



**MIDDLESEX**  
Community College

# **SPRING 2024**

## **CORPORATE AND COMMUNITY EDUCATION & TRAINING**

Professional and Personal  
Development Programs  
and Credit Course Listings



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

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## Academic Calendar

### January

2..... Winter Session 2024 Classes Begin  
15..... Martin Luther King Day (*No Day or Evening Classes*)  
19..... Winter Session 2024 Classes End  
22..... Spring 2024 Classes Begin

### February

19..... Presidents Day (*No Day or Evening Classes*)

### March

1..... Last Day to Withdraw From Minimester I Classes  
1..... Professional Day (*No Day or Evening Classes*)  
13..... Minimester I Classes End  
18 - 23 .. Spring Break  
25..... Minimester II Classes Begin

### April

15..... Patriots Day (*No Day or Evening Classes*)  
23..... Last Day To Withdraw From Spring 2024 Classes  
25..... Assessment Day (*No Day or Evening Classes*)

### May

6..... Last Day To Withdraw From Minimester II Classes  
13 - 17 .. Final Exams  
23..... 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			

	New Course		Online Course
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## Guide to Interpreting the Schedule

**Course Title**  
**How to Communicate to Stakeholders**

**Course Description**  
Participants will put the knowledge gained from the previous classes together. Participants will be given a crisis to address to test their understanding of crisis communications. (2 Hours) \$51

**Date**  
11/12

**Campus**  
Bedford

**Course Number:** CAR 930 30

**Time**  
6:00pm - 8:00pm

**CRN:** 18119

**Day**  
Thursday

**Location / Room**  
Building, Henderson Hall, room 115

**Professor:** POZNIAK

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

## Grant Funding Opportunities

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

- Certified Nurse Assistant
- Certified Addiction Recovery Coach
- Pharmacy Technician Certificate
- Comp TIA Fundamentals (ITF+) Certification Training
- Google IT Comp TIA A+
- Phlebotomy for Healthcare Professionals
- Medical Surgical Advanced CNA
- Medical Office Administration
- MS Excel Certificate
- Business Computer Applications Certificate
- Equipment Technician with Robotics, Intro

IN PARTNERSHIP WITH



BETTER WORKPLACES  
BETTER WORLD™

## Human Resource Training

### SHRM® Essentials of Human Resources

In cooperation with SHRM®, this noncredit, professional development course offers a solid, comprehensive overview of human resource roles and responsibilities. We will provide participants with critical knowledge to help reduce potentially costly lawsuits and improve the ability to handle challenging HR issues related to performance management, recruiting and retention, labor and employment law. No pre-req. Materials are developed by the Society of HR Management. **Note:** This is an intro to HR course, not a HR Certification exam prep course. Materials are not eligible for waivers. No pre-req. \$625

#### Who Should Attend?

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

01/19 & 01/26

Bedford Campus

Course Number: CAR 775 30

9:00am - 4:30pm

Building: Academic Resources, room AR 101

CRN: 20140

Professor: PATALANO

05/03 & 05/10

Bedford Campus

Course Number: CAR 775 35

9:00am - 4:30pm

Building: Academic Resources, room AR 101

CRN: 20307

Professor: ORELLANA



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)



### **SHRM HR CP/SCP Certification Exam Prep**

Are you ready? The future of Human Resources is SHRM CP/SCP Certified. Building our workforce. HR professionals are facing new and larger challenges due in part to a changing workforce, shifting legislation and regulations and so much more. Ensure you're prepared for these changes, and anything else thrown your way with SHRM's global HR credentials, SHRM-CP and SHRM-SCP. SHRM certification measures your most critical skill: the ability to apply HR principles to real-life situations as they are the only behavioral competency-based program in the field. By becoming SHRM certified, you prove your knowledge, competency, and value to employers looking for a competitive edge. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader.

#### **In MCC's exam prep course you will:**

- Learn from an experienced instructor and from your peers
- Acquire the knowledge and understand the competencies needed to pass the exam
- Benefit from the structured SHRM learning system to keep you on track

#### **Who should enroll:**

- Professionals looking to earn their HR Certification- SHRM certified HR professionals seeking to earn PDCs for recertification
- HR professionals wanting to update their HR knowledge

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

02/20 - 05/07

6:00pm - 9:00pm

Tuesday

Online with class meeting times

Course Number: CAR 841 75

CRN: 18744

Professor: HARRINGTON



### **Making Diversity Training Work**

Award-winning author and Senior Organizational Development Consultant Laura Kangas will share insights from over 25 years of successful international consulting on how to make diversity training work. This interactive workshop will take an honest, practical, and realistic look at what research has shown does not work, and what does help support real and long-term successful change in diversity, equity, and inclusion work for all types of organization - big and small, profit and non-profit, across all industries. Workshop will include self-reflection, small group sharing, stories from real organizations, and a spirit of learning from each other in the most positive ways. Participants will have opportunities to strengthen their skills in DEI leadership through various exercises. This workshop combines current research with effective practices and experiences in the field of diversity, equity, and inclusion today. The workshop offers the chance to deepen DEI understanding in a safe, fun, and supportive environment. (7 hours) \$179

03/01

9:00am - 4:00pm

Friday

Bedford Campus

Building: Trustees House Galvani Room

Course Number: CAR 833 30

CRN: 20311

Professor: KANGAS

## Technical Writing



### **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 prior HTML or coding 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.**



### **Tools and Technologies for Technical Writers**

In this online survey course, you will learn the introductory skills needed to author technical content using modern tools. Well-developed writing skills, solid MS Windows computer skills, and an aptitude for learning new technology is required. It is helpful for participants to have basic knowledge of HTML or XML or coding as a pre-req but is not required. Students must have access to a MS Windows laptop or desktop outside of class. MAC is not compatible. This class is not comprehensive. There are dozens of tools available, and more are being invented every day. We will touch on standards and some types of tools. Topics Covered: Overall survey of technical writing tools, exposure to what makes content usable, single sourcing, topic-based authoring, and content management through GITHUB. Tools and standards introduced: GIT, HTML, Markdown, DITA, MadCap Flare, MS Word, Oxygen XML Author, Adobe FrameMaker. \$1,545

01/25 - 05/09

6:30pm - 9:30pm

Thursday

Online with class meeting times

Course Number: CAR 790 75

CRN: 12327

Professor: LAWSON



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 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. An Adobe subscription is recommended. **Students need a SLR Digital Camera.** Taught by Professional Photographer, Amanda Correia.

### Digital Photography I

Four areas of instruction will be emphasized in this course: How cameras work, how composition works, how lighting works, how to use photo editing software. Students will shoot assignments most often outside of class. The most useful part of classroom instruction will be review of photos students have shot. Students need an SLR Digital Camera and some images on a memory card that you want to download and work with for the first class. An Adobe subscription is recommended: <https://www.adobe.com/creativecloud/photography/compare-plans.html>. If you do not have an Adobe subscription it is recommended that you bring a USB flash drive or external hard drive. Eligible for 50% tuition waiver for MCC employees. (18 hours) \$265

**01/31 - 03/06** **6:00pm - 9:00pm** **Wednesday**  
**Bedford Campus** **Building: Academic Resources, Room AR 108**  
**Course Number: CAR 611 30** **CRN: 19838** **Professor: CORREIA**

### Digital Photography II

The course builds on Digital Photography I. We review the basic concepts & practices of digital photography. We will delve more into the creative aspect of photography discussing composition in more detail. We'll also focus on finding your style & voice with your photography. Students will shoot assignments most often outside of class. The most useful part of classroom instruction will be the review of photos students have shot. They will see what makes a successful photo and what does not. Students need an SLR Digital Camera and some images on a memory card that you want to download and work with for the first class. An Adobe subscription is recommended: <https://www.adobe.com/creativecloud/photography/compare-plans.html>. If any uncertainty, instructor will provide instructions on what options to choose the first-class day. If you do not have an Adobe subscription it is recommended that you bring a USB flash drive or external hard drive. Eligible for 50% tuition waiver for MCC employees. (18 hours) \$265

**03/27 - 05/08** **6:00pm - 9:00pm** **Wednesday**  
**Bedford Campus** **Building: Academic Resources, room AR 108**  
**Course Number: CAR 612 30** **CRN: 19839** **Professor: CORREIA**  
**No class 04/17**

### Business of Photography

Turn your passion for photography into profit. Learn how to present, price and market your photography. Explore portfolio preparation, marketing, freelance photography, working for a photographer and opening a photography studio. Eligible for 50% tuition waiver for MCC employees. (18 hours) \$230

**02/27 - 04/09** **6:00pm - 9:00pm** **Tuesday**  
**Bedford Campus** **Building: Academic Resources, room AR 108**  
**Course Number: CAR 615 30** **CRN: 12238** **Professor: CORREIA**  
**No class 03/19**

### Adobe Photoshop Creative Cloud

You 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. An Adobe subscription is recommended: <https://www.adobe.com/creativecloud/photography/compare-plans.html>. Instructor will provide instructions on what option choose on the first day of class if there is any uncertainty. If you do not have an Adobe subscription it is recommended that you bring a USB flash drive or external hard drive. Eligible for 50% tuition waiver for MCC employees. (15 hours) \$215

**03/28 - 04/25** **6:00pm - 9:00pm** **Thursday**  
**Bedford Campus** **Building: Academic Resources, room AR 108**  
**Course Number: CAR 890 36** **CRN: 19851** **Professor: NOËL**

## Social Media/Digital Media Marketing



### Social Media Certificate Program

MCC's Social Media Certificate program is designed to provide participants with a foundation and skill set in the new, evolving world of social media. The skills can be applied immediately in the workplace or to market a small business. All class sessions must be completed to earn a certificate of completion. To get the most of each class, students should open an account in each platform prior to the start of class. This is NOT an Intro class. Students should have working knowledge of each platform. Course login information will be sent prior to the start date. \$275

**02/27 - 04/02**  
**Online with no class meetings**  
**Course Number: TEC 640 75** **CRN: 19867** **Professor: D'AURORA**

### Intro to Social Media

Social media has quickly grown from a way to keep up with friends and acquaintances, to a powerful tool that can transform your business. 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 280 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.

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)

## 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.



### 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) \$215

04/08 - 05/20 6:00pm - 8:30pm Mondays

Online with class meeting times

Course Number: TEC 661 33 CRN: 20316 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)



### Generative AI Explained: Its Potential and Benefits for You

Join us for an enlightening two-evening workshop on generative artificial intelligence (AI). Discover how AI tools can enhance and revolutionize both your professional and personal endeavors. This workshop is tailored for tech enthusiasts, business professionals, and anyone eager to understand the future of AI. We'll simplify the complex principles of generative AI and highlight its diverse applications. Presenter: Peter Shea, M.A., serves as the Director of Professional Development at Middlesex Community College and is an instructional designer. With years of experience in tracking AI advancements, he has delivered presentations at various education conferences. His most recent conference presentation focused on the integration of generative AI in education. (4 hours) \$99

03/27 - 04/03

6:00pm - 8:00pm

Wednesday

Online with class meeting times

Course Number: CAR 922 75 CRN: 20334

Professor: SHEA



## FAA Remote Pilot Certification

This certificate program is taught by an Aviation and UAS industry expert. This 21-hour course will cover all of the required knowledge content areas of the FAA's Remote Pilot Test including: Regulations, The National Airspace System, Weather, Aircraft Loading and Performance, and Flight Operations. Upon completion, students should feel qualified to take the FAA Remote Pilot Test. Practice questions will also be a key factor of this course. Not eligible for tuition waivers. (21 hours) \$650

03/30 - 04/13

9:00am - 4:00pm

Saturday

Bedford Campus

Building: Henderson Hall, room HH 115

Course Number: CAR 974 30

CRN: 20235

Professor: PRICE

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)

## Management



### Management Training

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

### Speaking with Confidence

This course will focus on ways to use your voice and build confidence both personally and professionally. We will explore different tactics to increase your self-esteem so you feel comfortable speaking up in any situation. Students will be provided the opportunity to practice speaking in a supportive environment. (6 hours) \$75

02/21 - 03/13

5:00pm - 6:30pm

Wednesday

Online with class meeting times

Course Number: CAR 921 33

CRN: 20312

Professor: HAHN

### Intro to Workplace Communication

This course is designed to share basic communication skills that are useful in the workplace. Topics covered will include effective listening skills, use of different types of questions, nonverbal behavior, diversity considerations in language use, tips on dealing with conflict effectively, responding to difficult questions. We will discuss how to give feedback so that people can hear it more easily. Participants will have an opportunity to practice skills and ask questions. Interactive, practical, and fun! (3 hours) \$75

03/12

6:00pm - 9:00pm

Tuesday

Online with class meeting times

Course Number: CAR 970 75

CRN: 20139

Professor: KANGAS

### Understanding Motivation

We will discuss and review the latest research on motivation- it is probably not what you think. Being able to understand what motivates you will help you be better able to support others' discovering their motivation. A practical workshop with an opportunity for self-reflection and tools to use in the future. (3 hours) \$75

03/19

6:00pm - 9:00pm

Tuesday

Online with class meeting times

Course Number: CAR 992 75

CRN: 20309

Professor: KANGAS



### Intro to Diversity, Equity, and Inclusion in the Workplace

This introductory workshop will cover DEI definitions, the history of DEI, how to connect DEI to your business, the impact of stereotypes and microaggressions, intent and impact, and tips on how to continue your DEI work and share ideas and concepts with others. Class will be interactive. Participants will have an opportunity to share perspectives and ask questions. (3 hours) \$75

03/26

6:00pm - 9:00pm

Tuesday

Online with class meeting times

Course Number: CAR 963 75

CRN: 20142

Professor: KANGAS

### Performance Management

Most people dread performance reviews so let's talk about ways to make it simpler, more collaborative, less threatening, and actually productive. Participants will be introduced to practical and easy to apply "best practices" performance management tools. Review the potential challenges of performance management and learn tools to manage them effectively. (3 hours) \$75

04/02

6:00pm - 9:00pm

Tuesday

Online with class meeting times

Course Number: CAR 823 75

CRN: 20310

Professor: KANGAS



### Women in Business: Managing Our Careers to Support Our Dreams

The 2023 Nobel Prize winner in Economics, Harvard University's Claudia Golden was recognized for her research on women in the labor market. Her focus was on the ever persistent facts of pay gaps and promotional opportunities between men and women. This course will focus on sharing leading-edge research on women in business, as well as meaningful exercises focused on developing strategies to support career development and managing one's career. Participants will have an opportunity for self-reflection, goal setting, networking, and sharing of resources and best practices. Great opportunity to learn from other professional women, assess your strengths and areas of growth, and build an even stronger foundation for your career goals and dreams. (6 hours) \$159

03/08

9:00am - 3:00pm

Friday

Bedford Campus

Building: Trustees House Galvani Room

Course Number: CAR 726 75

CRN: 20343

Professor: KANGAS



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)

## Resume & LinkedIn Makeover

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

04/02 - 04/09 6:30pm - 8:00pm Tuesday  
Online with class meeting times  
Course Number: CAR 995 30 CRN: 20313 Professor: STEWART



## Nonprofit Management Certificate

This online program introduces the key concepts and critical management components for all nonprofit organizations. Each class has exercises designed to further understand course concepts as well as real world case studies. Topics: Introduction to Nonprofit Sector, Nonprofit Theory of Change, Nonprofit Financial, Nonprofit Board Governance, Program Development & Evaluation, Nonprofit Fundraising, Building Your Base of Supporters and Lifecycle Strategic Planning. The program has three segments. You may enroll in one, two, or three segments listed below. Complete all three session segments for a certification of completion. Taught by Kia Harris Tattegrain live via Zoom. Ms. Tattegrain is Founder and Executive Director of Dare Humanity.

## Intro to The Non-Profit Sector

This program introduces the key concepts and critical management components for all nonprofit organizations. From fundraising and board development to management and program evaluation, this comprehensive series 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. The program has three segments. You may enroll in one, two, or three segments. Complete all three segments for a certification of completion. (12 Hours) \$230

03/06 - 03/21 7:00pm - 9:00pm Wednesday & Thursday  
Online with class meeting times  
Course Number: CAR 988 75 CRN: 20296 Professor: HARRIS-TATTEGRAI

## Non-Profit Financials, Fundraising, Building Your Base of Supporters

This program introduces the key concepts and critical management components for all nonprofit organizations. From fundraising and board development to management and program evaluation, this comprehensive series 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. The program has three segments. You may enroll in one, two, or three segments. Complete all three segments for a certification of completion. (14 Hours) \$270

04/03 - 04/24 7:00pm - 9:00pm Wednesday & Thursday  
Online with class meeting times  
Course Number: CAR 989 75 CRN: 20297 Professor: HARRIS-TATTEGRAIN

## Program Development & Evaluation, Lifecycle Strategic Planning

This program introduces the key concepts and critical management components for all nonprofit organizations. From fundraising and board development to management and program evaluation, this comprehensive series 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. The program has three segments. You may enroll in one, two, or three segments. Complete all three segments for a certification of completion. (10 Hours) \$180

05/01 - 05/15 7:00pm - 9:00pm Wednesday & Thursday  
Online with class meeting times  
Course Number: CAR 990 75 CRN: 20298 Professor: HARRIS-TATTEGRAIN



## Introduction to Grant Writing

This class provides an introduction to nonprofit grants, prospect research, and grant writing. The course will take you through the grants process, from identifying potential funders through receiving a grant and beyond. Learn best practices to strengthen your organization and improve your chances to receive funding. As part of the class, we will work to prepare answers to common grant questions and understand what funders are looking for. All classes will be led by David Byrd, MNA who is the founder of Capacity Blueprint. (10 hours) \$200

02/06 - 03/05 7:00pm - 9:00pm Tuesday  
Online with class meeting times  
Course Number: CAR 944 75 CRN: 20032 Professor: BYRD

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)

## 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. Explore the bookkeeping and accounting cycle, cash systems, create and understand financial reports. Learn to create a Trial Balance and Post-Closing Trial Balance, understand an Income Statement and Balance Sheet as well as adjusting entries and bank statement reconciliation. Topics Include: understanding accounts; debits and credits; analyzing transactions; journaling; general ledger; closing/adjusting entries; post-closing trial balance; financial reporting. This professional development class does not have a pre-req. (30 hours) \$565

**01/31 - 04/03** **5:30pm - 8:45pm** **Wednesday**  
**Online with class meeting times**  
**Course Number: CAR 797 75** **CRN: 17351** **Professor: SHARMA**  
**No class 03/20**



# QuickBooks®



## Intro to QuickBooks Online – Course Number EDG 928

In this ONLINE course in partnership with Ed2go, you will Learn to reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports; and much more. When your course starts, you will be directed to access and utilize the free QuickBooks Online practice site to complete lessons and assignments. You do not need to purchase a subscription or additional software. Please note that this course is suitable only for the QuickBooks Online version. The desktop versions of QuickBooks are not compatible with this course and should not be used. Classes begin monthly. \$150 Tuition. 24 hours. Not eligible for tuition waivers. Registration and payment is through Ed2go

### Registration and payment is through Ed2go:

[https://www.ed2go.com/mcc/online-courses/quickbooks-online/#tab\\_requirements](https://www.ed2go.com/mcc/online-courses/quickbooks-online/#tab_requirements)

**Successfully complete both Accounting Fundamentals and Online QuickBooks for a certificate of completion.**

## Effective Project Management

This exciting, fast-paced course will provide an overview of project management principles, concepts, tools, and techniques using lecture, interactive discussion, and case studies. You will have the opportunity to apply course learning to a stimulated class project from project conception, design, and implementation to completion and project close, emulating the project management life cycle. The 9 hours from the course counts towards the total 35 hours of training for the PMP certification. (9 hours) \$199

**03/07 - 03/21** **6:00pm - 9:00pm** **Thursday**  
**Bedford Campus** **Building: North Academic, room NA 117**  
**Course Number: CAR 973 75** **CRN: 20249** **Professor: UMAR**



## Cannabis Retail Certificate

MCC's Cannabis Retail Certificate (noncredit) addresses the real world demands and core knowledge that retail positions require. Students will develop fundamental skills with an understand of what is required to work in a customer facing position in the Massachusetts cannabis industry. Training will include the state certified Core Curriculum training & exam which is a Cannabis Control Commission requirement for those working in the industry. Taught by a State certified Responsible Vendor Trainer. The final course exam is the state required Core Curriculum exam required by the Cannabis Control Commission. **Note:** class weeks 1-5 are 2 hours in length, 6pm - 8pm. Week 6 class date is 5 hours in length, 4pm - 9pm and students will be taking the state Certified Core Curriculum. Pre-req: Must be 21+ to attend. \$500. Not eligible for waivers. Scholarships available for qualified students through Mass Cultivate Ed.

To apply: <https://www.masscultivated.com/apply>

### Course outcomes:

- Confidently apply for a cannabis retail position
- Knowledgeable on MA compliance and best safety practices
- Effectively consult with a patient or adult-use customers
- Diversion prevention, seed to sale tracking and cash handling
- Articulating the difference between cannabis and cannabis products
- Understanding the effects of cannabis and cannabis products on the human body
- Basics of extraction, packing and labeling, cash handling, refusing sale

**03/06 - 04/10** **6:00pm - 8:00pm** **Wednesday**

**Online with class meeting times**

**Course Number: CAR 997 75** **CRN: 20325** **Professor: BROWN**



## Cooking with Cannabis

This class is a beginner's guide to making cannabis infused foods or beverages using different carrier oils such as vegetable base glycerin, coconut oil, butter and more! We will focus on milligram dosage, creating infused products that are not alluring to children along with the importance of labeling and storage. Pre-req: Must be 21+ to attend. Demonstration only via Zoom. Taught by a Responsible Vendor Trainer, Green Path Training. Cannabis recipes include: Hard Candy Demo, Brownie Demo and Gummies. Not eligible for waivers. \$90

**02/08** **6:00pm - 9:00pm** **Thursday**

**Online with class meeting times**

**Course Number: PER 580 75** **CRN: 20326** **Professor: BROWN**

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)



### Certified Supply Chain Professional (CSCP)

This online course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional exam. You will learn how to translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain. By course completion, you will have a firm understanding of mitigation strategies, operationalize risk management practices and implement cost reduction measures. This combination of skills will drive the efficiency of your supply chain and give you a competitive edge in the market.

#### Exam Eligibility requirements for CSCP:

- 3 years of related business experience or
  - Bachelor's degree or the international equivalent\*, or CPIM, CLTD or CSCP, CTL, CFPI, CIRM, SCOR-P, C.P.M., CSM or CPSM designations
- \*ASCM defines the international equivalent of a bachelor's degree as the level of study that would qualify an individual for a graduate program in the country where the undergraduate degree was earned. Not eligible for tuition waivers. Enrollment is through Cengage Learning by calling 1-877-221-5151. 120 hours. \$2,795

### 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) \$259

**01/24 - 02/28** **5:30pm - 8:30pm** **Wednesday**  
**Bedford Campus** **Building: North Academic, room NA 202**  
**Course Number: CAR 947 80** **CRN: 20113** **Professor: FISHER**

### Theatre for Portuguese 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 Portuguese in an everyday situation. (18 hours) \$259

**02/15 - 03/21** **5:30pm - 8:30pm** **Thursday**  
**Bedford Campus** **Building: North Academic, room NA 211**  
**Course Number: CAR 975 80** **CRN: 20228** **Professor: FISHER**



### Storytelling for Career & Business

This business-focused course will deliver best practices for corporate storytelling strategies across various tactics, regardless of company size. We'll work on presentation skills, give tips on how best to use storytelling tools, and give attendees lots of time to practice what they learn. This is ideal for the small business owner who wants to boost their presence - in person and online, the salesperson who wants to strengthen their pitches and proposals, or anyone working in a corporate environment wanting to deliver product or service offerings that grab - and hold - an audience's attention.

Topics: Foundations and Story Mapping; Making Connections: Storytelling for Presenters; Branding; Storytelling for Sales; Attracting Followers. (10 Hours) \$229. Not eligible for waivers.

**02/06 - 03/05** **7:00pm - 9:00pm** **Tuesday**  
**Online with class meeting times**  
**Course Number: CAR 996 75** **CRN: 20305** **Professor: HENRY**

## Teacher/PDP

### Understanding Islam Practices

This elective course will focus on the basic introduction to the religion of Islam and practices. Through lectures, reading assignments, lively discussions, and videos, we will learn about the main five pillars of Islam, teaching of the holy book Qur'an, the life of the last Prophet Muhammad, forms of worship, food, clothing, and two main Islamic holidays celebrated around the world. Take away from this course will be to better understand Muslims, their practices, bring cultural awareness, and how to work alongside with them during the challenging times of Islamophobia. (16.5 hours) This course is eligible for Professional Development Points (PDP) towards K-12 licensure and re-certification. \$209

**02/22 - 05/02** **5:30pm - 7:00pm** **Thursday**  
**Bedford Campus** **Building: North Academic, room 202**  
**Course Number: CAR 964 33** **CRN: 20330** **Professor: KHALIFA**

### Child Development: Birth Through the Early Years

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

**02/08 - 03/21** **4:00pm - 6:00pm** **Thursday**  
**Online with class meeting times**  
**Course Number: CAR 981 75** **CRN: 20292** **Professor: HOGAN-MAZZOLA**



### Child Development: The Middle Years to Becoming an Adult

The focus will be on explaining and understanding how children change and grow over the course of childhood from the middle childhood year through the onset of adulthood. These developmental theories center on various aspects of growth, including social, emotional, and cognitive development. Topics include the growing body and brain, developing a sense of self, the process of maturation, Who am I, and becoming an adult. **Note:** this is a not for credit class for personal and/or professional development. This class will not be accepted by EEC for teacher certification but is eligible for PDPs. (12 hours, 12 PDPs) \$200

**04/04 - 05/16** **4:00pm - 6:00pm** **Thursday**  
**Course Number: CAR 982 75** **CRN: 20293** **Professor: HOGAN-MAZZOLA**



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)

**Students must complete all 5 classes below to qualify to earn 10 PDPs.**

### Fostering Self-Regulation

What is self-regulation and why is there so much discussion about it recently? We will look at how the COVID-19 pandemic may have interrupted the development of needed skills in some young children, as well as the importance of teaching and supporting self-regulation skills. Two self-regulation classroom curriculums will be introduced. This class is geared to K-12 educators but open to anyone guiding children through education. (2 hours, 2 PDPs) \$37

02/27 4:00pm - 6:00pm Tuesday  
Online with class meeting times  
Course Number: CAR 983 75 CRN: 20294 Professor: HOGAN-MAZZOLA

### Responding to the Effects of Trauma in the Classroom: K-8

We will address the classroom social-emotional needs, as well as a look deeper at what ACEs (Adverse Childhood Experiences) are and how that stress can become toxic and impact learning. We explore daily classroom techniques that can help children navigate stress and trauma. This class is geared to K-8 educators but open to anyone guiding children through education. (2 hours, 2 PDPs) \$37

03/05 4:00pm - 6:00pm Tuesday  
Online with class meeting times  
Course Number: CAR 984 75 CRN: 20300 Professor: HOGAN-MAZZOLA

### Every Child: Teaching Through Equity K-8

Your background and experiences may be very different from that of the children you teach. How do you adapt your teaching to meet the needs of the children in your classroom? They say we all have a "blind spot". We will explore biases both implicit and explicit, empathy, inclusion, and equity and how we incorporate these concepts into our teaching and work with children. This class is geared to K-8 educators but open to anyone guiding children through education. (2 hours, 2 PDPs) \$37

03/12 4:00pm - 6:00pm Tuesday  
Online with class meeting times  
Course Number: CAR 985 75 CRN: 20301 Professor: HOGAN-MAZZOLA

### Introduction to Conscious Discipline: Preschool to Grade 2

What are some of the challenging behaviors you are dealing with as you teach? Conscious Discipline utilizes everyday events to cultivate emotional intelligence through a self-regulation program that integrates social-emotional learning and discipline. Learn what Conscious Discipline is all about and how to apply the concepts in your role as a teacher or as a parent. This class is geared preschool educators through grade 2 but open to anyone guiding children through education. (2 hours, 2 PDPs) \$37

03/19 4:00pm - 6:00pm Tuesday  
Course Number: CAR 986 75 CRN: 20302 Professor: HOGAN-MAZZOLA

### The Power of Play! Preschool to Grade 2

Research shows that there is real power in play. Through indoor and outdoor play, children develop the social, emotional, cognitive, and physical skills needed to thrive both now and into their future. Play is both fun and a vital way that children learn about themselves and the world around them. This class is geared for preschool educators through grade 2 but open to anyone guiding children. (2 hours, 2 PDPs) \$37

03/26 4:00pm - 6:00pm Tuesday  
CAR 987 75 CRN: 20303 Professor: HOGAN-MAZZOLA



**MASSACHUSETTS**  
TESTS FOR EDUCATOR LICENSURE®

## Exam Prep

Students can enroll in the MTEL courses between December 1 - March 29 by calling 781-280-3663 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). Classes are all online and self-paced. Not eligible for tuition waivers. Students will have online course access January 16 through May 31. Note: All MTEL course content is web-based and self-paced: Online with no class meeting times. Students will have email access to the content facilitator for questions and assistance. Individual MTEL test prep classes is for a particular field. Please see list for Field Exam Prep courses with associated MCC course number. Each field test prep cost is \$120. Courses are not eligible for waivers. Professor: SVENCONIS

### MTEL Communication & Literacy Exam Prep Field 01

Course Number: CAR 602 75 CRN: 18776

### Foundations of Reading MTEL Exam Prep Field 190

Course Number: CAR 635 75 CRN: 18784

### MTEL Exam Prep-General Curriculum Multi-Subject Test Field 78

Course Number: CAR 858 75 CRN: 18792

### MTEL Exam Prep-Math Skill Builder Fields 03, 68, 65, and 63

Course Number: CAR 859 75 CRN: 18793

### English a Second Language MTEL Field 54

Course Number: CAR 878 75 CRN: 19126

### MTEL Exam Prep-History/Social Studies Field 73

Course Number: CAR 894 75 CRN: 19256

### MTEL Exam Prep-English Field 61

Course Number: CAR 897 75 CRN: 19570

### MTEL Exam Prep-Early Childhood Field 72

Course Number: CAR 904 75 CRN: 19575

### Political Science MTEL Exam Prep Field 48

Course Number: CAR 910 75 CRN: 19840

### MTEL Reading Specialist Exam Prep Field 08

Course Number: CAR 911 75 CRN: 19841

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)

### MTEL Business Exam Prep Field 19

Course Number: CAR 932 75 CRN: 19977

### MTEL Vocational Tech Literacy Fields 191 and 192

Course Number: CAR 942 75 CRN: 19978

### MTEL General Science Exam Prep Field 64

Course Number: CAR 954 75 CRN: 20106

### MTEL Middle School Humanities Exam Prep Field 50

Course Number: CAR 961 75 CRN: 20107

### MTEL Adult Basic Education Exam Prep Field 55

Course Number: CAR 971 75 CRN: 20156

## TEAS Exam Prep

Students can enroll in TEAS exam prep classes between December 1 - March 29 by calling 781-280-3663 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). Students will have online course access January 16 - May 31. Note: All TEAS prep classes are web-based, self-paced. No class meeting times. You will have email access to the content facilitator for questions and assistance. Courses are not eligible for tuition waivers. Professor: SVENCONIS



#### TEAS Science Prep

This course contains a thorough review of the major principles of general science, genetics, human body, life science, physical & chemical science and the scientific method. There are 5 simulated science TEAS exams with complete step-by-step solutions. This online course is self-paced and a self-study. Not eligible of tuition waivers. \$120

01/16 - 05/31

Online with no class meeting times

Course Number: CAR 887 75 CRN: 19125

Professor: SVENCONIS



#### TEAS Math Prep

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

01/16 - 05/31

Online with no class meeting times

Course Number: CAR 885 75 CRN: 19123



#### TEAS Reading/Language Prep

This course contains a thorough review of spelling, punctuation, grammar, and writing rules and a thorough review of spelling, punctuation, grammar, and writing rules. There are 5 simulated reading and 5 simulated language exams with complete step-by-step solutions. This online course is self-paced and a self-study. Not eligible of tuition waivers. \$120

01/16 - 05/31

Online with no class meeting times

Course Number: CAR 886 75 CRN: 19124

## Health Careers



### Certification Addiction Recovery Coach (CARC)

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

All course materials, CEUS, 10 supervision hours and 5 hours of career assistance are included in the cost of the program. Supervision hours will be determined by the instructor when class begins. Please note: The accelerated hybrid format will include 30 hours of Recovery Coach Academy, 16 hours of Ethical Considerations, 3 hours of Motivational Interviewing, 5 hours of Addiction 101, 4 Exploring Culture through a DEI Lens and 3 hours of Mental Health and wellness. (75 total hours). \$1,999

**Note:** Grant Funding available for underemployed and/or unemployed. For more information e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu).

This course is not eligible for tuition waivers.

02/05 - 02/08	5:00pm - 8:30pm	Monday - Thursday
02/12 - 02/14	5:00pm - 8:30pm	Monday - Wednesday
02/20 - 02/21	5:00pm - 8:30pm	Tuesday - Wednesday
02/26 - 02/27	5:00pm - 8:30pm	Monday - Tuesday
03/04 - 03/05	5:00pm - 8:30pm	Monday - Tuesday

Online with class meeting times

Course Number: CAR 978 80 CRN: 20236

Professor: BURNS

**Note:** The last day to enroll in this program is January 19, 2024

### Medical Interpreting Certificate

Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role-plays on a variety of medical topics. Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Students must be bilingual and must be fluent in English and one other language. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the national certification exam. Upon completion of this course, students may elect to apply for national certification.

For information on certification, requirements and cost 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/>

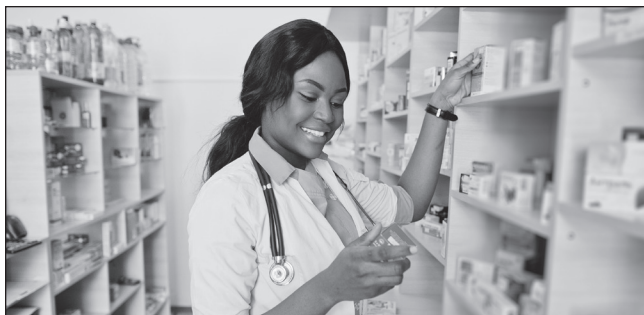
Because a language assessment is required, students must register at least two weeks in advance. Not eligible for tuition waivers. (60 hours) \$1,199

02/13 - 04/25	6:00pm - 9:00pm	Tuesday/Thursday
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Online with class meeting times

Course number: HLT 607 33 CRN: 20251

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)



### Pharmacy Technician

This course is designed to teach students in a retail setting the knowledge and skills necessary to practice as a Pharmacy Technician. The course will consist of a 60-hour instructor led class followed by an 80-hour externship in an actual pharmacy setting. The course will prepare the student to take the National Certification Exam to become PTCB certified. The instructor led portion of the class will review various topics including pharmacy operations, pharmacy law, pharmaceutical calculations, routes of administration, medical abbreviations, medication dosage forms, interpreting drug orders, regulations and the top two hundred prescription medications. In partnership with local pharmacies, the externship portion of the course is designed to give the student real world experience in a retail pharmacy setting to reinforce the topics studied in the classroom. Students will also be given practical knowledge on the interview process and what employers are seeking in a candidate. This fast-paced class requires students to have a basic understanding of fractions, formulas, and conversions. (60 hours) \$1,650

**Note:** Grant Funding available for underemployed and/or unemployed. For more information e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). This course is not eligible for tuition waivers.

02/27 - 05/16 6:00pm - 8:30pm Tuesday/Thursday  
Online with class meeting times  
Course Number: HLT 715 30 CRN: 20315 Professor GOMATOS

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



### Medical Surgical CNA Expanded Skills Certification

This course is designed to provide the Certified Nursing Assistant with an expanded knowledge and skill set related to the holistic care of adults, specifically in a medical-surgical hospital setting. The student will gain knowledge and skills to prepare them to care for a range of adult clients including those with enteral feeding tubes, orthopedic surgeries, special respiratory and neurological care situations. The student will also learn about the CNA's role in caring for adult clients with chronic and acute illnesses. Special focus will be on recognizing signs to report to the nurse and accurate measurement of vital signs and calculation of fluid balance. (20 hours) \$699

**Note:** Grant Funding available for underemployed and/or unemployed. For more information e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). This course is not eligible for tuition waivers.

05/06 - 05/20 4:00pm - 9:00pm Monday  
Online with class meeting times  
05/22 & 05/29 4:00pm - 8:00pm Wednesday  
Lowell Campus Building: Derby, Room 302  
Course Number: HLT 789 80 CRN: 20341 Professor: CHAMPA

## Nurse Assistant/Home Health Aid Certificate

This training program 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 will also be required to complete a CORI/SORI check and be able to lift and move 50 pounds. State exam is a separate fee. Note: Upon successful completion of the 100-hour noncredit Nurse Assistant/Home Health aide certificate, credit can be awarded for AHP 115 & AHP 116 through articulation. **Note: Grant Funding available for underemployed and/or unemployed. For more information e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). This course is not eligible for tuition waivers.**

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

## Winter Session

### Nurse Assistant Online Theory - \$999

01/16 - 02/28 6:30pm - 9:30pm Tuesday - Thursday  
Online with class meeting times  
Course Number: HLT 752 33 CRN: 20041 Professor: LEWIS

### Nurse Assistant Skills Lab - \$349

01/20 - 02/17 8:00am - 12:00pm Saturday  
Lowell Campus Building Derby, room 302  
Course Number: HLT 753 80 CRN: 20042 Professor: LEWIS

### Nurse Assistant Clinical Training - \$699

02/24 - 03/03 8:00am - 3:00pm Saturday - Sunday  
OFF Campus  
Course Number: HLT 756 33 CRN: 20043 Professor: LEWIS

## Spring Session

### Nurse Assistant Online Theory - \$999

03/26 - 05/09 4:00pm - 9:00pm Tuesday/Thursday  
Online with class meeting times  
Course Number: HLT 752 34 CRN: 20045 Professor: CHAMPA

### Nurse Assistant Skills Lab - \$349

05/21 - 05/30 4:00pm - 9:00pm Tuesday/Thursday  
Lowell Campus Building Derby, room 302  
Course Number: HLT 753 82 CRN: 20047 Professor: CHAMPA

### Nurse Assistant Clinical Training - \$699

06/01 - 06/09 8:00am - 3:00pm Saturday - Sunday  
OFF Campus  
Course Number: HLT 756 35 CRN: 19980 Professor: CHAMPA



**Pediatric Expanded Skills Certificate****Grant Funding Available – Please inquiry for eligibility requirements**

This course is designed to provide the Nursing Assistant with an expanded knowledge and skill set related to the holistic care of infants, children, and adolescents. You will also gain knowledge and skills to prepare you to care for a range of pediatric clients including those with enteral feeding tubes, tracheostomies, seizures, and specialized respiratory therapy. The student will also learn strategies to communicate and encourage healthy development of children during each developmental stage. On completion, students will receive a PESC certificate. Students must have completed a DPH approved nurse assistant course to participate and submit proof of course completion OR CNA license. \$699.

**Note:** Grant Funding available for underemployed and/or unemployed. For more information e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). This course is not eligible for tuition waivers.

05/14 - 05/16 4:00pm - 9:00pm Tuesday - Thursday  
Online with class meeting times

06/03 & 06/10 4:00pm - 8:00pm Wednesday  
Lowell Campus Building: Derby, Room 302  
Course Number: HLT 789 80 CRN: 20341 Professor: CHAMPA

**Phlebotomy for Healthcare Professionals**

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

**Note:** Grant Funding available for underemployed and/or unemployed. For more information e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). This course is not eligible for tuition waivers.

A potential student must have a current certification in at least one, but not limited to the following healthcare roles:

- Certified Nursing Assistant (CNA)
- Emergency Medical Technician (EMT)
- Patient Care Technician (PCT)
- Certified Medical Assistant (CMA)
- Licensed Practical Nurse (LPN)
- Certified Electrocardiogram Technician (CET)
- Certified Dental Assistant (CDA)

02/19 - 03/27 4:30pm - 7:30pm Monday/Wednesday  
Online with class meeting times  
Course Number: HLT 785 80 CRN: 20234 Professor: SHARMIN

02/24 - 03/30 4:00pm - 7:00pm Friday  
Lowell Campus Building Derby, room 302  
Course Number: HLT 785 80 CRN: 20234 Professor: SHARMIN  
For enrollment information email: [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

**Medical Terminology for Everyone**

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

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

03/28 - 05/30 4:00pm - 6:30pm Thursday  
Bedford Campus Building: Henderson Hall, room 115  
Course Number: HLT 786 30 CRN: 20333 Professor: CHABNER

**Medical Office Administrator Certificate**

The Medical Office Administrative Assistant is the first point of contact between the patient and the medical office, establishing a professional and positive patient experience. This program will provide skills needed for an entry level position as a patient access coordinator, medical office admin, customer service, or call center representative.

**Topics:** Customer Service Excellence, Intro to Medical Terminology, Introduction to Medical Billing, and Intro to Computer Applications. (81 hours) \$2,175

**Note:** Grant Funding available for underemployed and/or unemployed. For more information e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). This course is not eligible for tuition waivers.

Students must enroll in all sessions to earn a certificate of completion

**Customer Service Excellence**

02/02 - 03/08 9:00am - 1:00pm Friday  
Bedford Campus Building: Henderson Hall, room HH 111  
Course Number: HLT 790 30 CRN: 20319 Professor: MAGLIO  
No class March 1. Last class March 8 will be held online via Zoom

**Medical Terminology**

02/13 - 04/02 2:00pm - 4:30pm Tuesday  
Bedford Campus Building: Henderson Hall, room HH 111  
Course Number: HLT 790 32 CRN: 20337 Professor: CHABNER

**Computer Applications**

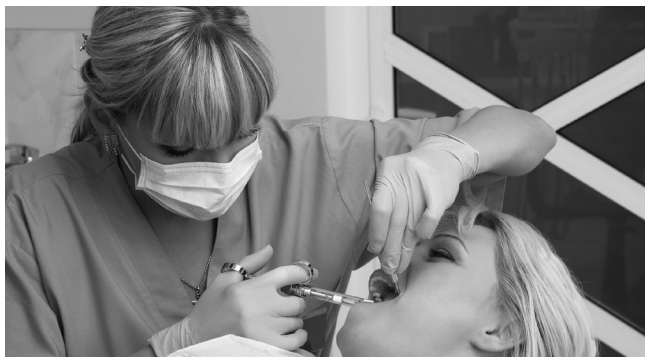
03/13 - 04/24 2:00pm - 5:00pm Wednesday  
Bedford Campus Building: Academic Resource, room 102  
Course Number: HLT 790 34 CRN: 20339 Professor: KILROY

**Medical Billing**

04/09 - 05/09 2:00pm - 4:00pm Tuesday/Thursday  
Online with class meeting times  
Course Number: HLT 790 75 CRN: 20338 Professor: MCKETHAN

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)

## Dental Hygiene



### Local Anesthesia Certification Training for RDH

This course is for licensed Dental Hygienists 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 \$1,550

Online Study: 12/11 - 03/18

Online no class meeting

Clinical: 03/16 - 03/18

Course Number: CAR 751 80

Lowell Campus

CRN: 12297

Professor: NOVEMBER-RIDER

### Medical Emergencies for the RDH and CDA

Medical emergencies do occur in the dental setting, and we all need to be prepared! This course will provide participants with guidelines for preventing and managing medical emergencies. Prevention strategies will include reviewing the patient medical history, obtaining medical consultations and modifying treatment for medically compromised patients. Participants will learn how to conduct a patient risk evaluation, the importance of emergency equipment in the office, and how to manage common medical emergencies as part of the dental team. 3 hours, 3 CEUs. \$60

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

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

04/06

9:30am - 12:30pm

Saturday

Lowell Campus

Building: Talbot, room LT 215

Course Number: HLT 721 80

CRN: 20299

Professor: TERKOSKI

### Nutrition Considerations 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 stages. Participants will be empowered to confidently apply their diet and nutrition knowledge in their clinical practice and further support the health and healthy actions of their patients. 3 CEUs, 3 hours \$65

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.

03/02

8:00am - 11:00am

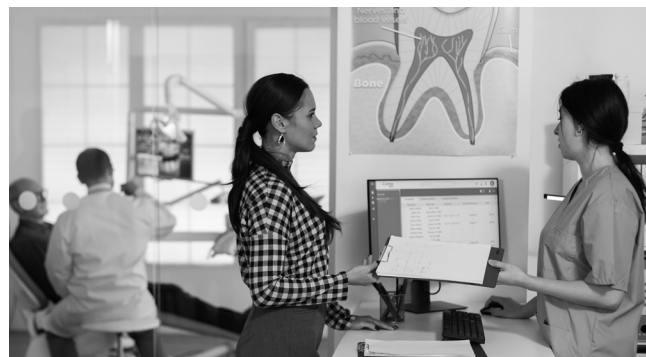
Saturday

Online with class meeting times

Course Number: HLT 751 75

CRN: 19973

Professor: SHUTOFF



### Dental Office Administration

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

Topics: Intro to Dental Practice, Dental Terminology/HIPAA/Infection Control, Superior Customer Service and The Patient Experience, Appointment Scheduling and Phone Skills, Treatment Planning, Insurance, and Co-pays, Review and Professional Opportunities. (15 hours) \$299

03/28 - 05/02

6:30pm - 9:00pm

Thursday

Online with class meeting times

Course Number: HLT 782 75

CRN: 20253

Professor: LAROCHE

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)



## Refining Local Anesthesia A Hands-on Review

The goal of this course is to have you become comfortable again with injection techniques that you have already been taught or to troubleshoot any barriers that you have encountered. **Note:** this class does not meet the requirements as a recertification course. Participants must submit the following forms to MCC: Medical History form, Consent form, Dental or Dental Hygiene license, CPR Cert Card, permit to administer local anesthesia (RDH), or proof that you have passed an anesthesia certification course (RDH) within two years on this course date. 3-hour lecture; 4-hour clinical where participants will sit as a patient. 7 CEUs awarded upon successful completion. \$400. Course Objectives:

1. Describe what structures the trigeminal innervate for both maxillary and mandibular nerve blocks.
2. Identify important hard and soft tissue landmarks for various maxillary and mandibular nerve blocks.
3. Describe the various troubleshooting techniques to make your injections more accurate and successful.
4. Demonstrate proper local anesthesia technique for various nerve block injections.
5. Demonstrate how to redirect for the inferior alveolar nerve block to make it successful.
6. Compare and contrast the different local anesthetic drugs to formulate a safe treatment plan.

**05/04** **8:30am - 4:00pm** **Saturday**  
**Lowell Campus** **Building: Talbot Room: LT 215**  
**Course Number: HLT 788 80** **CRN 20314** **Professor: NOVEMBER-RIDER**

## Computer Applications/ Information Technology



### Comp TIA Fundamentals (ITF+) Certification Training – Hybrid

The CompTIA IT Fundamentals (ITF+) program is an entry-level certification for individuals who are new to the field of Information Technology (IT) and are uncertain if an IT career is the right fit for them. This course will provide students with a comprehensive understanding of basic IT concepts and terminology, including hardware, software, security, and infrastructure. The course will feature hands-on activities and practical exercises to reinforce the concepts learned in class. Students will also have access to practice assessments and study materials to help them prepare for the ITF+ certification exam. Upon completion of this course, students will be well-equipped to sit for the CompTIA ITF+ certification exam. They will have a solid understanding of basic IT concepts and be prepared to pursue more advanced training, such as the CompTIA A+ or Google IT Support certificate. The course consists of approximately 10-12 hours per week of self-paced online work, including labs, reading material, and practice, supplemented with an additional 2 hours of virtual or in person instruction with an IT professional. Weekly office hours are offered for additional support out of class to ensure student success. Comp TIA ITF+ exam fee and software are included in the tuition. (100 hours) \$1,380

**Pre-requisite:** A general understanding of Windows client operating systems and experience with Microsoft products and technologies is recommended.

**Access to a Microsoft based (MS Windows or MS Edge) computer is required.**

**03/02 - 05/11** **10:00am - 12:00pm** **Saturdays**  
 Combination of online and on campus sessions. Tentative on campus sessions in Bedford on 3/9, 3/23, 4/6, and 4/20.

**Course Number: TEC 700 33** **CRN: 20321** **Professor: BOWEN JR**  
**Note: Grant Funding available for underemployed and/or unemployed. For more information e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). This course is not eligible for tuition waivers.**



### Google IT Support Professional Certificate/ Comp TIA A+ Exam - Hybrid

In this class we pair the Google IT Support Professional Certificate with the CompTIA A+ Exam Prep to give students a well-rounded experience and learning tools to assist them on their Career Path in IT. Through a dynamic mix of video lectures, quizzes, and hands-on labs and widgets, the Google IT Support Professional Certificate introduces learners to troubleshooting, customer service, networking, operating systems, system administration, and security. The self-study, self-paced curriculum includes motivating personal stories from Google employees, with unique backgrounds and perspectives, who started their careers in IT support. Mentorship and Exam prep readies students to sit for the A+ certification exams as well as preparing them to become gainfully employed in the IT sector.

Upon completion of the Google IT Support Professional Certificate training learners receive a badge they can display on their LinkedIn profiles. Class will be 10-12 hours per week of self-paced online study through a license by Quiklabs and 2 hours of in-class instruction with an IT professional. Weekly office hours will be included for additional support. Comp TIA A+ exam fee is included in the tuition. (180 hours) \$2,000

**Pre-requisite:** A general understanding of Windows client operating systems and experience with Microsoft products and technologies is recommended. Regular access to a Microsoft based PC (MS Windows or MS Edge) computer is required.

**Grant Funding available for underemployed and/or unemployed. To inquire, e-mail [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu). This course is not eligible for tuition waivers.** **Note:** Students will be able to arrange office hours individually with the instructor. Combination of online and on campus sessions. Tentative on campus sessions in Bedford on 1/31, 2/14, 2/28, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22, 6/5/6/19.

**02/24 - 06/26** **5:00pm - 7:00pm** **Wednesday**  
**Course Number: TEC 780 33** **CRN: 20320** **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) \$219

**01/24 - 02/23** **9:00am - 12:00pm** **Friday**  
**Bedford Campus** **Building: Academic Resource, Room 107**  
**Course Number TEC 602 30** **CRN 12252** **Professor: KILROY**

**04/25 - 05/16** **5:00pm - 8:00pm** **Thursday**  
**Bedford Campus** **Building: Academic Resource, Room 107**  
**Course Number TEC 602 31** **CRN 20121** **Professor: KELLEY**



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)

### Business Computer Applications Certificate

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

02/29 - 04/18      5:00pm - 8:00pm      Thursday  
Bedford Campus      Building Academic Resource room 102  
Course Number TEC 748 31      CRN: 20122      Professor: KELLEY

03/08 - 04/26      9:00am - 12:00pm      Friday  
Bedford Campus      Building Academic Resource room 102  
Course Number TEC 748 30      CRN 18161      Professor: KILROY

### 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. Course is taught in a PC/MS Windows environment. (24 hours) \$330

02/28 - 04/24      6:00pm - 9:00pm      Wednesday  
Bedford Campus      Building: Academic Resource, room AR 101  
Course Number: TEC 759 30      CRN: 20120      Professor: TROCHE  
No class 03/20

### Earn College Credit For Completion Of Noncredit Courses

Looking for career training or new job preparation? Perhaps you have never enrolled in college, or it has been months/years? Middlesex Community College's **noncredit to credit coursework can be your motivation.**

MCC has created a path for students to **earn college credit** for successful completion of our most popular noncredit courses. Questions? Email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu) or visit our website for our complete course schedule.

#### Advanced Manufacturing Machine/Electronics Certificate - 9 Credits

Noncredit Course Numbers - BIN 616 and BIN 617  
Credit Course Numbers - ADM 101 and ADM 110  
Credit Course Pathway - Precision Machining

#### Digital Media Marketing Certificate and Social Media Marketing Certificate - 3 Credits

Noncredit Course Numbers - TEC 661 and TEC 640  
Credit Course Pathway - PENDING

#### Digital Photography Certificate - 3 Credits

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

#### Google IT Help Desk Support - 4 Credits

Noncredit Course Numbers - TEC 780  
Credit Course Numbers - ITC 101  
Credit Course Pathway - Introduction to Information Technology

#### MS Excel Certificate and Business Computer Applications Certificate - 3 Credits

Noncredit Course Numbers - TEC 759 and TEC 748  
Credit Course Numbers - CAP 101  
Credit Course Pathway - Computer Applications

#### Nurse Assistant/HHA - 7 Credits

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

#### Pharmacy Technician - 6 credits

Noncredit Course Numbers - HLT 715  
Credit Course Numbers - HLT 000 and HLT 001  
Credit Course Pathway - Health Science Elective

#### SHRM Essentials of Human Resources - 1 Credit

Noncredit Course Numbers - CAR 775  
Credit Course Numbers - IDS 133  
Credit Course Pathway - General Education Seminar

#### Vascular Technology I and II - 6 credits

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

**Call 781-280-3663 or email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu) for more information.**

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)



## Java Programmer + Python Developer

This in-depth online course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer. There are no prerequisites to take this course, however, some prior programming language knowledge is helpful. Enroll through Cengage Learning by calling 1-877-221-5151. Not eligible for waivers. 255 hours. \$2095

### What you will learn

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

### How you will benefit

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



## C++ Programming

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

### What you will learn

- How to write C++ programs utilizing proper coding techniques
- How to apply problem solving methods
- Important programming terminology

### How you will benefit

- Have a solid understanding of C++ language can lead to more advanced programming languages
- Meet the standard job requirements for an entry-level software development career by understanding how to write C++ programs
- Know how to use your knowledge in C++ programming to solve industry-specific problems and advancing your career in this field

### Software Requirements:

- PC: Windows 8 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.

## CISCO CCNA Certification

This online course will prepare you for the Cisco® CCNA 200-301 exam, the top associate-level certification for IT professionals. Each section will help you master certification-based topics for Cisco networking. Not only will you be prepared for the CCNA 200-301 exam, you will be able to provide networking solutions to real-world applications. The voucher is prepaid access to sit for the CCNA certifying exam upon eligibility. Course enrollment and payment is through Cengage Learning by calling 1-877-221-5151. Not eligible for tuition waivers. It is recommended that students have experience working in a network environment. Individuals without 1-3 years of networking experience are advised to first complete a course like CompTIA Network+ or CompTIA A+ before taking the CCNA Certification Training course. 225 hours. \$2,995

## Personal Enrichment



### Experience Indian Culture

Experience the Indian culture! This class is for anyone who is looking to learn more and experience the Indian culture by doing. Topics covered in this class will be languages, cultural values, arts, music, dancing, food, clothing and fashion. In addition, holidays and celebration will be covered. The final class will culminate with a multi-cultural day where students are able to share slides from their culture, a fashion show will take place and other presentations. (16.5 hours) \$209

02/22 - 05/02

Bedford Campus

Course Number: PER 592 80

3:30pm - 5:00pm

Building: North Academic, room NA 202

CRN: 20230

Thursday

Professor: KHALIFA



### Spanish for Beginners

Introduction to Spanish is an interactive, fun class intended for those with little or no knowledge of the language. Its aim is to present essential vocabulary, grammar, and to develop the speaking, listening, reading, and writing skills necessary for basic communication and comprehension. You will have the opportunity to practice and apply what you learn in conversation and enjoy getting to know your fellow classmates while doing so. Communicative class activities will include pair and group work, interviews and roleplaying. We will also introduce you to Spanish customs and culture! (22.5 Hours) \$389

01/31 - 05/08

5:00pm - 6:30pm

Wednesday

Online with class meeting times

Course Number: PER 645 75

CRN: 20318

Professor: HOYES

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)



## Improve your English Pronunciation & Conversation Skills

This class focuses on developing precise pronunciation in English. There are targeted practice areas for phonemes, word stress, grammatical endings, sentence stress, and intonation. During the practice areas, there are opportunities to perform dialogues for analysis, and free speaking. During free speaking, students focus on developing academic discussion habits. (6 hours) \$189

**03/04 - 04/01** **9:00am - 10:30am** **Monday**  
**Bedford Campus** **Building Enrollment Center Room 210**  
**Course Number PER 578 30** **CRN: 20336** **Professor: DRISLANE**  
**No Class 03/18**



## What is Your Story?

You don't have to be a writer to be a storyteller. By learning a number of foundational techniques, you can share compelling content that will inspire, motivate, and captivate, your audience! From the toast at a wedding to putting your family history in a journal, in a training setting, or even conveying your skills story to land your dream job. Storytelling ensures you connect where it matters most. Come ready to share your stories! Materials provided. Not eligible for waivers. (8 Hours) \$149

**03/26 - 04/16** **7:00pm - 9:00pm** **Tuesday**  
**Bedford Campus** **Building: Henderson Hall, room HH 115**  
**Course Number: PER 582 30** **CRN: 20306** **Professor: HENRY**

## Intro to Backyard Beekeeping

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

**02/21 - 03/20** **6:00pm - 8:00pm** **Wednesday**  
**Bedford Campus** **Building: Henderson Hall, room HH 112**  
**Course Number: PER 946 30** **CRN: 19859** **Professor: WEISMAN**



## Interior Design 101

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. 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. (7 Hours) \$379

**Taught by Debbe Daley of Daley Designs.**

**01/29 - 03/11** **6:00pm - 7:00pm** **Monday & Tuesday**  
**Online with class meeting times**  
**Course Number: PER 999 75** **CRN: 20017** **Professor: DALEY**  
**Tue class on 2/20, No Class 2/19**



## Intro to Expressive Watercolor

Class is designed to help students grasp the basics of watercolor and build a strong foundation for their artistic pursuits. You will learn essential skills such as understanding values and color mixing, enabling you to create striking and harmonious compositions. Discover the captivating world of watercolor pigments as you explore various colors and learn how to mix them effectively, allowing you to create stunning, vibrant hues that truly stand out on the paper. As you delve into the art of watercolor washes, you will unlock the secrets of achieving beautiful, flowing transitions and captivating textures in your paintings. In addition, this class will take you on a journey to paint enchanting watercolor landscapes and still life, capturing the beauty of nature and everyday objects through your own unique perspective. By the end of the course, you will have gained the knowledge and skills necessary to create breathtaking finished watercolor paintings that evoke emotion and inspire. Immerse yourself in this wonderful artistic adventure and enroll today in Bethany Peck's beginner watercolor class. This class is suitable for High School students to Adult. Bring the following Materials to class: Basic watercolor set, watercolor brushes in an assortment of widths, pad of watercolor paper, paper towels, masking tape, pencil, cup for water. Instructor will have some materials students may borrow or purchase if needed. (10 Hours) \$155

**03/06 - 04/03** **6:00pm - 8:00pm** **Wednesday**  
**Bedford Campus** **Building: North Academic, room G-10**  
**Course Number: PER 581 30** **CRN: 20308** **Professor: KALABOKIS**



## A Guide to Selecting Paint Colors

This fun and interactive class provides an introduction to selecting interior paint colors for your home. You'll learn how to read the undertones of paint colors, address challenges in selecting the right shades and get ideas for incorporating color to enhance the overall design, look and feel of your home. Bring your questions, as well as photos of your interior designs, and you'll leave with confidence in how to approach the selection of paint colors for your next project. Instructor Sue O'Connell, a Boston-based Architectural Color Consultant, has worked on numerous residential projects, selecting color schemes for a variety of architecture. (1.5 Hours) \$50

**03/19** **7:00pm - 8:30pm** **Tuesday**  
**Bedford Campus** **Building: North Academic, room G-11**  
**Course Number: PER 583 30** **CRN: 20317** **Professor: O'CONNELL**



## Floral Design Classes

### Intro to Floral Design I

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

02/26 - 03/18 6:00pm - 8:30pm Monday  
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 learned in Part 1. Students will be shown different techniques applied to floral design and will have hands-on experience using fresh material and interesting supplies. Each week the instructor will focus on a specific theme, principle, or element. The class will have an opportunity to demonstrate their version of that design. Materials fee of \$125 is payable to the instructor via cash, check or venmo. (10 hours) \$109. Prerequisite: Completion of Intro to Floral Design I

04/01 - 04/29 6:00pm - 8:30pm Monday  
Bedford Campus Building: Henderson Hall, room 220  
Course Number: PER 950 30 CRN: 19905 Professor: MATTSON  
No class 04/15



### Spring has Sprung Floral Arrangement

This cheery bouquet will brighten anyone's day. Give as a gift or use it as a pretty table piece for your Spring Holiday or every day. An assortment of the freshest spring flowers and colors will be included. Materials fee of \$50 payable to instructor at class. (2 Hours) \$39

03/29 6:00pm - 8:00pm Friday  
Bedford Campus Building: Henderson Hall, room 220  
Course Number: PER 784 30 CRN: 18767 Professor: MATTSON

### Mother's Day Floral Arrangement

Mom said, "Bring Home Flowers". As the saying goes, when Mom is happy, everyone is happy. Out do your siblings and make her proud, by bringing her a fresh arrangement you made yourself. We supply everything you will need, including flowers, materials and tools. You don't need experience, we walk you through, step-by-step. Classes are fun and low key! Materials fee of \$50 is payable to the instructor at the first class via cash or check. Ms. Mattson is accredited as an American Institute of Floral Design member. (2 Hours) \$39

05/06 6:00pm - 8:00pm Monday  
Bedford Campus Building: Henderson Hall, room 220  
Course Number: PER 785 30 CRN: 18768 Professor: MATTSON



### Spring Tapas

Enjoy an engaging experience with Chef David Spear into the world of Tapas. Chef Lived in Spain for years and is excited to work alongside attendees in this hands on fun tour of Spanish Tapas from the Northern waters to Central mountains to the Costa del Sol. No skills are required, but a willingness to taste as you go and participate with others is. Recipes in this hands on will be provided. Come Hungry! Materials fee of \$39, payable to Instructor at class includes all food, recipes, and take-aways. (2.5 hours) \$79

04/09 5:00pm - 7:30pm Tuesday  
Nesmith House, 229 Andover Street, Lowell MA  
Course Number: PER 579 80 CRN: 20335 Chef David Spear

## Youth Program Enrichment

### Algebra I Review

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

02/06 - 03/05 5:30pm - 7:30pm Tuesday  
Bedford Campus Building: Henderson Hall, room HH 112  
Course Number: YTH 786 30 CRN: 20104 Professor: WEISMAN

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)

## Algebra II Review

This review course is intended for students entering 8th - 12th grade that would like to strengthen their algebra skills. Content includes the following topics: Systems of equations, Quadratics, Graphing, Factoring, Solving (with and without quadratic Equation), Absolute Value, Radicals. Students participating are required to have a solid foundation in Algebra 1. (10 hours) \$129

**03/19 - 04/23** **5:30pm - 7:30pm** **Tuesday**  
**Bedford Campus** **Building: Henderson Hall, room HH 112**  
**Course Number: YTH 787 30** **CRN: 20105** **WEISMAN**  
**No Class 04/09**



## The Art of Presentation: Speaking with Confidence

Does the thought of public speaking fill you with dread? This program, designed for teens, will focus on ways to use your voice and build confidence to set a solid foundation for success. Students will practice speaking in a supportive environment while learning and using both verbal and non-verbal tools to increase self-esteem to feel comfortable in any setting. (1 Hour) \$45

**03/26 - 04/09** **5:30pm - 6:30pm** **Tuesday**  
**Online with class meeting times**  
**Course Number: YTH 823 75** **CRN: 20322** **Professor: HAHN**

## Makeup Application 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 twelve and up. (2 Hours) \$30

**02/23** **10:00am - 12:00pm** **Friday**  
**Online with class meeting times**  
**Course Number: YTH 785 75** **CRN: 20323** **Professor: HAHN**

**04/19** **10:00am - 12:00pm** **Friday**  
**Online with class meeting times**  
**Course Number: YTH 785 76** **CRN: 20324** **Professor: HAHN**

## College for Teens

### Business Career Exploration

High school students will explore their personality, skills, values, and life by learning concepts of introduction to business and the various types of organizations that exist along with financial accounting and learning how to understand simplified financial statements. This course will include career mapping, writing, and research to formulate a real-world perspective on current jobs in the fields of business and accounting, and the requirements needed to achieve them. The class will culminate with a cumulative assessment. Upon successful completion, students can earn one (1) credit for MCC's IDS 131 - Business Career Exploration. \$175

**04/10 - 05/15** **3:30pm - 5:45pm** **Wednesday**  
**Online with class meeting times**  
**Course Number: YTH 808 75** **CRN: 20331** **Professor: SHARMA**



## Medical Laboratory Tech Career Exploration

Have you ever wondered who works in the hospital laboratory? What types of testing do they perform? What role does the medical laboratorian play in the healthcare field and what skills do you need? Welcome to the world of medical laboratory science! If you are a high school student with an interest in laboratory science, join our Medical Laboratory Technology faculty as we explore tests performed to aid in detecting cancer, diabetes, kidney disease, bacterial infections and blood typing used in transfusion medicine. The last class will consist of a walking field trip to a local hospital laboratory where students will meet employees and view the sophisticated testing performed by these individuals. Upon successful completion, students can earn one (1) credit for IDS 132- Health Career Exploration at Middlesex Community College. \$175

**03/25 - 04/17** **4:00pm - 6:00pm** **Monday/Wednesday**  
**Lowell Campus** **Building: Talbot, room LT 401**  
**Course Number: YTH 818 80** **CRN: 20332** **Professor: MCHALE**  
**No class April 15**  
**Last class on 4/17 will be from 4:00pm - 7:00pm**

## College for Parents

### How Much Does College Really Cost

This class will cover the direct and indirect college expenses, how to understand the student bill, tuition and fees and what expenses can be waived and what courses/majors can accrue additional charges. This is a hyflex class which means you can enroll for face to face or virtual. (2 hour) \$79

**03/25** **6:00pm - 8:00pm** **Monday**  
**Lowell Campus** **Building: Cowan Center, room LC 214**  
**Course Number: PER 585 80** **CRN: 20258** **Professor: PARRISH**

### What is FASA and Why It's Important

This class will explain what is FAFSA, application deadlines, how to obtain an FSA ID and what documents parents will need to assist their child in completing the Financial Aid application. This is a hyflex class which means you can enroll for face to face or virtual. (2 hour) \$79

**03/11** **6:00pm - 8:00pm** **Monday**  
**Lowell Campus** **Building: Cowan Center, room LC 214**  
**Course Number: PER 587 80** **CRN: 20256** **Professor: PARRISH**

## Center For Manufacturing

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 (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 (50 hours) \$6,810**

### Manufacturing Best Practices for Success

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

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

### MasterCam Entry Level

The MasterCam is a 10-lesson, 20-hour entry level course designed to instruct students in Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM). Students will use 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 (20 hours) \$2,000**

### MasterCam Advanced/Set-up machine

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

**They pertain to:**

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

**BIN 607 (60 hours) \$4,200**

### Basic Blueprint Reading

Basic Blueprint Reading is a five-lesson, 20-hour course designed to instruct students how to read an engineering Blueprint, Intro to GD&T, SolidWorks (CAD) software will be used to both illustrate and reinforce the student's blueprint reading skills.

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

### 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 (75 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 (30 hours) \$975**

### OSHA 10 General Industry

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

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

### Geometric Dimensioning & Tolerancing

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

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



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/ BLS for Health Care Providers



This BLS Health Provider Level course provides 2-year certification and meets the requirements of all MCC healthcare programs. Includes online course and skills session. Classes are offered once per month by PrideStar Trinity/EMS of Lowell, MA. The skills session is held at PrideStar Trinity/EMS located at 229 Stedman Street, Lowell, MA.

For more information call 978-349-3206 or 978-441-0911

Register online <https://pridestarttrinity.com/what-we-do/education/>  
<https://trinityems.enrollware.com/schedule>

## NEW! Noncredit Phlebotomy Certificate



Fall 2024

Includes Theory, Skills Lab, & Externship Placement

Enrollment begins Spring 2024

For more information email [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

**To Register For Classes**

**Below please find registration and payment information for Community Education noncredit courses coded CAR, HLT, PER, TEC.**

All noncredit Community Education students must register before the class start date. Payment is due upon enrollment. Community Education classes are not eligible for financial aid.

Students will not be permitted to attend the first class without prior registration. Some programs are eligible for payment plans. Please inquire.

**Registration form**

<https://middlesexcc.tfaforms.net/f/communityeducationregistrationform>

**Questions: email**

[career\\_training@middlesex.mass.edu](mailto:career_training@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 non-credit 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 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.**

**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 (50% off the tuition). 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). 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 for which you are enrolled. Students should contact 781-280-3663 or [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu) to request an attendance letter.

**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 at 781-275-7126.

**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.

**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

Questions on College for Kids refund policy email [collegeforkids@middlesex.mass.edu](mailto:collegeforkids@middlesex.mass.edu)

**Course Drop or Withdrawal:**

**Students MUST notify Community Education in writing via 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 9:30 a.m. start.



# Getting Started at Middlesex

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

## Applying is Easy

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



MCC Application



MCC Program List

## Placing in English and Math

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

## Registering for Classes

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

## Paying for College

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



Financial Aid



Student Accounts





**MIDDLESEX**  
Community College

# Major Programs of Study

## Associate Degree Programs

Accounting  
Aviation Maintenance Technology - Liberal Studies  
Biology Transfer  
Biotechnology Technician  
Business Administration  
• Career  
• Entrepreneurship  
• Transfer  
Chemistry Transfer  
Communication  
• Career  
• Transfer  
Computer Science Transfer  
Computer Science Transfer - Secure Software Development  
Creative Writing Concentration  
Criminal and Social Justice  
Culinary Arts - Business Administration  
\*Dental Assisting  
\*Dental Hygiene  
\*Dental Laboratory Technology  
\*Diagnostic Medical Sonography  
Digital Forensics

Early Childhood Education and Transfer  
Elementary Education Transfer - Liberal Arts & Science  
Engineering Science Transfer  
• Biomedical Engineering Concentration  
• Chemical Engineering Concentration  
• Civil/Environmental Engineering Concentration  
• Electrical and Computer Concentration  
• Mechanical Engineering Concentration  
Engineering Technology - Computer Aided Design  
Fashion Merchandising  
Fine and Performing Arts  
• Fine Arts - Liberal Arts & Science  
• Music - Liberal Arts & Science  
• Theater - Liberal Arts & Science  
Fire Protection and Safety Technology  
Health Care Administration  
History, Politics and Global Studies  
Hospitality Management  
Human Services  
Human Services Transfer  
IT Cybersecurity

IT Networking and User Support  
Liberal Arts and Sciences  
Literature Concentration  
Mathematics Transfer  
\*Medical Laboratory Technician  
\*Nursing - Day  
\*Nursing - Evening  
Office Systems and Administration  
Paralegal Studies  
• Career  
• Transfer  
Performing Arts  
• Music - Liberal Studies  
• Theatre - Liberal Studies  
Psychology Concentration  
Public Health Information and Technology  
\*Radiologic Technology  
Studio Art  
Visual Art  
Visual Design  
• Career  
• Transfer  
World Languages

## Certificate Programs

Addictions Counselor Program  
Arts Administration  
Biotechnology Technician  
Computerized Accounting  
Culinary Arts  
\*Dental Assisting  
\*Dental Laboratory Technology  
\*Digital Forensics  
Direct Support in Human Services  
Early Childhood Education Assistant Teacher Certificate

\*Early Childhood Education Leadership Certificate  
Engineering Technology - Computer Aided Design  
Engineering Technology - Precision Machining  
Entrepreneurship  
Graphic Design  
Hospitality Management  
\*IT Advanced Cybersecurity Operations Certificate

\*IT Cybersecurity Operations Certificate  
IT Networking and User Support Certificate  
Launch Your Business Now  
\*Medical Assisting  
\*Medical Billing and Coding  
\*Paralegal Studies  
\*Phlebotomy  
Studio Art  
Technical Theatre

## Micro-Credentials

Communication Skills  
Culinary Skills  
Entrepreneurship - Launch @ MCC  
Law Enforcement

Media Studies  
Media Writing  
Private Security  
Public Health Informatics & Technology

Restaurant Supervisor  
Social Justice Advocacy

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

Note: Please visit <https://catalog.middlesex.mass.edu/content.php?catoid=24&navoid=2190> 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 107	Phlebotomy Externship	BIO 231	Anatomy And Physiology I
AHP 108	Medical Coding II	BIO 232	Anatomy And Physiology II
AHP 109	Laboratory Administration	BIO 235	Introduction to Microbiology
AHP 110	Medical Billing	BIO 240	Microbiology For Industrial Applications
AHP 220	Health Care Delivery Systems	BIO 250	Immunology
AHP 225	Health Care Admin Internship	BIO 252	Principles of Cell Biology
ANT 101	Cultural Anthropology	BIO 255	Molecular Biology
ART 101	Art Appreciation	BIT 103	Computer Programs for Biotechnology Industry
ART 102	History of Visual Design	BIT 150	Methods of Biotechnology
ART 103	Drawing for Communication & Design	BIT 155	Quality Control & GMP
ART 104	Message Design	BIT 200	Biotechnology Internship
ART 105	Art History before 1500	BIT 225	Special Topics in Biotechnology
ART 106	Art History after 1500	BIT 250	Advanced Techniques in Biotechnology
ART 109	Cambodian Art & Culture	BUS 106	Introduction to Music Business
ART 113	2-D Design	BUS 110	Introduction to Business
ART 117	Printmaking I	BUS 130	Introduction to Entrepreneurship
ART 118	Printmaking II	BUS 135	Social Entrepreneurship
ART 121	Drawing I	BUS 140	Sales Principles
ART 122	Drawing II	BUS 141	E-Commerce Marketing
ART 123	Figure Drawing I	BUS 150	Hotel Management
ART 124	Figure Drawing II	BUS 151	Food and Beverage Management
ART 126	Painting I	BUS 152	Food/Beverage Cost and Revenue Management
ART 127	Painting II	BUS 153	Introduction to Hospitality
ART 129	Ceramics I	BUS 156	Culinary II
ART 130	Ceramics II	BUS 158	Food Science and Sanitation
ART 144	Digital Photography I	BUS 159	Baking II
ART 153	Visual Design I	BUS 165	Cafe Management
ART 161	Typography I	BUS 170	Fashion & Retail Merchandising
ART 165	Branding & Package Design	BUS 191	Tourism Management
ART 171	Visual Design II	BUS 192	Convention and Event Sales and Planning
ART 178	Introduction to Web Design & UI/UX	BUS 210	Principles of Management
ART 181	Visual Design Portfolio Preparation	BUS 211	Entrepreneurship and Opportunity
ART 185	Visual Design Internship	BUS 212	Human Resource Management
ART 194	Ceramics III	BUS 213	Business Communications
ART 201	Studio Art Lab	BUS 214	Business Internship
ART 251	Concept & Building an Artist	BUS 218	Entrepreneurship LaunchPad
ART 278	Coding for Web Design	BUS 221	Financial Accounting
BIO 100	Sexually Transmitted Diseases	BUS 223	Managerial Accounting
BIO 105	Basic Anatomy & Physiology	BUS 224	Intermediate Accounting I
BIO 108	Nutrition	BUS 226	Computerized Accounting
BIO 112	Infectious Diseases	BUS 227	Taxation
BIO 116	The Brain, Molecules to Mind	BUS 240	Principles of Marketing
BIO 120	Introduction To Biology	BUS 242	Advertising
BIO 131	General Biology I	CAD 110	Engineering Graphics I
BIO 132	General Biology II	CAD 169	Solid Modeling I
BIO 145	Zoology	CAD 180	Solid Modeling II

## 26 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.

CAD 205	Geometric Dimensioning/Toleran	CSC 289	Secure Programming
CAD 228	Practicum in CAD Technology	CSC 290	Information Assurance
CAD 230	Architectural CAD I	DAN 101	Introduction To Modern Dance
CAD 270	Design for Manufacturing	DAN 102	Jazz Dance
CAP 101	Computer Applications	DAN 106	Introduction to Tap
CAP 155	Spreadsheet Applications	ECO 120	Economics and Management in Technology Industries
CHE 121	Introduction to Chemistry	ECO 140	Principles of Macroeconomics
CHE 131	College Chemistry I	ECO 150	Principles of Microeconomics
CHE 151	General Chemistry for Engineering and Science I	EDU 100	Introduction To Early Childhood Education
CHE 152	General Chemistry for Engineering and Science II	EDU 101	Curriculum in Early Childhood Programs
CHE 160	Principles Of Biochemistry	EDU 102	Child Guidance and Classroom Management
CHE 251	Organic Chemistry I and Lab	EDU 103	Infant and Toddler Care and Program Planning
CHE 252	Organic Chemistry II and Lab	EDU 104	Exceptional Learners
COM 101	Introduction to Communication + Media	EDU 109	Supervised Practicum and Seminar for Assistant Teacher Certificate and CDA Credential
COM 102	Media Ethics and Law	EDU 122	Child Growth and Development
COM 103	Public Speaking and Professional Presentations	EDU 150	Discover Teaching
COM 104	Message Design	EDU 153	Planning Programs and Environments for Children
COM 106	Film and Society	EDU 154	Health, Safety, and Nutrition In Early Childhood Education
COM 110	Screenwriting	EDU 251	Supervised Practicum & Seminar
COM 115	Introduction to Human Communication	EDU 252	Administration of Early Childhood Program
COM 116	Interpersonal Communication	EGR 101	Introduction to Engineering
COM 121	Introduction to Video Production	EGR 209	UML CHEN.3030 Fluid Mechanics
COM 124	Media Writing	EGR 211	Strength of Materials
COM 125	Social Media	EGR 212	Dynamics
COM 127	Introduction to Crisis Communications	EGR 213	Materials Science for Engineer
COM 143	Race, Class, & Gender	EGR 216	Logic Design
COM 170	Podcasting	EGR 261	Electric Circuits Theory II
COM 222	Communication Internship	ELL 055	ELL Reading & Writing II
COM 230	Editing and Post-Production	ELL 075	Grammar and Editing II
COM 292	U.S. History Through Film: Honors Seminar	EMT 100	Emergency Medical Tech-Basic
CRJ 111	Introduction to Criminal Justice	ENG 092	Read, Writing & Reasoning
CRJ 112	Criminal Law	ENG 101	English Composition I
CRJ 121	Contemporary Policing	ENG 102	English Composition II
CRJ 122	Juvenile Justice Process	ENG 109	Critical Thinking
CRJ 153	Law, Justice and Society	ENG 113	Classics Of Childrens Literature
CRJ 231	Principles of Correction	ENG 118	Modern Drama
CRJ 241	Criminal Investigation	ENG 141	Modern World Literature
CSC 101	Introduction To Computer Science	ENG 143	British Literature Survey
CSC 151	Programming I	ENG 150	Creative Writing I
CSC 156	Operating Systems Basics Security	ENG 151	Creative Writing & Publishing
CSC 170	Digital Forensics I	ENG 156	Reading & Writing Poetry
CSC 188	Introduction to Computer Security	ENG 161	Modern American Literature
CSC 202	Computer Organizataion and Assembly Language	ENG 185	The Short Story
CSC 252	Programming II		
CSC 258	Data Structures		
CSC 272	Digital Forensics II		

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.

ENG 200	Creative Writing II	IDS 123	General Education Seminar: EC Field Placement II
ENV 103	The Age of Dinosaurs	IDS 130	General Education Seminar: Arts, Humanities, Communication Career
ENV 108	Renewable Energy	IDS 131	General Education Seminar: Business Career Exploration
ENV 115	Environmental Studies	IDS 132	General Education Seminar: Health Career Exploration
ENV 121	Coral Reef Ecology	IDS 134	General Education Seminar: Social Science Career Exploration
ENV 131	Environmental Science with Lab	IDS 135	General Education Seminar: STEM Career Exploration
ETH 101	Ethics And Society	IDS 151	Editing and Publishing: Dead River Review
ETH 102	Business Ethics	IDS 152	General Education Seminar: Rehearsal and Performance
ETH 103	Ethics and Technology	ITC 101	IT Support
ETH 105	Introduction To Bioethics	ITC 221	Database Systems and Security
FPS 100	Introduction To Fire Protection	ITC 240	Ethical Hacking
FPS 150	Hazardous Materials	ITC 250	Info Tech Cybersecurity Capstone
FPS 152	Fire Protect Systems & Equipment	ITC 281	Cybersecurity I
FPS 153	Building Construction For Fire	LAN 103	Modern Hebrew 1 and Culture
FPS 200	Fire Arson Investigation	LAN 106	Modern Hebrew 2 and Israeli Culture
FPS 201	Fire Company Officership	LAN 107	Korean 1 and Culture
GGY 120	World Geography	LAN 108	Korean 2 and Culture
GOV 110	Comparative Government	LAN 109	Ukrainian 1 and Culture
GOV 115	International Relations	LAN 111	French 1 and Culture
GOV 120	American Government	LAN 112	French 2 and Culture
HST 121	US History Through 1876	LAN 121	German 1 and Culture
HST 122	US History After 1876	LAN 122	German 2 and Culture
HST 130	History of World Civilization Before 1500	LAN 131	Japanese 1 and Culture
HST 131	History of World Civilization After 1500	LAN 132	Japanese 2 and Culture
HST 290	World Cultures: Honors Seminar	LAN 136	Classical and Ancient Greek I
HST 292	U.S. History Through Film: Honors Seminar	LAN 141	Portuguese 1 and Culture
HUM 102	Introduction To The Humanities	LAN 142	Portuguese 2 and Culture
HUM 104	Myths	LAN 145	Modern Greek 1 and Culture
HUM 143	Race, Class, & Gender	LAN 146	Modern Greek 2 and Culture
HUM 290	World Cultures: Honors Seminar	LAN 151	Spanish 1 and Culture
HUS 101	Introduction to Human Services	LAN 152	Spanish 2 and Culture
HUS 153	Supervised Field Placement Seminar I	LAN 171	Khmer 1 and Culture
HUS 154	Supervised Field Placement Seminar II	LAN 172	Khmer 2 and Culture
IDS 101	General Education Seminar: First Year Experience	LAN 175	Russian 1 and Culture
IDS 103	General Education Seminar: Leadership	LAN 176	Russian 2 and Culture
IDS 104	General Education Seminar: Research	LAN 181	Arabic 1 and Culture
IDS 106	General Education Seminar: Career Exploration	LAN 182	Arabic 2 and Culture
IDS 107	General Education Seminar: Career Readiness	LAN 183	Italian 1 and Culture
IDS 108	General Education Seminar: Wellness	LAN 184	Italian 2 and Culture
IDS 108	General Education Seminar: Wellness	LAN 185	Latin 1 and Roman Culture
IDS 117	General Education Seminar: Entrepreneurial Thinking		
IDS 119	General Education Seminar: Diversity Summit		
IDS 120	General Education Seminar: Money Matters		
IDS 121	General Education Seminar: Digital Literacy		
IDS 122	General Education Seminar: EC Field Placement I		



## 28 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.

LAN 186	Latin 2 and Roman Culture	MAT 195	Precalculus for for Engineering and Science
LAN 191	Chinese 1 and Culture	MAT 196	Accelerated Precalculus for for Engineering and Science
LAN 192	Chinese 2 and Culture	MAT 201	Math Research
LAN 203	Chinese 3 and Culture	MAT 202	Math Research II
LAN 204	Chinese 4 and Culture	MAT 203	Math Research III
LAN 205	Modern Hebrew 3 and Culture	MAT 204	Math Research IV
LAN 206	Modern Hebrew 4 and Culture	MAT 250	Discrete Math
LAN 207	Korean 3 and Culture	MAT 280	Calculus for Business and Social Science
LAN 208	Korean 4 and Culture	MAT 290	Calculus I for Science
LAN 211	French 3 and Culture	MAT 291	Calculus II for Science
LAN 212	French 4 and Culture	MAT 292	Calculus III for Science
LAN 213	Italian 3 and Culture	MAT 296	Linear Algebra II
LAN 214	Italian 4 and Culture	MAT 298	Differential Equations
LAN 217	Khmer 3 and Culture	MUS 101	Music Appreciation
LAN 218	Khmer 4 and Culture	MUS 102	World Music
LAN 221	German 3 and Culture	MUS 103	Introduction to American Music
LAN 222	German 4 and Culture	MUS 106	Introduction to the Music Business
LAN 223	Russian 3 and Culture	MUS 110	Music Theory I
LAN 224	Portuguese 3 and Culture	MUS 120	Introduction to Music Technology
LAN 225	Portuguese 4 and Culture	MUS 130	Applied Piano For Beginners
LAN 226	Russian 4 and Culture	MUS 132	Voice I
LAN 232	Japanese 3 and Culture	MUS 134	World Drumming
LAN 233	Japanese 4 and Culture	MUS 160	Music Theory II
LAN 251	Spanish 3 and Culture	MUS 170	Music Technology II
LAN 252	Spanish 4 and Culture	MUS 181	Guitar II
LAN 281	Arabic 3 and Culture	MUS 182	Voice II
LAN 282	Arabic 4 and Culture	MUS 184	World Drumming II
LAN 285	Latin 3 and Roman Culture	NST 121	Computing System Fundamentals
LAN 286	Latin 4 and Roman Culture	NST 181	Networking I
LGL 101	Introduction To Law	NST 231	Networking II
LGL 102	Business Law	PAR 102	Litigation
LGL 140	Conflict Resolution Skills	PAR 110	Legal Research and Writing I
LGL 153	Law, Justice and Society	PAR 131	Computer Applications for Paralegal
MAT 001	Preparation for College Math	PAR 133	Criminal Law for Paralegal
MAT 002	Preparation for College Math	PAR 134	Family Law
MAT 003	Preparation for College Math	PAR 138	Intellectual Property Law
MAT 004	Preparation for College Math	PAR 199	Paralegal Internship
MAT 006	Skills for College Math	PAR 210	Legal Research and Writing II
MAT 007	Skills Development	PHL 101	Introduction to Philosophy
MAT 008	Skills Development for Precalc	PHO 101	Introduction to Public Health
MAT 120	Math for Liberal Arts	PHO 102	Health Information Technology
MAT 130	Elements of Mathematics I	PHO 103	Introduction to Public Health Informa
MAT 131	Elements of Mathematics II	PHY 105	Astronomy
MAT 165	Trigonometry for Engineering and Science	PHY 151	Physics I
MAT 177	Statistics	PHY 152	Physics II
MAT 182	Precalculus for Business and Social Science		

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.

PHY 171	Physics for Engineering & Science I	SCI 203	STEM Research III
PHY 172	Physics for Engineering & Science II	SCI 204	STEM Research IV
PHY 173	Physics for Engineering & Science III	SOC 101	Introduction to Sociology
PSY 101	Introduction to Psychology	SOC 106	Food and Sustainability
PSY 120	Child Psychology	SOC 118	Multicultural Communications
PSY 123	Developmental Disabilities	SOC 143	Race, Class, & Gender
PSY 125	Psychology of Success	SOC 150	Sociology of the Family
PSY 128	Cross-Cultural Psychology	SOC 154	Criminology
PSY 138	Research Methods	SOC 290	World Cultures: Honors Seminar
PSY 150	Abnormal Psychology	SOC 294	Globalization: Honors Seminar
PSY 151	Psychology of Personality	THE 101	Introduction to Acting
PSY 153	Community Psychology	THE 108	Audition Workshop
PSY 157	Cognitive Psychology	THE 109	Balance Through Acting
PSY 160	Interpersonal Relations I	THE 114	Stage Lighting and Projections
PSY 171	Social Psychology	THE 118	Modern Drama
SCI 121	Integrated Science I	THE 123	Stage Sound and Audio
SCI 122	Integrated Science-Biological	THE 135	Directing
SCI 130	Forensic Science	THE 145	Scene Study
SCI 201	STEM Research I	THE 152	Rehearsal and Performance
SCI 202	STEM Research II	TMA 100	Mathematics for Technology

**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**



Student Success Starts Here



## 2024 Spring Open Houses

**Bedford  
Open House**  
Wednesday  
April 3 at 5 p.m.

**Lowell  
Open House**  
Wednesday  
May 1 at 5 p.m.

For more information: [www.middlesex.mass.edu/OH](http://www.middlesex.mass.edu/OH)



# 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 2024 Semester runs from January 22 - May 17.**



## 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 **\$126 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.

## English & Foreign Language Resources

### ELI /PAC

English Learner Institute This Institute focuses on helping members of the community develop basic English and other skills - including technology, life and social skills. Anyone who is a newcomer to the United States, or needs to develop Basic English skills, is eligible for this program. Available at the Lowell campus, the English Learner Institute consists of various noncredit day and evening courses (that vary in length, from six to fourteen weeks).

**For more information, contact Katy Gentile at [gentilek@middlesex.mass.edu](mailto:gentilek@middlesex.mass.edu)**

### PAC

Prepare to Attend College (PAC), is offered in the fall and spring at no cost. These classes continue to be a bridge for non-native English speakers who often enroll in credit classes at MCC.

**For more information, [https://www.middlesex.mass.edu/bus\\_ind/pac.aspx](https://www.middlesex.mass.edu/bus_ind/pac.aspx) or Katy Gentile at [gentilek@middlesex.mass.edu](mailto:gentilek@middlesex.mass.edu)**

### World Language Institute

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

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

### Intensive English Institute Mission



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

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

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

## Prepare for College/Hi-Set Resources

### Adult Basic Education

The Adult Learning Center offers FREE classes for adult learners (ages 16+)

Who live in Massachusetts and are preparing for HiSET or GED or for students who are at an intermediate to advanced English level and need to improve their reading and writing in order to qualify for further education, job training or better employment. 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

### 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 \$200,000 to train employees.

**For more information, visit <http://workforcetrainingfund.org/> or contact Teresa Medina, [medinat@middlesex.mass.edu](mailto:medinat@middlesex.mass.edu)**

### Office of Career Integrated Learning (OCIL)

**For Students:** We provide comprehensive guidance and a wealth of resources to help students in navigating their career journey. Available year-round, we are here to support students with key aspects of career development:

- Navigating the use of cutting-edge career tools
- Identifying students' areas of professional interest
- Developing skills that are in high demand in today's job market
- Acquiring relevant work experience
- Leveraging exciting integrated learning opportunities

Together, we will enhance your networking and interviewing skills, refine your resume and cover letter, perfect your elevator pitch, and devise strategies to gain practical experience in your field.

**For Employers:** We engage with employers to develop work-study programs, campus recruitment strategies, and job fair participation. Employers can work with us to post internships, job openings, and events on Handshake, as well as recruit through our on-campus or virtual events. Our partnership ensures a smooth connection between the talents of MCC students and the needs of the industry. We also invite you to partner with us in curriculum advisory roles, industry-specific events, and targeted training initiatives. By partnering with MCC, employers gain access to a diverse talent pool, brand exposure opportunities, and a chance to shape industry-aligned educational programs.

**For more information, contact [OCIL@middlesex.mass.edu](mailto:OCIL@middlesex.mass.edu)**





## Massachusetts Workforce Express Fund Career Training Courses for Massachusetts Businesses

In collaboration with Commonwealth Corporation, the Massachusetts Workforce Express Fund has approved select short-term career training programs through Middlesex Community College for Massachusetts businesses. If qualified, Massachusetts employers can receive up to: 100% tuition reimbursement for employers with less than 100 employees (max. up to \$20,000 annually per employer).

MCC course tuition must be paid by the employer then reimbursed. See application process (link below) through Commonwealth Corporation.

**Questions call Commonwealth Corporation at email [express@commcorp.org](mailto:express@commcorp.org) or [wtfp@commcorp.org](mailto:wtfp@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 SHRM CP/SCP HR Certification Exam Prep
- 1113947 Pharmacy Technician
- 1121999 Accounting Fundamentals
- 1115397 Business Computer Applications
- 1115398 MS Excel Certificate
- 1121166 Medical Interpreting
- 1130402 Social Media Certificate
- 1142091 Phlebotomy for Health Professionals

**Employers:** To apply, please visit <https://commcorp.org/subprogram/wtfp-express-program/>

Questions on the above course curriculum  
Email MCC [career\\_training@middlesex.mass.edu](mailto:career_training@middlesex.mass.edu)

**For the approval/application funding process contact Commonwealth Corporation at [Express@commcorp.org](mailto:Express@commcorp.org) or [wtfp@commcorp.org](mailto:wtfp@commcorp.org)**



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

### 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.

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/wtfp](http://www.commcorp.org/wtfp)**



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

### Scholarship Data for 2023



**114** Scholarship students served



**124** Scholarships awarded



**\$191,500** Awarded in scholarship dollars

Securely donate online at: [www.middlesex.mass.edu/thefund](http://www.middlesex.mass.edu/thefund)

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



## ALUMNI ASSOCIATION

Join  
26,000  
MCC  
Alums!

### 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



### Passionate



### Pioneering



### Proud

**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!

Earn your degree for **FREE\*** with



**MASSRECONNECT**

**Classes Start January 22**

**Are you looking to *change your life* in the New Year?**

With MCC and MassReconnect, Massachusetts residents 25 years or older who have no previous college degree can **attend MCC for FREE!**

\*Students must meet eligibility requirements. Recipients who are later determined to be ineligible for MassReconnect may be billed for disbursed funds. Funding covers tuition and fees; not to exceed MCC's published cost of attendance.

- on-campus, online & hybrid courses
- free tutoring, advising, and financial and mental wellness resources

Visit [www.middlesex.mass.edu/freedegree](http://www.middlesex.mass.edu/freedegree) or call 1-800-818-3434.



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

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## Workforce Development Education and Training with **Middlesex Community College**

### Your Partner for **Progress, Innovation and Growth**

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



To learn more: [www.middlesex.mass.edu/CorpEd](http://www.middlesex.mass.edu/CorpEd) • 978-656-3009