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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
Grant Funding/ Human Resources

Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email career_training@middlesex.mass.edu

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

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 9:00am - 4:30pm
Bedford Campus
Course Number: CAR 775 30
CRN: 20140
Professor: PATALANO

05/03 & 05/10 9:00am - 4:30pm
Bedford Campus
Course Number: CAR 775 35
CRN: 20307
Professor: ORELLANA

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434.
**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 to a changing workforce, shifting legislation and regulations, and much more. Ensure you are prepared for these changes, and anything else that comes your way with SHRM's Global HR credentials, SHRM-CP and SHRM-SCP. SHRM certification measures your 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**

**Course options and/or delivery format subject to change.** To enroll call 1-800-818-3434 or email career_training@middlesex.mass.edu

**Technical Writing Certificate Program**

MCC's Technical Writing Certificate program provides students with the skills and tools to clearly and accurately inform users about technical information. In this two-semester post graduate, noncredit certificate program, students will learn how to conduct audience and task analysis, work with subject matter experts, understand product documents, and the product development cycle, write clear explanations and procedures, review and revise technical information, manage projects, and create 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 are 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. **$1,545**

**Course options and/or delivery format subject to change.** To enroll call 1-800-818-3434 or email career_training@middlesex.mass.edu

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**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**

**Technical Writing**

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 are 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, Markedown, DITA, MadCap Flare, MS Word, Oxygen XML Author, Adobe FrameMaker. **$1,545**

**Course options and/or delivery format subject to change.** To enroll call 1-800-818-3434 or email career_training@middlesex.mass.edu

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**Community Education and Career Training**

www.middlesex.mass.edu/careertraining • 1-800-818-3434.
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 an USB flash drive or external hard drive. Eligible for 50% tuition waiver for MCC employees. (18 hours) $265

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 an USB flash drive or external hard drive. Eligible for 50% tuition waiver for MCC employees. (15 hours) $215

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

Social Media/Digital Media Career Training

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.

Business of Photography

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

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.
Digital Media/FAA Remote Pilot/Al

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.

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

Digital Media/FAA Remote Pilot/Al

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 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)
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: 20319 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

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434.
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. 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

Non-Profit/Grant Writing/LinkedIn
Non-Profit 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 Non-Profit 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. Complete all three session segments for a certification of completion. (12 Hours) $230

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. (36 Hours) $700

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

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

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
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

01/01 - 04/03
Online with class meeting times
Course Number: CAR 797 75 CRN: 17351 Professor: SHARMA
No class 03/20

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

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
Bedford Campus
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 understanding 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. Not: 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
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
Online with class meeting times
Course Number: PER 580 75 CRN: 20326 Professor: BROWN

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434.
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, CFPIM, CRM, 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

Teacher/Developmental PDP
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

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

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

Online with class meeting times
Course Number: CAR 982 75 CRN: 20293 Professor: HENRY
04/04 - 05/16 4:00pm - 6:00pm Thursday

Community Education and Career Training www.middlesex.mass.edu/careertraining • 1-800-818-3434.
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
Course Number: CAR 987 75  CRN: 20303  Professor: HOGAN-MAZZOLA

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. 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
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 63 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.

This course is not eligible for tuition waivers.

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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/](https://cchicertification.org/)
- NBCMI, National Board for the Certification of Medical Interpreters: [https://www.certifiedmedicalinterpreters.org/](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

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Online with class meeting times

Course number: HLT 607 33  CRN: 20251

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**Health Exam Prep**

**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

**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

**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
Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email 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. 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

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 CNAs 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. This course is not eligible for tuition waivers.

05/06 - 05/20 4:00pm - 9:00pm Monday
Online with class meeting times
Course Number: HLT 715 30 CRN: 20315 Professor GOMATOS

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. This course is not eligible for tuition waivers.

To apply email: 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
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
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

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434.
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. This course is not eligible for tuition waivers.

05/14 - 05/16
Online with class meeting times

06/03 & 06/10
Lowell Campus
Course Number: HLT 789 80
CRN: 20341
Professor: CHAMPA

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
Thursday
Bedford Campus
Building: Henderson Hall, room 115
Course Number: HLT 786 30
CRN: 20333
Professor: CHABNER

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. 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
Online with class meeting times
Course Number: HLT 785 80
CRN: 20234
Professor: SHARMIN

02/24 - 03/30
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

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. 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
Friday
Bedford Campus
Building: Henderson Hall, room HH 115
Course Number: HLT 790 32
CRN: 20337
Professor: CHABNER

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

02/24 - 04/24
Wednesday
Bedford Campus
Building: Academic Resource, room 102
Course Number: HLT 790 34
CRN: 20339
Professor: KILROY

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

Medical Billing
04/09 - 05/09
Tuesday/Thursday
Online with class meeting times
Course Number: HLT 790 75
CRN: 20338
Professor: MCKETHAN
**Dental Hygiene**

**Local Anesthesia Certification Training for RDH**
This course is for licensed Dental Hygienists who would like to become certified in local anesthesia. MCC complies with the Mass. Board of Registration in Dentistry regulations for the administration of local anesthesia. The course consists of a 50-hour online study (self-paced) prior to clinical training, interactive presentations, and a 3-day clinical training in which students will have 30 injection experiences. The strength of this hands-on course is the amount of actual time you will administer injections to your classmates. Upon successful completion, students will be awarded a certificate, 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](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
- **Lowell Campus
- **Course Number:** CAR 751 80
- **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
- **Course Number:** HLT 751 75
- **CRN:** 19973
- **Professor:** SHUTOFF

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**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

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**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

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If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434.
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 required. Access to a Microsoft based PC (MS Windows or MS Edge) computer is required.

03/02 - 05/11
8:30am - 4:00pm
Saturday
Lowell Campus
Building: Talbot Room: LT 215
Course Number: HLT 788 80
CRN 20314
Professor: NOVEMBER-RIDER

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 ready 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. 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
Course Number TEC 602 30
CRN 12252
Professor: KILROY

04/25 - 05/16
5:00pm - 8:00pm
Thursday
Bedford Campus
Course Number TEC 602 31
CRN 20121
Professor: KELLEY
### Business Computer Applications Certificate

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

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<td>Friday</td>
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<td>18161</td>
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### 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

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<td>Bedford Campus Building: Academic Resource, room AR 101</td>
<td>20120</td>
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### Earn College Credit For Completion Of Noncredit Courses

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

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

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

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

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

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

### Digital Photography Certificate - 3 Credits

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

### Google IT Help Desk Support - 4 Credits

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

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

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

### Nurse Assistant/HHA - 7 Credits

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

### Pharmacy Technician - 6 credits

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

### SHRM Essentials of Human Resources - 1 Credit

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

### Vascular Technology I and II - 6 credits

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

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Call 781-280-3663 or email career_training@middlesex.mass.edu for more information.
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 tuition 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 3:30pm - 5:00pm Thursday Bedford Campus Building: North Academic, room NA 202 Course Number: PER 592 80 CRN: 20230 Professor: KHALLIFA

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
**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**

**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**

**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 for students to 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**

**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**
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

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
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

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 laboratory 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 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

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 tuzzoloemiddlesex.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 course 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 Advanced/Setup 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 & Into 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
Online Professional Development Classes

Ed2Go & MindEdge
MCC’s partnership offers fully online interactive and affordable courses to offer professional development experiences for students. Running about six weeks, students earn a certificate of completion and strengthen their knowledge and skills in topics such as business, computer applications, writing and more.

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

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

Ed2Go classes are not eligible for tuition waivers.
To register or learn more, visit www.ed2go.com/mcc or call 781-280-3663.

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

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

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://pridestartrinity.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

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434.
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/1/communityeducationregistrationform

Questions: email
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

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 781-280-3683 or 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 date 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 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

Course Drop or Withdrawal:
Students MUST notify Community Education in writing via email: 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

Weather-Related On Campus Class/Event Cancellations
Notification of cancelled classes at Middlesex Community College are broadcast over the following AM radio stations: WRKO-880, 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

Registering for Classes

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

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

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
## Major Programs of Study

### Associate Degree Programs

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

### Certificate Programs

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

### Micro-Credentials

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

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
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Credit Course Offerings

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

CAD 205  Geometric Dimensioning/Tolerancing
CAD 228  Practicum in CAD Technology
CAD 230  Architectural CAD I
CAD 270  Design for Manufacturing
CAP 101  Computer Applications
CAP 155  Spreadsheet Applications
CHE 121  Introduction to Chemistry
CHE 131  College Chemistry I
CHE 151  General Chemistry for Engineering and Science I
CHE 152  General Chemistry for Engineering and Science II
CHE 160  Principles Of Biochemistry
CHE 251  Organic Chemistry I and Lab
CHE 252  Organic Chemistry II and Lab
COM 101  Introduction to Communication + Media
COM 102  Media Ethics and Law
COM 103  Public Speaking and Professional Presentations
COM 104  Message Design
COM 106  Film and Society
COM 110  Screenwriting
COM 115  Introduction to Human Communication
COM 116  Interpersonal Communication
COM 121  Introduction to Video Production
COM 124  Media Writing
COM 125  Social Media
COM 127  Introduction to Crisis Communications
COM 143  Race, Class, & Gender
COM 170  Podcasting
COM 222  Communication Internship
COM 230  Editing and Post-Production
COM 292  U.S. History Through Film: Honors Seminar
CRJ 111  Introduction to Criminal Justice
CRJ 112  Criminal Law
CRJ 121  Contemporary Policing
CRJ 122  Juvenile Justice Process
CRJ 153  Law, Justice and Society
CRJ 231  Principles of Correction
CRJ 241  Criminal Investigation
CSC 101  Introduction To Computer Science
CSC 151  Programming I
CSC 156  Operating Systems Basics Security
CSC 170  Digital Forensics I
CSC 188  Introduction to Computer Security
CSC 202  Computer Organization and Assembly Language
CSC 252  Programming II
CSC 258  Data Structures
CSC 272  Digital Forensics II
CSC 289  Secure Programming
CSC 290  Information Assurance
DAN 101  Introduction to Modern Dance
DAN 102  Jazz Dance
DAN 106  Introduction to Tap
ECO 120  Economics and Management in Technology Industries
ECO 140  Principles of Macroeconomics
ECO 150  Principles of Microeconomics
EDU 100  Introduction To Early Childhood Education
EDU 101  Curriculum in Early Childhood Programs
EDU 102  Child Guidance and Classroom Management
EDU 103  Infant and Toddler Care and Program Planning
EDU 104  Exceptional Learners
EDU 109  Supervised Practicum and Seminar for Assistant Teacher Certificate and CDA Credential
EDU 122  Child Growth and Development
EDU 150  Discover Teaching
EDU 153  Planning Programs and Environments for Children
EDU 154  Health, Safety, and Nutrition In Early Childhood Education
EDU 251  Supervised Practicum & Seminar
EDU 252  Administration of Early Childhood Program
EGR 101  Introduction to Engineering
EGR 209  UML CHEN.3030 Fluid Mechanics
EGR 211  Strength of Materials
EGR 212  Dynamics
EGR 213  Materials Science for Engineers
EGR 216  Logic Design
EGR 261  Electric Circuits Theory II
ELL 055  ELL Reading & Writing II
ELL 075  Grammar and Editing II
EMT 100  Emergency Medical Tech-Basic
ENG 092  Read, Writing & Reasoning
ENG 101  English Composition I
ENG 102  English Composition II
ENG 109  Critical Thinking
ENG 113  Classics Of Childrens Literature
ENG 118  Modern Drama
ENG 141  Modern World Literature
ENG 143  British Literature Survey
ENG 150  Creative Writing I
ENG 151  Creative Writing & Publishing
ENG 156  Reading & Writing Poetry
ENG 161  Modern American Literature
ENG 185  The Short Story
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Course options and/or delivery format subject to change. Please visit www.middlesex.mass.edu for an up-to-date listing of offerings, email registrar@middlesex.mass.edu or call 1-800-818-3434 to speak with an Enrollment Counselor.

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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/ for easy enrollment with MCC’s One Stop

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
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.
English 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

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 or Katy Gentile at 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.

To register and sign up for placement testing, 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

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

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For more information, contact OCIL@middlesex.mass.edu
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 or 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

For the approval/application funding process contact Commonwealth Corporation at Express@commcorp.org or wtfp@commcorp.org

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 or 978-656-3009.

Visit the MCC Workforce Development & Corporate Education website at www.middlesex.mass.edu/workforcetraining

To learn more about the Workforce Training Fund Program visit www.commcorp.org/wtfp

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

Meet your training goals with state funds

Massachusetts Workforce Express Fund
Career Training Courses for Massachusetts Businesses
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

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

Earn your degree for FREE* with

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.

Visit www.middlesex.mass.edu/freedegree or call 1-800-818-3434.
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 • 978-656-3009