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Academic Calendar

June
1...........Summer Quick Start (3 weeks) begins
   Session I (5 weeks) begins
   Session II (8 weeks) begins
17...........Summer Quick Start Last day to
           withdraw without penalty of “F”
18...........Summer Quick Start ends
30...........Last day to withdraw from a Session I
           class without penalty of “F”

July
1...........Session I ends
13...........Session III (5 weeks) begins
27...........Last day to withdraw from a Session II
           class without penalty of “F”
28...........Session II ends

August
11...........Last day to withdraw from a Session III
            class without penalty of “F”
12...........Session III ends

Some end dates are subject to change
SHRM® Essentials of Human Resource Management

In cooperation with SHRM®, this non-credit, professional development course offers a solid, comprehensive overview of human resource roles and responsibilities. We will provide participants with critical knowledge to help reduce potentially costly lawsuits and improve the ability to handle challenging HR issues related to performance management, recruiting and retention, labor and employment law. No pre-req. Materials are developed by the Society of HR Management. Note: This is an intro to HR course, not a HR Certification exam prep course. Materials/texts are not eligible for tuition waivers. No pre-req. (15 hours) $620

Who Should Attend?
- HR staff who need a review/overview of HR functions
- Managers and supervisors who supervise, hire, train, or evaluate staff
- Entry level HR professionals or those just starting out in HR
- Business owners and office managers
- HR professionals who are SHRM-CP/SCP certified seeking PDCs through SHRM. This course will award up to 14.75 PDCs through SHRM. HR Topics Covered: The HR Function; Talent Acquisition; Compensation and Benefits; Learning and Development; Performance Management; Employment Law.

06/03 - 07/01  6:30pm - 8:30pm  Thursday
WEB
Course Number: CAR 775 75  CRN: 12303  Professor: PATALANO
Note: Students will complete an online pre-recorded video and assignment prior to class meeting (live via Zoom) on Thursday nights.

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, non-credit certificate program, students will learn how to conduct audience and task analysis, work with subject matter experts, understand product documents and the product-development cycle, write clear explanations and procedures, review and revise technical information, manage projects and make content usable. Technology Requirement: Solid MS Windows and MS Word skills, and access to a MS Windows Operating System are required. Program is not MAC compatible. Tools and Technical skills will be learned in class but it is helpful to have prior HTML or coding background. Students must have an aptitude for learning new technology. The certificate program includes 2 semesters/courses: Writing and Managing Information (fall) and Technology and Tools for the Technical Writer (winter/spring).

This is a noncredit (graded pass or fail) program.
More information and to apply: www.middlesex.mass.edu/techwrite

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
**Finding the Dream Job You Have Always Wanted**
This class will be a combination of career counseling, internet coaching, sharing stories and dreams and learning about best practices. Everyone deserves to come as close to getting the “dream” job for them at any point in their life. So, let’s go to work and learn some concrete, practical and effective steps to getting you there! (6 Hours) $89

**Resetting Your Life: Keys to Help You Move Forward**
Major changes in one’s life, whether we chose them, or they were thrust upon us, are difficult to handle. We will review and discuss a variety of successful strategies that researchers and others have developed to help in these challenging transitions—whether they have occurred in our work or personal life. Class members will create an action plan to use as they move forward. (4 Hours) $59

**Keys for Better Communication and Problem Solving Skills**
Would you just like to be able to communicate better? Do you step back from problem solving because you don’t know where to start? Whether it is in your business or personal life, there are proven strategies and tips to help you improve! We will use videos, practice, current research, and humor to help you “step up your game”! (4 Hours) $59

**Intro to QuickBooks – EDGgo Online Course**
– Course Number EDG928
This course through Ed2go will teach you how to manage your business finances with QuickBooks Online. This powerful accounting software has helped millions of small business owners oversee their finances. You will learn to use key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more. Class begin monthly. Online software included. Enroll through Ed2go. Not eligible for tuition waivers. (24 hours) $150

https://www.ed2go.com/mcc/online-courses/quickbooks-online/

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

**American Sign Language**
Course emphasis will be on basic ASL vocabulary development and comprehension of basic grammar, adherence and focus on the manual alphabet (fingerspelling) of names, numbers, specific persons in one’s life and important places. Students will exercise visual/gestural cues and non-verbal communication skills, as well as use of body language. During these ASL lessons and discourses, students will be strongly encouraged to incorporate facial expressions such as punctuation markers, adjectives/verbs, and questioning format. One will gain an understanding of cultural appropriation and related behaviors that oppressively disproportionate this language community. Certification of completion attests that students can communicate in basic (or elementary) sign language with the use of fingerspelling, social survival sign vocabulary and simple phrases with an introduction to Deaf culture and community. (12 Hours) $159

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

Mindfulness in the Classroom
This workshop is designed with the intent to give educators an "at your fingertips" toolbox to pull activities from to simply incorporate 10 minutes of yoga, mindfulness, and meditation into the classroom. 2 hours virtual with downloadable mindfulness workbook and yoga coloring book. Offered with recorded lecture and power point via Blackboard (2 hours) $70
08/10 10:00am - 12:00pm Tuesday
WEB Course Number: CAR 946 75 CRN: 14240 Professor: MARRAMA

Google Suite for Educators
This 5-week course is designed for K-12 educators to explore in detail various components of the Google Suite. Participants will take an in depth look at Google apps like Gmail & Contacts, Google Calendar, My Drive, and productivity applications like Slides, Sheets and Docs that are accessible and integral parts of the overall Google Suite. Discover how to use these various applications as vital tools for teaching and instruction, teacher productivity and developing student projects. Go beyond the basics so that you can maximize Google’s powerful and interconnected educational apps used by many school districts today. If you answer “No” to four or more questions below, this is the course for you! (15 hours) $189

1. Are you using student and parent group/distribution lists in Google Contacts to send group emails versus inputting individual email addresses?
2. Can you create multiple calendars with different purposes and overlay each calendar to see the various events scheduled simultaneously (teacher-specific events/appointments, school events and class events and projects)?
3. In Google My Drive are you able to use the Move button to navigate and move files to different locations of My Drive?
4. Do you use Google Sheets to track student attendance or parent communication logs, etc.?
5. Are you using Google Slides to organize your evidence for the teacher evaluation process?
6. Can you “star” files and folders for temporary and quick access needed for current projects?
7. Can you save your Google Slides, Docs or Sheets as a PDF?
07/12 - 08/16 1:30pm - 4:30pm Monday
WEB Course Number: CAR 953 75 CRN: 14293 Professor: TROCHE

Massachusetts Test for Educator Licensure
Students may enroll in MTEL online through July 1, 2021. To register please call 1-800-818-3434. Upon completion of your registration email ellisl@middlesex.mass.edu to gain access instructions to your class. The class is self-paced and a self-study so you will go through the modules as it fits your schedule. The average time to complete the class each class is 20-25 hours. All courses taught by Professor Svenconis

MTEL Communication & Literacy Test Prep
Field 01. The ONLINE Communication and Literacy Skills Test (Field 01) Test Prep Course has as its goal to increase student proficiency in the following areas: comprehension of reading selections, analysis of reading selections, composition of essays, correct application of grammatical rules, vocabulary knowledge. This online course is self-paced and a self-study. Not eligible for tuition waivers. $115
06/01 - 08/31 WEB
Course Number: CAR 602 75 CRN: 13735

Foundations of Reading MTEL Test Prep
Field 90. The ONLINE Foundations of Reading MTEL Test (Field 90) Test Prep Course has as its goal to increase student proficiency in the following areas: basics of reading development, reading comprehension development, reading and language instruction, reading and language evaluation, and integration of knowledge. This online course is self-paced and a self-study. Not eligible for tuition waivers. $115
06/01 - 08/31 WEB
Course Number: CAR 635 75 CRN: 14287

MTEL General Curriculum Multi-Sub Test Prep
Field 03. The MTEL General Curriculum Multi-Subject Test (Field 03) Online Test Prep Course provides extensive practice in topics such as language arts, history, social science, geography, science, and technology. The course has extensive material on each topic, as well as multiple skill-building quizzes. This online course is self-paced and a self-study. Not eligible for tuition waivers. $115
06/01 - 08/31 WEB
Course Number: CAR 858 75 CRN: 13742

MTEL Math Skill Builder Test Prep
Fields 03, 09, 47, and 53. The ONLINE MTEL Math Skill Builder Test Prep Course focuses on preparation for the MTEL test at either the elementary level (Field 53), middle school level (Field 47), secondary level (Field 09), or the math subtest of the general curriculum (Field 03). The course includes multiple skill-building quizzes. There are 3 simulated exams with explanations for each Field of study. Not eligible for tuition waivers. $115
06/01 - 08/31 WEB
Course Number: CAR 859 75 CRN: 13743

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

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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**English a Second Language MTEL**  
Field 54. The ONLINE English as a Second Language (ESL) MTEL Test Prep Course has as its goal to increase student proficiency in the following areas: basics of language acquisition, ESL instructional approaches, cultural factors affecting the teaching of ESL, aural/oral aspects of language instruction, principles of reading and writing instruction for English language learners, assessment of standardized exams and for content-area learning. Not eligible for tuition waivers. $115  
06/01 - 08/31  
WEB  
Course Number: CAR 878 32  CRN: 13856

**MTEL History Prep Class**  
Field 06. The ONLINE History MTEL Test Prep Course has as its goal to increase student proficiency in the following areas: United States history, U.S. government, economics, geography, and international events. This course is designed to help students learn the skills needed to score well on the exam. This online course is self-paced and a self-study. Not eligible for tuition waivers. $115  
06/01 - 08/31  
WEB  
Course Number: CAR 894 75  CRN: 13857

**English MTEL Prep Class**  
Field 07. The English MTEL Test (Field 07) Online Test Prep Course provides extensive practice in the following areas: American literature, British literature, literature of the ancient world, world literature since 1500, genres and types of literature, literary theory and criticism, principles of rhetoric, the composition process, research-based reading theories and the role of children’s/young adult literature in promoting reading proficiency. $115  
06/01 - 08/31  
WEB  
Course Number: CAR 897 75  CRN: 14021

**MTEL Early Childhood Prep**  
Field 02. The ONLINE Early Childhood MTEL Test Prep Course has as its goal to increase student proficiency in the following areas: childhood development through the early elementary years, disabling conditions or exceptionalities in children, literacy genres, elements, and techniques, important principles of writing and mathematics, and important concepts in history, social science, and technology. Not eligible of tuition waivers. $115  
06/01 - 08/31  
WEB  
Course Number CAR 904 75  CRN: 14020

**Political Science MTEL Test Prep**  
Field 48. The ONLINE Political Science MTEL Test Prep Course has as its goal to increase student proficiency in the following areas: political science theories and concepts, historical themes of political philosophy, founding documents of the U.S. and the State of Massachusetts, origins of democratic government, governmental structures, election processes and political parties, civic responsibilities, international relations, U.S. foreign policy, historical developments in Western civilization, major events in world history, key geographic concepts, and essential economic terms. Not eligible of tuition waivers. $115  
06/01 - 08/31  
WEB  
Course Number: CAR 910 75  CRN: 14089

**MTEL Reading Specialist Test Prep**  
Field 08. The ONLINE Reading Specialist MTEL Exam (Field 08) Test Prep Course has as its goal to increase student proficiency in the following areas: basics of reading and writing development, reading, and writing processes, evaluation and assessment of reading and writing skills, and the professional knowledge and roles of the reading specialist. This course is designed to help students learn the skills needed to score well on the exam. This online course is self-paced and a self-study. Not eligible for tuition waivers. $115  
06/01 - 08/31  
WEB  
Course Number: CAR 911 75  CRN: 14207

**MTEL Business Field 19 Test Prep**  
This online course provides extensive practice in test preparation for the MTEL Business (field 19) exam. This course covers the following subareas tested on the MTEL exam: Business Management, Accounting and Quantitative Analysis, Economics, Marketing, Entrepreneurship and Business Technology, and Career Development and Personal Finance. The course is self-paced and has multiple topic reviews and practice exams with explanations. $115  
06/01 - 08/31  
WEB  
Course Number: CAR 932 75  CRN: 14183

**Vocational Technical Literacy Skills Test Prep**  
The Vocational Training Test (fields 191 and 192) Online Prep Course has as its goal to increase student proficiency in the following areas: comprehension of reading selections, analysis of reading selections, the composition of essays, correct application of grammatical rules, vocabulary knowledge, and the accurate interpretation of data in various types of graphs and tables. Not eligible for tuition waivers. $115  
06/01 - 08/31  
WEB  
Course Number: CAR 942 75  CRN: 14239

**TEAS**

**TEAS Prep Course**  
Students may enroll in TEAS online through July 1, 2021. To register please call 1-800-818-3434. Upon completion of your registration email ellisl@middlesex.mass.edu to gain access instructions to your class. The class is self-paced and a self-study so you will go through the modules as it fits your schedule. The average time to complete the class each class is 20-25 hours. All courses taught by Professor Svenconis.

**TEAS Math Prep**  
This course contains a thorough review of arithmetic, basic algebra and geometry with complete lessons and explanations (including quizzes) for each content subject. There are 5 simulated math TEAS exams with complete step-by-step solutions, this course is designed to help students learn the skills needed to score well on the exam. This online course is self-paced and a self-study. Not eligible of tuition waivers. $115  
06/01 - 08/31  
WEB  
Course Number: CAR 885 75  CRN: 13858

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
TEAS/Computer Applications/Career Health Training

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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**TEAS Reading/Language Prep**

TEAS 6 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 TEAS 6 exams and 5 simulated language usage TEAS 6 exams with complete step-by-step solutions. This course is designed to help students learn the skills needed to score well on each exam. This online course is self-paced and a self-study. Not eligible of tuition waivers. $115

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**TEAS Science**

This course contains a thorough review of the major principles of general science, genetics, human body, life science, physical & chemical science, and the scientific method. There are 5 simulated science TEAS exams with complete step-by-step solutions, this course is designed to help students learn the skills needed to score well on the exam. This online course is self-paced and a self-study. Not eligible of tuition waivers. $115

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<thead>
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<th>CRN</th>
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**Computer Applications**

*Practical Computers - An Intro to PC's and Windows*

This course is an introduction to the computer and computer applications via lecture and hands-on activities. We start with an overview of computer hardware, software, and networks that 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) $198

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<tr>
<th>CRN</th>
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<th>CRN: 13723</th>
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<tbody>
<tr>
<td>08/04</td>
<td>Bedford</td>
<td>Professor: KELLEY</td>
</tr>
<tr>
<td>05/28</td>
<td>Lowell</td>
<td>Professor: KELLEY</td>
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*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. 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. (24 Hours) $309

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<tr>
<th>CRN</th>
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<tr>
<td>07/09</td>
<td>Bedford</td>
<td>Professor: KELLEY</td>
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**MS Excel Certificate**

From beginning to advanced functions you will learn the features of MS Excel. You will learn to 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 & have MS Excel 2010 or higher installed. (24 Hours) $309. No class the week of July 5.

<table>
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<th>CRN</th>
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<td>06/19</td>
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<tr>
<td>07/05</td>
<td>10:00am - 1:00pm</td>
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**OMCP® Digital Analytics and Conversion Professional (Voucher Included)**

If you can convert quality traffic into happy customers and use analytics to explain what’s working and how to repeat it, you’ll be a huge asset. In this fully online course, you will develop a conversion optimization framework, as well as create segmented web data in order to make business decisions based on numbers. This course will prepare you for the OMCP® certification exam. Enrollment and payment is through Cengage Learning. Call 855 520 6806 for more info. Not eligible for waivers (200 hours) $2,095

**Career Health Training**

*Gold Certified Personal Trainer Certification*

The W.I.T.S. online personal trainer course is a SELF-PACED program with short, impactful online videos with learning activities to be a successful personal trainer in the fitness industry. The lessons will help you with key core topics to learn how the body functions under the stresses of exercise. Learn exercise physiology, kinesiology, nutrition and more. The essential practical skills are packed with insightful mentored drills that you can duplicate to master the skill set. This course is loaded with practice quizzes, discussion boards and much more. Our supplemental internship programs walk you into some great job opportunities. Your test vouchers for the NCCA Accreditation national exams are included and a must for employers. Not eligible for waivers. Special Note: Successful completion of the course activities and online exam will get you a Certificate of Completion. Passing the national exams at your college will get you a Level 1 Certified Personal Trainer credential so you can work right away. (32 hours) $999

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<th>CRN</th>
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<td>06/06</td>
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To Register: https://www.witseducation.com/fit/store-shop/middlesex-community-college-course-registration/

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

Emergency Medical Tech-Basic
This course provides the student with the information and training needed to qualify for the National Registry of Emergency Medical Technicians (NREMT) cognitive exam and the Massachusetts Practical Skills exam. Note(s): By state skills test date, must 18 years of age. Maintain a total Grade score of 70% or higher throughout entire class. Any missed sessions MUST BE SUCCESSFULLY MADE UP before the student can be certified as eligible for the Massachusetts Practical Skills exam and National Registry EMT Examination. Missed Sessions that can be made up are capped at 3; any more than 3 sessions missed whether made-up or not is cause for failing the course. Note: EMT 100 40 is a hybrid online and in-person class that meets Mon.-Thurs. 6:00pm-10:00pm. It is on-campus on the following dates:
• June: 15-16, 24, 28
• July: 1, 12, 20-21, 27-28
• August: 5, 9, 11, 17-18
State Exam Date: TBA
For more information email medinat@middlesex.mass.edu
Course Number: EMT 10040 CRN: 13878 Emergency Med Tech (9 credits)

CCA Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)
Gain hands-on, practical experience in medical billing and coding and work with the main coding manual ICD-10-CM, ICD-10-PCS, CPT, and HCPCS Level II. You will learn how to code diagnoses, services, and procedures for all systems of the body. Upon completion of this course, you will also be able to sit for the Certified Coding Associate (CCA) exam, offered by the American Health Information Management Association (AHIMA), and the Certified Medical Administrative Assistant (CMAA) exam, offered by National Health Career Association (NHCA). Vouchers included. Enrollment and payment is through Cengage Learning. Call 855-520-6806 for more info. Not eligible for waivers. $3,195

Medical Interpreting Certificate
Medical interpreters are in great demand both in person and remotely by video or phone. Interpreters can elect to work for a hospital, school, or state agency, or as contractors with many agencies throughout the country. They can also elect to work remotely from home where they can work independently and make their own hours. Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role plays on a variety of medical topics. The student will also be introduced to VRI (video remote interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Students must be fully 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. Not eligible for waivers (60 Hours) $1,199

Remote Interpreting for Medical Interpreters
If you speak a second language, you can work from home and make your own hours. There is a tremendous amount of work available for Remote Interpreters—both phone and video—throughout the country. Offered in partnership with TransFluenci EDU, this 30-hour class meets twice a week for 5 weeks. Students will learn the ins and outs of remote interpreting which includes both video and over the phone (VRI and OPI). Students will learn how to set up their offices and computers to accept assignments from several companies who are actively searching for interpreters of all languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP meetings, and Due Process Hearings. Not eligible for waivers. Pre-requisite: Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 2 years’ experience in providing interpretation in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course. (30 hours) $999

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
Nurse Assistant/Home Health Aide Certificate

The goal of the Nurse Assistant Training is to help prepare students to sit for the Massachusetts State Certification Exam and to safely and effectively learn how to care for residents in long-term care as well as to obtain a certification as a Home Health Aide. The Mass. State Exam is a separate fee and is not included as part of the tuition. Middlesex Community College’s 100-hour certificate training program will prepare students for an entry-level career in health care as a Nurse Assistant. After successful completion, students will have the skills to work in a health care environment. Students will learn how to care for residents in long-term care facilities and will practice the following skills: personal patient care, patient rights, lifting and turning patients, safety, infection control, vital signs, record keeping, mental health care of residents, and stress management. Students must be able to lift 50+ pounds. Students will be required to provide a valid state photo ID, pass extensive health requirements, and pass background checks. Course is broken into 3 sections. You must complete and pass the first section prior to enrollment in the next.

For Enrollment Information Email Ellen Wright, wrighte@middlesex.mass.edu

<table>
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<th>Fee</th>
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<th>Days and Time</th>
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<td>Online Theory – 60 hours</td>
<td>$899</td>
<td>06/16 - 07/22</td>
<td>WEB</td>
<td>4:00pm - 9:00pm</td>
<td>Wednesday/Thursday</td>
<td>HLT 752 33</td>
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<th>Days and Time</th>
<th>Location</th>
<th>CRN</th>
<th>Instructor</th>
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<tr>
<td>Nurse Assistant Skills Lab - 10 hours</td>
<td>$119</td>
<td>07/28 - 07/30</td>
<td>Lowell Campus</td>
<td>4:00pm - 9:00pm</td>
<td>Thursday/Friday</td>
<td>HLT 753 80</td>
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Or

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<td>Nurse Assistant Clinical – 24 hours</td>
<td>$599</td>
<td>08/07 - 08/15</td>
<td>Long Term Care Facility</td>
<td>8:00am - 3:00pm</td>
<td>Saturday/Sunday</td>
<td>HLT 756 36</td>
<td>CRN: 14255</td>
</tr>
</tbody>
</table>

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 hour) $53. Must be present the entire webinar to earn CEU’s.

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.

06/19
9:00am - 12:00pm | Saturday
WEB
Course Number HLT 751 75 | CRN 14194 | Professor: SHUTOFF

Local Anesthesia Certification Training for Registered Dental Hygienists

This course is for licensed RDH 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 will be prepared to sit for the CDCA exam. For complete information and required forms, visit https://www.middlesex.mass.edu/CareerTraining/DHLA.aspx. Not eligible for waivers. $1,430

Online Study:
July 7 – October 4
3 day clinical:
Oct 9, 10, 11 | 8:00am - 6:00pm
Lowell Campus
Course Number: CAR 751 80 | CRN: 14185 | Professor: RIDER

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: 1-800-818-3434 or email career_training@middlesex.mass.edu
## Course options and delivery format subject to change. To enroll call 1-800-818-3434 or email career_training@middlesex.mass.edu

### Youth Programming

#### Academic Enrichment Classes

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I Review</td>
<td>14204</td>
<td>06/06 - 07/20</td>
<td></td>
<td></td>
<td>6:00pm - 7:30pm</td>
<td>WEISMAN</td>
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<tr>
<td>Algebra II Review</td>
<td>14205</td>
<td>07/06 - 07/12</td>
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<td></td>
<td>6:00pm - 7:30pm</td>
<td>WEISMAN</td>
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<td>Foundations of Geometry</td>
<td>14285</td>
<td>06/28 - 07/05</td>
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<td>10:00am - 12:00pm</td>
<td>PANDHRE</td>
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<tr>
<td>Fundamentals of Grammar &amp; Punctuation</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>The Game of Writing: How to Become Effective and Creative in Essay Writing</td>
<td></td>
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<tr>
<td>Financial Adulting Toolkit for High School Students</td>
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<tr>
<th>Course Name</th>
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<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Professor</th>
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<tbody>
<tr>
<td>독서의 기초 (Fundamentals of Grammar &amp; Punctuation)</td>
<td>14254</td>
<td>07/19 - 08/16</td>
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<tr>
<td>경제적 인생 도구 (Financial Adulting Toolkit for High School Students)</td>
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</tbody>
</table>
Middlesex Community College, through the division of Community Education and Training, offers a variety of pre-college activities and educational programs for youth. Exceptional programs are delivered and developed to empower and guide youth as they reach personal goals and achieve academic and professional success. Vacation Week, after school and summer programs are offered at the Bedford and Lowell campuses.

CFK provides children with an exciting range of unique opportunities to explore careers, gain new knowledge, develop new skills, meet new friends and boost self-confidence. Due to the pandemic, all courses throughout the summer will be offered online to help provide students with a safe and exciting space to learn – while bringing back a sense of normalcy and routine. With 21 years of experience as a leader of online learning, our online programs offer high-quality content and immersive experiences led by professional educators at the K-12 level, college faculty or subject matter experts working in a particular field. For more information or questions call Program Manager, Lauren Ellis, 781-280-3669 or 3663 or via email at: ellisl@middlesex.mass.edu

**Week 1: July 6th - 9th**

**FASHION DESIGN (AGES 10-15)**
Are you interested in the texture, style and design of clothing? If so, then this is for you! We will explore fashion tools and techniques to help you develop your own style and express your individual creativity. Lowell, a city rich with textile history and tradition, is an ideal setting. We will display our creations at a virtual fashion show on the final day.

YTH 614 80
10670
8:30 a.m. – 12:00 p.m.
WEB $205

**CAKES & CUPCAKES (AGES 10-15)**
Tap into your creative side! Learn cake and cupcake decorating tips in this exciting class! Each day you will go home with new techniques and ideas for all types of special occasions or just everyday fun! Due to the nature of this program, we are not able to accommodate students with food allergies. Each family is responsible for a $35 supply fee payable directly to the instructor the week prior to the start of the program. At this time you will also receive your supplies.

YTH 677 30
12370
8:30 a.m. – 12:00 p.m.
WEB $205

**FASHION DESIGN & JEWELRY (AGES 8-12)**
Do you love to accessorize your clothing? Children will learn how to create jewelry that suits your style, whether it be a necklace, a pair of earrings, a bracelet, or a bag. At the end of the week children will showcase all the accessories they have made.

YTH 731 30
14024
1:00 p.m. – 4:30 p.m.
WEB $205

**ALL ABOUT SCIENCE (AGES 10-15)**
Channel your inner scientist by learning through experiments. We will experience our way through popular topics in chemistry, biology, physics, and animal science. Learn how science works in the real world! You never know what you will discover in All About Science.

YTH 639 30
12784
1:00 p.m. – 4:30 p.m.
WEB $205
Week 2: July 12th - 15th

**CARTOONING ARTIST (AGES 10-15)**
Join us for an adventure in cartooning! Explore the fundamental skills involved in creating cartoons. We will discuss illustration styles and tips and tricks used by professionals in the industry. Facial expressions, figure drawing, composition, perspective, and background will also be covered.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTH 647</td>
<td>30</td>
<td>8:30 a.m. – 12:00 p.m.</td>
<td>WEB</td>
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</tbody>
</table>

*NEW* **DUNGEONS & DRAGONS (AGES 12-16)**
Dungeons and Dragons is a social tabletop roleplaying game that encourages creativity and problem solving. Kids will get to play this game with each other along with creating their own fantasy characters and world. Writing, mathematical and acting skills will be heavily utilized throughout the program.

<table>
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<tr>
<th>Course</th>
<th>Code</th>
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<th>Cost</th>
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<tbody>
<tr>
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<td>30</td>
<td>8:30 a.m. – 12:00 p.m.</td>
<td>WEB</td>
</tr>
</tbody>
</table>

**CREATIVE DRAWING (AGES 8-12)**
Mark Making will be explored in this fun and creative class. Young artists will be introduced to traditional drawing techniques of graphite, colored pencil, and charcoal to create rich one of a kind works of art. Concepts of composition, perspective, line, and form will be discussed as well how to critique one’s own work in a positive manner.

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<tr>
<th>Course</th>
<th>Code</th>
<th>Hours</th>
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<tbody>
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<td>1:00 p.m. – 4:30 p.m.</td>
<td>WEB</td>
</tr>
</tbody>
</table>

*NEW* **WRITING IN THE ARTS (AGES 10-15)**
The art of writing is discovering what you believe, whether a book, or a blog, writing is the best form of thinking. Learn how to express your writing as it exercises your imagination, creates a form of expression, and becomes a powerful influencer. Additional topics include detailed writing, description, and points of view.

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<th>Course</th>
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<tbody>
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<td>30</td>
<td>1:00 p.m. – 4:30 p.m.</td>
<td>WEB</td>
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</table>

Week 3: July 19th - 22nd

**FILM PRODUCTION & EDITING (AGES 10-15)**
Students will collaborate to produce a complete short film. Using professional, broadcast-quality equipment, as well as individual flip cameras children will conceptualize, produce, direct, and act in a light-hearted thriller. Over the course of a week, students will learn hands-on how a film is made from story to screen. In addition, a small amount of time will be spent viewing classic movies and discussing/critiquing.

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</tr>
</thead>
<tbody>
<tr>
<td>YTH 798</td>
<td>30</td>
<td>8:30 a.m. – 12:00 p.m.</td>
<td>WEB</td>
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</tbody>
</table>

**DIGITAL PHOTOGRAPHY (AGES 10-14)**
Explore the amazing world of digital photography. You will learn about photo composition, lighting, editing and digital photography software. Some picture-taking experience is helpful, but not necessary. There will be a photo assignments and time spent enhancing your images. Bring your own digital camera with available memory each day and a portable memory stick.

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<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Hours</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>YTH 623</td>
<td>30</td>
<td>1:00 p.m. – 4:30 p.m.</td>
<td>WEB</td>
</tr>
</tbody>
</table>

*NEW* **DUNGEONS & DRAGONS (AGES 12-16)**
Dungeons and Dragons is a social tabletop roleplaying game that encourages creativity and problem solving. Kids will get to play this game with each other along with creating their own fantasy characters and world. Writing, mathematical and acting skills will be heavily utilized throughout the program.

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<th>Cost</th>
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<tbody>
<tr>
<td>YTH 775</td>
<td>31</td>
<td>8:30 a.m. – 12:00 p.m.</td>
<td>WEB</td>
</tr>
</tbody>
</table>

**GRAPHIC & WEB DESIGN FOR BEGINNERS (AGES 10-16)**
Enter the world of Adobe software - Photoshop, Illustrator, InDesign, Flash, Dreamweaver and more - a world of digital drawing, basic animations, and web designing, all intertwining together to create what we see today. Taking a deeper look as to what programs work best for certain affects, ideas, projects and more. Learn by creating a single project from start to finish incorporating one or more Adobe programs to create the finished product.

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<th>Course</th>
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<th>Cost</th>
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<tbody>
<tr>
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<td>8:30 a.m. – 12:00 p.m.</td>
<td>WEB</td>
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</table>

**GRAPHIC & WEB DESIGN FOR BEGINNERS (AGES 10-16)**
Enter the world of Adobe software - Photoshop, Illustrator, InDesign, Flash, Dreamweaver and more - a world of digital drawing, basic animations, and web designing, all intertwining together to create what we see today. Taking a deeper look as to what programs work best for certain affects, ideas, projects and more. Learn by creating a single project from start to finish incorporating one or more Adobe programs to create the finished product.

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<th>Hours</th>
<th>Cost</th>
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<tbody>
<tr>
<td>YTH 780</td>
<td>31</td>
<td>1:00 p.m. – 4:30 p.m.</td>
<td>WEB</td>
</tr>
</tbody>
</table>
Week 4: July 26th - 29th

INTRODUCTION TO VETERINARY SCIENCE (AGES 8-12)
Do you love animals and want to learn more about veterinary medicine? If yes, this course is for you. The class will expose you to various fields available in the veterinary and animal science field. We will investigate how animals benefit our society and how to care for small and large animals with hands on activities and a virtual field trip.

YTH 757 30  
14028  
8:30 a.m. – 12:00 p.m.  
WEB  
$205

CASE STUDIES IN VETERINARY MEDICINE (AGES 12-16)
If you have taken Introduction to Veterinary Science or have volunteered in local animal clinics or facilities, this is for you. This advanced program is designed to immerse the animal enthusiast with a serious interest in veterinary science to the world of veterinary medicine through the utilization of case studies. You will build your knowledge through interactions with local professionals, laboratory experiments, virtual field trips and more.

YTH 622 30  
10677  
1:00 p.m. – 4:30 p.m.  
WEB  
$205

CAKES & CUPCAKES (AGES 10-15)
Tap into your creative side! Learn cake and cupcake decorating tips in this exciting class! Each day you will go home with new techniques and ideas for all types of special occasions or just everyday fun! Due to the nature of this program, we are not able to accommodate students with food allergies. Each family is responsible for a $35 supply fee payable directly to the instructor the week prior to the start of the program. At this time you will also receive your supplies.

YTH 677 31  
12644  
8:30 a.m. – 12:00 p.m.  
WEB  
$205

EXPLORATION ART STUDIO (AGES 8-12)
In this exciting new class, get ready to explore what interests you! A variety of art materials will be at your disposal to fully create with the assistance of a professional artist. Whether it is painting, drawing, printmaking or mixed media there is something that will spark your imagination and creativity.

YTH 750 30  
14037  
1:00 p.m. – 4:30 p.m.  
WEB  
$205

Week 5: August 2nd - 5th

CARTOONING ARTIST (AGES 10-15)
Join us for an adventure in cartooning! Explore the fundamental skills involved in creating cartoons. We will discuss illustration styles and tips and tricks used by professionals in the industry. Facial expressions, figure drawing, composition, perspective, and background will also be covered.

YTH 647 31  
14168  
1:00 p.m. – 4:30 p.m.  
WEB  
$205

CREATIVE DRAWING (AGES 8-12)
Mark Making will be explored in this fun and creative class. Young artists will be introduced to traditional drawing techniques of graphite, colored pencil, and charcoal to create rich one of a kind works of art. Concepts of composition, perspective, line, and form will be discussed as well how to critique one’s own work in a positive manner.

YTH 752 31  
14246  
8:30 a.m. – 12:00 p.m.  
WEB  
$205

PAINTING ON THE SURREAL SIDE (AGES 10-15)
In this fantastical acrylic painting class students will create surrealist artwork inspired by the famous artist Salvador Dali. Students will enjoy a little art history while practicing their Dali painting techniques. Movement breaks and fun games will also take place. It is sure to be a surreal experience.

YTH 751 30  
14036  
1:00 p.m. – 4:30 p.m.  
WEB  
$205

ALL ABOUT SCIENCE (AGES 10-15)
Channel your inner scientist by learning through experiments. We will experience our way through popular topics in chemistry, biology, physics, and animal science. Learn how science works in the real world! You never know what you will discover in All About Science.

YTH 639 31  
14245  
8:30 a.m. – 12:00 p.m.  
WEB  
$205
Week 6: August 9th - 12th

CAKES & CUPCAKES (AGES 10-15)
Tap into your creative side! Learn cake and cupcake decorating tips in this exciting class! Each day you will go home with new techniques and ideas for all types of special occasions or just everyday fun! Due to the nature of this program, we are not able to accommodate students with food allergies. Each family is responsible for a $35 supply fee payable directly to the instructor the week prior to the start of the program. At this time you will also receive your supplies.
YTH 677 32 14165 8:30 a.m. – 12:00 p.m. WEB $205

EXPLORATION ART STUDIO (AGES 8-12)
In this exciting new class, get ready to explore what interests you! A variety of art materials will be at your disposal to fully create with the assistance of a professional artist. Whether it is painting, drawing, printmaking or mixed media there is something that will spark your imagination and creativity.
YTH 750 31 14250 8:30 a.m. – 12:00 p.m. WEB $205

DIGITAL PHOTOGRAPHY (AGES 10-14)
Explore the amazing world of digital photography. You will learn about photo composition, lighting, editing and digital photography software. Some picture-taking experience is helpful, but not necessary. There will be a photo assignments and time spent enhancing your images. Bring your own digital camera with available memory each day and a portable memory stick.
YTH 623 31 14247 1:00 p.m. – 4:30 p.m. WEB $205

*NEW* BRUSH LETTERING (AGES 10-15)
Are you interested in learning how to write fancy calligraphy? Join this fun art class on Zoom to learn the basics and explore the exciting world of brush lettering. This course will cover the fundamental lettering techniques, walk students through step-by-step projects and all materials will be provided for an additional fee of $25.
YTH 795 30 14251 8:30 a.m. – 12:00 p.m. WEB $205

CREATIVE SCULPTURE (AGES 8-15)
In this new course, young artists will combine engineering with art to create imaginative sculptures with recycled materials. Along with individual art pieces, collaborative group work sculpture will also be designed and constructed.
YTH 749 30 14038 1:00 p.m. – 4:30 p.m. WEB $205

Week 7: August 16th - 19th

*NEW* DIY CRAFTS (AGES 10-15)
Calling all crafters! Do you like to paint, draw, sculpt, or create? If so, this course is for you! Students will use their “Do it yourself” attitude to create one-of-a-kind crafts for their rooms. From pom-pom rugs to pictures frame secret hide-a-ways you will create pieces that will fit into any room. $30 materials fee for supplies (cash or check) due to instructor on the first day of the program.
YTH 758 30 14027 8:30 a.m.-12:00 pm. WEB $205

*NEW* WRITING IN THE ARTS (AGES 10-15)
The art of writing is discovering what you believe, whether a book, or a blog, writing is the best form of thinking. Learn how to express your writing as it exercises your imagination, creates a form of expression, and becomes a powerful influencer. Additional topics include detailed writing, description, and points of view.
YTH 797 31 14244 8:30 a.m.-12:00pm WEB $205

FILM PRODUCTION & EDITING (AGES 10-15)
Students will collaborate to produce a complete short film. Using professional, broadcast-quality equipment, as well as individual flip cameras children will conceptualize, produce, direct, and act in a light-hearted thriller. Over the course of a week, students will learn hands-on how a film is made from story to screen. In addition, a small amount of time will be spent viewing classic movies and discussing/critiquing.
YTH 798 31 14249 1:00 p.m. - 4:30 p.m. WEB $205

*NEW* BULLET JOURNALING
Have you ever wanted to start a bullet journal? Do you know what a bullet journal is? This course will teach just what a bullet journal is, how to create one and when to use it. You can be as creative as you want to be and will be guided with step-by-step activities. All materials will be provided for an additional fee of $25.
YTH 796 30 14252 1:00 p.m. – 4:30 p.m. WEB $205
Note to Parents

Sections often fill quickly. To avoid disappointment, we encourage you to register early.

For your child’s safety and optimal learning experience, please honor the age requirement.

Please follow the provided link and be sure to read and review the College for Kids Parent Information Sheet. It is the responsibility of all parent’s/guardian’s to read and review the entire contents of this packet.

Link: https://www.middlesex.mass.edu/collegeforkids/summer.aspx Click on Parent Information Sheet.

Refunds

When a student drops or withdraws from a program, processing, instructional and other cost must be met by the college. Therefore, refund for official withdrawals are as follow

ALL COLLEGE FOR KIDS PROGRAMS:

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 or more days prior to start date</td>
<td>100% of tuition minus $15 processing fee</td>
</tr>
<tr>
<td>Less than 30 days prior to start date</td>
<td>50% of tuition minus $15 processing fee</td>
</tr>
<tr>
<td>First day or after</td>
<td>No refunds available</td>
</tr>
</tbody>
</table>

To be eligible for a refund, students MUST notify the Community Education and Training at 781-280-3663/781-280-3669 or ellisl@middlesex.mass.edu. Lack of attendance, course abandonment or failure to make or complete payment does not constitute official withdrawal and will be charged full tuition.

In cases where MCC cancels a program, 100% refund will be made. Community Education and Training reserves the right to cancel programs for which there is insufficient enrollment, to reschedule programs, to change instructors, to change locations and take administrative action as necessary. Refunds are not automatically warranted based on these changes. The above refund policy applies to College for Kids programs only. Middlesex reserves the right to make changes in policy and regulations at any time as circumstances dictate.

FAQ’s

WHAT IF THE PROGRAM I WANT IS FULL?

You can be placed on a waitlist. If a seat opens up you will be notified via email that your son/daughter has been added to the program, at that time, payment is required.

WHAT IF THE PROGRAM I HAVE REGISTERED FOR GET CANCELLED?

If enrollment is below the minimum, programs will be canceled. However, your child will be offered an alternate program.
Earn College Credit For Completion Of Noncredit Courses

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

MCC has created a path for students to earn college credit for successful completion of our most popular noncredit courses.

Questions? Please email career_training@middlesex.mass.edu or visit our website for our complete course schedule.

<table>
<thead>
<tr>
<th>Course Options</th>
<th>Credits</th>
<th>Noncredit Course Numbers</th>
<th>Credit Course Numbers</th>
<th>Credit Course Pathway</th>
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<tbody>
<tr>
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<td>7</td>
<td>CAR 768</td>
<td>AHP 115 and AHP 116</td>
<td>Nurse Assistant I/II</td>
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<td>SHRM Essentials of Human Resources</td>
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<td>CAR 775</td>
<td>IDS 133</td>
<td>General Education Seminar</td>
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<tr>
<td>MS Excel Certificate and Business Computer Applications Certificate</td>
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<td>TEC 759 and TEC 748</td>
<td>CAP 101</td>
<td>Computer Applications</td>
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<tr>
<td>Digital Photography Certificate</td>
<td>3</td>
<td>CAR 611, CAR 612, CAR 615 and CAR 890</td>
<td>ART 144</td>
<td>Digital Photography</td>
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<tr>
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<td>HLT 715</td>
<td>HLT 000 and HLT 001</td>
<td>Health Science Elective</td>
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<tr>
<td>Vascular Technology I and II</td>
<td>6</td>
<td>HLT 749 and HLT 750</td>
<td>SON 251 and SON 252</td>
<td>Vascular Technology I and II</td>
</tr>
</tbody>
</table>

Call 1-800-818-3434 for more information.
Registration and Payment Information for Community Education and Training
All Community Education students must register before the class start. Payment is due upon enrollment. Students will not be permitted to attend the first class without prior registration. Please provide a valid e-mail address, home address, and phone number upon enrollment.

Students are solely responsible and obligated for the timely and complete payment of their student account, regardless of any reliance on third-party resources, including but not limited to family gifts, employer reimbursement or any other external resource.

How to Register for Noncredit Courses
Call the MCC Enrollment Center at 1-800-818-3434

If you have an issue reaching an enrollment representative in a timely manner, complete the fillable registration link below. This form is for Community Education course only. Questions: Email Community Education: career_training@middelsex.mass.edu

Registration form: https://middlesexcc.tfaforms.net/f/communityeducationregistrationform

Third Party Invoice or Employer Billing
If your employer would like to be invoiced by MCC for your tuition/fees for any noncredit course, please provide the following billing information upon enrollment: Company Name, Company Representative Name, Company Address, Company Phone, and Company Rep Email. MCC will invoice the employer directly. Note: Ultimately, students will be solely responsible and obligated for the timely and complete payment of their student account, regardless of any reliance on third-party resources, including but not limited to family gifts, employer reimbursement or any other external resource.

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

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

Noncredit Enrollment Records
Noncredit courses, workshops and programs are designed for educational, vocational and specialized interests for personal and professional reasons. No academic credit is earned. The college does not maintain a permanent or official record for noncredit enrollment. MCC can provide an attendance confirmation letter only during the term/semester that the course is taken. Students should contact 781-289-3663 or EMAIL 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.

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

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

Community Education Course Drop/Withdrawal policy
Course withdrawal schedule/refund policy below for Community Education and Training noncredit courses coded CAR, HLT, TEC, PER, MILL. Transfers are not accepted after the class start date.

Unless otherwise noted, all Community Education Classes Coded HLT, CAR, TEC, PER:
- 5 or more business days prior to start of course 100 % refund
- Less than 5 business days prior to start of the course 50 % of tuition
- Class start Date of After course begins $0

Refunds for Special Programs
Local Anesthesia Certification for Registered Dental Hygienists, Nurse Assistant/HHA Training, Pharmacy Technician. As stated in student Memo of Understanding or Community Education course web page.

College for Kids Summer Youth Programs
- 30 or more days prior to start date 100 % refund less a $15 processing fee
- Less than 30 days prior to start date 50 % refund less a $15 processing fee
- Start date or thereafter 0
- IF MCC cancels the college for kids program you will get full refund with no processing fee’s charged.

Questions on College for Kids refund policy email collegeforkids@middlesex.mass.edu

Course Drop or Withdrawal:
Students MUST notify Middlesex CC by calling 1-800-818-3434 or Email: Career_Training@middelsex.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 if a noncredit class is cancelled by Middlesex Community College. Questions: Call student accounts at 781-289-3645 or email studentaccounts@middelsex.mass.edu

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

Please note that a delayed campus opening indicates a 9:30am start.
Getting Started at MCC

It's Easy to Apply for Admission

• Most credit programs only require that you have earned a high school diploma, GED or HiSET.
• There is no GPA requirement, SAT requirement or deadline to apply.
• Are you unsure about a major but have an area of interest? Start in one of these Academic Pathways that meet requirements for multiple programs: Arts & Humanities, Business, Education, Health, Public Service, Social Sciences and STEM.
• Visit www.middlesex.mass.edu/admissions to submit a FREE online application.

Multiple Measures for English and Math Placement

• US high school grads (within 10 years for English and 3 years for Math) with a 2.7 GPA or higher, submitting a mid-year or final high school transcript for review are eligible to enroll in college level English and Math.
• Proof of a Verbal SAT score of 500 or higher (3 years) or an ACT English score of 22 or higher (3 years) also demonstrate eligibility for ENG 101. Proof of a Math SAT score of 600 or higher (3 years)=MAT 290, OR an ACT Math score of 22 or higher (3 years) will demonstrate eligibility for college level math.
• We also offer guided self-placement. Please visit our website at https://www.middlesex.mass.edu/studentassessment/ or email us at placement@middlesex.mass.edu with your questions.

Transfer Students

• We accept emailed unofficial transcripts showing course prerequisites are met to help you register for classes.
• Send official electronic transcripts to registrar@middlesex.mass.edu. Official transcripts are reviewed and up to 45 credits may be awarded for courses with a C- or higher.
• Mail transcripts that cannot be emailed to: Middlesex Community College, Enrollment Management Center, 33 Kearney Square, Lowell, MA 01852

Paying for College

• Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to be considered for funding to help cover the cost of tuition, fees and textbooks.
• Visit www.middlesex.mass.edu/financialaid to get answers to your financial aid questions.
• Learn about MCC’s financial services by visiting www.middlesex.mass.edu/studentaccounts where you can sign up for a payment plan or estimate your bill.
• Check out iGrad - a free financial literacy platform that provides 24/7 coaching in money management.

Registering for Classes

• To schedule your registration appointment visit www.middlesex.mass.edu/registration or call 1-800-818-3434.
Major Programs of Study

Associate Degree Programs

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

Certificate Programs

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

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.
## 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 101</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ART 122</td>
<td>Drawing II</td>
</tr>
<tr>
<td>ART 129</td>
<td>Ceramics I</td>
</tr>
<tr>
<td>ART 130</td>
<td>Ceramics II</td>
</tr>
<tr>
<td>ART 144</td>
<td>Digital Photography</td>
</tr>
<tr>
<td>ART 153</td>
<td>Introduction to Computer Graphics</td>
</tr>
<tr>
<td>ART 178</td>
<td>Introduction to Web Design</td>
</tr>
<tr>
<td>BIO 100</td>
<td>Sexually Transmitted Diseases</td>
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<tr>
<td>BIO 105</td>
<td>Basic Anatomy and Physiology</td>
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<tr>
<td>BIO 108</td>
<td>Nutrition</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Infectious Diseases: Can You Protect Yourself?</td>
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<tr>
<td>BIO 116</td>
<td>The Brain, from Molecules to the Mind</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>BIO 131</td>
<td>General Biology I</td>
</tr>
<tr>
<td>BIO 132</td>
<td>General Biology II</td>
</tr>
<tr>
<td>BIO 231</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 232</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>BIO 235</td>
<td>Introduction to Microbiology</td>
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<tr>
<td>BIO 250</td>
<td>Immunology</td>
</tr>
<tr>
<td>BIT 150</td>
<td>Methods of Biotechnology</td>
</tr>
<tr>
<td>BIT 155</td>
<td>Quality Control and Good Manufacturing Practices</td>
</tr>
<tr>
<td>BIT 225</td>
<td>Special Topics in Biotechnology</td>
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<tr>
<td>BUS 106</td>
<td>Introduction to the Music Business</td>
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<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Sales Principles</td>
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<tr>
<td>BUS 210</td>
<td>Principles of Management</td>
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<tr>
<td>BUS 212</td>
<td>Human Resource Management</td>
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<td>BUS 213</td>
<td>Business Communications</td>
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<td>BUS 221</td>
<td>Financial Accounting</td>
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<td>BUS 223</td>
<td>Managerial Accounting</td>
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<td>BUS 240</td>
<td>Principles of Marketing</td>
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<td>CAD 169</td>
<td>Solid Modeling I</td>
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<tr>
<td>CAP 101</td>
<td>Computer Applications</td>
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<tr>
<td>CHE 121</td>
<td>Introduction to Chemistry</td>
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<td>CHE 131</td>
<td>College Chemistry I</td>
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<td>CHE 132</td>
<td>College Chemistry II</td>
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<tr>
<td>CHE 151</td>
<td>General Chemistry for Engineering and Science I</td>
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<tr>
<td>COM 101</td>
<td>Introduction to Communication Media</td>
</tr>
<tr>
<td>COM 103</td>
<td>Public Speaking and Professional Presentations</td>
</tr>
<tr>
<td>COM 106</td>
<td>Introduction to Film Studies and Analysis</td>
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<tr>
<td>COM 125</td>
<td>Social Media</td>
</tr>
<tr>
<td>CRJ 111</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>CRJ 156</td>
<td>Society and Victims of Crime</td>
</tr>
<tr>
<td>CSC 101</td>
<td>Introduction to Computer Science</td>
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<tr>
<td>CSC 151</td>
<td>Programming I</td>
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<tr>
<td>CSC 156</td>
<td>Operating Systems Basics and Security</td>
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<tr>
<td>CSC 202</td>
<td>Computer Organization and Assembly Language</td>
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<tr>
<td>CSC 252</td>
<td>Programming II</td>
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<tr>
<td>ECO 140</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECO 150</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>EDU 101</td>
<td>Curriculum in Early Childhood Programs</td>
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<tr>
<td>EDU 102</td>
<td>Guiding Children's Behavior</td>
</tr>
<tr>
<td>EDU 103</td>
<td>Infant and Toddler Care and Program Planning</td>
</tr>
<tr>
<td>EDU 122</td>
<td>Public School Environments</td>
</tr>
<tr>
<td>EDU 153</td>
<td>Planning Programs/Environments</td>
</tr>
<tr>
<td>EDU 154</td>
<td>Health, Safety, and Nutrition In Early Childhood Education</td>
</tr>
<tr>
<td>EGR 212</td>
<td>Dynamics</td>
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<tr>
<td>EGR 214</td>
<td>Thermodynamics</td>
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<tr>
<td>ENG 082</td>
<td>Reading, Writing, and Reasoning</td>
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<tr>
<td>ENG 098</td>
<td>Writing Skills Seminar</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
</tr>
<tr>
<td>ENG 113</td>
<td>Classics of Children’s Literature</td>
</tr>
<tr>
<td>ENG 140</td>
<td>World Literature I</td>
</tr>
<tr>
<td>ENG 141</td>
<td>World Literature II</td>
</tr>
<tr>
<td>ENG 150</td>
<td>Creative Writing I</td>
</tr>
<tr>
<td>ENG 161</td>
<td>American Literature II</td>
</tr>
<tr>
<td>ENG 180</td>
<td>Science Fiction and Fantasy</td>
</tr>
<tr>
<td>ENG 185</td>
<td>The Short Story</td>
</tr>
<tr>
<td>ENG 200</td>
<td>Creative Writing II</td>
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<tr>
<td>ENV 110</td>
<td>Introduction to Ocean and Marine Biology</td>
</tr>
<tr>
<td>ENV 115</td>
<td>Environmental Studies</td>
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<tr>
<td>ENV 131</td>
<td>Environmental Science with Lab</td>
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<tr>
<td>ETH 101</td>
<td>Ethics and Society</td>
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<tr>
<td>FPS 100</td>
<td>Introduction to Fire Protection</td>
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<td>GGY 120</td>
<td>World Geography</td>
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<td>GOV 120</td>
<td>American Government</td>
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<tr>
<td>HST 121</td>
<td>United States History Through 1876</td>
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<tr>
<td>HST 122</td>
<td>United States History After 1876</td>
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<tr>
<td>HST 130</td>
<td>History of World Civilization Before 1500</td>
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<tr>
<td>HST 131</td>
<td>History of World Civilization After 1500</td>
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<td>HUM 104</td>
<td>Myths</td>
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<tr>
<td>HUS 102</td>
<td>Alcohol and Substance Abuse Treatment</td>
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<tr>
<td>HUS 103</td>
<td>Stress Management and Relapse Prevention</td>
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<tr>
<td>HUS 105</td>
<td>Special Topics in Developmental Disabilities</td>
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<tr>
<td>HUS 153</td>
<td>Supervised Field Placement Seminar I</td>
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<tr>
<td>HUS 154</td>
<td>Supervised Field Placement Seminar II</td>
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<tr>
<td>IDS 101</td>
<td>General Education Seminar: First-Year Experience</td>
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<tr>
<td>IDS 103</td>
<td>General Education Seminar: Leadership</td>
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<tr>
<td>IDS 106</td>
<td>General Education Seminar: Career Exploration</td>
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<td>IDS 108</td>
<td>General Education Seminar: Wellness</td>
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<td>IDS 110</td>
<td>General Education Seminar: The Choices We Make</td>
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<tr>
<td>IDS 117</td>
<td>General Education Seminar: Entrepreneurial Thinking</td>
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<tr>
<td>IDS 121</td>
<td>General Education Seminar: Digital Literacy</td>
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<tr>
<td>IDS 123</td>
<td>General Education Seminar: Early Childhood Field Placement</td>
</tr>
<tr>
<td>IDS 131</td>
<td>General Education Seminar: Business Career Exploration</td>
</tr>
<tr>
<td>IDS 135</td>
<td>General Education Seminar: STEM Career Exploration</td>
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<tr>
<td>ITC 111</td>
<td>Scripting for Security</td>
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<tr>
<td>ITC 281</td>
<td>Computer Network Security I</td>
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<tr>
<td>LNL 111</td>
<td>Beginning French I</td>
</tr>
<tr>
<td>LNL 112</td>
<td>Beginning French II</td>
</tr>
<tr>
<td>LAN 151</td>
<td>Beginning Spanish I</td>
</tr>
<tr>
<td>LAN 152</td>
<td>Beginning Spanish II</td>
</tr>
<tr>
<td>LAN 211</td>
<td>Intermediate French</td>
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<td>LAN 212</td>
<td>French 4 and Culture</td>
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<tr>
<td>LAN 251</td>
<td>Spanish 3 and Culture</td>
</tr>
<tr>
<td>LAN 252</td>
<td>Intermediate Spanish II</td>
</tr>
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<td>LGL 101</td>
<td>Introduction to Law</td>
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<td>LGL 102</td>
<td>Business Law</td>
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<td>MAT 001</td>
<td>Preparation for College Math</td>
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<tr>
<td>MAT 002</td>
<td>Preparation for College Math</td>
</tr>
<tr>
<td>MAT 003</td>
<td>Preparation for College Math</td>
</tr>
<tr>
<td>MAT 004</td>
<td>Preparation for College Math</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Math Modeling for Liberal Arts</td>
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<tr>
<td>MAT 131</td>
<td>Elements of Mathematics II</td>
</tr>
<tr>
<td>MAT 165</td>
<td>Trigonometry for Engineering and Science</td>
</tr>
<tr>
<td>MAT 177</td>
<td>Statistics</td>
</tr>
<tr>
<td>MAT 182</td>
<td>Precalculus for Business and Social Science</td>
</tr>
<tr>
<td>MAT 195</td>
<td>Precalculus for Engineering and Science</td>
</tr>
<tr>
<td>MAT 290</td>
<td>Calculus I for Engineering and Science</td>
</tr>
<tr>
<td>MAT 291</td>
<td>Calculus II for Engineering and Science</td>
</tr>
</tbody>
</table>
Summer 2021 Withdrawal/Refund Policy

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

For Example:
Students who withdraw during the 50% refund period will be assessed: 3 credits course at $252 per credit equals $756; 50% refund is $378.

Refund Policy for Summer Sessions

Summer Session I (June 1 – July 1)
On or Before June 2: 100% Adjustment/Refund
June 3 – June 7: 50% Adjustment/Refund
NO ADJUSTMENT/REFUND AFTER JUNE 7

Summer Session II (June 1 – July 28)
On or Before June 3: 100% Adjustment/Refund
June 4 – June 9: 50% Adjustment/Refund
NO ADJUSTMENT/REFUND AFTER JUNE 9

Summer Session III (July 13 – August 12)
On or Before July 14: 100% Adjustment/Refund
July 15 – July 19: 50% Adjustment/Refund
NO ADJUSTMENT/REFUND AFTER JULY 19

Health I (AHP, NUR) (June 1-August 2)
On or Before June 4: 100% Adjustment/Refund
June 5 – June 10: 50% Adjustment/Refund
NO ADJUSTMENT/REFUND AFTER JUNE 10

Health II (RAD, SON) (June 1 -August 27)
On or Before June 7: 100% Adjustment/Refund
June 8 – June 14: 50% Adjustment/Refund
NO ADJUSTMENT/REFUND AFTER JUNE 14

Summer Quick Start (June 1 – June 18)
On or Before June 1: 100% Adjustment/Refund
June 2: 50% Adjustment/Refund
NO ADJUSTMENT/REFUND AFTER JUNE 2

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.

Students who withdraw from all of their classes during the 100% refund period will be assessed a non-waivable $25 administrative fee.

Important: To be eligible for a refund, students MUST officially withdraw from their class/classes by emailing the information to withdrawal@middlesex.mass.edu or by calling 1-800-818-3434. Lack of attendance, course abandonment, etc., does not constitute course withdrawal. Students receiving Federal Title IV aid and who have officially withdrawn from the college may be entitled to a refund of tuition and fees in accordance with the federally mandated schedule.

• Third Party Payment: Students using company direct payment, state tuition waivers or veteran waivers MUST include the appropriate form or authorizing letters or purchase orders with their registration form. NO REFUND will be granted for late submission of forms.

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

• Armed Forces
• Client of Massachusetts Rehabilitation
• Commission of the Blind
• Commonwealth September 11, 2001 Tragedy Tuition Waiver
• DSS Adopted Children Tuition Waiver
• DSS Foster Children Tuition Waiver
• Higher Education Employee Tuition Waiver
• Human Service Provider Tuition Waiver
• John and Abigail Adams Scholarship
• Massachusetts National Guard Tuition Waiver
• MCC Employee Tuition and Fee Waiver
• Native American Tuition Waiver
• Stanly Z. Koplik Certification of Mastery Tuition Waiver
• State Employee Tuition Waiver
• Valedictorian Tuition Waiver
• Veterans

• Senior Citizens: Permanent MA residents 60 years of age or over may take courses for $50 per 3-credit-course and $65 per 4-credit-course on a space available basis.

• Reserve Officers Training Corps: MCC students may enroll at UMass Lowell for ROTC. Scholarships are available. Call AFROTC Dept. 345, UMass Lowell, 978-934-2252.
Cost of Attendance

All students, whether they study during the daytime, evening, weekends, or any combination, will be charged the same amount per credit, unless indicated otherwise for specific courses/programs. The cost of attendance schedule is as follows:

<table>
<thead>
<tr>
<th>Per credit</th>
<th>Massachusetts Residents</th>
<th>Non-MA New England Residents</th>
<th>Residents outside New England/International</th>
<th>Massachusetts High School/Home School &amp; Dual Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$24</td>
<td>$36</td>
<td>$230</td>
<td>$24</td>
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<tr>
<td>Institutional Support Fee</td>
<td>$196</td>
<td>$211</td>
<td>$243</td>
<td>$68</td>
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<tr>
<td>Technology Fee</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
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<tr>
<td>Facilities Fee</td>
<td>$10</td>
<td>$10</td>
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<tr>
<td>Student Service Fee</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td></td>
</tr>
</tbody>
</table>

Specialized Course Charges

Digital Materials Fee .................................................................................. $52 - $200
Liability Insurance Fees - EMT 100 courses ........................................... $65
RAMP-UP Course Materials Fee - MAT 001 courses ......................................... $125

Specialized Courses Fee – per semester:
- 3 Credit Courses .................................................................................. $125
- 4 Credit Courses .................................................................................. $167

Health Course(S)/Program Charges

Health Program Course Fees:
- AHP Nursing Assistant, AHP Phlebotomy & AHP Medical Coding and Billing Programs
  - AHP 107, AHP 109, AHP 114, & AHP 116 Courses ONLY......$50 per credit
- Dental Assisting, Dental Lab Tech, & Medical Assisting Program Courses.................................................................. $50 per credit
- Dental Hygiene & Nursing Program Courses..............................$150 per credit
- Diagnostic Medical Sonography, Medical Lab Technician, & Radiologic Technology Program Courses............................... $100 per credit
- Dental Assisting program Instruments Fee .................................... $300
- Dental Hygiene Program Instruments Fee(1st Year) .................. $1,000
- Liability Insurance Fee................................................................. $15

Other Semester Charges

Student Placement Testing Fee ................................................................. $50
In-Progress Course Fee (for self-paced studies courses) ......................... $75
Administrative Fee for complete drop of all courses during the 100% refund period ....................................................... $25
Diploma Replacement ........................................................................... $30
Transcript Fee (each) ............................................................................ $5

Late Payment Fee:
- Balances less than $1,200 ............................................................... $50
- Balances equal to or greater than $1,200 ...................................... $100

Returned Check Fee ............................................................................. $20
Payment Plan Fee – per semester ...................................................... $20

Note:
1. A limited number of courses are not priced according to standard charges.
2. All tuition and fee rates are subject to change.
3. There is a returned check fee of $20 per check.
4. Insurance costs are based upon current rates and are subject to change.

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

For more information visit: https://www.middlesex.mass.edu/studentaccounts/
The 2020 cost of tuition and fees at Middlesex Community College for a **full-time (15 credits), in-state** student is **$7,560 a year**. We also offer a special rate to neighboring New England state residents. Compare this to the 2020 tuition rates of some area institutions listed below.

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

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

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

Almost all of our classes will be online this summer. Class formats include:

**Synchronous** – virtual class meetings on scheduled days and times with assignments completed online; a computer with a microphone and camera is required.

**Asynchronous** – involves working online independently completing assignments and meeting deadlines.

**Hybrid** – synchronous or asynchronous online format with students coming to campus for a weekly lab involving strict safety protocols that require PPE and social distancing.

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

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

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

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

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

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

These students pay the regular MCC tuition rate and can sign up for the monthly payment plan.
English Language Resources / Employer and Workforce Resources

Resource Listing

**English & Foreign Language Resources**

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

For more information, contact Tiffany Laudano at laudanot@middlesex.mass.edu or 978-656-3466.

https://www.middlesex.mass.edu/internationalstudents/pac.aspx

**World Language Institute**
MCC helps students become immersed in seven different languages, including Arabic, French, Italian, Japanese, Khmer, Russian and Spanish. Students learn skills for active listening and understanding, speaking and fluency, reading and reading comprehension, writing to demonstrate knowledge of grammar, and understanding of different cultures.

For more information Marilyn Glazer-Weisner at glazerm@middlesex.mass.edu or 781-280-3934. https://www.middlesex.mass.edu/worldlanguageinstitute/

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

For more information Marilyn Glazer-Weisner at glazerm@middlesex.mass.edu or 978-656-3350.

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

**Prepare for College/Hi-Set Resources**

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

For more information or to register, please contact nortona@middlesex.mass.edu or 781-280-3662 or visit

https://www.middlesex.mass.edu/adultlearning/

**Employer Resources**

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

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

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

For more information, visit https://www.middlesex.mass.edu/CareerServices/

**Internships**
MCC’s Career Services connects area employers with MCC students to fill employment or internship needs, participate in networking and mentoring opportunities, and share information on career fields and training needs. Through MCC, employers can set up virtual information sessions for recruitment purposes, join the Spring and Summer Internship Fairs to meet MCC students and alumni, and post available positions on Handshake – an early talent acquisition recruiting platform.
Massachusetts Workforce Express Fund
Career Training Courses for Massachusetts Businesses

The Massachusetts Workforce Express Fund has approved select short-term career training programs through Middlesex Community College for Massachusetts businesses of any size. If qualified, employers can receive up to 50 percent tuition reimbursement (up to $3,000 per employee) to send employees to training. MCC course tuition must be paid by the employer. See application process (link below) through Commonwealth Corporation.

Questions call Commonwealth Corporation at 617-717-6943 or express@commcorp.org

MCC Approved Courses (noncredit programs):
- 1050556 Local Anesthesia Certification for RDH
- 1065853 Technical Writing Certificate
- 1112907 Nurse Assistant/HHA Certification
- 1080330 Society of HR Management HR Essentials
- 1103136 Society of HR Management Certification Exam
- 1113947 Pharmacy Technician
- 1121999 Accounting Fundamentals
- 1115397 Business Computer Applications
- 1115398 MS Excel Certificate
- 1125274 Google IT Help Desk Certificate
- 1127045 Digital Photography Certificate
- 1122578 Non-Profit Management Certificate

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

Questions on the above course curriculum
Email career_training@middlesex.mass.edu

For the approval/application funding process contact Commonwealth Corporation at 617-717-6943 or e-mail Express@commcorp.org
**Scholarship Data for 2020:**

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

**Emergency Fund for COVID-19 Relief:**

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

**MCC At-A-Glance:**

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

**Securely donate online at:** [www.middlesex.mass.edu/thefund](http://www.middlesex.mass.edu/thefund)
Workforce Development Programs for Employers

Corporate Education and Training
Workforce Development Programs for Employers

responsive to your needs
affordable & cost effective
proven track record
customized to your business
diverse delivery methods

It's our business to help your business

to learn more, visit www.middlesex.mass.edu/corpEd