/26
Bedford Campus
Course Number: CAR 973 75
6:00pm - 9:00pm Thursday
Building: Henderson Hall, room 210
CRN: 18348
Professor: UMAR

Teacher PDPs
Understanding Islam Practices
Students will learn about the main five pillars of Islam, teaching of the holy book Qur'an, the life of the last Prophet Muhammad, forms of worship, food, clothing, and two main Islamic holidays celebrated around the world. Take away from this course will be to better understand Muslims, their practices, bring cultural awareness, and how to work alongside with them during the challenging times of Islamophobia. Note: This course is eligible for Professional Development Points (PDP) towards K-12 licensure and re-certification. (16.5 hours) $209

09/21 - 12/07
Bedford Campus
Course Number: CAR 964 33
CRN: 18430
Professor: KHALIFA
No class 11/23

Child Development: Birth Through the Early Years
We will focus on explaining and understanding how children change and grow over the course of childhood from birth through the early childhood years. These developmental theories center on various aspects of growth, including social, emotional, and cognitive development. Topics include the miracle of life, body systems, developing personality, the growing body and brain, and developing a sense of self. This class is open to anyone who works with children. Please note: this is a not for credit class. For personal and/or professional development this class will not be accepted by EEC for teacher certification. (9 hours, 12 PDPs) $200

09/14 - 10/19
Bedford Campus
Course Number: CAR 981 75
CRN: 18394
Professor: HOGAN-MAZZOLA
No class 11/23

Food, clothing, and two main Islamic holidays celebrated around the world. Take away from this course will be to better understand Muslims, their practices, bring cultural awareness, and how to work alongside with them during the challenging times of Islamophobia. Note: This course is eligible for Professional Development Points (PDP) towards K-12 licensure and re-certification. (16.5 hours) $209

Child Development: The Middle Year to Early Adulthood
In Child Development: The Middle Year to Early Adulthood, the focus is on explaining and understanding how children change and grow over the course of childhood from birth through the early childhood years. These developmental theories center on various aspects of growth, including social, emotional, and cognitive development. Topics include the miracle of life, body systems, developing personality, the growing body and brain, and developing a sense of self. This class is open to anyone who works with children. Please note: this is a not for credit class. For personal and/or professional development this class will not be accepted by EEC for teacher certification. (12 hours, 12 PDPs) $200

09/21 - 12/07
Bedford Campus
Course Number: CAR 982 75
CRN: 18395
Professor: HOGAN-MAZZOLA
No class 11/23

FAA/Remote Pilot Drone Exam Prep
This certificate program is taught by an Aviation and UAS industry expert. This 21-hour course will cover all of the required knowledge content areas of the FAA’s Remote Pilot Test including: Regulations, The National Airspace System, Weather, Aircraft Loading and Performance, and Flight Operations. Upon completion, students should feel qualified to take the FAA Remote Pilot Test. Practice questions will also be a key factor of this course. Not eligible for tuition waivers. (21 hours) $850

09/16 - 09/30
Bedford Campus
Course Number: CAR 974 30
CRN: 18377
Professor: PRICE

Certified Supply Chain Professional (CSCP)
This online course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional exam.

Exam Eligibility requirements for CSCP:
• 3 years of related business experience or
• Bachelor’s degree or the international equivalent*, or
• CPIM, CLTD or CSCP, CTL, CFPIM, CIRM, SCOR-P, C.P.M., CSM or C.P.S.M designations

*ASCM defines the international equivalent of a bachelor’s degree as the level of study that would qualify an individual for a graduate program in the country where the undergraduate degree was earned.

Not eligible for tuition waivers. Enrollment is through Cengage Learning by calling 1-877-221-5151. (120 hours) $2,795.

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbook will be shipped to you approximately 7-10 business days after enrollment:

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
Fostering Self-Regulation in Young Children
What is self-regulation and why is there so much discussion about it recently?
We will look at how the COVID-19 pandemic may have interrupted the development of needed skills in some young children, as well as the importance of teaching and supporting self-regulation skills. Two self-regulation classroom curriculums will be introduced. (2 hours, 2 PDPs). This class is geared to K-12 educators but open to anyone guiding children through education. $37
09/19
Online with class meeting time
Course Number: CAR 983 75 CRN: 18387 Professor: HOGAN-MAZZOLA

Responding to the Effects of Trauma in the Classroom: K-8
We will address the classroom social-emotional needs, as well as a look deeper at what ACEs (Adverse Childhood Experiences) are and how that stress can become toxic and impact learning. We explore daily classroom techniques that can help children navigate stress and trauma. (2 hours, 2 PDPs). This class is geared to K-8 educators but open to anyone guiding children through education. $37
10/10
Online with class meeting time
Course Number: CAR 984 75 CRN: 18388 Professor: HOGAN-MAZZOLA

Every Child: Teaching Through Equity K-8
How do you adapt your teaching to meet the needs of the children in your classroom? They say we all have a “blind spot”. We will explore biases both implicit and explicit, empathy, inclusion, and equity and how we incorporate these concepts into our teaching and work with children. (2 hours, 2 PDPs). This class is geared to K-8 educators but open to anyone guiding children through education. $37
10/24
Online with class meeting time
Course Number: CAR 985 75 CRN: 18389 Professor: HOGAN-MAZZOLA

Introduction to Conscious Discipline: Preschool to Grade 2
What are some of the challenging behaviors you are dealing with as you teach? Conscious Discipline utilizes everyday events to cultivate emotional intelligence through a self-regulation program that integrates social-emotional learning and discipline. Learn what Conscious Discipline is all about and how to apply the concepts in your role as a teacher or as a parent. (2 hours, 2 PDPs). This class is geared preschool educators through grade 2 but open to anyone guiding children through education. $37
11/07
Online with class meeting time
Course Number: CAR 986 75 CRN: 18390 Professor: HOGAN-MAZZOLA

The Power of Play! Preschool to Grade 2
Research shows that there is real power in play. Through indoor and outdoor play, children develop the social, emotional, cognitive, and physical skills needed to thrive both now and into their future. Play is both fun and a vital way that children learn about themselves and the world around them. (2 hours, 2 PDPs). This class is geared for preschool educators through grade 2 but open to anyone guiding children. $37
11/14
Online with class meeting time
Course Number: CAR 987 75 CRN: 18393 Professor: HOGAN-MAZZOLA
**MTEL General Science Exam Prep - Field 64**  
Course Number: CAR 954 75  CRN: 18260

**MTEL Middle School Humanities Exam Prep - Field 50**  
Course Number: CAR 961 75  CRN: 18249

**MTEL Adult Basic Education Exam Prep - Field 55**  
Course Number: CAR 971 75  CRN: 18365

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**TEAS Exam Prep**

Students can enroll in TEAS exam prep classes between August 1 - November 1 by calling 781-280-3663 or email career_training@middlesex.mass.edu. Classes are all online and self-paced. Not eligible for tuition waivers. Students will have online course access beginning August 30 - December 30. Note: All TEAS prep classes are web-based, self-paced. You will have email access to the content facilitator for questions and assistance. Professor: Svenconis

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**TEAS Math Prep**  
This ONLINE prep class contains a thorough review of arithmetic, basic algebra, and geometry with complete lessons and explanations (including quizzes) for each content subject. There are 5 simulated math TEAS exams with complete step-by-step solutions. This prep class is designed to help students learn the skills needed to score well on the exam. Not eligible for tuition waivers. $120

08/30 - 12/30  
Online with no class meeting time  
Course Number: CAR 885 75  CRN: 17357

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**TEAS Reading/Language Prep**  
This course contains a thorough review of spelling, punctuation, grammar, and writing rules. There are 5 simulated reading and 5 simulated language exams with complete step-by-step solutions. This course is designed to help students learn the skills needed to score well on each exam. This online course is self-paced and a self-study. Not eligible for tuition waivers. $120

08/30 - 12/30  
Online with no class meeting time  
Course Number: CAR 886 75  CRN: 17358

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**TEAS Science Prep**  
This course contains a thorough review of the major principles of general science, genetics, human body, life science, physical & chemical science and the scientific method. There are 5 simulated science TEAS exams with complete step-by-step solutions, this course is designed to help students learn the skills needed to score well on the exam. This online course is self-paced and a self-study. Not eligible for tuition waivers. $120

08/30 - 12/30  
Online with no class meeting time  
Course Number: CAR 978 80  CRN: 18403  Professor: BURNS

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**Health Careers**

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**Certification Addiction Recovery Coach (CARC)**

Recovery Coaches are an important member of a person’s recovery support network. Recovery coaches assist people to focus on increasing their motivation, identifying, and creating a plan to reach their goals, and help them remove barriers to their recovery. This 75-hour online training will provide you with the strategies needed to assist individuals seeking recovery from substances and or co-occurring challenges. Emphasis is placed on the skills needed to link people in recovery to needed support within the community to build recovery capital. Upon completion students will have the required 60 hours of training to become employed as a recovery coach. Once in the field and the 500 hours of supervision are met, students will apply to Massachusetts Board of Substance Abuse Counselor Certification (MBSACC) to become a Certified Addiction Recovery Coach (CARC).

All course materials, CEUS, 10 supervision hours and 5 hours of career assistance are included in the cost of the program. Supervision hours will be determined by the instructor when class begins. Please note: The accelerated hybrid format will include 30 hours of Recovery Coach Academy, 15 hours of Ethical Considerations, 3 hours of Motivational Interviewing, 5 hours of Addiction 101, 4 Exploring Culture through a DEI Lens and 3 hours of Mental Health and wellness. (75 total hours). $1,999

**Note:** Grant Funding available for underemployed and/or unemployed. For more information e-mail career_training@middlesex.mass.edu. This course is not eligible for tuition waivers.

09/18 - 09/22  
Monday - Wednesday, Friday  
5:00pm - 8:30pm

09/25 - 09/27  
Monday - Wednesday  
5:00pm - 8:30pm

10/02 - 10/03  
Monday, Tuesday  
5:00pm - 8:30pm

10/09 - 10/10  
Monday, Tuesday  
5:00pm - 8:30pm

10/16 - 10/17  
Monday, Tuesday  
5:00pm - 8:30pm

Course Number: CAR 978 80  CRN: 18403  Professor: BURNS

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If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
Medical Interpreting Certificate

Interpreters can elect to work for a hospital, school, or state agency, or as contractors with many agencies throughout the country. They can also elect to work remotely from home where they can work independently and make their own hours. Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role-plays on a variety of medical topics. Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Students must be bilingual and must be fluent in English and one other language. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the national certification exam. Upon completion of this course, students may elect to apply for national certification.

For information on certification, requirements and cost:
• CCHI, Certification Commission for Healthcare Interpreters
  https://cchicertification.org/
• NBCMI - National Board for the Certification of Medical Interpreters
  https://www.certifiedmedicalinterpreters.org/
Because a language assessment is required, students must register at least two weeks in advance. Not eligible for tuition waivers. (60 hours) $1,199

To enroll email Community Education career_training@middlesex.mass.edu or visit our registration page: https://www.middlesex.mass.edu/careertraining/register.aspx

Pharmacy Technician

This course is designed to teach students in a retail setting the knowledge and skills necessary to practice as a Pharmacy Technician. The course will consist of a 60-hour instructor led class followed by an 80-hour externship in an actual pharmacy setting. The course will prepare the student to take the National Certification Exam to become PTCB certified. The instructor led portion of the class will review various topics including pharmacy operations, pharmacy law, pharmaceutical calculations, routes of administration, medical abbreviations, medication dosage forms, interpreting drug orders, regulations and the top two hundred prescription medications. In partnership with local Pharmacies, the externship portion of the course is designed to give the student real world experience in a retail pharmacy setting to reinforce the topics studied in the classroom. Students will also be given practical knowledge on the interview process and what employers are seeking in a candidate. This fast-paced class requires students to have a basic understanding of fractions, formulas, and conversions. Not eligible for tuition waivers. (60 hours) $1,850

Grant Funding Available – Please inquiry for eligibility requirements

To apply email: campopianoc@middlesex.mass.edu

Nurse Assistant/Home Health Aid Certificate

This training program (including 24 hours of clinical training at a local long-term care facility) prepares you for an entry-level career as a Nurse Assistant. Upon successful completion, students are eligible to sit for the Massachusetts nurse assistant certification exam. Students will learn how to appropriately care for residents in long-term care facilities and hospitals as well as personal patient care, patient rights, lifting and turning patients, safety, infection control, vital signs, record keeping, mental health care of residents, and stress management. Students must have a HS Diploma or GED. Students will also be required to pass a literacy exam and complete a CORI/SORI check and be able to lift and move 50 pounds. Course is not eligible for waivers or vouchers. State exam is a separate fee. Not eligible for tuition waivers.

Grant Funding Available – Please inquiry for eligibility requirements

For enrollment information: campopianoc@middlesex.mass.edu
Note: For Massachusetts, employers who would like to send employees to the above course: Employers may qualify for 50% or 100% reimbursement through the Mass. Workforce Express Fund. Tuition must be employer paid. More information: https://www.middlesex.mass.edu/careertraining/downloads/expfundfa21.pdf

Fall Session I

Nurse Assistant Online Theory - $999
09/18 - 11/08
6:00pm - 10:00pm
Monday/Tuesday/Wednesday
Online with class meeting times
Course Number: HLT 752 33
CRN: 18184
Professor: LEWIS

Nurse Assistant Skills Lab - $349
09/30 - 10/28
9:00am - 1:00pm
Saturday
Lowell Campus, Skills Lab
Course Number: HLT 753 80
CRN: 18185
Professor: LEWIS

Nurse Assistant Clinical Training - $699
11/04 - 11/12
8:00am - 3:00pm
Saturday/Sunday
OFF Campus
Course Number: HLT 756 33
CRN: 18351
Professor: LEWIS

Fall Session II

Nurse Assistant Online Theory - $999
10/04 - 11/16
4:00pm - 9:00pm
Wednesday/Thursday
Online with class meeting times
Course Number: HLT 752 34
CRN: 18350
Professor: CHAMPA

Nurse Assistant Skills Lab - $349
12/20, 12/21, 01/03, 01/04
4:00pm - 9:00pm
Wednesday/Thursday
Lowell Campus, Skills Lab
Course Number: HLT 753 81
CRN: 18186
Professor: CHAMPA

Nurse Assistant Clinical Training - $699
01/06, 01/07, 01/13, 01/14
8:00am - 3:00pm
Saturday/Sunday
OFF Campus
Course Number: HLT 756 36
CRN: 18166
Professor: CHAMPA

To apply email: campopianoc@middlesex.mass.edu

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
**Phlebotomy for Healthcare Professionals**

Phlebotomy be a good pathway into health care field careers or to brush up on an existing career. Specimens will always need to be collected from patients by skilled phlebotomists at hospitals, urgent care centers, laboratories or physician office settings to aid in screening or diagnosing diseases. This comprehensive phlebotomy course will provide students with skills and training towards a successful career and also to sit for the certification exams. $1,499

A potential student must have a current certification in at least one medical or dental role.

- Lowell Campus Skills Lab
  - Course Number: HLT 785 80
  - CRN: 18428
  - Professor: SHARMIN

To apply email campopainc@middlesex.mass.edu

**Medical Terminology for Everyone**

This course will give you a practical understanding of medical terms to help you further your career and communicate more effectively with health care providers. Individuals of all educational backgrounds will learn important medical terminology through easy-to-follow explanations, interesting examples, and numerous reinforcement exercises. The course is intended for those in the medical field, career changers, and everyone interested in gaining knowledge of medical terminology. The instructor, Davi Ellen Chabner, has developed a proven method which is engaging and accessible. The course includes practical applications, real life stories, and the association of medical terms to the systems of the body.

Note: This class will require your obtaining a new and current hard copy edition of The Language of Medicine, 12th edition, by Davi-Ellen Chabner. This text is not only a valuable workbook, but also includes useful reference resources such as a Mini Dictionary. (20 hours) $189

- 09/19 - 11/21
  - Bedford Campus
  - Course Number: HLT 786 30
  - CRN: 18381
  - Professor: CHABNER

**Dental Hygiene**

**NEW**

**Dental Hygiene**

If you have been administering local anesthesia for 2 years or 20 years and would like to refine your technique or learn various troubleshooting techniques to improve your effectiveness, this hands-on course is for you! We will review various maxillary and mandibular nerve blocks, but specific injection techniques administered will be determined by YOU. The goal is to have you become comfortable again with injection techniques that you have already been taught or to troubleshoot any barriers that you have encountered.

Note: this class does not meet the requirements as a recertification course. Participants must submit the following forms to MCC: Medical History form, Consent form, Dental or Dental Hygiene license, CPR Card Permit, to administer local anesthesia (RDH), or proof that you have passed an anesthesia certification course (RDH) within two years on this course date. 3 hours lecture, 4 hours clinical where participants will sit as a patient. 7 CEUs awarded upon successful completion. $400

- 11/04
  - Lowell Campus
  - Course Number: HLT 788 80
  - CRN: 18425
  - Professor: NOVEMBER-RIDER

**Local Anesthesia Certification Training for RDH**

This course is for licensed Dental Hygienists who would like to become certified in local anesthesia. MCC complies with the Mass. Board of Registration in Dentistry regulations for the administration of local anesthesia. The course consists of a 50 hour online study (self-paced) prior to clinical training, interactive presentations, and a 3-day clinical training in which students will have 30 injection experiences. 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, 25 CEUs, and be prepared to sit for the CDCA exam. For complete information and required forms, visit https://www.middlesex.mass.edu/CareerTraining/DHA.aspx. Not eligible for waivers $1,550

- 07/03 - 10/09
  - WEB/Online Study
  - Course Number: CAR 751 80
  - CRN: 18310
  - Professor: NOVEMBER-RIDER

**Improved Local Anesthesia Outcomes**

This program will provide the participant with an overview how to troubleshoot local anesthesia problems including how to pick the correct local anesthetic to give you best outcome. Information on how to prevent and manage both local and systemic complications that can arise from the administration of local anesthesia will also be covered. Lecture course. Open to any dental professional (4 hours, 4 CEUs) $99

- 11/11
  - Online with class meeting time
  - Course Number: HLT 748 75
  - CRN: 18346
  - Professor: NOVEMBER-RIDER

**Dental Radiography: Putting Theory to Practice**

This refresher course will provide the experienced dental radiographer with the basic principles of x-ray production and biology. The fundamentals of intraoral radiographic exposures and interpretation will be reviewed, as well as troubleshooting common challenges through technique and armamentarium modifications. Attendees will leave with reinforced understanding of and confidence in dental radiography theory and application in patient care. Course is open to any dental professional working with x-ray production. Course is a live webinar and not recorded. (2 hours, 2 CEUs) $55

- 10/28
  - Online with class meeting time
  - Course Number: HLT 759 75
  - CRN: 18347
  - Professor: SHUTOFF

**Dental Office Administration**

Are you looking for a career in dental office administration? Join us for a complete introduction to dental front office administration. We will provide a foundation of dental knowledge and administrative skills for anyone interested in starting a career in a dental practice with little to no experience, or dental assistants seeking to expand their knowledge. Course is taught online with instructor via Zoom. $299

Topics:
- Intro to Dental Practice
- Dental Terminology/HIPAA/Infection Control
- Superior Customer Service and The Patient Experience
- Appointment Scheduling and Phone Skills
- Treatment Planning, Insurance, and Co-pays
- Review and Professional Opportunities

- 10/05 - 11/09
  - 6:30pm - 9:00pm
  - Thursday
  - Online with class meeting time
  - Course Number: HLT 782 75
  - CRN: 18349
  - Professor: LAROCHE
Computer Applications/Information Technology

Google IT Support Professional Certificate/CompTIA A+ Exam

In this class we pair the Google IT Support Professional Certificate with the CompTIA A+ Exam Prep to give students a well-rounded robust experience and learning tools along with mentorship to assist them on their Career Path in IT. Google IT Support Professional Certificate paired with the CompTia A+ exam prep helps people prepare for entry-level roles in IT support with no prior experience or degree necessary. Through a dynamic mix of video lectures, quizzes, and hands-on labs and widgets, the Google IT Support Professional Certificate introduces learners to troubleshooting, customer service, networking, operating systems, system administration, and security. The self-study, self-paced curriculum includes motivating personal stories from Google employees, with unique backgrounds and perspectives, who started their careers in IT support. Mentorship and Exam prep reads students to sit for the A+ certification exams as well as preparing them to become gainfully employed in the IT sector.

Upon completion of the Google IT Support Professional Certificate training learners receive a badge they can display on their LinkedIn profiles. Class will be 10-12 hours per week of self-paced online study through a license by Quiklabs and 2 hours of in-class instruction with an IT professional. Weekly office hours will be included for additional support. Comp TIA A+ exam fee and textbooks are a separate fee and not included in the tuition. (100 hours) $2,000.

Note: Grant Funding available for underemployed and/or unemployed. To inquire, e-mail career_training@middlesex.mass.edu. This course is not eligible for tuition waivers.

Choose from 2 course sections:

Hybrid section: Mainly online with class meeting times
09/09 - 02/17 10:00am - 12:00pm Saturday
09/15 - 02/16 5:00pm - 6:00pm Friday
Course Number: TEC 780 33 CRN: 18392 Professor: BOWEN
2 Saturdays held on campus in Bedford
No class 11/25 and 12/23

OR

Online with class meeting times
11/18 - 05/04 12:00pm - 2:00pm Saturday
11/20 - 04/29 6:30pm - 7:30pm Monday
Course Number: TEC 780 34 CRN: 18426
No class 11/25, 12/23, 12/25, 01/01

CompTIA Fundamentals (ITF+) Certification Training

The CompTIA IT Fundamentals (ITF+) program is an entry-level certification for individuals who are new to the field of Information Technology (IT) and are uncertain if an IT career is the right fit for them. This course will provide students with a comprehensive understanding of basic IT concepts and terminology, including hardware, software, security, and infrastructure. The course will feature hands-on activities and practical exercises to reinforce the concepts learned in class. Students will also have access to practice assessments and study materials to help them prepare for the ITF+ certification exam.

Upon completion of this course, students will be well-equipped to sit for the CompTIA ITF+ certification exam. They will have a solid understanding of basic IT concepts and be prepared to pursue more advanced training, such as the CompTIA A+ or Google IT Support certificate. The course consists of approximately 10-12 hours per week of self-paced online work, including labs, reading material, and practice, supplemented with an additional 2 hours of virtual instruction with an IT professional. Weekly office hours are offered for additional support out of class to ensure student success. Comp TIA ITF+ exam fee and software are included in the tuition. (110 hours) $1,380.

Online with class meeting times
09/02 - 11/11 12:00pm - 2:00pm Saturday
09/04 - 11/06 6:30pm - 7:30pm Monday
Course Number: TEC 790 33 CRN: 18427 Professor: BOWEN

Note: Grant Funding available for underemployed and/or unemployed. For more information e-mail career_training@middlesex.mass.edu. This course is not eligible for tuition waivers.

Cloud Associate/AWS/Azure

This course introduces learners to the two most used cloud technologies to date, Microsoft Azure and Amazon Web Services (AWS) cloud platforms. The course will be split into two sections. Section one will cover Azure and prepare the learner to sit for the Azure Fundamental Certification (AZ-900) exam. Section two will focus on AWS and prepare the learner to sit for the AWS Solutions Architect Associate Certification (SAA-C02) exam. AWS Certified Solutions Architect is among the most valuable and sought-after cloud computing certifications in the world. Please note: students must possess the CompTIA A+ certification or have equivalent knowledge of basic computers functions. If you do not possess the CompTIA A+ certification you can enroll in our Google IT Support Professional Certificate program. Included in the cost of tuition are all books, supplies and the cost of one exam, either SAA-C02 or AZ-900. (180 hours) $2,800. This course is not eligible for tuition waivers.

Note: Grant Funding available for underemployed and/or unemployed.

To inquire: e-mail career_training@middlesex.mass.edu

Online with class meeting times
10/07 - 12/16 12:15pm - 2:15pm Saturday
10/13 - 12/15 4:00pm - 5:00pm Monday, Friday
Course Number: TEC 789 33 CRN: 18391 Professor: BOWEN
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 include: 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. (12 hours) $219

09/15 - 10/06
Lowell Campus
Course Number: TEC 602 80
9:00am - 12:00pm
Building: Cowan Center, room 202
CRN: 11390
Professor: KILROY

11/08 - 12/06
Bedford Campus
Course Number: TEC 602 30
5:00pm - 8:00pm
Wednesday
Building: Academic Resource, room 106
CRN: 18243
Professor: KELLEY

MS Excel Certificate
Learn Excel like a pro! From beginning to advanced functions, you will learn the features of MS Excel. 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 with MS Windows & keyboarding.
This course is taught in a PC/MS Office environment. (24 hours) $330

10/04 - 11/29
Bedford Campus
Course Number: TEC 759 30
6:00pm - 9:00pm
Wednesday
Building: Academic Resource, room 101
CRN: 18213
Professor: TROCHE

Business Computer Applications Certificate
This certificate course will prepare you for a position in offices where proficiency in software such as Microsoft Office suite is used. These positions include administrative assistant, customer service or data entry. Students will become proficient in computer skills such as file & folder management, system backup, device/printer setup, internet basics, password management along with word processing, and spreadsheet. Presentation software packages may be touched upon. These tools are commonly used in most work environments today. (24 hours) $330

09/13 - 11/01
Bedford Campus
Course Number: TEC 748 30
5:00pm - 8:00pm
Wednesday
Building: Academic Resource, room 102
CRN: 16128
Professor: KELLEY

10/13 - 12/15
Lowell Campus
Course Number: TEC 748 80
9:00am - 12:00pm
Friday
Building: Cowan Center, room 215
CRN: 16129
Professor: KILROY

Google Sheets
Are you or your organization new to Google Sheets? This course is for people new to Sheets or for those who have been learning Sheets on the fly and would like to fill in the gaps. Throughout the course, you will explore beginning to advanced features in the spreadsheet application, Google Sheets, that is free with a personal or organization’s Google account. Upon successful completion of this 6-week course, participants will be able to: navigate Google Sheets, create and save workbooks to the Google Drive, create and format data in worksheets, manipulate and calculate data using custom formulas or pre-formatted functions, present data using charts, apply conditional formatting to data sets, and create and analyze data using PivotTables. This course will also review tips & tricks for organizing file in your Google Drive. Please click on the link below or go to: https://troche-course-resources.blogspot.com for a more comprehensive list of skills that will be taught in the course along with a 7-question survey to use to determine if this course is for you. Pre-Req: While this course is for students new to Google Sheets, you must have a proficient knowledge of computers (e.g. left/right mouse click, basic keyboarding, creating folders, saving files, and using email). (21 hours) $255

10/03 - 11/14
Bedford Campus
Course Number: TEC 788 30
6:00pm - 9:00pm
Tuesday
Building: Academic Resource, room 102
CRN: 18400
Professor: TROCHE
Java Programmer + Python Developer

This in-depth online course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer. There are no prerequisites to take this course, however, some prior programming language knowledge is helpful. Enroll through Cengage Learning by calling 1-877-221-5151. Not eligible for waivers. (255 hours) $2,095

What you will learn
- Java syntax elements, concentrating on fundamental and universally useful elements
- How Python works and what it's good for
- Python's place in the world of programming languages

How you will benefit
- Prepare for an entry-level job as a Python and/or Java programmer
- Enhance your programming ability and add a new skill to your resume
- Become more confident in your ability to use the Python and Java programming languages

C++ Programming

With software development roles expected to grow, learning C++ is an important first step to a career in computer science. This ONLINE course is designed to introduce you to the concepts, terminology, application, and coding of the C++ programming language. This course consists of 18 lessons that use text, full programming scenarios, instructional videos, and hundreds of live coding labs that give you real-time feedback on your work. You will learn fundamental programming concepts, including decision making and looping, with the support of practical, step-by-step examples. You will understand the basics of structured and object-oriented programming techniques and you will be able to build C++ programs to strengthen your developer portfolio. Not eligible for tuition waivers. Enroll through Cengage Learning by calling 1-877-221-5151. (108 hours) $1,595

CISCO CCNA Certification

This online course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications. The voucher is prepaid access to sit for the CCNA certifying exam upon eligibility. Course enrollment and payment is through Cengage Learning by calling 1-877-221-5151. Not eligible for tuition waivers. Enroll through Cengage Learning by calling 1-877-221-5151. (225 hours) $2,995

Spanish for Beginners

Introduction to Spanish is an interactive, fun class intended for those with little or no knowledge of the language. Its aim is to present essential vocabulary, grammar, and to develop the speaking, listening, reading, and writing skills necessary for basic communication and comprehension. Communicative class activities will include pair and group work, interviews and roleplaying. We will also introduce you to Spanish customers and culture! (13 hours) $225

09/13 - 12/13 5:30pm - 6:30pm Wednesday
Online with class meeting time
Course Number: PER 645 75
CRN: 18401
Professor: HOYES
No class 11/22

Intro to Backyard Beekeeping

This introductory course will give an overview and will prepare you for the excitement and challenges of backyard beekeeping in New England. We will cover bee culture and society, tools and equipment, establishing your first hives, hive management, the harvesting process and potential cash flow streams from bees. (10 hours) $109

09/29 - 10/18 6:00pm - 8:00pm Wednesday
Bedford Campus
Building: Henderson Hall, room 112
Course Number: PER 946 30
CRN: 18323
Professor: WEISMAN

Interior Design 101

Learn how to design like a pro. This course will teach you how to choose paint color for the home. Redesign a space with existing furniture and using pieces you already own. How to incorporate charming and heirloom items into a new room design without the space looking dated. Repurposing furniture and learning how to measure for window treatments, fabrics, scale and custom vs. ready-made. Design theory, furniture placement and how to design a room from scratch. Taught by Debbe Daley of Daley Designs. (6 hours) $379

09/19 - 10/31 6:00pm - 7:00pm Tuesday
Online with class meeting times
Course Number: PER 999 75
CRN: 18208
Professor: DALEY
No class 10/17

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
To enroll email Community Education career_training@middlesex.mass.edu or visit our registration page: https://www.middlesex.mass.edu/careertraining/register.aspx

**Floral Design Classes**

**Intro to Floral Design**
Join Cindy Mattson of Given Erwin Florist! We will cover the principles and elements of Floral Design, as well as fresh flower care and handling. A hands-on workshop will be included in each session. All flowers, materials, and tools will be provided you can take home each project. No experience is necessary! While this is more of an educational program, the atmosphere is casual and the material we will work with is lovely. We will use a different combination of florals each week. Materials fee of $125 is payable to the instructor via cash, check or venmo. Ms. Mattson is accredited as an American Institute of Floral Design member. (10 hours) $109

- **09/11 - 10/16** 6:00pm - 8:30pm Monday
- **Course Number: PER 783 30** CRN: 17155
- **Bedford Campus** Building: Henderson Hall, room 220
- **Professor: MATTSON**

No class 09/05 and 10/09

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**Intro to Floral Design II**
We will continue to explore the principles and elements of floral design in this 2nd portion of Basic Floral Design using the tools learned in Part 1. Students will be shown different techniques applied to floral design and will have hands-on experience using fresh material and interesting supplies. Each week the instructor will focus on a specific theme, principle, or element. The class will have an opportunity to demonstrate their version of that design. Materials fee of $125 is payable to the instructor via cash, check or venmo. Ms. Mattson is accredited as an American Institute of Floral Design member. (10 hours) $109. **Prerequisite:** Completion of Intro to Floral Design I

- **10/23 - 11/13** 6:00pm - 8:30pm Monday
- **Course Number: PER 950 30** CRN: 18017
- **Bedford Campus** Building: Henderson Hall, room 220
- **Professor: MATTSON**

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**Halloween “Boo-Quet”**
Join us as we build a “Boo-Quet” using fresh pumpkins and flowers, just in time for Halloween. We give step by step instructions. No experience required. Classes are fun and creative. Best of all, you take home the arrangement you make. (2 Hours) Material via of $50 per student is payable to the instructor via cash, check or venmo. $40

- **10/27** 6:00pm - 8:00pm Friday
- **Bedford Campus** Building: Henderson Hall, room 220
- **Course Number: PER 821 30** CRN: 18382
- **Professor: MATTSON**

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**Thanksgiving Centerpiece**
Learn how to make a lovely Thanksgiving table centerpiece using fresh flowers and a candle. Impress your friends and family when you tell them you made it yourself. Classes are low key and fun, no experience necessary. Material fee of $50 per student is payable to the instructor via cash, check or venmo. (2 Hours) $40

- **11/20** 6:00pm - 8:00pm Monday
- **Bedford Campus** Building: Henderson Hall, room 220
- **Course Number: PER 640 30** CRN: 16647
- **Professor: MATTSON**

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If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
Holiday Boxwood Tree

Start your Holiday decorating off by joining Given Erwin Florist of Burlington to learn how to make a boxwood tree. This hands on class is fun and sure to get you in the holiday spirit. We’ll guide you step by step through the process and provide all flowers and material you need. Material fee of $60 per student is payable to the instructor via cash, check or venmo. (2 Hours) $40

11/27
Bedford Campus
Course Number: PER 641 30
CRN: 16845
Professor: MATTSON

Holiday Sparkle

Bring home a little sparkle for the holidays! Join Given Erwin Florist at Middlesex Community College for a hands on make and take class. We’ll be making a Dazzling Holiday Centerpiece using fresh evergreens and fragrant flowers. No design experience necessary, we will walk you through the how to’s and we will provide all the supplies and flowers you will need. Material fee of $50 per student is payable to the instructor via cash, check or venmo. (2 Hours) $40

12/04
Bedford Campus
Course Number: PER 822 30
CRN: 18212
Professor: MATTSON

Christmas Glow

Welcome the warmth of this Holiday season. This hands on “make and take home” design session for Christmas features pine cones, scented evergreens, fresh florals and a keepsake candle. All supplies and flowers are provided. We’ll walk you through the process of designing it and you get to take your lovely bouquet home! Material fee of $50 per student is payable to the instructor via cash, check or venmo. (2 Hours) $40

12/11
Bedford Campus
Course Number: PER 823 30
CRN: 18383
Professor: MATTSON

Academic Enrichment Youth

Algebra I Review

These review courses are intended for students entering 7th - 12th grade that would like to strengthen their algebra skills. Content includes the following topics: Simplifying expressions, Definition of like terms, combining like terms, Linear and Polynomial, Solving Linear equations, Graphing Linear equations, Equations of lines, solving linear inequalities, Graphing linear inequalities. Students participating are required to have a solid foundation in arithmetic, including fractions and decimal operations. (10 hours) $129

09/19 - 10/17
Bedford Campus
Course Number: YTH 786 75
CRN: 18163
Professor: WEISMAN

Algebra II Review

These review courses are intended for students entering 7th - 12th grade that would like to strengthen their algebra skills. Content includes the following topics: Systems of equations, Quadratics, Graphing, Factoring, Solving (with and without quadratic Equation), Absolute Value, Radicals. Students participating are required to have a solid foundation in Algebra 1. (10 hours) $129

10/24 - 12/05
Bedford Campus
Course Number: YTH 787 75
CRN: 18164
Professor: WEISMAN
No class 11/7 and 11/21

Holiday Design/Algebra Review/College for Teens

To enroll email Community Education career_training@middlesex.mass.edu or visit our registration page: https://www.middlesex.mass.edu/careertraining/register.aspx

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
# College for Parents

### What is FAFSA and Why it is Important
This class will explain what is FAFSA, application deadlines, how to obtain an FSA ID and what documents parents will need to assist their child in completing the Financial Aid application. This is a hyflex class which means you can enroll for face to face or virtual. (1 hour) $39
10/18 6:00pm - 7:00pm Wednesday Lowell Campus Building: Cowan Center, room 214 Course Number: PER 587 80 CRN: 18396 Professor: PARRISH

### Other Ways to Pay for School
This class will cover the direct and indirect college expenses, how to understand the student bill, tuition and fees and what expenses can be waived and what courses/majors can accrue additional charges. This is a hyflex class which means you can enroll for face to face or virtual. (1 hour) $39
10/25 6:00pm - 7:00pm Wednesday Lowell Campus Building: Cowan Center, room 214 Course Number: PER 586 80 CRN: 18397 Professor: PARRISH

## Earn College Credit For Completion Of Noncredit Courses
Looking for career training or new job preparation? Perhaps you have never enrolled in college, or it has been months/years? Middlesex Community College’s noncredit to credit coursework can be your motivation.

MCC has created a path for students to earn college credit for successful completion of our most popular noncredit courses. Questions? Email career_training@middlesex.mass.edu or visit our website for our complete course schedule.

### Advanced Manufacturing Machine/Electronics Certificate - 9 Credits
Noncredit Course Numbers - BIN 616 and BIN 617
Credit Course Numbers - ADM 101 and ADM 110
Credit Course Pathway - Precision Machining

### Digital Media Marketing Certificate and Social Media Marketing Certificate - 3 Credits
Noncredit Course Numbers - TEC 661 and TEC 640
Credit Course Pathway - PENDING

### Digital Photography Certificate - 3 Credits
Noncredit Course Numbers - CAR 611, CAR 612, CAR 615 and CAR 890
Credit Course Numbers - ART 144
Credit Course Pathway - Digital Photography

### Google IT Help Desk Support - 4 Credits
Noncredit Course Numbers - TEC 780
Credit Course Numbers - ITC 101
Credit Course Pathway - Introduction to Information Technology

### MS Excel Certificate and Business Computer Applications Certificate - 3 Credits
Noncredit Course Numbers - TEC 759 and TEC 748
Credit Course Numbers - CAP 101
Credit Course Pathway - Computer Applications

### Nurse Assistant/HHA - 7 Credits
Noncredit Course Numbers - CAR 768
Credit Course Numbers - AHP 115 and AHP 116
Credit Course Pathway - Nurse Assistant I/II

### Pharmacy Technician - 6 credits
Noncredit Course Numbers - HLT 715
Credit Course Numbers - HLT 000 and HLT 001
Credit Course Pathway - Health Science Elective

### SHRM Essentials of Human Resources - 1 Credit
Noncredit Course Numbers - CAR 775
Credit Course Numbers - IDS 133
Credit Course Pathway - General Education Seminar

### Vascular Technology I and II - 6 credits
Noncredit Course Numbers - HLT 749 and HLT 750
Credit Course Numbers - SON 251 and SON 252
Credit Course Pathway - Vascular Technology I and II

Call 781-280-3663 or email career_training@middlesex.mass.edu for more information.

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To enroll email Community Education career_training@middlesex.mass.edu or visit our registration page: https://www.middlesex.mass.edu/careertraining/register.aspx

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
## Center for Manufacturing

Middlesex Community College partners with the Center for Manufacturing Technology in Woburn, MA, to offer manufacturing technology courseware. 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, CMM, grinding machines, and CNC milling and turning 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 Tuzzolo at 978-656-3109, or email tuzzolo@middlesex.mass.edu.

### Intro to General Machine Shop Practices
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 and Intro to CMM. 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**  
(320 hours)  
$7,750

### Manufacturing Best Practices for Success
Manufacturing Best Practices for Success is a 50-hour course designed to instruct students in Manufacturing, Finance and Accounting, Strategy and Leadership, Marketing and Sales, Quality, Human Resources, GD&T Information Technology, and Team Approach.

**BIN 602**  
(50 hours)  
$6,810

### Manufacturing Best Practices for Success
Manufacturing Best Practices for Success is a change to 20 hours designed to instruct students in Manufacturing approaches, GD&T, design manufacturability, quality control techniques.

**BIN 622**  
(20 hours)  
$3,400

### Introduction to Inspection Practices
Introduction to Inspection Practices meets two days a week. Students will be taught Inspection fundamentals such as: Reading Dial Calipers, Micrometer, Height Gage, Basic Machine Shop Math and Introduction to GD&T & Into to CMM. The course is a combination of multimedia learning and hands on practical application in our lab.

**BIN 611**  
(76 hours)  
$4,000

### Geometric Dimensioning & Tolerancing
Participants currently working and interested in advanced manufacturing for machining and inspection will participate in a lecture, group based format. This class is designed to teach the importance of the GD&T system, proper identification and call out of datum features, and the effect of modifiers such as MMC and LMC. Attendees will also learn how GD&T saves money over traditional tolerances and how to interpret and apply each of the 14 symbols. This course can be online or in-person.

**BIN 580**  
(20 hours)  
$3,000

### MasterCam Entry Level
The MasterCam is a 10-lesson, 20-hour entry level course designed to instruct students in Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM). Students will use MasterCam to create CNC (Computer Numerical Control) programs. These programs will be posted from MasterCam to 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**  
(20 hours)  
$2,000

### MasterCam Advanced/Setup machine
The MasterCam course is a class designed for entry-level students who have completed course BIN 605 94 Master Cam Entry Level. The major difference in 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 course will continue the pattern established in of answering the five questions that must be addressed each time MasterCam is used.

**BIN 607**  
(60 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, Into to GD&T, SolidWorks (CAD) software will be used to both illustrate and reinforce the student's blueprint reading skills.

**BIN 609**  
(20 hours)  
$2,220

### OSHA 30 General Industry
The OSHA 30 General Industry Outreach Training Course is a comprehensive safety program designed for anyone involved in general industry. Specifically, this course is devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.

**BIN 623**  
(30 hours)  
$975

### OSHA 10 General Industry
The 10-hour General Industry Outreach Training Program is intended to provide an entry-level worker's general awareness on recognizing and preventing hazards in a general industry setting.

**BIN 624**  
(10 hours)  
$325

### Geometric Dimensioning & Tolerancing
Participants currently working and interested in advanced manufacturing for machining and inspection will participate in a lecture, group based format. This class is designed to teach the importance of the GD&T system, proper identification and call out of datum features, and the effect of modifiers such as MMC and LMC. Attendees will also learn how GD&T saves money over traditional tolerances and how to interpret and apply each of the 14 symbols. This course can be online or in-person.

**BIN 580**  
(20 hours)  
$3,000

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If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
Registration and Refund Policy/Ed2Go/MindEdge

To enroll email Community Education career_training@middlesex.mass.edu or visit our registration page: https://www.middlesex.mass.edu/careertraining/register.aspx

Registration and Refund Policy for Community Education

Registration and refund information is detailed in the link below for Community Education and Training classes. This information for noncredit Community Education courses only.

All noncredit Community Education students must register before the class start date. Payment is due upon enrollment. Students will not be permitted to attend the first class without prior registration. MCC requires students to provide a valid e-mail address, home address, date of birth, and cell phone number upon enrollment. Students are solely responsible and obligated for the timely and complete payment of their student account, regardless of any reliance on third-party resources, including but not limited to family gifts, employer reimbursement, or any other external resource. For all other programs including credit program registration and refunds email MCC Admissions, middlesex@middlesex.mass.edu.

Community Education enrollment and refund policies are detailed: https://www.middlesex.mass.edu/careertraining/register.aspx

Online Professional Development Classes

Ed2Go & MindEdge

MCC's partnership offers fully online interactive and affordable courses to offer professional development experiences for students. Running about six weeks, students earn a certificate of completion and strengthen their knowledge and skills in topics such as business, computer applications, writing and more.

Ed2Go courses include
- Personal & Professional Development
- 24-hour classes include:
  - Accounting and Finance
  - Computer Applications
  - Language Arts
  - Photography
  - Programming
  - Healthcare
  - Writing
  - Information Technology and many more

Career Training Programs - Most popular programs include:
- Veterinary Assistant
- Medical Coding and Billing
- Certified Bookkeeper
- Administrative Assistant
...and more

Ed2go classes are not eligible for tuition waivers.
To register or learn more, visit www.ed2go.com/mcc or call 781-280-3663.

MindEdge courses include
- Data Analytics
- HR Management
- Project Management
- Management and Leadership
- Information Technology

MindEdge classes are not eligible for tuition waivers.
To register or learn more, visit https://catalog.mindedge.com/mcc or call 781-280-3663.

Grant Funded Programs at MCC

Through grant funding, Middlesex Community College is able to offer free training programs to those who are unemployed or underemployed. Some of these noncredit programs that are grant funded include:

- Certified Nurse Assistant
- Certified Addiction Recovery Coach
- Pharmacy Technician Certificate
- Comp TIA Fundamentals (ITF+) Certification Training
- Google IT Comp TIA A+
- Cloud Associates/AWS
- Technical Writing Certificate
- Equipment Technician with Robotics, Intro
- Machining Training – Advanced Manufacturing Training at the Center for Manufacturing Technology

If you are interested in pursuing grant funding or want to learn more, please e-mail career_training@middlesex.mass.edu for more information.
Getting Started at Middlesex

MCC’s can help you reach your goals and pursue your dreams. Choose from 80+ degree and certificate programs and get started today!

Applying is Easy

• Apply with this QR code
• View your electronic letter quickly for most programs
• No application fee, SAT score, or deadline to apply
• Program admission requires a high school diploma or the equivalent

Placing in English and Math

• Seniors send a mid-year or final transcript to ES@middlesex.mass.edu
• Recent grads with a 2.7 GPA are ready to register
• Transfer students provide a college transcript
• Placement options include Multiple Measures and Guided Self-Placement

Registering for Classes

• Our Pathway and Academic Advising staff are available to assist you in person or online

Paying for College

• Starting at MCC – saves you thousands of dollars compared to local four-year institutions
• Financial Aid – applying for aid (FAFSA), scholarships, loans and other important aid info
• Students Accounts – tuition and fee estimator, payment plans and financial services
## Associate Degree Programs

- Accounting
- Aviation Maintenance Technology - Liberal Studies
- Biology Transfer
- Biotechnology Technician
- Business Administration
  - Career
  - Entrepreneurship
  - Transfer
- Chemistry Transfer
- Communication
  - Career
  - Transfer
- Computer Science Transfer
- Computer Science Transfer - Secure Software Development
- Creative Writing Concentration
- Criminal and Social Justice
- Culinary Arts - Business Administration
  - Dental Assisting
  - Dental Hygiene
  - Dental Laboratory Technology
  - Diagnostic Medical Sonography
- Digital Forensics
- Early Childhood Education and Transfer
- Elementary Education Transfer - Liberal Arts & Science
- Engineering Science Transfer
  - Biomedical Engineering Concentration
  - Chemical Engineering Concentration
  - Civil/Environmental Engineering Concentration
  - Electrical and Computer Concentration
  - Mechanical Engineering Concentration
- Engineering Technology - Computer Aided Design
- Fashion Merchandising
- Fine and Performing Arts
  - Fine Arts - Liberal Arts & Science
  - Music - Liberal Arts & Science
  - Theater - Liberal Arts & Science
- Fire Protection and Safety Technology
- Graphic Design
- Health Care Administration
- History, Politics and Global Studies
- Hospitality Management
- Human Services
- Human Services Transfer
- IT Cybersecurity
- IT Networking and User Support
- Liberal Arts and Sciences
- Literature Concentration
- Mathematics Transfer
  - Medical Laboratory Technician
  - Nursing - Day
  - Nursing - Evening
- Office Systems and Administration
- Paralegal Studies
  - Career
  - Transfer
- Performing Arts
  - Music - Liberal Studies
  - Theatre - Liberal Studies
- Psychology Concentration
- Public Health Information and Technology
  - Radiologic Technology
- Studio Art - Liberal Studies
- World Languages - Liberal Arts & Science

## Certificate Programs

- *Early Childhood Education Leadership Certificate
- Engineering Technology - Computer Aided Design
- Engineering Technology - Precision Machining
- Entrepreneurship
- Graphic Design
- Hospitality Management
- *IT Advanced Cybersecurity Operations Certificate
- IT Cybersecurity Operations Certificate
- IT Networking and User Support Certificate
- Launch Your Business Now
- *Medical Assisting
- *Medical Billing and Coding
- *Paralegal Studies
- *Phlebotomy
- Studio Art
- Technical Theatre
- Travel Services Management

## Micro-Credentials

- Communication Skills
- Culinary Skills
- Entrepreneurship - Launch @ MCC
- Law Enforcement
- Media Studies
  - Media Writing
  - Private Security
  - Public Health Informatics & Technology
- Restaurant Supervisor
- Social Justice Advocacy

Programs with an asterisk (*) indicate additional admission requirements.

Note: Please visit [https://catalog.middlesex.mass.edu/content.php?catoid=24&navoid=2190](https://catalog.middlesex.mass.edu/content.php?catoid=24&navoid=2190) for further information on programs and to review academic maps.
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Credit Course Offerings

Course options and/or delivery format subject to change. Please visit www.middlesex.mass.edu for an up-to-date listing of offerings, email registrar@middlesex.mass.edu or call 1-800-818-3434 to speak with an Enrollment Counselor.

COM 115 Introduction to Human Communication
COM 116 Interpersonal Communication
COM 123 Introduction to Audio Production
COM 124 Media Writing
COM 125 Social Media
COM 143 Race, Class, & Gender
COM 150 Introduction to Journalism
COM 292 U.S. History Through Film: Honors
CRJ 111 Introduction to Criminal Justice
CRJ 112 Criminal Law
CRJ 121 Contemporary Policing
CRJ 123 Terrorism & Homeland Security
CRJ 153 Law, Justice and Society
CRJ 156 Society and Victims of Crime
CRJ 231 Principles of Correction
CSC 101 Introduction to Computer Science
CSC 151 Programming I
CSC 156 Operating Systems Basics and Security
CSC 170 Digital Forensics I
CSC 188 Introduction to Computer Security
CSC 202 Computer Org and Assembly Language
CSC 252 Programming II
CSC 255 Programming III
CSC 258 Data Structures
CSC 272 Digital Forensics II
CSC 289 Secure Programming
CSC 290 Information Assurance
DAN 102 Jazz Dance
ECO 120 Economics and Management in Technology Industries
ECO 140 Principles of Macroeconomics
ECO 150 Principles of Microeconomics
EDU 100 Introduction to Early Childhood Education
EDU 101 Curriculum In Early Childhood Programs
EDU 102 Child Guidance and Class Management
EDU 103 Infant and Toddler Care and Program Planning
EDU 104 Exceptional Learners
EDU 109 Supervised Practicum and Seminar for Assistant Teacher Certificate and CDA Credential
EDU 122 Child Growth and Development
EDU 150 Discover Teaching
EDU 153 Planning Programs/Environments
EDU 154 Health, Safety, and Nutrition In Early Childhood Education
EDU 251 Supervised Practicum & Seminar
EDU 252 Administration of Early Childhood Program
EGR 101 Introduction to Engineering
EGR 104 Principles of Electric Circuit
EGR 210 Statics
EGR 212 Dynamics
EGR 215 Introduction to Data Communication Networks
EGR 260 Electric Circuits Theory I
ELL 055 ELL Reading & Writing II
ELL 075 Grammar and Editing II
EMT 100 Emergency Medical Tech-Basic
ENG 092 Read, Writing & Reasoning
ENG 101 English Composition I
ENG 102 English Composition II
ENG 109 Critical Thinking
ENG 113 Classics of Childrens Literature
ENG 117 History of Theatre
ENG 141 Modern World Literature
ENG 150 Creative Writing I
ENG 155 Reading and Writing Fiction
ENG 161 Modern American Literature
ENG 180 Science Fiction & Fantasy
ENG 185 The Short Story
ENG 200 Creative Writing II
ENV 103 The Age of Dinosaurs
ENV 108 Renewable Energy
ENV 110 Introduction to Ocean & Marine Biology
ENV 115 Environmental Studies
ENV 121 Coral Reef Ecology
ENV 131 Environmental Science with Lab
ENV 151 Introduction to Marine Biology with Lab
ETH 101 Ethics and Society
ETH 102 Business Ethics
ETH 103 Ethics and Technology
ETH 105 Introduction to Bioethics
FPS 100 Introduction to Fire Protection
FPS 101 Fundamentals of Fire Prevention
FPS 151 Fire Science Hydraulics
FPS 160 Principles of Fire and Emergency Services
FPS 203 Law and the Fire Service
GGY 120 World Geography
GOV 110 Comparative Government
GOV 115 International Relations
GOV 120 American Government
HST 121 US History Through 1876
HST 122 US History After 1876
HST 130 History World Civilization Before 1500
HST 131 History World Civilization After 1500
HST 290 World Cultures: Honors Seminar
HST 292 U.S. History Through Film: Honors Seminar
HUM 102 Introduction to the Humanities
HUM 104 Myths
HUM 143 Race, Class, & Gender
HUM 290 World Cultures: Honors Seminar
HUM 299 Postcolonial and Diaspora Studies: Honors Seminar
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<td>Globalization: Honors Seminar</td>
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<td>Postcolonial And Diaspora Studies: Honors Seminar</td>
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<td>Introduction to Acting</td>
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<td>Theatre Appreciation</td>
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<td>Creative Drama With Children</td>
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<td>Voice &amp; Movement for Theatre</td>
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<td>THE 117</td>
<td>History of Theatre</td>
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<td>THE 152</td>
<td>Rehearsal and Performance</td>
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**Credit Course Offerings**

Course options and/or delivery format subject to change. Please visit www.middlesex.mass.edu for an up-to-date listing of offerings, email registrar@middlesex.mass.edu or call 1-800-818-3434 to speak with an Enrollment Counselor.
High School Students
Enrolling in College Courses

High school and homeschool students are enrolling now and are taking one, two, three or all of their classes with MCC this fall. Interested? Visit Admissions at www.middlesex.mass.edu/admissions/ and sign up to attend a required Dual Enrollment Webinar.

Class formats include:

- **Online and On-Campus Lecture** – These hybrid (blended) classes combine on-campus and online instruction.
- **Online and On-Campus Lab** – These hybrid (blended) classes combine online instruction and on-campus labs.
- **Lecture** – This is a traditional on-campus face-to-face course. Classes meet weekly on campus with students and instructors.
- **Lecture and Lab** – This is a traditional on-campus face-to-face course and lab. Classes meet weekly on campus with students and instructors.
- **Online with Class Meeting Times** – This is a fully online class format with scheduled meeting days and times. Students must be online during scheduled meeting times.
- **Online with No Class Meeting Times** – This is a fully online class format. There are no scheduled meeting days or times. Lectures, lessons and exercises are completed online, over the course of the semester.

*Note: Some courses with labs are entirely online.*

Our Fall 2023 Semester runs from September 5 - December 22.
English Language Resources / Employer and Workforce Resources

English & Foreign Language Resources

English Learner Institute
This Institute focuses on helping members of the community develop basic English and other skills - including technology, life and social skills. Anyone who is a newcomer to the United States, or needs to develop Basic English skills, is eligible for this program. Available at the Lowell campus, the English Learner Institute consists of various noncredit day and evening courses (that vary in length, from six to fourteen weeks). As part of the Institute, a free program called Prepare to Attend College (PAC), is offered three times a year. These classes continue to be a bridge for non-native English speakers who often enroll in credit classes at MCC.

For more information, contact Katy Gentile at gentilek@middlesex.mass.edu
https://www.middlesex.mass.edu/bus_ind/pac.aspx

World Language Institute
MCC helps students become immersed in many different languages, including Arabic, Chinese, French, German, Greek (both modern and classical), Hebrew (modern), Hindi, Italian, Japanese, Khmer, Korean, Latin & Roman Culture, Portuguese, Russian, Spanish, Ukrainian. Students learn skills for active listening and understanding, speaking and fluency, reading and reading comprehension, writing to demonstrate knowledge of grammar, and understanding of different cultures.

For more information at
https://www.middlesex.mass.edu/worldlanguageinstitute/

Intensive English Institute Mission

Middlesex Community College’s Intensive English Institute provides rigorous English instruction and cultural training necessary for success in higher education in the United States. The IEI is committed to the goal of delivering quality evidence-based curriculum, informed by research and designed to prepare non-native speakers of English for the academic language needed for positive outcomes in pursuit of their own higher educational experiences in the U.S.A. The IEI considers its role as a contributor to MCC’s mission and vision by offering academic excellence and transforming lives through educational and career opportunities for all members of our community. We empower all learners to become productive and socially responsible members of our local and global communities.

MCC helps English Language Learners develop self-confidence as they learn to read, write, speak and listen in English. Meet with instructors and students on a daily basis to gain consistent practice in new skills. These courses for non-native speakers of English provides the knowledge students need to start a degree or certificate at MCC.

For more information at
https://www.middlesex.mass.edu/iei/default.aspx

GED/Hi-Set Resources

Adult Learning Center
The Adult Learning Center is located on the Bedford, MA Campus at Middlesex Community College. The ALC offers FREE Adult Basic Education classes to Massachusetts students (ages 16+) preparing for HISET or GED testing in order to attend college, job training, or obtaining employment. Day, evening, online and hybrid classes available. The Adult Learning Center is funded by the Massachusetts Department Elementary and Secondary Education.

For more information https://www.middlesex.mass.edu/adultlearning/
To register and sign-up for FREE placement testing: call 781-280-3662 or email ALC@middlesex.mass.edu

Employer Resources

Workforce Training Fund
MCC helps employers apply for funds that go towards resources to help current and new employees with grant-writing assistance and training. Free information sessions provide an overview of grant options to businesses who can receive up to $250,000 to train employees.

For more information, visit http://workforcetrainingfund.org/ or contact Teresa Medina, medinat@middlesex.mass.edu

MCC Career Development Center and Internships
The mission of the Career Development Center is to educate students in all phases of their career search with the tools necessary to make important career decisions and to develop and transition successfully into the workforce. Work with MCC to post internship and employment opportunities, recruit at on-campus or virtual events, develop a recruitment plan with MCC staff, and learn more about recruiting opportunities and events.

Opportunities for Employers to Connect with MCC Students
MCC’s Career Development Office connects area employers with MCC students to fill employment or internship needs, participate in networking and mentoring opportunities, and share information on career fields and training needs. Through MCC, employers can set up virtual information sessions for recruitment purposes, join the Fall and Spring Internship Fairs to meet MCC students and alumni, and post available positions on Handshake – an early talent acquisition recruiting platform.

For more information,
https://www.middlesex.mass.edu/CareerServices/
Massachusetts Workforce Express Fund
Career Training Courses for Massachusetts Businesses

Massachusetts Workforce Express Fund has approved select short-term career training programs through Middlesex Community College for Massachusetts businesses of any size in collaboration with Commonwealth Corporation:
If qualified, Mass. employers can receive up to: 100% tuition reimbursement for employers with less than 100 employees; 50% reimbursement for employers with 100+ employees (up to $3,000 per employee).

MCC course tuition must be paid by the employer. See application process (link below) through Commonwealth Corporation. Questions call Commonwealth Corporation at 617-717-6943 or express@commcorp.org

MCC Approved Courses (noncredit programs):
- 1050556 Local Anesthesia Certification for RDH
- 1065853 Technical Writing Certificate
- 1112907 Nurse Assistant /HHA Certification
- 1080330 SHRM Essentials of Human Resources
- 1103136 SHRM CP/SCP Certification Exam Prep
- 1113947 Pharmacy Technician
- 1121999 Accounting Fundamentals
- 1115397 Business Computer Applications
- 1115398 MS Excel Certificate
- 1125274 Google IT Help Desk Certificate
- 1122578 Non-Profit Management Certificate
- 1134371 Customer Service Certificate

Employers: To apply, please visit Comm Corp Website and choose express fund link http://workforcetrainingfund.org/

For the approval/application funding process contact Commonwealth Corporation at 617-717-6943 or e-mail Express@commcorp.org

Middlesex Community College Workforce Development & Corporate Education Workforce Training Fund Program

Meet your employee training goals with Middlesex Community College

Attention Businesses:
For over three decades Corporate Education at Middlesex Community College has educated and trained thousands of employees in hundreds of industries and municipalities throughout Middlesex County. Our goal is to provide you with the educational and training tools you need to make the best use of your most important assets, your employees. We are proud of the vital relationships and alliances we have built.

Learn more about Corporate Education and our partnership with business and industry and our grant application process for the Massachusetts Training Fund. The Massachusetts Workforce Training Fund provides FREE 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.

For more information: https://www.middlesex.mass.edu/bus_ind/ or email medinat@middlesex.mass.edu
The Alumni Association provides opportunities to:
• Connect with fellow alums
• Participate in social and networking events
• Volunteer to support college programs and events

The Alumni Association benefits include:
• Lifetime use of MCC Career Services
• Discount of auto and home insurance
• Reduced rate rental fee of MCC’s Historic Homes
• Invitations to alumni & college events
• Cash-back home buying program
• Seasonal discounts at the MCC bookstore

Join 26,000 MCC Alums!

Sign up Today! Membership is Free!
Go to www.middlesex.mass.edu/alumni for more information and to get involved!

For more than 50 years, MCC has been a leading provider of an accessible, affordable and high-quality education. You can help MCC continue to prepare our students for the future by supporting the Middlesex Fund. Generous donations from our college community provide us with the resources needed to help our students succeed.

Scholarship Data for 2023
28 Scholarship students served
28 Scholarships awarded
$88,000 Awarded in scholarship dollars

Securely donate online at www.middlesex.mass.edu/thefund

Middlesex Community College Foundation • P.O. Box 8681
Lowell, Massachusetts 01853 • 978-656-3034

NEW Micro-credentials at MCC

FIVE career growth & professional opportunities to get students done QUICKER

• Three, 8-week course bundles
• Compact & completed quickly
• Meets needs of workforce & industry partners
• Specific knowledge for in-demand industries

Earn a digital badge!
For more than three decades, Middlesex Community College has educated and trained thousands of employees in hundreds of businesses, industries and municipalities throughout Middlesex County. Our goal is to provide you with the educational and training tools you need to make the best use of your most important assets, your employees.

To learn more: www.middlesex.mass.edu/CorpEd • 978-656-3009