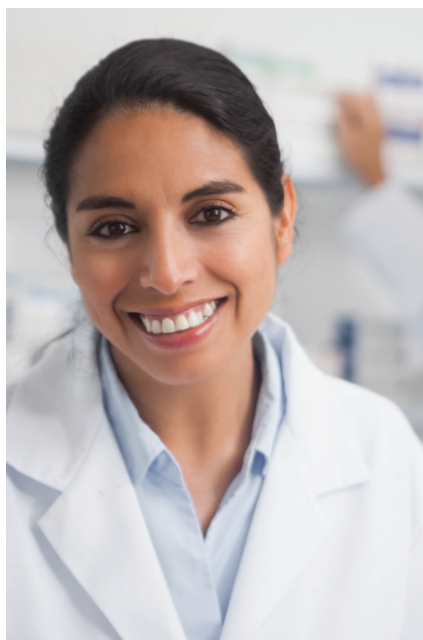


# CORPORATE AND COMMUNITY EDUCATION & TRAINING

## Professional and Personal Development Programs and Credit Course Listings

# SPRING 2022



1-800-818-3434 • [www.middlesex.mass.edu](http://www.middlesex.mass.edu)

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Effective January 2022

## MCC COVID-19 Vaccine Policy

**Please note** that Middlesex requires all students to be vaccinated in order to come to campus, as of January 2022. Students who are unvaccinated can still choose to take online classes and access online resources and student support services.

### To learn more

<https://www.middlesex.mass.edu/returntocampus2021>

## Academic Calendar

### January

- 3 ..... Winter Session 2022 Classes Begin
- 17 ..... Martin Luther King Day (*No Day or Evening Classes*)
- 21 ..... Winter Session 2022 Classes End
- 24 ..... Spring 2022 Classes Begin

### February

- 21 ..... Presidents Day (*No Day or Evening Classes*)

### March

- 5 ..... Last Day to Withdraw From Minimester 1 Classes
- 4 ..... Professional Day (*No Day or Evening Classes*)
- 16 ..... Minimester 1 Classes End
- 21-26 .... Spring Break
- 28 ..... Minimester 2 Classes Begin

### April

- 18 ..... Patriots Day (*No Day or Evening Classes*)
- 25 ..... Last Day To Withdraw From Spring 2022 Classes

### May

- 9 ..... Last Day To Withdraw From Minimester 2 Classes
- 16-23 .... Final Exams
- 26 ..... Commencement

***Some end dates are subject to change***

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

Bedford Campus			Lowell Campus		
AR	Academic Resources	#1	LA	Academic Arts Center	
BH	Bedford House	#5	LC	Cowan Center	#1
CC	Campus Center	#8	LD	Derby Building	#4
FC	Facilities	#11	LF	Federal Building	#2
HH	Henderson Hall	#3	LP	Pollard Building	#5
NA	North Academic	#6	LT	Talbot Building	#3
SA	South Academic	#7			
TH	Trustees' House	#4	OFF	Off Campus	

	New Course		Online Course
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### 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. The Society of HR Management develops materials. 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. \$620.

#### 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 or those just starting out in HR
- Business owners and office managers
- SHRM-CP/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.

#### Choose from online or on campus section:

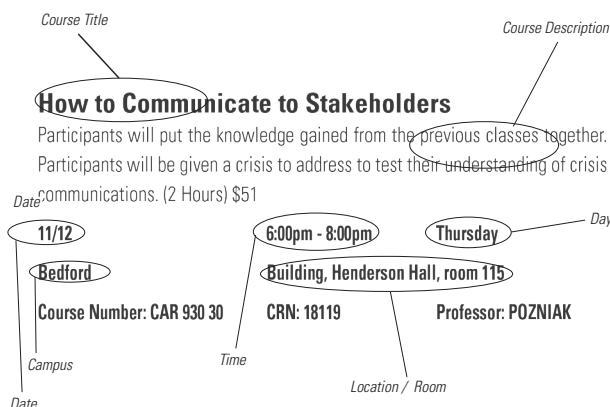
3/10 - 4/7 6:30pm - 8:30pm Thursday  
**Online with Class Meeting Times**  
**Course Number: CAR 775 75 CRN: 19972 Professor: PATALANO**

5/13 and 5/20 9:00am - 4:30pm Friday  
**Bedford campus Room TBA**  
**Course Number: CAR 775 30 CRN: 20140 Professor: PATALANO**

*"That was the best class I've ever taken online. Our instructor got everybody involved. The dynamic of being with your classmates was really fun. People weren't sitting around not raising their hand or not being engaged – you wanted to be part of the conversation. In our breakout groups, everybody felt good about what they were learning and what they were doing."*

MCC student Lisa Marie Noke-Kearney.

### Guide to Interpreting the Schedule



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



### SHRM HR CP/SCP Certification Exam Prep

HR professionals are facing new and larger challenges due in part to a changing workforce, shifting legislation, regulations, and so much more. Ensure you are prepared for these changes, and anything else thrown your way with SHRM's global HR credentials, SHRM-CP and SHRM-SCP. Unlike memorization-based certification credentials, SHRM certification measures an HR professional's most critical skill: the ability to apply HR principles to real-life situations. By becoming SHRM certified, you prove your knowledge, competency, and value to colleagues and to employers looking for a competitive edge in today's global economy. Combining expert instruction along with the SHRM Learning System®, you will learn faster, retain more knowledge, and stay on track for success on exam day. SHRM exam fee is separate. For more information: [www.SHRMCertification.org](http://www.SHRMCertification.org). Textbook/materials fee is student paid and is included in the tuition. \$1,390.

#### Who should enroll:

- HR professionals qualified under SHRM requirements for the SHRM-CP and SHRM-SCP certification
- SHRM CP/SCP certified HR professionals seeking to earn PDCs for recertification
- Seasoned HR professionals wanting to update their HR knowledge

2/22 - 5/10 6:00pm - 9:00pm Tuesday  
**Online with Class Meeting Times via WEBEX**  
**Course Number: CAR 841 75 CRN: 18744 Professor: HARRINGTON**  
**Note:** For Massachusetts employers who would like to send employees to the above HR courses: Employers may qualify for 50% or 100% reimbursement through the Mass. Workforce Express Fund. Tuition must be employer paid.



## 2 Technical Writing/Digital Photography

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



### 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 info: [www.middlesex.mass.edu/techwrite](http://www.middlesex.mass.edu/techwrite)**

*Note: For Massachusetts employers who would like to send employees to this course: Employers may qualify for 50% or 100% reimbursement through the Mass. Workforce Express Fund. Tuition must be employer paid*

*"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*

### Digital Photography Certificate Program

Digital Imaging is the medium that most photographers work with today. Take your photography hobby to the next level with the Digital Photography certificate. This program is designed to meet the needs of anyone interested in photography, portraiture, digital image-editing. 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. **Digital Photography courses are eligible for a 50% tuition waiver for MCC employees. Students need a SLR Digital Camera.**

#### Digital Photography I

Explore the many features and functions of your new digital camera. Using a combination of classroom instruction, one-on-one consultation, shooting assignments and critique, an expert digital photographer will guide you through the ins and outs of both the technical and artistic aspects of good digital photography. Delve into your camera's menu and discover how to optimize its features for beautiful results. Students need an SLR Digital Camera. (18 hours) \$258

**1/19 - 2/23** **6:00pm - 9:00pm** **Wednesday**  
**Bedford Campus** **Building: Academic Resources, room 108**  
**Course Number: CAR 611 30** **CRN: 19838** **Professor: CORREIA**

#### Digital Photography II

A continuation of Digital Photography I. Expand on your knowledge of digital photography. Learn and feel more comfortable using your camera's manual setting. Learn how to expose and compose beautiful photographs. Through assignments, critique, and guidance from the instructor you will work toward developing your own personal style of photography. Students need an SLR Digital Camera. (18 hours) \$258

**3/30 - 5/4** **6:00pm - 9:00pm** **Wednesday**  
**Bedford Campus** **Building: Academic Resources, room 108**  
**Course Number: CAR 612 30** **CRN: 19839** **Professor: CORREIA**

**1/26 - 3/2** **6:00pm - 9:00pm** **Wednesday**  
**Online with Class Meeting Times**  
**Course Number: CAR 612 80** **CRN: 19879** **Professor: WESNOFSKE**



#### Business of Photography

Turn your passion for photography into profit. Learn how to present, price and market your photography. Explore portfolio's preparation, marketing, freelance photography, working for a photographer and opening a photography studio. (18 hours) \$209

**2/8 - 3/15** **6:00pm - 9:00pm** **Tuesday**  
**Bedford Campus** **Building: Academic Resources, room 108**  
**Course Number: CAR 615 30** **CRN: 12238** **Professor: CORREIA**



#### Adobe Photoshop Creative Cloud

Have you ever marveled at the way a portrait can be transformed to make the subject matter appear years younger or how people can be added to or deleted from a scene? Have you ever seen photographs that were ripped or faded, then perfectly restored and wondered, how did they do that? Elevate your images with Photoshop Creative Cloud. In this course students will learn about image formats, color correction and photo retouching, masks and layers, selection techniques, combining multiple source images and advanced image correction techniques. Example projects based on real-world scenarios are designed to reinforce and expand skills. In order to take this class, students are required to use MCC issued software. Log-in information and access instructions will be emailed to the student a few days before the class start date. Personal/Home software is not permitted (15 hours) \$209

**3/3 - 3/31** **6:00pm - 9:00pm** **Thursday**  
**Online with Class Meeting Times**  
**Course Number: PER 987 30** **CRN: 19851** **Professor: NOËL**



Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



### Digital Media Marketing Certificate

In today's internet driven world, understanding your business digital media marketing plan is essential. 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) \$219

3/30 - 5/4

6:00pm - 8:30pm

Wednesday

Online with Class Meeting Times

Course Number: TEC 661 33 CRN: 19119

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)



### 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. **Please note: This is not an intro class. Students should open an account and have working knowledge of each platform prior to class. Lessons will be released weekly. All lessons must be completed to receive a certificate. LOGIN INFORMATION WILL BE EMAILED PRIOR TO THE START DATE** (18 Hours) \$275

2/22 - 4/12

Online with No Class Meeting Times

Course Number: TEC 640 33 CRN: 19867

Professor: D'AURORA

*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*

### 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. Just as important as your website and in-person interactions, learning to effectively use social media through sites like Facebook, Twitter, Instagram, YouTube, Pinterest, LinkedIn, and blogging, will give you the opportunity to connect with audiences new and old in a compelling way. 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 in 240 characters or less. 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 is more than a colorful app to pass the time with—it 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.

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



## Better Workplace Communication

Good communication is the key to any relationship. Explore these skills: Listening, processing, thinking, questioning, body language, verbal cues, and organizational skills and fine-tune how they affect your communication! (8 hours) \$119

4/5 - 4/14 6:00pm - 8:00pm Tuesday/Thursday

Online with Class Meeting Times

Course number: CAR 970 33 CRN: 20139

Professor: ROMANO



## Diversity Equity & Inclusion in the Workplace

This course introduces the concepts of diversity, equity and inclusion and how it relates so significantly to business success. In a supportive and positive environment participants will have an opportunity to engage in interactive exercises that will raise awareness and the level of understanding regarding DEI definitions, the impact of unconscious bias, micro aggressions, and intent versus impact in cross differences conversations and how to recover from missteps. (24 hours) \$349

2/1 - 3/22 5:30pm - 8:30pm Tuesday

Online with Class Meeting Times

Course Number: CAR 963 33 CRN: 20142

Professor: KANGAS



## Dressing for Success Online

We have all had to make changes to adjust to a more frequent, or permanent, online work environment. You might be finding it difficult to adjust to different work scenarios and how to still appear professional and appropriate while at home. This course will offer tips to help you maintain your professional appearance in different online settings, discuss how to convey a positive online presence, and what skills are important to use virtually. We will also cover how to build your confidence and how to appear comfortable online. (4 hours) \$59

3/3 - 3/24 4:00pm - 5:00pm Thursday

Online with Class Meeting Times

Course Number: CAR 958 75 CRN: 20116

Professor: HAHN



## Soft Skills That Strengthen You!

This past year has prompted us to make different adjustments and changes. Now is the time to rely on and build upon your strengths in order to focus on the future. This course will cover the importance of remaining professional, flexible, positive, and a reliable part of a team even in a challenging environment. We will concentrate on how you can bring valuable skills, innovation and your unique creativity to any setting and ensure success in your future. (4 hours) \$69

3/1 - 3/22 4:00pm - 5:00pm Tuesday

Online with Class Meeting Times

Course Number: CAR 959 75 CRN: 20117

Professor: HAHN



## Leadership Communication Certificate

Communication when you are in a leadership position is critical for the success of any business. Topics for this course include How to Think, Work, and Communicate as a Leader, How to be an authentic leader, How to Build Networks, How to make an impact on the organizations culture, Developing a Communication Plan. A certificate of completion is given at the end of the program. (12 hours) \$199

3/31 - 5/5 4:30pm - 6:30pm Thursday

Bedford Campus Building Henderson Hall, room 115

Course number: CAR 968 30 CRN: 20135 Professor: POZNIAK



## Get the Most from LinkedIn

Boost your profile, build your personal brand, share your company brand, post updates and develop your social media network (4

hours) \$65

3/22 & 3/24 6:00pm - 8:00pm Tuesday/Thursday

Online with class meeting times

Course Number: CAR 969 33

CRN: 20138

Professor: ROMANO



## Customer Service Certificate

This program is for customer service professionals to gain knowledge in the skills and techniques required to provide exceptional customer service and support in multiple front facing environments. It ensures they understand how to assess customer needs while exceeding their expectations. Participants will go through 6 modules including the following topics: Building Confidence in Communication, Customer Service Excellence, manage Challenging Situations with Customers, Time Management & Productivity, Managing Conflict and Your Team Members as Customers. (20 hours) \$449

2/3 - 3/24 5:30pm - 8:00pm Thursday

Online with Class Meeting Times

Course Number: CAR 966 75 CRN: 20132

Professor: MAGLIO



## Introduction to Coaching

The coaching industry is growing rapidly. While we may be familiar with athletic coaches, what does it mean to be a professional coach and how can you leverage your unique experience in this industry? What happens in a typical coaching session? Join us for an overview of what coaching is (and isn't), how to find a training program that is right for you, options for certification, professional competencies, and ethics. (2 hours) \$79

2/9 6:00pm - 8:00pm Wednesday

Online with Class Meeting Times

Course Number: CAR 967 75

CRN: 20130

Professor: DR. BURNS

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



## Nonprofit Management Certificate

This 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 your own professional growth. **All classes are taught by Sarah Glatt Founder of Paper Crane Associates. Not eligible for tuition waiver.**



### Nonprofit Management Certificate

Certificate in Nonprofit Management Program Overview: This 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 your own professional growth. Each class has exercises designed to further understand course concepts as well as real world case studies. Sarah Glatt, Instructor, is the founder of and principal consultant for Paper Crane Associates. Sarah works with nonprofit leaders and entrepreneurs who are launching, growing, or pivoting their mission-driven organizations. She helps them put out today's fires, plan for tomorrow, and achieve their world-changing visions. Certificate Courses include: 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 (36 hours) \$649

1/24 - 4/4

6:00pm - 8:00pm

Monday

Online with Class Meeting Times

Course Number: CAR 965 75

CRN: 20102

Professor: GLATT

### Nonprofit Grant Writing

This program introduces nonprofit development/fundraising concepts and approaches for new nonprofit fundraisers or for those who are looking to increase their understanding of related concepts. The series will start at a high level to bring clarity and understanding about nonprofit revenue sectors and more specifically, grant writing. Taught by Tracy Sopchak, Founder of Next Step Nonprofit, and LLC. Not eligible for tuition waivers.



### Introduction to Grant Writing

This series will help people who are new to grant writing understand the process involved. We will start with an introduction to common online application formats, standard questions posed, and required forms. We will then move onto a deeper dive into specific questions to explain the funders' motivation behind questions and approaches to use your response persuasively and accurately. We will complete the series with examples of successful grants applications and unsuccessful ones and invite your questions specific to grants applications that your organization may be working on at this time. Tracy Sopchak of Next Step Nonprofit LLC will cover these topics in a 3-part introductory series. (4.5 hours) \$89

3/1 - 3/15

6:00pm - 7:30pm

Tuesday

Online with Class Meeting Times

Course Number: CAR 944 75

CRN: 20032

Professor: SOPCHAK



### Accounting/Bookkeeping Fundamentals

Learn essential terms and concepts for starting an accounting system, understand debits and credits, classify items as assets, liabilities, equity, revenue/sales and expenditures. Use practice scenarios and complete basic procedures such as journalizing entries and posting transactions to a general ledger. Learn to create a Trial Balance and Post-Closing Trial Balance, understand an Income Statement and Balance Sheet as well as adjusting entries and bank statement reconciliation. Topics Include: understanding accounts; debits and credits; analyzing transactions; journaling; general ledger; closing/adjusting entries; post-closing trial balance; financial reporting. This professional development class does not have a pre-req. \$565

2/9 - 4/13

5:30pm - 8:45pm

Wednesday

Online with Class Meeting Times

Course Number: CAR 797 75

CRN: 17351

Instructor: SHARMA

No class March 23



### Intro to Quickbooks EDG928

This course through Ed2go will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. And with the cloud-based program outpacing the desktop version, there's no better time to refresh your QuickBooks knowledge. You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Whether you are new to QuickBooks or need a quick refresher, this course will empower you to take control of your business's financial accounting, all with the ease and convenience of an online platform. Class begin monthly. Online software included. Not eligible for waivers. Enroll through Ed2go. (24 hours) \$150 <https://www.ed2go.com/mcc/online-courses/quickbooks-online/>



Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

## Interior Design

All courses are taught by Debbe Daley of Debbe Daley Designs LLC of Lowell. Not eligible for tuition waivers.



### Interior Design Certificate

Learn how to work with contractors and manage a design project through the scope of work. Learn how to address client concerns in their home and how to execute their dilemmas properly for satisfactory resolution. How to conduct a professional interior design consultation and how to properly present a client presentation project. This course will also include teachings on furnishings and finishes, flooring, tiles, countertops and various products and tools of the trade including design software used in the interior design field today. Hands-on design projects will also be part of this course. May include on space availability, virtually or in-person. Not only is design theory taught, a segment on marketing, and best design business practices are covered as well as how to begin your own career in interior design and how to start your own business. (40 hours) \$1,999

2/16 - 4/20

10:00am - 2:00pm

Wednesday

Online With Class Meeting Times

Course Number: CAR 957 75

CRN: 20133

Professor: DALEY



### 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 a room for proper furniture size including the topic of proper size area rugs to use in a space. Lighting is another design element that will be addressed, size, and placement. 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. \$359

3/1 - 4/5

6:00pm - 7:00pm

Tuesday

Online with Class Meeting Times

Course Number: PER 999 75

CRN: 20017

Professor: DALEY

## 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? Please **email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)** or visit our website for our complete course schedule.

Noncredit Course		Credit Course Pathway		Credits Earned
TEC 780	Google IT Support Professional	ITC 101	Information Technology	4 Credits
BIN 616 BIN 617	Advanced Manufacturing Machining Electronics Certificate	ADM 101 ADM 110	Introduction to Manufacturing Precision Machining I	9 Credits
CAR 768	Nurse Assistant/HHA	AHP 115 AHP 116	Nurse Assistant I Nurse Assistant II	7 Credits
CAR 775	SHRM Essentials of Human Resources	IDS 133	General Education Seminar	1 Credit
TEC 759 TEC 748	MS Excel Certificate Business Computer Applications Certificate	CAP 101	Computer Applications	3 Credits
CAR 611 CAR 612 CAR 615 CAR 890	Digital Photography I Digital Photography II Business of Photography Adobe Photoshop Creative Cloud	ART 144	Digital Photography	3 Credits
HLT 715	Pharmacy Technician	HLT 000 HLT 001	Health Science Elective Health Science Elective	6 credits
HLT 749 HLT 750	Vascular Technology I Vascular Technology II	SON 251 SON 252	Vascular Technology I Vascular Technology II	6 credits

781-280-3663 • [WWW.MIDDLESEX.MASS.EDU/CAREERTRAINING/](http://WWW.MIDDLESEX.MASS.EDU/CAREERTRAINING/)



Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

## ESL & ASL & Au Pair



### Theater for English Learners

This course uses theatre-based techniques (role-play, improvisation, storytelling, image theatre) as a tool to improve the student's language skills in an interactive and engaging environment. It enhances learning through different learning styles and by drawing connections from the students' own experiences. This course aims to make English language learning an exciting experience. Students will expand their vocabulary and gain confidence in using English in an everyday situation. (18 hours) \$250

1/25 - 3/3 6:00pm - 7:30pm Tuesday/Thursday  
Online with Class Meeting Times  
Course Number: CAR 947 75 CRN: 20113 Professor: FISHER



### Noncredit ESL Classes in Bedford

English for Speakers of Other Languages (ESL) – Basic, Intermediate, Advanced

Middlesex Community College will be offering noncredit ESL classes at our Bedford MA campus spring 2022. The noncredit ESL classes at MCC will help you improve your English skills for everyday life, gain confidence, advance in your career, and begin to prepare for higher education courses.

- The classes are offered at the ESL beginner, intermediate and advanced levels.
- Each level includes instruction in the four language skills: listening, speaking, reading, and writing.
- Classes are being offered in the evenings and in person on the Bedford campus.
- Lessons are contextualized to meet the needs of the students.

**Beginning Level ESL** – this noncredit class is for students who are beginning to learn English and have limited prior knowledge of the language. Classes include understanding main ideas of spoken English and working on simple tenses, spelling, sounds spoken.

**Intermediate Level ESL** – this noncredit class emphasizes practice in speaking and listening skills, the development of reading comprehension and grammar skills as well as practice in writing complete, understandable sentences.

**Advanced Level ESL** – this noncredit class includes a higher level of grammar, such as using various verb tenses as well as active and passive voices. Students learn to write short paragraphs with topic sentences and supporting details. An emphasis will be on speaking through conversation and short presentations.

**Assessment** – Prior to the start of the courses, Middlesex Community College will administer a mandatory skills assessment and intake session for all interested students. All students must be assessed before being placed in a class.

For more information as classes are posted, check the Community Education and Training <https://www.middlesex.mass.edu/careertraining/default.aspx> or contact Audrey at [nahabediana@middlesex.mass.edu](mailto:nahabediana@middlesex.mass.edu) or 978-656-3174.



### American Sign Language

Course emphasis will be on basic ASL vocabulary development and comprehension of basic grammar, adherence and focus on the manual alphabet (fingerspelling) of names, numbers, specific persons in one's life and important places. Students will exercise visual/gestural cues and non-verbal communication skills, as well as use of body language use. During these ASL lessons and discourses, students will be strongly encouraged to incorporate facial expressions such as punctuation markers, adjectives/adverbs and questioning format. Certification of completion attests that students are able to communicate in basic (or elementary) sign language with the use of fingerspelling, social survival sign vocabulary and simple phrases with an introduction to Deaf culture and community. \*(12 hours) \$159

3/28 - 5/4 6:00pm - 7:00pm Monday/Wednesday  
Online with Class Meeting Times  
Course Number: CAR 948 75 CRN: 20114 Professor: BEDROSIAN

## Teacher Professional Development

Earn 15 points towards your licensure or recertification for K-12. Certificate awarded upon completion. Questions about PDP points please email: [ellisl@middlesex.mass.edu](mailto:ellisl@middlesex.mass.edu)



### Understanding Islam, Practices and Culture

This elective course will focus on the basic introduction to the religion of Islam and practices. 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. This course is eligible for Professional Development Points (PDP) towards K-12 licensure and re-certification. (16.5 hours) \$199

1/27 - 4/14 5:30pm - 7:00pm Thursday  
Online with Class Meeting Times  
Course Number: CAR 964 30 CRN: 20109 Professor: KHALIFA



### Brain Power Wellness for Teachers

In this engaging and dynamic workshop series for teachers, you will be introduced to effective strategies for tuning into the interplay between physical health, focus and emotional well-being. You will engage in a variety of exercises that you can easily adapt to classroom teaching in person and online. Activities will include discussion and experience with the following topics:

- i. Mindfulness & neuroplasticity training to enhance physical, emotional, and cognitive health
- ii. 25 engaging brain-based exercises, activities, and lessons to immediately incorporate in the classroom
- iii. Improved attention & learning efficiency
- iv. Reduced test-anxiety & stress
- v. Enhanced creativity & confidence

Approved PDP by MA Dept. of Education for Elementary and Secondary (8 hours) \$189

2/3 - 3/3 5:00pm - 7:00pm Thursday  
Online with Class Meetings  
Course Number: CAR 962 75 CRN: 20131 Professor: SHOLEH

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



### Effective Strategies & Instruction for Students with Disabilities

This 15 PDP eligible course will offer an introduction to a broad range of developmental disabilities and related topics, including a cognitive, physical, emotional, and learning delays. Topics include: History of special education and inclusion, laws which govern inclusion, IDEA and the integration of students with disabilities, family concerns and challenges, current and future trends and best practices, specific disability exploration and knowledge through readings, documentaries and analysis, best practices in Universal Design for Instruction for students with disabilities with diverse learning styles. (15 hours) \$189

1/31 - 3/11

5:30pm - 7:30pm

Tuesday

Online with Class Meeting Time

Course Number: CAR 893 30

CRN: 19253

Professor: WOODS



### Introduction to Supporting Autism Spectrum Students

Participants in this (15 hour) PDP eligible course will be introduced to concepts, data, information and best practices which support their ability to: Understand and apply the most current definition of Autism Spectrum Disorders (ASD) to their teaching and classroom environment; Become familiar with strategies and best practices to support their students. (15 hours) \$189

2/1 - 3/11

5:30pm - 7:30pm

Thursday

Online with Class Meeting Time

Course Number: CAR 933 30

CRN: 19983

Professor: WOODS



**MASSACHUSETTS**  
TESTS FOR EDUCATOR LICENSURE®

Students may enroll in the MTEL prep online courses between December 1, 2021-March 1, 2022. To register call 1-800-818-3434. Upon completion of registration email: [ellis@middlesex.mass.edu](mailto:ellis@middlesex.mass.edu) Please note: MTEL classes are NOT eligible for a tuition waiver. All MTEL classes are self-study and self-paced.



### MTEL General Science Prep

This course provides extensive practice in test preparation for the MTEL Middle School Humanities exam (Field 50). The course has as its goal to increase student proficiency in the following areas: language arts, literature, history, rhetoric, geography, and reading instruction. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 954 75

CRN: 20106

Professor: SVENCONIS



### MTEL Middle School Humanities

This course provides extensive practice in test preparation for the MTEL Middle School Humanities exam (Field 50). The course has as its goal to increase student proficiency in the following areas: language arts, literature, history, rhetoric, geography, and reading instruction. This course is a self-study and self-paced. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 961 75

CRN: 20107

Professor: SVENCONIS



### MTEL Communication & Literacy Test Prep

Field 01. This course has its goal to increase student proficiency in the following areas: comprehension of reading selections, analysis of reading selections, composition of essays, correct application of grammatical rules, vocabulary knowledge. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 602 75

CRN: 18776

Professor: SVENCONIS



### Foundations of Reading MTEL test prep

Field 90. This course has its goal to increase student proficiency in the following areas: basics of reading development, reading comprehension development, reading and language instruction, reading and language evaluation, and integration of knowledge. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 635 75

CRN: 18784

Professor: SVENCONIS



### MTEL Gen Curriculum Multi-Sub Test Prep

Field 03. This course provides extensive practice in topics such as language arts, history, social science, geography, science, and technology. The course has extensive material on each topic, as well as multiple skill-building quizzes. This online course is self-paced and a self-study. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 858 75

CRN: 18792

Professor: SVENCONIS



### MTEL Math Skill Builder Test Prep

Fields 03, 09, 47, and 53. This focuses on preparation for the MTEL test at either the elementary level (Field 53), middle school level (Field 47), secondary level (Field 09), or the math subtest of the general curriculum (Field 03). The course includes multiple skill-building quizzes. There are 3 simulated exams with explanations for each Field of study. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 859 75

CRN: 18793

Professor: SVENCONIS



### English as a Second Language MTEL Test Prep

Field 54. This course has its goal to increase student proficiency in the following areas: basics of language acquisition, ESL instructional approaches, cultural factors affecting the teaching of ESL, aural/oral aspects of language instruction, principles of reading and writing instruction for English language learners, assessment of standardized exams and for content-area learning. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 878 75

CRN: 19126

Professor: SVENCONIS



### MTEL History Prep Class

Field 06. This course has as its goal to increase student proficiency in the following areas: United States history, U.S. government, economics, geography, and international events. 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. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 894 75

CRN: 19256

Professor: SVENCONIS



Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



### English MTEL Test Prep

Field 07. This course provides extensive practice in the following areas: American literature, British literature, literature of the ancient world, world literature since 1500, genres and types of literature, literary theory and criticism, principles of rhetoric, the composition process, research-based reading theories and the role of children's/young adult literature in promoting reading proficiency. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 897 75

CRN: 19570

Professor: SVENCONIS



### MTEL Early Childhood Test Prep

Field 02. This course has as its goal to increase student proficiency in the following areas: childhood development through the early elementary years, disabling conditions or exceptionalities in children, literary genres, elements, and techniques, important principles of writing and mathematics, and important concepts in history, social science and technology. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 904 75

CRN: 19575

Professor: SVENCONIS



### Political Science MTEL Test Prep

Field 48. This course has as its goal to increase student proficiency in the following areas: political science theories and concepts, historical themes of political philosophy, founding documents of the U.S. and the State of Massachusetts, origins of democratic government, governmental structures, election processes and political parties, key geographic concepts, and essential economic terms. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 910 75

CRN: 19840

Professor: SVENCONIS



### MTEL Reading Specialist Test Prep

Field 08. This course has as its goal to increase student proficiency in the following areas: basics of reading and writing development, reading and writing processes, evaluation and assessment of reading and writing skills, and the professional knowledge and roles of the reading specialist. 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. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 911 75

CRN: 19841

Professor: SVENCONIS



### MTEL Business Field 19 Test Prep

This course provides extensive practice in test preparation for the MTEL Business (field 19) exam. This course covers the following subareas tested on the MTEL exam: Business Management, Accounting and Quantitative Analysis, Economics, Marketing, Entrepreneurship and Business Technology, and Career Development and Personal Finance. The course is self-paced and has multiple topic reviews and practice exams with explanations. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 932 75

CRN: 19977

Professor: SVENCONIS



### Vocational Technical Literacy Skills MTEL Test Prep

Fields 191 and 192. This course has as its goal to increase student proficiency in the following areas: comprehension of reading selections, analysis of reading selections, the composition of essays, correct application of grammatical rules, vocabulary knowledge, and the accurate interpretation of data in various types of graphs and tables. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 942 75

CRN: 19978

Professor: SVENCONIS

## TEAS Prep Courses

Students may enroll in TEAS online courses between December 1, 2021-March 1, 2022. To register please call 1-800-818-3434. Upon completion of registration please email: [ellis@middlesex.mass.edu](mailto:ellis@middlesex.mass.edu) Please note: TEAS classes are NOT eligible for a tuition waiver. All TEAS Prep classes are self-paced and self-study



### TEAS Math Prep

This course 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 course is designed to help students learn the skills needed to score well on the exam. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 885 75

CRN: 19123

Professor: SVENCONIS



### TEAS Reading/Language Prep

This course contains a thorough review of spelling, punctuation, grammar, and writing rules. There are 5 simulated reading TEAS 6 exams and 5 simulated language usage TEAS 6 exams with complete step-by-step solutions. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 886 75

CRN: 19124

Professor: SVENCONIS



### TEAS Science

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. \$115

1/10 - 5/31

Online - No Class Meeting Times

Course Number: CAR 887 75

CRN: 19125

Professor: SVENCONIS

## Health Careers



### 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. 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. (60 hours) \$1,510

2/15 - 5/12 6:00pm - 8:30pm Tuesday/Thursday  
Online with class meeting times  
Course Number: HLT 715 33 CRN: 20123 Professor: GOMATOS

To apply email: [wrighte@middlesex.mass.edu](mailto:wrighte@middlesex.mass.edu)



### Medical Interpreting Certificate

Medical interpreters are in great demand both in person and remotely by video or phone. 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. The student will also be introduced to VRI (video remote interpreting) and OPI (Over the Phone Interpreting). 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 click on the links below: 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 waivers (60 hours) \$1,199

2/28 - 5/16 6:00pm - 9:00pm Monday  
Online with class meeting times  
Course number: HLT 607 33 CRN: 19561



### Nurse Assistant/Home Health Aid Certificate

This training program (including 24 hours of weekend 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 administered by Prometrix is a separate fee.

#### For enrollment requirements:

[www.middlesex.mass.edu/careertraining/nahhc.aspx](http://www.middlesex.mass.edu/careertraining/nahhc.aspx)

For enrollment information email: [wrighte@middlesex.mass.edu](mailto:wrighte@middlesex.mass.edu)

### Nurse Assistant Online Theory - \$899

3/24 - 5/19 4:00pm - 9:00pm Wednesday/Thursday  
Online with Class Meeting Times  
Course Number: HLT 752 33 CRN: 20041 Professor: CHAMPA

### Nurse Assistant Skills Lab - \$199

5/31 - 6/2 4:00pm - 8:00pm Tues/Wed/Thursday  
On Campus Lab  
Course Number: HLT 753 80 CRN: 20042 Professor: CHAMPA

### Nurse Assistant Clinical Training - \$599

6/4 - 6/12 8:00am - 3:00pm Saturday/Sunday  
OFF Campus  
Course Number: HLT 756 35 Professor: CHAMPA

*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 Info*

<https://www.middlesex.mass.edu/careertraining/downloads/expfundfa21.pdf>

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



### Accelerated Vascular Technology

This self-instructional course provides the didactic knowledge required to perform vascular sonography and to prepare the student for the vascular technology national certification exam (RVT). The format of this course is conducive to students who are independent learners. There will be designated times to ask the instructor for further clarification of the subject matter. This course does not have a lab component or a clinical rotation in the hospital. A certificate of completion will be awarded upon completion. \$699

To Enroll email: [campopianoc@middlesex.mass.edu](mailto:campopianoc@middlesex.mass.edu)

1/24 - 5/20

Online with No Class Meeting Times

Course Number: HLT 758 33

CRN: 20125

Professor: ALMOUJAHED



### Remote Interpreting for Interpreters

If you speak a second language, you can work from home and make your own hours. There is a tremendous amount of work available for Remote Interpreters—both phone and video—throughout the country. Students will learn the ins and outs of remote interpreting which includes both video and over the phone (VRI and OPI). Students will learn how to set up their offices and computers to accept assignments from a number of companies who are actively searching for interpreters of all languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP meetings, and Due Process Hearings. In addition to intense classroom simulated practice, our instructor will provide advice on best practices, how to apply for assignments, and what to expect as compensation.

Pre-requisite: Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 2 years' experience in providing interpretation in any setting. Students must possess a high school diploma or equivalent. Please register early, as a brief telephone interview will be required before acceptance into the course. Not eligible for waivers (30 hours) \$599

4/25 - 5/25

6:00pm - 9:00pm

Monday/Wednesday

Online with Class Meeting Times

Course Number: HLT 754 33

CRN: 20124



### Nutrition Considerations in Oral Health for the Dental Professional

This course provides participants with a review of core nutrition concepts with a focus on oral health. We will explore the foundations of a nutritionally balanced diet and the implications of diet and nutrition on oral health, both broadly and in consideration of specific populations and life stage. 3 CEUs, 3 hours. \$53

- Course Objectives: After this course, participants will be able to:
- Identify the essential nutrients and describe their functions, common dietary sources, imbalance manifestations, and oral health implications.
  - Describe the key elements of a balanced diet.
  - Explain the roles of diet and nutrition in caries risk.
  - Explain the roles of diet and nutrition in periodontal health.
  - Discuss the implications of diet and nutrition on oral health across life stages and specific populations.
  - Discuss how to perform a dietary assessment in the dental setting and apply findings in effective patient education.
  - Identify evidence-based nutrition resources for clinicians and patients.

4/23

9:00am - 12:00pm

Saturday

Online with Class Meeting Times via Zoom

Course Number HLT 751 75

CRN: 19973

Instructor: SHUTOFF

## Dental Hygiene CEUs

### Local Anesthesia Certification Program for Registered Dental Hygienists

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, 26 CEUs, and be prepared to sit for the CDCA exam. For complete information and required forms, visit <https://www.middlesex.mass.edu/CareerTraining/DHLA.aspx>. Not eligible for waivers. \$1,430

12/7 - 3/14

Online Study - No Class Meeting Times

3/19 - 3/21

8:00am - 6:00pm

On-Site Clinical

Lowell Campus

Course Number: CAR 751 80

CRN: 12297

Instructor: RIDER

*Note: For Massachusetts employers who would like to send employees to the above Dental Course: Employers may qualify for 50% or 100% reimbursement through the Mass. Workforce Express Fund. Tuition must be employer paid. More Info*

*<https://www.middlesex.mass.edu/careertraining/downloads/expfundfa21.pdf>*



### 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) \$89

**Learning Objectives: At the conclusion, participants should be able to:**

1. Describe basic troubleshooting principles.
2. Apply troubleshooting techniques for various maxillary and mandibular nerve block injections.
3. Assess causes for inadequate local anesthesia and make recommendations for improvement.
4. Implement strategies to troubleshoot inadequate or absence of local anesthesia.
5. Identify how to choose the safest and most effective local anesthetic for your patient.
6. Describe the different local complications that can arise from the administration of local anesthesia.
7. Identify the causes of adverse drug reactions (ADR) in the administration of local anesthesia.
8. Summarize all the causes of a local anesthetic overdose and how to prevent and manage it from occurring.

4/9

9:00am - 1:00pm

Saturday

Online with Class Meeting Times via Zoom

Course Number: HLT 748 75

CRN: 19974

Instructor: NOVEMBER-RIDER



## Computer Applications/IT

### Google IT Support Professional & CompTIA A+ Exam

Google's IT Support Professional Certificate is a program that helps people prepare for entry-level roles in IT support with no 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. In addition, students will take part in CompTIA A+ exam prep work and CompTIA A+ exam.

Class will be 10-12 hours per week of self-paced online study through a license by Qwicklabs and 3 hours of in-class instruction with an IT professional. Weekly office hours will be included for additional support. \$1,899

CompTIA A+ exam fee is separate. Textbook/materials fee is student paid and is not included in the tuition.

**2/4 - 5/21** **5:00pm - 6:00pm** **Friday**  
**Online with Class Meeting Times**

**2/4 - 5/21** **10:00am - 12:00pm** **Saturday**  
**Bedford campus** **Building: Henderson Hall, room 211**  
**Course Number: TEC 780 33** **CRN: 20005** **Professor: BOWEN JR**



### 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) \$199

**1/28 - 2/18** **9:00am - 12:00pm** **Friday**  
**Bedford campus** **Building: Academic Resource, room 108**  
**Course Number: TEC 602 30** **CRN: 12252** **Professor: KILROY**

**4/26 - 5/17** **5:00pm - 8:00pm** **Tuesday**  
**Bedford campus** **Building: Academic Resource, room 108**  
**Course Number: TEC 602 31** **CRN: 20121** **Professor: KELLEY**

### 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) \$309

**2/23 - 5/18** **5:00pm - 8:00pm** **Wednesday**  
**Bedford campus** **Building: Academic Resource, room 107**  
**Course Number: TEC 748 31** **CRN: 20122** **Professor: KELLEY**

**2/25 - 5/20** **9:00am - 12:00pm** **Friday**  
**Bedford campus** **Building: Academic Resource, room 108**  
**Course Number: TEC 748 30** **CRN: 18161** **Professor: KILROY**

**3/1 - 4/26** **6:00pm - 9:00pm** **Tuesday**  
**Lowell campus** **Building: Cowan Center, room 201**  
**Course Number: TEC 748 80** **CRN: 20126** **Professor: CAMPION**



### 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. \$309

Choose from on campus or online Zoom section:

**3/3 - 4/28** **6:00pm - 9:00pm** **Thursday**  
**Bedford campus** **Room TBA**  
**Course Number TEC 759 30** **CRN: 20120** **Instructor: TROCHE**  
**No class March 24**

**3/1 - 4/19** **6:00pm - 9:00pm** **Tuesday**  
**Online with Class Meeting Times via Zoom**  
**Course Number: TEC 759 75** **CRN: 18737** **Instructor: TROCHE**

Must have MS Excel 2010 or higher installed on your Windows PC for the online Zoom course section

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

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



### Excel Data Analysis

Various data analysis tools are available to understand, interpret, and derive conclusions based on the requirements. Data Visualization is also used to examine the data in graphical format, and to obtain additional insight regarding the messages within the data.

- Quick Analysis Tools - Sparklines & Conditional Formatting
- Data Presentation - Charts
- What-if Analysis Formulas - Goal Seek & Scenario Manager & Data Tables (8 hours) \$149

1/25 - 2/15

6:00pm - 8:00pm

Tuesday

Online with Class Meeting Times

Course Number: TEC 786 33 CRN: 20136

Professor: ROMANO



### Excel Pivot Tables

Learn to create Pivot Tables using Data tables, Data Models, Multiple Worksheets and external Data. Analyze Pivot Tables with filters, Slicers, and Pivot Charts. (4 hours) \$65

3/8 - 3/10

6:00pm - 8:00pm

Tuesday/Thursday

Online with Class Meeting Times

Course Number: TEC 787 33 CRN: 20137

Professor: ROMANO

## Culinary Adventures



### Italian Cuisine with Top Chef Gina Mustoe

Have you ever been taught to cook by a Top Chef? Well guess what, now is your time to join Top Chef Amateur Winner Gina Mustoe! She will show you her skillset in the kitchen with her background in Italian cooking! You never know what specialty recipe you will get as part of Gina's class. Cauliflower pizza, zoodles with turkey meatballs, turkey and cauliflower stuffed peppers, roasted and glazed pork tenderloin and one of my all-time favorites crunch, delicious focaccia bread! Join us in the kitchen! (3 hours) \$129

3/2

5:00pm - 8:00pm

Wednesday

Nesmith House, 229 Andover Street, Lowell, MA

Course Number: PER 596 80

CRN: 20112

Professor: MUSTOE

### Mother's Day Brunch

With May Day and Mother's Day soon to be upon us, this is the perfect time to start thinking about a versatile meal like brunch! Try French toast as you have never had it before and bruschetta with strawberries and cream. There is something for everyone! Join us in the kitchen! (2 hours) \$79

4/28

1:00pm - 3:00pm

Thursday

Nesmith House, 229 Andover Street, Lowell, MA

Course Number: PER 597 80

CRN: 20111

Professor: KIRBY



### Springtime Flavor is in the Air

It's time to activate our warm weather taste buds with some light healthy recipes that reflect the season. Join us as we lighten up the pasta meal with Pasta Primavera and put a light healthy spin on bread with garlic flatbread! Sample all of our tasty creations at the end of the class! (2 hours) \$79

4/7

1:00pm - 3:00pm

Thursday

Nesmith House, 229 Andover Street, Lowell, MA

Course Number: PER 597 80

CRN: 20110

Professor: KIRBY



### How to Make a Buttercream Terrazzo Cake

April showers bring May flowers for this spring time buttercream cake decorating class. You will learn how to make a 3-dimensional terrazzo buttercream flower pot. Spring ahead with this perfect cake centerpiece that will dazzle anyone. No experience is necessary. There will be a supply list provided by the instructor. (2 hours) \$75

4/4

4:30pm - 6:30pm

Monday

Online with Class Meeting Times

Course Number: PER 600 75

CRN: 19993

Professor: SAVINO

## Personal Enrichment



### 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) \$99

2/17 - 3/17

6:00pm - 8:00pm

Thursday

Online with Class Meeting Times

Course Number: PER 946 30

CRN: 19859

Professor: WEISMAN



### Learn How to Apply Your Prom Make-up

It is time to sparkle and shine and learn how to do your own prom makeup. Learn how to apply products and create a unique look to make your vision a reality. Learn some professional tips that will highlight your best feature and have you looking picture perfect on your special night. This class is designed for anyone going to formal event. (1.5 hours) \$65

3/7

5:00pm - 6:30pm

Monday

Online with Class Meeting Times

Course Number: PER 978 30

CRN: 19932

Professor: HAHN

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)



### Strawberry Inlay Cake Design

In this class you will learn how to make a strawberry inlayed cake design using only fresh ingredients like strawberries, fresh flowers and homemade whip-cream. Once you learn how to make this perfect spring time favorite, you will be using this design for many occasions like birthdays, showers and more! (2 hours) \$75

**3/28** **4:30pm - 6:30pm** **Monday**  
**Online with Class Meeting Times**  
**Course Number: PER 599 75** **CRN: 19993** **Professor: SAVINO**



### Cupcakes Galore

Cupcakes are one of the hottest trends in the dessert industry right now. In this class you will learn how to decorate for a variety of special occasions. Everyone will go home with an array of decorated cupcakes, recipes and ideas. There will be a supply list provided by the instructor for the two classes. (6 hours) \$99

**1/24 - 1/31** **4:30pm - 6:30pm** **Monday**  
**Online with Class Meeting Times**  
**Course Number: PER 674 30** **CRN: 19992** **Professor: SAVINO**



### Art of Frosting Basket Weave and Flowers

Nothings better than homemade frosting decorated in the timeless basket weave design. Turn your frosting basket weave cake into any type of theme, Easter, Christmas, Spring, Autumn even a wedding shower theme. We will be covering all the basic techniques to cake decorating such as frosting a cake, cutting and filling decorating bags. Also you will learn how to make beautiful clusters of frosting roses, daisies, vines and leaves to complete the cake with grace. Everything is provided for in the cost of the supply fee of \$20 due at the first class. Just show up and have fun learning about cake decorating. There will be a supply list provided by the instructor. (2 hours) \$79

**2/28** **4:30pm - 6:30pm** **Monday**  
**Online with Class Meeting Times**  
**Course Number: PER 676 30** **CRN: 19993** **Professor: SAVINO**



### Love & Chocolate Cake

Nothing says I love you more than a Valentine's Day cake. Give your sweetie a romantic treat in this fun 3-dimensional fondant cake decorating class. There will be a supply list provided by the instructor. (2 hours) \$79

**2/9** **4:30pm - 6:30pm** **Monday**  
**Online with Class Meeting Times**  
**Course Number: PER 678 30** **CRN: 19991** **Professor: SAVINO**

## Floral Design Classes

**Students will submit materials fee directly to instructor and then receive supplies.**

### Intro to Floral Design I

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 class session. All flowers, materials, and tools will be provided you can take home each project. 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. Topics covered: Harmony and Unity; Proportion and Scale; Rhythm and Emphasis; Balance and Symmetry. Materials fee of \$125 total payable to the instructor via cash or check. Ms. Mattson is accredited as an American Institute of Floral Design member. (10 hours) \$99

**2/7 - 3/7** **6:00pm - 8:30pm** **Monday**  
**Lecture: Bedford campus** **Building: Henderson Hall, room 220**  
**Course Number: PER 783 30** **CRN: 18766** **Professor: MATTSON**



### 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 given in Part 1. Students will be shown different techniques applied to floral design and will again 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 then have an opportunity to demonstrate their version of that design. Materials fee of \$125 total payable to the instructor via cash or check. Ms. Mattson is accredited as an American Institute of Floral Design member (10 hours) \$99

Prerequisite: Completion of Intro to Floral Design I

**3/28 - 4/25** **6:00pm - 8:30pm** **Monday**  
**Bedford campus** **Building: Henderson Hall, room 220**  
**Course Number: PER 950 30** **CRN: 19905** **Professor: MATTSON**

### Spring Has Sprung Floral Arrangement

Daffodils, Tulips and other flowers are joyful harbingers of the season. Just in time for spring and Easter, learn tips for how to best care for these fresh flowers that you will arrange and take home. This hands on class is low key, geared for beginners, no experience necessary. Enjoy learning while you make something beautiful and you'll get the bragging rights for doing it yourself. All flowers, tools and materials included. Materials fee of \$35 is payable to the instructor at class via cash or check. Ms. Mattson is accredited as an American Institute of Floral Design member. (2.5 hours) \$35

**3/14** **6:00pm - 8:30pm** **Monday**  
**Bedford campus** **Building: Henderson Hall, room 220**  
**Course Number: PER 640 30** **CRN: 18767** **Professor: MATTSON**



Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

## Mother's Day Floral Arrangement

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 per student payable to the instructor at the first class is \$35. (2 hours) \$35

5/2 6:00pm - 8:00pm Monday  
Bedford campus Building: Henderson Hall, room 220  
Course Number: PER 641 30 CRN: 18768 Professor: MATTSON

## Academic Enrichment Youth Courses



### Financial Literacy

Mastering the foundations of financial literacy is the best way to set them up for a life full of healthy financial habits, ensuring their future success. Students at this age may already be familiar with money management concepts like credit or loans and how to use them. But now it's time to dig deeper and teach about real-world applications of financial choices. In this financial literacy guide for high school students, we cover the following: Understanding your Credit scores and credit reports, Credit Cards, Understanding your paycheck, making a financial plan and loans. (10 hours) \$199

3/3 - 3/31 6:00pm - 8:00pm Thursday  
Online with Class Meeting Times  
Course Number: YTH 812 75 CRN: 20134 Professor: CAMPION



### 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. This class is being taught using Blackboard Collaborate. (10 hours) \$150

2/9 - 3/16 5:30pm - 7:30pm Wednesday  
Online With Class Meeting Times  
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. Instructor will review the concepts, do problems, and answer questions. 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. This course will be taught using Blackboard Collaborate. (10 hours) \$150

3/30 - 5/4 5:30pm - 7:30pm Wednesday  
Online With Class Meeting Times  
Course Number: YTH 787 75 CRN: 18164 Professor: WEISMAN



### Creative Writing Career Exploration

This course will introduce students to creative writing as a concentration at MCC and as a career. Students will explore their personality, skills, values, and life goals through journaling and practicing writing fiction, nonfiction, or poetry. This course will include career mapping, writing, and research to formulate a real-world perspective on current jobs in the fields of writing and publishing, and the requirements needed to achieve them. (15 hours) \$175

3/7 - 3/18 4:30pm - 7:30pm Monday/Wednesday/Friday  
Online with Class Meeting Times  
Course Number: YTH 806 75 CRN: 20115 Professor: DURANT



### College and Career Readiness

Students in this elective course will take career inventory, explore career interests, research careers, learn about types of colleges, research colleges, understand college admissions process & entrance requirements, and prepare for applying to colleges. (16.5 hours) \$189

1/27 - 4/14 3:30pm - 5:00pm Thursday  
Online with Class Meeting Times  
Course Number: YTH 811 30 CRN: 20108 Professor: KHALIFA



### Brain Power Wellness for Youth

We use fun, interactive, and challenging games and exercises to help them draw out their inner potential and improve their focus, memory, confidence and manage their emotions. Each class starts with physical activities and has areas that focuses on understanding the body-mind connection. We will teach variety of exercises to tune into the interplay between physical health, focus and emotional well-being. These exercises are research-based brain exercises that are proven to improve the health and achievement of the students. (3 hours) \$69

3/10 - 3/24 4:00pm - 5:00pm Thursday  
Online with Class Meeting Times  
Course Number: YTH 807 75 CRN: 20141 Professor: SHOLEL



### Makeup for Beginners

It is never too early to learn the basic principles of good skincare and applying makeup. We will explore how to choose correct colors for your skin tone and appropriate looks for different settings. You will look as great as you feel when you show off your new beauty skills. This course is designed for youth ages 12 and up. (6 hours) \$95

2/22 - 2/25 11:00am - 12:30pm Tuesday - Friday  
Online with Class Meeting Times  
Course Number: YTH 785 30 CRN: 19933 Professor: HAHN

4/19 - 4/22 11:00am - 12:30pm Tuesday - Friday  
Online with Class Meeting Times  
Course Number: YTH 785 30 CRN: 20044 Professor: HAHN

## 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 [tuzzolol@middlesex.mass.edu](mailto:tuzzolol@middlesex.mass.edu).**

## Intro to General Machine Shop Practices

Students are introduced to the complex and rewarding field of Precision Machining. The program begins with Math Fundamentals and as you progress, you'll learn about Basics of Manual Mill, Basics of Engine Lathe, Blueprint Reading, Basics of Tolerance, Structure of Metals, Grinding Processes, Mechanics of CNC, Basics of CNC Machining, and Basics of CNC Turning 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 94 14498 (320 hours) \$7,350**

## 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 94 14501 (50 hours) \$6,810**

## Manufacturing Best Practices for Success

Manufacturing Best Practices for Success is a 25-hour course designed to instruct students in Manufacturing, GD&T, Finance and Accounting, Strategy and Leadership, Marketing and Sales, Quality, Human Resources, Information Technology and Team Approach.

**BIN 622 94 16653 (25 hours) \$3,400**

## MasterCam 2D Entry Level

The MasterCam 2D 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 Master-Cam to create CNC (Computer Numerical Control) programs. These programs will be posted from MasterCam into G-code then uploaded into a Haas Simulator so the student can verify the program. In addition, students will learn the five crucial steps that must be addressed when using MasterCam to create a CAD drawing and CAM program.

**BIN 605 94 14502 (20 hours) \$2,200**

## MasterCam 3D Entry Level

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

- 1) Drawing preparation
- 2) Material selection
- 3) Part origin
- 4) Toolpaths
- 5) Program Verification

**BIN 607 94 14503 (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, Intro to GD&T, SolidWorks (CAD) software will be used to both illustrate and reinforce the student's blueprint reading skills.

**BIN 609 94 14506 (20 hours) \$2,220**

## 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 & Intro to CMM. The course is a combination of multimedia learning and hands on practical application in our lab.

**BIN 611 94 14507 (76 hours) \$4,000**

## OSHA 30 General Industry

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

**BIN 623 94 16654 (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 94 16655 (10 hours) \$325**

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

## 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](http://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.

## CPR Certification



BLC Healthcare Provider Level course provides 2-year certification, appropriate healthcare professionals and also meets the requirements of all MCC Health Programs. Taught at PrideStar EMS, Lowell MA. Cost is \$50 and includes online course and skills session.

January 8, 10am at PRIDEStar EMS

February 12, 10am at PRIDEStar EMS

March 12, 10am at PRIDEStar EMS

April 9, 10am at PRIDEStar EMS

May 14, 10am at PRIDEStar EMS

June 11, 10am at PRIDEStar EMS

July 9, 10am at PRIDEStar EMS

August 13, 10am at PRIDEStar EMS

September 10, 10am at PRIDEStar EMS

October 8, 10am at PRIDEStar EMS

November 12, 10am at PRIDEStar EMS

December 10, 10am at PRIDEStar EMS

#### To register for the skills session

<https://pridestarems.enrollware.com/schedule>

click tab "AHA Heartcode BLS CPR & Skill Session."

Once registered, the online course will be sent directly to participant.

For more information call 978-441-0911.

**To Register For Classes**

**Registration and Payment Information for Community Education and Training. This details info for Community Education courses only. Credit program registration and refunds please call 1-800-818-3434.**

All Community Education students must register before the class start. Payment is due upon enrollment. Students will not be permitted to attend the first class without prior registration. Please provide a valid e-mail address, home address, date of birth, and 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.**

**How to Register for Noncredit Courses**

Call the MCC Enrollment Center at 1-800-818-3434 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

If you have an issue reaching an enrollment representative in a timely manner, complete the fillable registration link below.

Registration form for Community Education classes:  
<https://middlesexcc.tfaforms.net/f/communityeducationregistrationform>

The above form is Community Education classes only. For all credit classes email [Middlesex@middlesex.mass.edu](mailto:Middlesex@middlesex.mass.edu)

**Third Party Invoice or Employer Billing**

If your employer would like to be invoiced by MCC for your tuition/fees for any noncredit course, please provide the following billing information upon enrollment: Company Name, Company Representative Name, Company Address, Company Phone, and Company Rep Email. MCC will invoice the employer directly. Note: **Ultimately, students will be 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.**

**Tuition Waivers for Commonwealth of Massachusetts Employees**

Commonwealth of Massachusetts employees with approved tuition waivers, tuition remission, or tuition vouchers may register for the approved noncredit course with MCC's enrollment center 1-800-818-3434. Tuition waivers, tuition remission, or tuition vouchers do not apply to special programs, online courses or as indicated certain course descriptions/community education web page. Individuals with tuition waivers are responsible for the cost of all materials, fees, supplies and/or books. Tuition waiver forms are obtained within your state agency (HR Dept). For MCC employees: <https://www.middlesex.mass.edu/humanresources/tuitwaiver.aspx>

Waiver forms can be obtained within your agency HR department. Completed/approved tuition waivers MUST be applied to your student account by submitting the approved waiver form to the MCC's Student Accounts/Bursar Office. Please submit the approved tuition waiver to MCC student accounts office 7-10 days prior to the course start date.

[Studentaccounts@middlesex.mass.edu](mailto:Studentaccounts@middlesex.mass.edu)

**Noncredit Enrollment Records**

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

**ADA statement**

Any person with a disability needing accommodations, assistance, or auxiliary communication aids or services to participate in programs or activities of Middlesex Community College please contact support services.

**Refunds**

When a student drops or withdraws from a course processing, instructional and other costs must still be met by the college. Therefore, refunds and the official withdrawal policy for Community Education & Training noncredit courses is listed below. If the course is cancelled by MCC, a 100% refund is made.

Refunds are processed by our MCC student accounts office. Please allow 7-10 business days for processing refunds. This refund policy applies to Corporate and Community Education noncredit courses only. For information regarding refunds email [studentaccounts@middlesex.mass.edu](mailto:studentaccounts@middlesex.mass.edu)

**Community Education Course Drop/Withdrawal policy**

Course withdrawal schedule/refund policy below for Community Education and Training noncredit courses coded CAR, HLT, TEC, PER, MIL.

**Transfers are not accepted after the class start date.**

Unless otherwise noted, all Community Education Classes Coded HLT, CAR, TEC, PER:

- 5 or more business days prior to start of course 100% refund
- Less than 5 business days prior to start of the course 50% of tuition
- Class start Date of After course begins \$0

**Refunds for Special Programs:**

Local Anesthesia Certification for Registered Dental Hygienists, Nurse Assistant/HHA Training, Pharmacy Technician, SHRM HR partnership classes, College for Kids summer programs.

As stated in student Memo of Understanding or Community Education course web page.

**College for Kids Summer Youth Programs:**

- 30 or more days prior to start date 100% refund less a \$15 processing fee
  - Less than 30 days prior to start date 50% refund less a \$15 processing fee
  - Start date or thereafter 0
  - If MCC cancels the college for kids program you will get full refund with no processing fee's charged.
- Questions on College for Kids refund policy email [collegeforkids@middlesex.mass.edu](mailto:collegeforkids@middlesex.mass.edu)

**Course Drop or Withdrawal:**

**Students MUST notify Middlesex CC by calling 1-800-818-3434 or Email: [Career\\_Training@middlesex.mass.edu](mailto:Career_Training@middlesex.mass.edu)**

**Program instructors are not responsible for reporting decisions to withdraw. Lack of attendance, course abandonment or failure to make or complete payment does not constitute official course withdrawal and students will be charged for the course. This applies to all Community Education online and on-campus classes. Refunds are processed according to the above schedule.**

Community Education and Training reserves the right to cancel noncredit courses, workshops, programs, and other events for which there is insufficient enrollment and/or reschedule programs, to change instructors, to change course locations and to take other administrative actions as necessary. Corporate & Community Education reserves the right to change the content of any course information contained in our brochure or website due to error or unforeseen circumstances. Refunds are not automatically warranted based on these changes. Middlesex Community College reserves the right to make changes in policy and regulations at any time as circumstances dictate.

**Course Cancellations by MCC**

Courses are sometimes cancelled. We try to notify people as best we can as long as we have appropriate contact information from our enrollment center. When circumstances permit, we provide a telephone or email notification of a course cancellation to each student 3-5 days prior to the course start date. A 100 % refund will be issued within 7 -10 business days if a noncredit class is cancelled by Middlesex Community College. Questions on refund process contact student accounts at 781-280-3645 or email [studentaccounts@middlesex.mass.edu](mailto:studentaccounts@middlesex.mass.edu)

**Weather-Related On Campus Class/Event Cancellations**

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

Please note that a delayed campus opening indicates a 9:30am start.



# Getting Started at Middlesex

## Applying is Easy

- Scan the QR code or go to <https://mymcc.force.com/apply/> for our free online application.
- It only takes 10 minutes to apply, even on your phone!
- Admission letters can be viewed the same day for most programs.
- Admission to a program requires a high school diploma, GED or HiSET.
- There is no GPA or SAT score requirement or deadline to apply.



MCC Application



MCC Program List

## Placing in English and Math

- High school seniors should send a mid-year or final transcript to [admissions@middlesex.mass.edu](mailto:admissions@middlesex.mass.edu).
- Recent grads with a 2.7 GPA can enroll directly into college-level courses.
- Recent grads can also use SAT scores, ACT scores or previous college courses.
- You can also place by Guided Self-Placement. For more information go to: <https://www.middlesex.mass.edu/studentassessment/> or email [placement@middlesex.mass.edu](mailto:placement@middlesex.mass.edu).

## Registering for Classes

- Once placement is complete you're ready to register for classes.
- Go to [www.middlesex.mass.edu/advising/](http://www.middlesex.mass.edu/advising/) to meet with an Academic Advisor.

## Paying for College

- Scan the Financial Aid QR code or go to <https://www.middlesex.mass.edu/financialaid/> to learn about financial aid.
- Scan the Student Accounts QR code or go to <https://www.middlesex.mass.edu/studentaccounts/> to learn about tuition & fees, payment options and online financial services.



Financial Aid



Student Accounts



**MIDDLESEX**  
Community College

# Major Programs of Study

## Associate Degree Programs

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

## Certificate Programs

Addictions Counselor Program	Graphic Design
Arts Administration	Hospitality Management
Biotechnology Technician	*IT Advanced Cybersecurity Operations Certificate
Computerized Accounting	IT Cybersecurity Operations Certificate
Culinary Arts	IT Networking and User Support Certificate
*Dental Assisting	Launch Your Business Now
*Dental Laboratory Technology	*Medical Assisting
*Digital Forensics	*Medical Billing and Coding
Direct Support in Human Services	*Paralegal Studies
Early Childhood Education Assistant Teacher Certificate	*Phlebotomy
*Early Childhood Education Leadership Certificate	Studio Art
Engineering Technology - Computer Aided Design	Technical Theatre
Engineering Technology - Precision Machining	Travel Services Management
Entrepreneurship	

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

Note: Please visit <https://catalog.middlesex.mass.edu/content.php?catoid=24&navoid=2190> for further information on programs and to review academic maps

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

AHP 103	Computers in the Medical Office	BIT 103	Computer Programs for Biotechnology Industry
AHP 104	Med Office Administration	BIT 150	Methods of Biotechnology
AHP 105	Medical Coding I	BIT 155	Quality Control And Good Manufacturing Practices
AHP 107	Phlebotomy Externship	BIT 200	Biotechnology Internship
AHP 108	Medical Coding II	BIT 225	Special Topics In Biotechnology
AHP 109	Laboratory Administration	BIT 250	Advanced Techniques In Biotechnology
AHP 110	Medical Billing	BUS 106	Intro to Music Business
AHP 111	Medical Writing	BUS 110	Introduction to Business
AHP 112	Soft Skills-Healthcare Student	BUS 130	Intro to Entrepreneurship
AHP 220	Health Care Delivery Systems	BUS 135	Social Entrepreneurship
AHP 225	Health Care Admin Internship	BUS 140	Sales Principles
ANT 101	Cultural Anthropology	BUS 150	Hotel Management
ART 101	Art Appreciation	BUS 151	Food and Beverage Management
ART 105	Art History before 1500	BUS 152	Food/Beverage Cost and Revenue Management
ART 106	Art History after 1500	BUS 153	Introduction to Hospitality
ART 113	2-D Design	BUS 156	Culinary Skills
ART 115	Intro To Sculpture & 3-D Design	BUS 158	Food Science and Sanitation
ART 121	Drawing I	BUS 159	Bakery II: Classical Cakes and Tortes
ART 122	Drawing II	BUS 170	Fashion & Retail Merchandising
ART 123	Figure Drawing I	BUS 191	Tourism Management
ART 124	Figure Drawing II	BUS 192	Convention & Event Sales & Pla
ART 126	Painting I	BUS 210	Principles of Management
ART 127	Painting II	BUS 211	Entrepreneurship & Opportunity
ART 129	Ceramics I	BUS 212	Human Resource Management
ART 130	Ceramics II	BUS 213	Business Communications
ART 141	Photography I	BUS 214	Business Internship
ART 142	Photography II	BUS 216	Entrepreneurship in Action
ART 144	Digital Photography	BUS 218	Entrepreneurship LaunchPad
ART 151	Graphic Design I	BUS 221	Financial Accounting
ART 152	Studio Art Portfolio Prep	BUS 223	Managerial Accounting
ART 153	Intro To Computer Graphics	BUS 224	Intermediate Accounting I
ART 155	Digital Imaging	BUS 226	Computerized Accounting
ART 161	Typography: How To Use Type Effectively	BUS 227	Taxation
ART 165	Graphic Production & Layout	BUS 240	Principles of Marketing
ART 171	Graphic Design II	BUS 242	Advertising
ART 175	Typography II	CAD 110	Engineering Graphics I
ART 178	Intro to Web Design & UI/UX	CAD 130	Engineering Graphics II
ART 181	Graphic Design Portfolio Prep.	CAD 169	Solid Modeling I
ART 185	Graphic Design Internship	CAD 180	Solid Modeling II
ART 194	Ceramics III	CAD 205	Geometric Dimensioning/Toleran
BIO 100	Sexually Transmitted Diseases	CAD 227	CAD Applications
BIO 105	Basic Anatomy & Physiology	CAD 228	Practicum in CAD Technology
BIO 108	Nutrition	CAD 270	Design for Manufacturing
BIO 112	Infectious Diseases	CAP 101	Computer Applications
BIO 116	The Brain from Molecules to the Mind	CAP 155	Spreadsheet Applications
BIO 120	Intro To Biology	CHE 121	Introduction to Chemistry
BIO 131	General Biology I	CHE 131	College Chemistry I
BIO 132	General Biology II	CHE 132	College Chemistry II
BIO 231	Anatomy And Physiology I	CHE 151	General Chemistry for Engineering and Science I
BIO 232	Anatomy And Physiology II	CHE 152	Gen Chem for Eng and Sci II
BIO 235	Intro To Microbiology	CHE 160	Principles Of Biochemistry
BIO 240	Microbiology For Industrial Ap	CHE 251	Organic Chem I and Lab
BIO 250	Immunology	CHE 252	Organic Chem II and Lab
BIO 252	Principles of Cell Biology	COM 101	Intro to Communication + Media
BIO 255	Molecular Biology	COM 102	Media Ethics and Law

## 22 Credit Course Offerings

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

COM 103	Public Speaking and Professional Presentations	EDU 252	Administration of Early Childhood Program
COM 104	Message Design	EGR 101	Intro to Engineering
COM 106	Film and Society	EGR 211	Strength of Materials
COM 110	Screenwriting	EGR 212	Dynamics
COM 115	Intro to Human Communication	EGR 213	Materials Science for Engineer
COM 116	Interpersonal Communication	EGR 214	Thermodynamics
COM 121	Intro to Video Production	EGR 216	Logic Design
COM 125	Social Media	EGR 261	Electric Circuits Theory II
COM 127	Intro to Crisis Communications	ELL 054	ELL Reading & Writing I
COM 143	Race, Class, & Gender	ELL 055	ELL Reading & Writing II
COM 150	Intro to Journalism	ELL 074	Grammar and Editing I
COM 222	Communication Internship	ELL 075	Grammar and Editing II
COM 223	Communication Internship	EMT 100	Emergency Medical Tech-Basic
COM 292	U.S. History Through Film: Honors	ENG 092	Reading, Writing, and Reasoning
CRJ 111	Intro to Criminal Justice	ENG 101	English Composition I
CRJ 112	Criminal Law	ENG 102	English Composition II
CRJ 153	Law, Justice and Society	ENG 109	Critical Thinking
CRJ 231	Principles of Correction	ENG 113	Classics Of Children's Literature
CRJ 241	Criminal Investigation/Rep Writing	ENG 117	History Of Theater
CSC 101	Intro To Computer Science	ENG 118	Modern Drama
CSC 151	Programming I	ENG 125	Literature Of Protest And Hope
CSC 156	Operating Systems Basics and Security	ENG 141	Modern World Literature
CSC 170	Digital Forensics I	ENG 143	British Literature Survey
CSC 188	Intro to Computer Security	ENG 150	Creative Writing I
CSC 202	Computer Org/Assembly Language	ENG 151	Creative Writing & Publishing
CSC 252	Programming II	ENG 156	Reading & Writing Poetry
CSC 255	Programming III	ENG 161	Modern American Literature
CSC 258	Data Structures	ENG 170	Crime and Punishment in Literature
CSC 272	Digital Forensics II	ENG 185	The Short Story
CSC 289	Secure Programming	ENG 190	The Graphic Novel
DAN 101	Introduction To Modern Dance	ENG 200	Creative Writing II
DAN 102	Jazz Dance	ENV 103	The Age of Dinosaurs
DAN 106	Introduction to Tap	ENV 108	Renewable Energy
DAN 108	Hip Hop Dance	ENV 110	Introduction to Ocean and Marine Biology
DAS 098	Preventative Dentistry Lab	ENV 115	Environmental Studies
DAS 099	Dental Asst Open Lab	ENV 121	Coral Reef Ecology
DAS 103	Dental Materials & Procedures	ENV 131	Environmental Science with Lab
DLT 099	DLT Open Lab	ETH 101	Ethics And Society
DLT 130	Removable Dental Prosthetics I	ETH 102	Business Ethics
DLT 140	Fixed Dental Prosthetics I	ETH 103	Ethics and Technology
DLT 240	DLT Specialty Practicum	ETH 105	Intro To Bioethics
ECO 120	Economics&Mgmt in Tech Industr	FPS 150	Hazardous Materials
ECO 140	Principles of Macroeconomics	FPS 152	Fire Protection Systems And Equipment
ECO 150	Principles of Microeconomics	FPS 153	Building Construction For Fire
EDU 100	Intro to Early Childhood Education	FPS 200	Fire Arson Investigation
EDU 101	Curriculum In Early Childhood Programs	FPS 201	Fire Company Officership
EDU 102	Child Guidance and Classroom Management	GGY 120	World Geography
EDU 103	Infant and Toddler Care and Program Planning	GOV 110	Comparative Government
EDU 104	Exceptional Learners	GOV 120	American Government
EDU 109	Supervised Pract and Seminar-ATC	HST 121	US History Through 1876
EDU 122	Child Growth and Development	HST 122	US History After 1876
EDU 150	Discover Teaching	HST 130	History World Civ Before 1500
EDU 153	Planning Programs And Environments For Children	HST 131	History World Civ After 1500
EDU 154	Health, Safety, and Nutrition In Early Childhood Education	HST 290	World Cultures: Honors Seminar
EDU 251	Supervised Practicum & Seminar	HST 292	U.S. History Through Film: Honors



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

HUM 102	Intro To The Humanities	LAN 152	Spanish 2 and Culture
HUM 104	Myths	LAN 171	Khmer 1 and Culture
HUM 143	Race, Class, & Gender	LAN 172	Khmer 2 and Culture
HUM 290	World Cultures: Honors Seminar	LAN 175	Russian 1 and Culture
HUS 101	Intro to Human Services	LAN 176	Russian 2 and Culture
HUS 151	Counseling Theory/Process	LAN 181	Arabic 1 and Culture
HUS 152	Current Issues Human Services	LAN 182	Arabic 2 and Culture
HUS 153	Supervised Field Placement Seminar I	LAN 183	Italian 1 and Culture
HUS 154	Supervised Field Placement Seminar II	LAN 184	Italian 2 and Culture
HUS 200	Intro to Counseling Skills	LAN 185	Latin 1 and Roman Culture
IDS 101	General Education Seminar: First-Year Experience	LAN 186	Latin 2 and Roman Culture
IDS 102	General Education Seminar: Service Learning	LAN 191	Chinese 1 and Culture
IDS 103	General Education Seminar: Leadership	LAN 192	Chinese 2 and Culture
IDS 106	General Education Seminar: Career Exploration	LAN 203	Chinese 3 and Culture
IDS 107	General Education Seminar: Career Readiness	LAN 204	Chinese 4 and Culture
IDS 108	General Education Seminar: Wellness	LAN 205	Mod Hebrew 3 and Culture
IDS 109	General Education Seminar: Wicked Problems	LAN 206	Mod Hebrew 4 and Culture
IDS 110	General Education Seminar: The Choices We Make	LAN 211	French 3 and Culture
IDS 117	Entrepreneurial Thinking	LAN 212	French 4 and Culture
IDS 119	General Education Seminar: Diversity Summit	LAN 213	Italian 3 and Culture
IDS 120	General Education Seminar: Money Matters	LAN 214	Italian 4 and Culture
IDS 121	General Education Seminar: Digital Literacy	LAN 217	Khmer 3 and Culture
IDS 122	Early Childhood Field Placement I	LAN 218	Khmer 4 and Culture
IDS 123	Early Childhood Field Placement II	LAN 221	German 3 and Culture
IDS 131	Business Career Exploration	LAN 223	Russian 3 and Culture
IDS 132	Health Career Exploration	LAN 224	Portuguese 3 and Culture
IDS 133	Public Service Career Exploration	LAN 225	Portuguese 4 and Culture
IDS 152	Rehearsal and Performance	LAN 226	Russian 4 and Culture
IDS 153	Rehearsal and Performance	LAN 232	Japanese 3 and Culture
IEI 090	High-Intermediate Intensive English	LAN 233	Japanese 4 and Culture
IEI 095	Advanced Intensive English	LAN 251	Spanish 3 and Culture
ITC 101	IT Support	LAN 252	Spanish 4 and Culture
ITC 111	Scripting for Security	LAN 281	Arabic 3 and Culture
ITC 221	Database Systems and Security	LAN 282	Arabic 4 and Culture
ITC 240	Ethical Hacking	LAN 285	Latin 3 and Roman Culture
ITC 250	Info Tech Cybersecurity Capstone	LAN 286	Latin 4 and Roman Culture
ITC 281	Cybersecurity I	LGL 101	Intro To Law
ITC 290	IT Internship	LGL 102	Business Law
LAN 103	Modern Hebrew 1 and Culture	LGL 153	Law, Justice and Society
LAN 104	Hindi 1 and North Indian Culture	MAS 101	Medical Terminology
LAN 106	Mod Hebrew 2 and Israeli Culture	MAS 121	Clinical Laboratory Techniques
LAN 107	Korean 1 and Culture	MAS 122	Advanced Clinical Assisting Procedures
LAN 111	French 1 and Culture	MAS 123	Electronic Health Records
LAN 112	French 2 and Culture	MAS 150	Medical Assisting Seminar
LAN 121	German 1 and Culture	MAS 151	Medical Assisting Externship
LAN 122	German 2 and Culture	MAT 001	Preparation for College Math
LAN 131	Japanese 1 and Culture	MAT 002	Preparation for College Math
LAN 132	Japanese 2 and Culture	MAT 003	Preparation for College Math
LAN 136	Classical and Ancient Greek I	MAT 004	Preparation for College Math
LAN 141	Portuguese 1 and Culture	MAT 007	Skills Development
LAN 142	Portuguese 2 and Culture	MAT 120	Math for Liberal Arts
LAN 145	Modern Greek 1 and Culture	MAT 130	Elements of Mathematics I
LAN 146	Modern Greek 2 and Culture	MAT 131	Elements of Mathematics II
LAN 151	Spanish 1 and Culture	MAT 165	Trigonometry for Engineering and Science

## 24 Credit Course Offerings

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

MAT 177 Statistics  
 MAT 182 Precal for Business and Social Science  
 MAT 195 Precalc for Engineering and Science  
 MAT 196 Accelerated Precalculus and Trigonometry for Engineering and Science  
 MAT 201 Math Research  
 MAT 202 Math Research II  
 MAT 203 Math Research III  
 MAT 204 Math Research IV  
 MAT 250 Discrete Math  
 MAT 290 Calculus I For Engineering and Science  
 MAT 291 Calculus II For Engineering and Science  
 MAT 292 Calculus III For Engineering and Science  
 MAT 296 Linear Algebra II  
 MAT 298 Differential Equations  
 MLT 098 MLT Boot Camp  
 MLT 151 Urinalysis and Body Fluids  
 MLT 152 Urinalysis Practicum  
 MLT 153 Immunology and Serology  
 MLT 205 Clinical Chemistry Practicum  
 MLT 251 Immunohematology Theory/ Lab  
 MLT 252 Hematology Practicum  
 MLT 253 Medical Microbiology Practicum  
 MLT 254 MLT Seminar  
 MUS 101 Music Appreciation  
 MUS 102 World Music  
 MUS 103 Intro to American Music  
 MUS 106 Intro to the Music Business  
 MUS 110 Music Theory I  
 MUS 120 Intro to Music Technology  
 MUS 130 Applied Piano For Beginners  
 MUS 131 Applied Guitar for Beginners  
 MUS 132 Voice I  
 MUS 134 World Drumming  
 MUS 160 Music Theory II  
 MUS 170 Music Technology II  
 MUS 182 Voice II  
 MUS 184 World Drumming II  
 NST 121 Computing System Fundamentals  
 NST 181 Networking I  
 NST 231 Networking II  
 PAR 102 Litigation  
 PAR 110 Legal Research and Writing I  
 PAR 131 Computer Applications For Paralegals  
 PAR 133 Criminal Law for the Paralegal  
 PAR 134 Family Law  
 PAR 135 Real Estate Law  
 PAR 199 Paralegal Internship  
 PAR 210 Legal Research and Writing II  
 PHL 101 Introduction to Philosophy  
 PHY 105 Astronomy  
 PHY 151 Physics I  
 PHY 152 Physics II  
 PHY 171 Physics For Engineering And Science I  
 PHY 172 Physics For Engineering And Science II

PHY 173 Physics For Engineering And Science III  
 PSY 101 Introduction to Psychology  
 PSY 120 Child Psychology  
 PSY 123 Developmental Disabilities  
 PSY 125 Psychology of Success  
 PSY 127 Human Sexuality  
 PSY 138 Research Methods  
 PSY 150 Abnormal Psychology  
 PSY 151 Psychology of Personality  
 PSY 157 Cognitive Psychology  
 PSY 160 Interpersonal Relations I  
 PSY 171 Social Psychology  
 SCI 122 Integrated Science - Biological Sciences  
 SCI 130 Forensic Science  
 SCI 201 STEM Research I  
 SCI 202 STEM Research II  
 SCI 203 STEM Research III  
 SCI 204 STEM Research IV  
 SOC 101 Introduction to Sociology  
 SOC 106 Food and Sustainability  
 SOC 118 Multicultural Communications  
 SOC 143 Race, Class, & Gender  
 SOC 150 Sociology of the Family  
 SOC 154 Criminology  
 SOC 290 World Cultures: Honors Seminar  
 SOC 294 Globalization Honors Seminar  
 THE 101 Introduction to Acting  
 THE 108 Audition Workshop  
 THE 110 BackStage  
 THE 117 History of Theater  
 THE 118 Modern Drama  
 THE 135 Directing  
 THE 145 Scene Study  
 THE 152 Rehearsal and Performance  
 THE 153 Rehearsal and Performance

**At MCC, we are focused on YOUR success. Especially during these uncertain times, MCC faculty and staff are committed to giving each and every student the support they need to discover and follow their path to a better future.**

**Unsure of what you'd like to study, ready to submit an application or need help registering? To help you get started on your academic journey, call 1-800-818-3434 or visit [www.middlesex.mass.edu/](http://www.middlesex.mass.edu/) for easy enrollment with MCC's One Stop**



# 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 spring. Interested? Visit Admissions at [www.middlesex.mass.edu/admissions/](http://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 Spring 2022 semester runs from January 24 - May 23.**



### DUAL ENROLLMENT

allows high school and homeschool students to complete college courses that will count toward their high school transcript and be used as transferrable college credits.

Dual Enrollment is a great value – the state-subsidized tuition rate for MA Dual Enrollment students is **\$92 per credit**. MCC's current in-state tuition rate is **\$252 per credit**.

Graduate from college sooner with classes you completed while still in high school and save on college tuition!

### VISITING STUDENT

allows high school students who are not looking to meet high school course requirements, to have the opportunity to enroll in and complete college courses.

Visiting students earn transferable college credits that help them strengthen college applications and achieve personal enrichment goals.

These students pay the regular MCC tuition rate and can sign up for the monthly payment plan.



**MIDDLESEX**  
Community College

# Cost Comparison

Community  
Colleges have the  
**LOWEST  
TUITION**  
of all public colleges  
& universities

The 2020 cost of tuition and fees at Middlesex Community College for a **full-time (15 credits), in-state student is \$7,560 a year**. We also offer a special rate to neighboring New England state residents. Compare this to the 2020 tuition rates of some area institutions listed below.

Institution	2020 Tuition and Fees	MCC 2020 Tuition and Fees	Annual Savings
UMass Amherst	16,439	7,560	<b>8,879</b>
UMass Lowell	15,698	7,560	<b>8,138</b>
UMass Boston	14,677	7,560	<b>7,117</b>
UMass Dartmouth	14,408	7,560	<b>6,848</b>
Salem State University	11,675	7,560	<b>4,115</b>
Framingham State University	11,380	7,560	<b>3,820</b>
Worcester State University	10,586	7,560	<b>3,026</b>
Fitchburg State University	10,655	7,560	<b>3,095</b>
Merrimack College	45,074	7,560	<b>37,514</b>
Northeastern University	55,382	7,560	<b>47,822</b>
Bentley University	53,790	7,560	<b>46,230</b>
Suffolk University	41,908	7,560	<b>34,348</b>
Boston University	58,072	7,560	<b>50,512</b>
Tufts University	60,862	7,560	<b>53,302</b>
Wellesley College	58,448	7,560	<b>50,888</b>

*Source:* CollegeBoard.org 2020 tuition & fees. These costs are for tuition and fees only. They do not include the cost of books, educational supplies or room and board.



## English & Foreign Language Resources

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### English Learner Institute

This noncredit program provides students with basic English instruction and skills essential to learning American culture. Whether preparing to attend college with PAC – including college and career counseling – or sharpening skills, students can improve their English reading, writing, grammar and listening skills.

**For more information, contact Audrey Nahabedian**  
[nahabediana@middlesex.mass.edu](mailto:nahabediana@middlesex.mass.edu) 978-656-3174

[https://www.middlesex.mass.edu/bus\\_ind/pac.aspx](https://www.middlesex.mass.edu/bus_ind/pac.aspx)

### World Language Institute

MCC helps students become immersed in many different languages, including Arabic, Chinese, Finnish, French, German, Greek (both modern and classical), Hebrew (modern), Hindi, Italian, Japanese, Khmer, Latin & Roman Culture, Portuguese, Russian, Spanish. 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 Marilyn Glazer-Weisner at**  
[glazerm@middlesex.mass.edu](mailto:glazerm@middlesex.mass.edu) or 781-280-3934.  
<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 Marilyn Glazer-Weisner at**  
[glazerm@middlesex.mass.edu](mailto:glazerm@middlesex.mass.edu) or 978-656-3350.

<https://www.middlesex.mass.edu/iei/default.aspx>

## Prepare for College/Hi-Set Resources

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### Adult Learning Center

The Adult Learning Center offers **FREE** classes for adult learners (ages 16+) to improve their basic academic skills or prepare for HiSET or GED testing in order to attend college, job training or obtain employment. Day and evening classes available. The Adult Learning Center is funded by the Mass. Department of Elementary and Secondary Education.

**For more information, MCC's Adult Learning Center,**  
[www.middlesex.mass.edu/adultlearning](http://www.middlesex.mass.edu/adultlearning).

**To register and sign up for placement testing,**  
[ALC@middlesex.mass.edu](mailto:ALC@middlesex.mass.edu) or 781-280-3662

## Employer Resources

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### 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](mailto: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](mailto:express@commcorp.org)

### MCC Approved Courses (noncredit programs):

- 1050556 Local Anesthesia Certification for RDH
- 1065853 Technical Writing Certificate
- 1112907 Nurse Assistant /HHA Certification
- 1080330 Society of HR Management HR Essentials
- 1103136 Society of HR Management Certification Exam
- 1113947 Pharmacy Technician
- 1121999 Accounting Fundamentals
- 1115397 Business Computer Applications
- 1115398 MS Excel Certificate
- 1125274 Google IT Help Desk Certificate
- 1127045 Digital Photography Certificate
- 1122578 Non-Profit Management 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](mailto:Express@commcorp.org)**



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

**Join us for a FREE info session  
Meet your training goals with state funds**

### Attention Businesses:

Learn About Accessing Grants to Train Your Employees!

The Massachusetts Workforce Training Fund provides resources for 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.

A representative from the Workforce Training Fund, administered by Commonwealth Corporation, will present an overview of the grant options and answer questions in the information sessions. Learn about this valuable training resource and how MCC can become a partner and provide grant-writing assistance and training to area companies.

### Information sessions:

10:00 a.m. - 12:00 p.m. • Friday, January 7  
Virtual Information Session via Zoom.

10:00 a.m. - 12:00 p.m. • Friday, March 11  
Virtual Information Session via Zoom.

10:00 a.m. - 12:00 p.m. • Friday, May 6  
Virtual Information Session via Zoom.

Offered in partnership with the Greater Lowell Chamber of Commerce, MassHire – Greater Lowell Workforce Board, and the Burlington Area Chamber of Commerce.

To learn more or register, contact Teresa Medina at [medinat@middlesex.mass.edu](mailto:medinat@middlesex.mass.edu) or 978-656-3009.

Visit the MCC Workforce Development & Corporate Education website at [www.middlesex.mass.edu/workforcetraining](http://www.middlesex.mass.edu/workforcetraining)

**To learn more about the Workforce Training Fund Program  
visit [www.commcorp.org/wtffp](http://www.commcorp.org/wtffp)**



# ALUMNI ASSOCIATION

Join 26,000 MCC Alums!



## Passionate • Pioneering • Proud

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

**Sign up Today! Membership is Free!**

Go to [www.middlesex.mass.edu/alumni](http://www.middlesex.mass.edu/alumni) for more information and to get involved!



## You Are The Difference.

The Middlesex Community College Foundation **celebrates student success**. Our mission is to provide **life-changing opportunities** for MCC's diverse community of student learners.

For the past 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** and the flexibility to **address the evolving needs of our students** and faculty as the COVID-19 crisis continues.



### Scholarship Data for 2020:

109 Scholarship students served  
117 Scholarships awarded  
\$165,578 Awarded in scholarship dollars

### Emergency Fund for COVID-19 Relief:

\$60,000 raised in emergency relief funds  
31 students helped with temporary loss of income  
184 grocery store gift cards distributed

### MCC At-A-Glance:

40% First Generation college students  
69% of Students qualify for Need Based Financial Aid  
Over 26,000 Alumni

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