FALL 2021

CORPORATE AND COMMUNITY EDUCATION & TRAINING

Professional and Personal Development Programs and Credit Course Listings

MIDDLESEX
Community College

BEDFORD • LOWELL

1-800-818-3434

www.middlesex.mass.edu

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Academic Calendar

August

16..... SmartStart Session Begins

September

3..... SmartStart Session ends

9..... Full Semester and Minimester I begins

October

11..... Columbus Day *(No Day or Evening Classes)*

15..... Last Day to Withdraw from Minimester I

27-28 .... Minimester I ends

November

1-2 ..... Minimester 2 begins

11..... Veteran's Day *(No Day or Evening Classes)*

24..... Campus Closes at 5pm *(No Evening Classes)*

25-28 .... Thanksgiving Break

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

December

10..... Last Day to Withdraw from Minimester 2

10..... Full Semester Classes ends

13-23 .... Final Exams

24..... Final Exam Make Up Day

Some end dates are subject to change

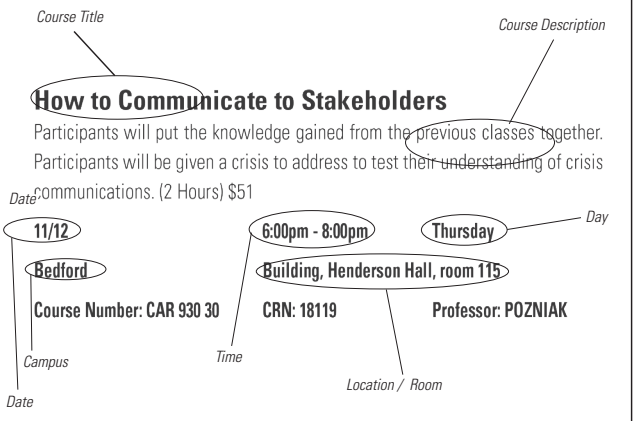
Course options and/or delivery format subject to change. To enroll call 1-800-818-3434 or email career_training@middlesex.mass.edu

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

NEW New Course

Online Course

Guide to Interpreting the Schedule



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

SHRM® Essentials of Human Resource Management

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

9/16 - 10/14 6:30pm - 8:30pm Thursday
Online with Class Meeting Times
Course Number: CAR 775 75 CRN: 18105 Professor: PATALANO

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

IN PARTNERSHIP WITH SHRM® BETTER WORKPLACES BETTER WORLD™ 2021

SHRM HR CP/SCP Certification Exam Prep

Now is the time. HR professionals are facing new and larger challenges due in part to a changing workforce, shifting legislation and regulations and so much more. Ensure you're prepared for these changes, and anything else thrown your way with SHRM's global HR credentials, SHRM-CP and SHRM-SCP. SHRM certification measures an HR professional's most critical skill: the ability to apply HR principles to real-life situations. No other exam compares. By becoming SHRM certified, you prove your knowledge, competency, and value to colleagues and to employers looking for a competitive edge in today's global economy. Wherever your career takes you, your SHRM certification will define you as an HR expert and leader. Combining expert instruction along with the SHRM Learning System®, you will learn faster, retain more knowledge, and stay on track for success on exam day. SHRM exam fee is separate. (36 hours) $1,390

Who should enroll:

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

9/21 - 12/14 6:00pm - 9:00pm Tuesday
Online with Class Meeting Times
Course Number: CAR 841 75 CRN: 16578 Professor: HARRINGTON
No class November 23

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

Technical Writing Certificate Program

MCC's Technical Writing Certificate program provides students with the skills and tools to clearly and accurately inform users about technical information. In this (two semester) post graduate, 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 a prior technology background. Students must have an aptitude for learning new technology. The certificate program includes 2 semesters/courses: Writing and Managing Information (fall) and Technology and Tools for the Technical Writer (winter/spring).

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

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

Digital Photography Certificate Program

Digital Imaging is the medium that most photographers work with today. Take your photography hobby to the next level with the Digital Photography certificate. This program is designed to meet the needs of anyone interested in photography, portraiture, digital image-editing. To earn a certificate in Digital Photography, candidates must complete the following four courses: Digital Photography I, Digital Photography II, Adobe Photoshop for Photography, and Business of Photography. **Digital Photography courses are eligible for a 50% tuition waiver for MCC employees. Students need a SLR Digital Camera**

Digital Photography I

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

9/27 - 11/8	**6:00pm - 9:00pm**	**Monday**
Lowell Campus	**Building: Cowan Center, room: 206**	
Course Number: CAR 611 80	**CRN: 11403**	**Professor: WESNOFSKE**
9/29 - 11/3	**6:00pm - 9:00pm**	**Wednesday**
Bedford Campus	**Building: North Academic, room: 103**	
Course Number: CAR 611 30	**CRN: 11404**	**Professor: CORREIA**

Digital Photography II

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

11/10 - 12/22	**6:00pm - 9:00pm**	**Wednesday**
Bedford Campus	**Building: North Academic, Room: 103**	
Course Number: CAR 612 30	**CRN: 11407**	**Professor CORREIA**
11/15 - 12/20	**6:00pm - 9:00pm**	**Monday**
Lowell Campus	**Building: Cowan Center, Room: 206**	
Course Number: CAR 612 80	**CRN: 12669**	**Professor: WESNOFSKE**

Business of Photography

Turn your passion for photography into profit. Learn how to present, price and market your photography. Explore portfolio preparation, marketing, freelance photography, working for a photographer and opening a photography studio. (15 hours) $209

10/12 - 11/9	**6:00pm - 9:00pm**	**Tuesday**
Bedford Campus	**Building: North Academic, Room: 103**	
Course Number: CAR 615 30	**CRN: 17970**	**Professor: CORREIA**

Intro to Film Photography

The class starts with understanding the foundation of all photography: light! Learning to take photographs manually -- by adjusting the aperture, shutter speed, and ISO of any camera-- is a great way of learning photography. This method teaches students to learn how to control light and create an image using film cameras. Students will learn the exposure triangle: aperture, shutter speed, and ISO how they work together to create a photograph. Other topics include composition, types of film, types of cameras and how to develop film and print negatives. This course also includes 1 on 1 darkroom instruction at 250th Community Darkroom located at Mill No. 5 in Lowell. Students are required to bring their own film camera. Please contact instructor Tory Wesnofske at 250thcamera@gmail.com and let her know what camera you intend to use. (15 hours) $250

9/21 - 10/19	**6:00pm - 9:00pm**	**Tuesday**
Bedford Campus	**Building: North Academic, room: 102**	
Course Number: PER 987 30	**CRN: 18237**	**Professor: WESNOFSKE**

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

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

Social Media Certificate Program

MCC's Social Media Certificate program is designed to provide participants with a foundation and skill set in the new, evolving world of social media. The skills can be applied immediately in the workplace or to market a small business. **Please note: This is not an intro class. Students should open an account and have working knowledge of each platform prior to class. Lessons will be released weekly. All lessons must be completed to receive a certificate. LOGIN INFORMATION WILL BE EMAILED PRIOR TO THE START DATE** (18 Hours) $275

9/14 - 11/9
Online, No Class Meeting Times
Course Number: TEC 640 33 CRN: 18129 Professor: D'AURORA

Intro to Social Media

Just as important as your website and in-person interactions, learning to effectively use social media through sites like Facebook, Twitter, Instagram, YouTube, Pinterest, LinkedIn, and blogging, will give you the opportunity to connect with audiences new and old in a compelling way. This course will give you an overview of today's major social media sites and work with you to ensure your business is social media ready.

Facebook

This class we will learn to properly utilize your Facebook page to market your business or product, engage with customers, and grow brand awareness. You'll be introduced to the basics of using Facebook as a business tool through the use of brand-aligned posts, Facebook groups, events, and insights.

Twitter for Small Business

One of the most powerful ways to connect with existing and prospective clients in 140 characters or less. We'll discuss the best practices for small and growing business, including getting your message out to the right audience, the dos and don'ts of interacting on Twitter, and a hands-on overview of how to get started.

Instagram

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

Pinterest

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

YouTube & Blogging

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

Social Media Marketing Plan

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

Digital Media Marketing Certificate

In this program, you will learn about the different digital media outlets and how they can be applied to your digital marketing plan. Login information will be emailed prior to the start of class The listing below represents the order the classes occur throughout the semester. Students will receive a certificate upon completion. (15 hours) $219

10/18 - 12/6 6:00pm - 8:30pm Monday
Online With Class Meeting Time
Course Number: TEC 661 33 CRN: 18109 Professor: NOËL

Fundamentals & Trends in Digital Media Marketing

Learn the basics of digital media marketing, what platforms are included in digital media marketing, and how this is important in today's market. (2.5 hours)

Optimizing Marketing Emails

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

Search Engine/Website Optimization

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

Tracking Your Digital Media Marketing

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

Mobile & Online Advertising

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

Creating Your Digital Marketing Campaign

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

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

Customer Service/Soft Skill Training

In today's competitive environment, profit and non-profit organizations will face operational and financial challenges with employees who are not trained and motivated to provide exceptional customer service. Participants may enroll in any or all modules listed below. Participants must complete all 4 classes for a certificate of completion. This is a live virtual course taught through WebEx.

Importance of Exceptional Customer Service

Customer Services is vital to a business because it is often the only contact a customer has with a business. Students will be provided realistic examples on how to deliver exceptional customer service, which can differentiate your business from competitors and provide you with better financial success. (2 Hours) $51

11/2 **6:00pm - 8:00pm** **Tuesday**
Online with Meeting Times
Course Number: CAR 873 30 **CRN: 17171** **Professor: ROMANO**

Five Pillar Effect Customer Engagement

Each pillar of effective customer engagement represents a customer-training milestone and when practiced in the work environment, will better enable students to create an interaction with the customer that will increase trust, appreciation, and satisfaction. (2 Hours) $51

11/4 **6:00pm - 8:00pm** **Thursday**
Online with Meeting Times
Course Number: CAR 874 30 **CRN: 17172** **Professor: ROMANO**

Importance of Verbal vs. Non-Verbal Communication

Students will be taught the importance of customer service messaging delivered verbally and through non-verbal communications. Students will be paired with other students for this interactive exercise and training session. (2 Hours) $51

11/9 **6:00pm - 8:00pm** **Tuesday**
Online with Meeting Times
Course Number: CAR 875 30 **CRN: 17173** **Professor: ROMANO**

Turning the Difficult Customer into a Cheerleader

Students will be trained in defusing a dissatisfied, angry, or hostile customer through the art of the apology and other customer engagement tactics. (2 Hours) $51

11/16 **6:00pm - 8:00pm** **Tuesday**
Online with Meeting Times
Course Number: CAR 876 30 **CRN: 17174** **Professor: ROMANO**

Intro to Diversity, Equity, & Inclusion

This course introduces the concepts of diversity, equity, and inclusion and how it relates so significantly to business success. In a supportive and positive environment participants will have an opportunity to engage in interactive exercises that will raise awareness and the level of understanding regarding DEI definitions, the impact of unconscious bias, micro aggressions, and intent versus impact in cross differences conversations and how to recover from missteps. Instructor has worked in the field of DEI for over 25 years. (6 Hours) $89

9/21 - 10/5 **5:00pm - 7:00pm** **Tuesdays**
Online with class meeting times
Course Number: CAR 963 33 **CRN: 18254** **Professor: KANGAS**

11/3 - 11/17 **5:00pm - 7:00pm** **Wednesday**
Online with class meeting times
Course Number: CAR 963 34 **CRN: 18255** **Professor: KANGAS**

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 professional 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

10/20 & 10/27 **5:00pm - 7:00pm** **Wednesday**
Online with Class Meeting Times
Course Number: CAR 952 33 **CRN: 18256** **Professor: KANGAS**

Soft Skills & Presentation

Dressing for Success Online

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

9/21 - 10/12 **4:00pm - 5:00pm** **Tuesday**
Online with Class Meeting Times
Course Number: CAR 958 75 **CRN: 18206** **Professor: HAHN**

Soft Skills That Strengthen You!

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

9/23 - 10/14 **4:00pm - 5:00pm** **Thursday**
Online with Class Meeting Times
Course Number: CAR 959 75 **CRN: 18241** **Professor: HAHN**

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

Accounting/Bookkeeping Fundamentals

Use practice scenarios and complete basic procedures such as journalizing entries and posting transactions to a general ledger. Explore the bookkeeping and accounting cycle, cash systems, create and understand financial reports. Learn to create a Trial Balance and Post-Closing Trial Balance, understand an Income Statement and Balance Sheet as well as adjusting entries and bank statement reconciliation. Topics Include: understanding accounts; debits and credits; analyzing transactions; journaling; general ledger; closing/adjusting entries; post-closing trial balance; financial reporting. This professional development class does not have a pre-req. **No Class October 11** (30 hours) $565

9/13 - 11/15 **5:15pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 797-75 **CRN: 15260** **Professor: SHARMA**

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

Intro to QuickBooks – EDG2go Online Course Course Number EDG 928

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

Crisis Communication Certificate Program

No organization, large or small, is immune to a crisis. Communications and planning is an important skill set often lacking in many management teams. Crisis response and communications planning has become an increasing important fact behind the success of any organization, no matter its size, product, or service. Participants must complete all 6 modules for a certificate of completion.

Intro to Crisis Communications

Define the various types of organizational crises, how they occur and how a planned or unplanned crisis can quickly tarnish a long standing and well-deserved image and reputation with examples of profit and nonprofit crises covered by the news media. Review how risk assessment and management can help prevent a crisis from occurring. 2 Hours) $51

10/1 **12:00pm - 2:00pm** **Friday**
Bedford Campus **Building: Henderson Hall, room 111**
Course Number: CAR 926 30 **CRN: 18115** **Professor: POZNIAK**

How to Prep Management for a Crisis

Review the composition and training for an organization's crisis management team and the creation of a crisis communications and response plan that a non-profit, corporate, or municipal brand can use with speed and confidence to make it more resilient to a minor, moderate or major crisis. (2 Hours) $51

10/8 **12:00pm - 2:00pm** **Friday**
Bedford Campus **Building: Henderson Hall, room 111**
Course Number: CAR 927 30 **CRN: 18116** **Professor: POZNIAK**

Review & Analysis of a Real Crisis

A critical review of case studies of local and national crises, negatively impacting several different brands will be analyzed to determine what the brand did right and wrong during a high-profile media covered crisis. The coronavirus crisis, from the White House response to employer communications will be reviewed. (2 Hours) $51

10/15 **12:00pm - 2:00pm** **Friday**
Bedford Campus **Building: Henderson Hall, room 111**
Course Number: CAR 928 30 **CRN: 18117** **Professor: POZNIAK**

Media Relations During a Crisis

Learn how to address the news media, host a news conference and deal with instantaneous social media coverage. (2 Hours) $51

10/22 **12:00pm - 2:00pm** **Friday**
Bedford Campus **Building: Henderson Hall, room 111**
Course Number: CAR 929 30 **CRN: 18118** **Professor: POZNIAK**

How to Communicate to Stakeholders

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

10/29 **12:00pm - 2:00pm** **Friday**
Bedford Campus **Building: Henderson Hall, room 111**
Course Number: CAR 930 30 **CRN 18119** **Professor: POZNIAK**

Tabletop Crisis Drill

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

11/5 **12:00pm - 2:00pm** **Friday**
Bedford Campus **Building: Henderson Hall, room 111**
Course Number: CAR 931 30 **CRN: 18120** **Professor: POZNIAK**

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

Nonprofit Management Certificate

This program introduces the key concepts and critical management components for all nonprofit organizations. From fundraising and board development, to volunteer management and program evaluation, this comprehensive series of courses is designed for anyone interested in launching a nonprofit organization or assisting in your own professional growth. All classes are taught by Sarah Glatt Founder of Paper Crane Associates.

Introduction to the Nonprofit Sector

The nonprofit sector is unique in its challenges and opportunities, and one of the fastest growing service sectors in the country. Whether you've been exploring how to create your own nonprofit organization, looking for a job or hoping to move into an upper level management position, or seeking to increase your professional competency this course will introduce the core components of a nonprofit's business plan. (3 hours) $65

9/13 **5:30pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 912 75 **CRN: 19944** **Professor: GLATT**

Nonprofit Theory of Change

In this workshop for senior leaders and program managers, Sarah Glatt of Paper Crane Associates will share her observations gleaned from her extensive experience collaborating with organizations on their strategic planning and program development efforts and lay out why she sees theories of change as "hidden gems," how theories of changes are used, and how they are created. (3 hours) $65

9/20 **5:30pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 937 75 **CRN: 19985** **Professor: GLATT**

Nonprofit Financial

Reading and preparing a nonprofit's financial documents is fundamental to fiscal responsibility and to understanding the overall health of the organization. This course will discuss how to develop and maintain an annual budget, establish sound accounting practices, prepare key financial statements, balance cash flow, and understand both the power and limitations of how these numbers can help you monitor performance and articulate impact. (3 hours) $65

9/27 **5:30pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 914 75 **CRN:19946** **Professor: GLATT**

Nonprofit Board Governance

Nonprofit boards have responsibilities to the nonprofits they serve. How should you translate the role & responsibilities of the board into individual responsibilities of each board member? How do you make a personal decision to join a nonprofit board? We will explore concepts like board development and engagement, board committees, legal issues in the nonprofit sector, leadership and conflict resolution, and meeting management. (3 hours) $65

10/4 **5:30pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 916 75 **CRN: 19844** **Professor: GLATT**

Program Development & Evaluation

In this class, we will learn walk through the fundamentals of developing and evaluating programs, a key pillar for organizational success and effectiveness. (6 hours) $109

10/18 - 10/25 **5:30pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 918 75 **CRN: 19848** **Professor: GLATT**

Nonprofit Fundraising

Being able to successfully raise money and bring in the necessary resources to fulfill your organization's mission is essential. This begins with the development of an informed and strategic fundraising plan. Learn tips, tricks, and tools to maximize your time and organizational capacity while establishing a culture of philanthropy at your organization. This course covers membership development, grant-writing and reporting, special events, annual funds, corporate and foundation relations, major gifts, and planned to give. (6 hours) $109

11/1 - 11/8 **5:30pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 913 75 **CRN: 19945** **Professor: GLATT**

Building Your Base of Supporters

Engaging stakeholders such as volunteers, members, and donors is an essential skill for nonprofit organizations. Unfortunately, this process is often undeveloped and overlooked. In this course, we will build our understanding of how to engage individual volunteers, members, and donors more deeply and more consistently. (6 hours) $109

11/15 - 11/22 **5:30pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 917 30 **CRN: 19846** **Professor: GLATT**

Lifecycle Strategic Planning

Planning for the long-term growth and sustainability of an organization begins with setting realistic goals and establishing the metrics for accomplishing measurable objectives. Yet developing a strategic plan or launching a capital campaign can be the most rewarding and overwhelming project an organization embarks upon. It is critical to fully understand these processes to ensure effective use of valuable time and resources before making significant investments of either. (6 hours) $109

11/29 - 12/6 **5:30pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: CAR 915 75 **CRN: 19947** **Professor: GLATT**

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

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

Nonprofit Grant Writing

This program introduces nonprofit development/fundraising concepts and approaches for new nonprofit fundraisers or for those who are looking to increase their understanding of related concepts. The series will start at a high level to bring clarity and understanding about nonprofit revenue sectors and more specifically, grant writing. All classes are taught by Tracy Sopchak, Founder of NextStep Nonprofit, LLC.

Introduction to Grant Writing

Introduction to common online application formats, standard questions posed, and required forms. Analyze funders' motivation behind questions and approaches to use your response persuasively and accurately. Examples of successful grants applications and unsuccessful ones shown. Questions on specific grants you are working on will be taken. (4.5 hours) $89

9/29 - 10/19 **6:00pm - 7:30pm** **Tuesday**
Online with Class Meeting Times
Course Number: CAR 944 75 **CRN: 20032** **Professor: SOPCHAK**

ESL & Au Pair

Theater for English Learners

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

10/5 - 11/02 **6:30pm - 8:00pm** **Tuesday/Thursday**
Online with Class Meeting Times
Course Number: CAR 947 75 **CRN: 18242** **Professor: FISHER**

Accent Reduction & Pronunciation

Proper pronunciation is the most important step in making English clear, concise, and easily understood. In this course, students will build on pronunciation skills by mastering word and phrase level pronunciation, including the proper articulation of individual sounds and word stress. Students will also improve the intonation and rhythm of their English. (18 hours) $259

9/7 - 11/2 **6:00pm - 8:00pm** **Tuesday**
Online with Class Meeting Times
Course Number: CAR 949 75 **CRN: 18238** **Professor: BENT**

Teacher Professional Development Courses

Earn 15 points towards your licensure or recertification for K-12. Certificate awarded upon completion. Questions about PDP points please email: career_training@middlesex.mass.edu

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. (15 hours) $189

10/18 - 11/15 **6:00pm - 9:00pm** **Monday**
Online & On Campus Lecture **Bedford campus** **Building: Henderson Hall, room: 211**
Course Number: CAR 953 75 **CRN: 18240** **Professor: TROCHE**

UDL: A Mindshift in Helping All

This course is designed to provide teachers with instructional methods and tools to ensure all students have an equal opportunity to learn. The course will focus on breaking down existing curriculum and standards to remove barrier's so all students are able to learn. The course will detail UDL guidelines which include multiple means of engagement, representation, action and expression. Educators will use their own grade level curriculum and standards to re-create lessons which focus on these principles. Educators will walk away with immediate tools which can be used in their own classrooms. (15 hours) $189

9/22 - 12/1 **5:30pm - 8:30pm** **Wednesday**
Online No Class meeting Times
Course Number: CAR 960 75 **CRN:18248** **Professor: SALMON**

Brain Power Wellness for Teachers

In this engaging and dynamic workshop series for teachers, you will be introduced to effective strategies for tuning into the interplay between physical health, focus and emotional well-being. Experience the research-based brain exercises. These exercises are not only proven to improve the health and achievement of students, but they are great self-care methods for adults too! Approved for PDPs by MA Dept. of Education for Elementary and Secondary. (8 hours) $189

You will engage in a variety of exercises that you can easily adapt to classroom teaching in person and online. Activities will include discussion and experience with the following topics:

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

10/5 - 10/28 **5:00pm - 6:00pm** **Tuesday/Thursday**
Online with Class Meetings
Course Number: CAR 962 75 **CRN: 18250** **Professor SHOLEH**

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

SOS...Teacher Licensing in Massachusetts

Are you interested in becoming a teacher, but quickly change your mind every time you visit DESE's website? Whether you are new to teaching, considering a career change, hoping to become a teacher, or even licensed in another state, this workshop is for you. Get a better understanding of the license process, and strategically develop a long-term plan, that will save you both time and money. This workshop is taught by Lisa Lanteigne, Human Resources Licensing Specialist in the Lawrence Public Schools. (1.5 hours) $37

*Note: Employees of Lawrence Public Schools should contact Lisa Lanteigne directly in the Human Resources office for information and guidance on licensing.

10/6 6:30pm - 8:30pm Wednesday
Online with Class Meeting Time
Course Number: CAR 877 80 CRN: 19128 Professor: LANTEIGNE

12/1 6:30pm - 8:30pm Wednesday
Online with Class Meeting Time
Course Number: CAR 877 80 CRN: 19128 Professor: LANTEIGNE

Effective Strategies & Instruction for Students with Disabilities

Topics include: History of special education and inclusion, laws which govern inclusion, IDEA and the integration of students with disabilities, family concerns and challenges, current and future trends and best practices, specific disability exploration and knowledge through readings, documentaries and analysis, best practices in Universal Design for Instruction for students with disabilities with diverse learning styles and supporting the success. (15 hours) $189

10/4 - 11/1 5:30pm - 7:30pm Monday
Online with Class Meeting Time
Course Number: CAR 893 30 CRN: 19253 Professor: WOODS

Introduction to Supporting Autism Spectrum Students

Participants in this (15 hour) PDP eligible course will be introduced to concepts, data, information and best practices which support their ability to: Understand and apply the most current definition of Autism Spectrum Disorders (ASD) to their teaching and classroom environment; Become familiar with strategies and best practices to support their students in their classroom who have been identified as learners on the Autism Spectrum; Learn strategies to apply best practices using Universal Design for Instruction for students with disabilities and with diverse learning styles. (15 hours) $189

10/12 - 11/9 5:30pm - 7:30pm Tuesday
Online with Class Meeting Time
Course Number: CAR 933 30 CRN: 19983 Professor: WOODS

MASSACHUSETTS TESTS FOR EDUCATOR LICENSURE®

Students may enroll in the MTEL prep online courses between July 1, 2021-October 1, 2021. To register please call 1-800-818-3434. Upon completion of registration please email: ellisl@middlesex.mass.edu Please note: All MTEL classes are not eligible for a tuition waiver.

MTEL Middle School Humanities

This online course provides extensive practice in test preparation for the MTEL Middle School Humanities exam (Field 50). The course has as its goal to increase student proficiency in the following areas: language arts, literature, history, rhetoric, geography, and reading instruction. This course is a self study and self paced. (25 hours) $115

09/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 961 75 CRN: 18249 Professor: SVENCONIS

MTEL Communication & Literacy Test Prep

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 602 75 CRN: 17176 Professor: SVENCONIS

Foundations of Reading MTEL test prep

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 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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 635 75 CRN: 17177 Professor: SVENCONIS

MTEL Gen Curriculum Multi-Sub Test Prep

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 858 75 CRN: 17178 Professor: SVENCONIS

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

MTEL Math Skill Builder Test Prep

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. This online course is self-paced and a self-study. Not eligible for tuition waivers. $115

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 859 75 CRN: 17179 Professor: SVENCONIS

English a Sec Language MTEL Test Prep

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. This online course is self-paced and a self-study. Not eligible of tuition waivers. $115

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 878 75 CRN: 17187 Professor: SVENCONIS

MTEL History Prep Class

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 894 75 CRN: 17511 Professor: SVENCONIS

English MTEL Test Prep

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 897 75 CRN: 17551 Professor: SVENCONIS

MTEL Early Childhood Test Prep

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, literary genres, elements, and techniques, important principles of writing and mathematics, and important concepts in history, social science and technology. 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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 904 75 CRN: 17967 Professor: SVENCONIS

Political Science MTEL Test Prep

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 910 75 CRN: 17969 Professor: SVENCONIS

MTEL Reading Specialist Test Prep

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 911 75 CRN: 18002 Professor: SVENCONIS

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 932 75 CRN: 18104 Professor: SVENCONIS

Vocational Technical Literacy Skills MTEL 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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 942 75 CRN: 18165 Professor: SVENCONIS

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

TEAS Prep Courses

Students may enroll in TEAS online courses between July, 2021-October 1, 2021. To register please call 1-800-818-3434. Upon completion of registration please email: ellisl@middlesex.mass.edu Please note: All TEAS classes are not eligible for a tuition waiver.

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 885 75 CRN: 17357 Professor: SVENCONIS

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 886 75 CRN: 17358 Professor: SVENCONIS

TEAS Science

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

9/10 - 12/20
Online - No Class Meeting Times
Course Number: CAR 887 75 CRN: 17359 Professor: SVENCONIS

World Instructor Training Schools
"Educational Excellence For Fitness Professionals"

Gold Certified Personal Trainer Certification

The W.I.T.S. online personal trainer course is a SELF-PACED program with short, impactful online videos 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 drills that you can duplicate to master the skill set. This course is loaded with practice quizzes, discussion boards and much more. We have included incredible veteran fitness mentors to help your successful outcome. 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. Turn your passion into a career. 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. (if needed) outside gym fee for a review and practical skill exam. Not Eligible for waivers $999

10/16 - 11/13 9:00am - 12:00pm Saturday
Online with Class Meeting Times
Course Number: CAR 938 33 CRN: 18146
To Register: https://www.witseducation.com/fit/store-shop/middlesex-communitycollege-course-registration/

Health Careers

Veterinary Assistant

This course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit. The course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs.

You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. The course concludes with a lesson to prepare you for the job market. ONLINE Course. Enrollment and payment is through Cengage Learning by calling 855.520.6806. Not eligible for tuition waivers. (220 hours) $2,695

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

To apply email: campopianoc@middlesex.mass.edu

Medical Interpreting Certificate

Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role plays on a variety of medical topics. 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. Because a language assessment is required, students must register at least two weeks in advance. Not Eligible for waivers (60 Hours) $1,199

Choose from two sessions:

10/4 - 12/15 6:00pm - 9:00pm Monday/Wednesday
Online with Class Meeting Times
Course Number: HLT 607 33 CRN: 17988

OR

10/9 - 12/18 9:00am - 3:30pm Saturday
Online with Class Meeting Times
Course Number: HLT 607 34 CRN: 18246

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

Remote Interpreting for Interpreters

If You speak a second language, you can work from home and make your own hours. 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 a number of companies who are actively searching for interpreters of all languages. The class will cover Medical and Legal Standards of Practice, ethics, HIPAA and intense practice sessions and simulations using a variety of platforms on a wide variety of topics, such as Medical Encounters, Depositions, Unemployment Hearings, Educational Hearings and Meetings such as IEP meetings, and Due Process Hearings. Pre-requisite: Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from your employer confirming a minimum of 2 years' experience in providing interpretation in any setting. Students must possess a high school diploma or equivalent. Please register early as a brief telephone interview will be required before acceptance into the course. Not Eligible for waivers (30 Hours) $599

11/1 - 12/6 6:00pm - 9:00pm Monday/Wednesday
Online with Class Meeting Times
Course Number: HLT 754 33 CRN: 18125

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

Pharmacy Technician

This course is designed to teach students in a retail setting the knowledge and skills necessary to practice as a Pharmacy Technician. The course will consist of a 60-hour instructor led class followed by an 80 hour externship in an actual pharmacy setting. The course will prepare the student to take the National Certification Exam to become PTCB certified. The instructor led portion of the class will review various topics including pharmacy operations, pharmacy law, pharmaceutical calculations, routes of administration, medical abbreviations, medication dosage forms, interpreting drug orders, regulations and the top two hundred prescription medications. In partnership with CVS Pharmacies, the externship portion of the course is designed to give the student real world experience in a retail pharmacy setting to reinforce the topics studied in the classroom. Students will also be given practical knowledge on the interview process and what employers are seeking in a candidate. This is a fast-paced class that requires students to have a basic understanding of fractions, formulas, and conversions. (60 Hours) $1,510

9/14 - 12/16 6:00pm - 8:30pm Tuesday/Thursday
Online with Class Meeting Times
Course Number: HLT 715 30 CRN: 17159 Professor: GOMATOS

To apply email: wrighte@middlesex.mass.edu

Vascular Technology I

This self-instructional course provides the didactic knowledge required to perform vascular sonography and to prepare the student for the vascular technology national certification exam (RVT). The format of this course is conducive to students who are independent learners. There will be designated times to ask the instructor for further clarification of the subject matter. This course does not have a lab component or a clinical rotation in the hospital. This is a two-semester course, and the student must pass both the fall and spring semesters to be awarded a Certificate of Completion. (45 Hours) $699

9/7 - 12/13
Online - No Class Meeting Time
Course Number: HLT 749 33 CRN: 17982 Professor: ALMOUJAHED

To apply email: campopianoc@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

Nurse Assistant/Home Health Aid Certificate

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

For enrollment requirements:
www.middlesex.mass.edu/careertraining/nahhc
For enrollment information email: wrighte@middlesex.mass.edu

Nurse Assistant Online Theory - $899

10/27 - 12/16 **4:30pm - 9:30pm** **Wednesday/Thursday**
Online with Class Meeting Times
Course Number: HLT 752 33 **CRN: 18184** **Professor: CHAMPA**

Nurse Assistant Skills Lab - $199

12/27 - 12/30 **4:30pm - 7:30pm**
Monday/Tuesday/Wednesday/Thursday **On Campus Lab**
Course Number: HLT 753 80 **CRN: 18185** **Professor: CHAMPA**

Nurse Assistant Clinical Training - $599

1/8 - 1/16 **8:00am - 3:00pm** **Saturday/Sunday**
OFF Campus
Course Number: HLT 756 35 **CRN: 18166** **Professor: CHAMPA**

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

Intro to Online Medical Terminology

This fully online course in partnership with Cengage Learning will help you gain a greater understanding of the human body, how to describe it, and how to use medical terminology in a healthcare setting. Not eligible for waivers. Enrollment and payment is through Cengage Learning by calling 855-520-6806. 60 hours. $995

What you will learn:

- Define the word parts that make up most medical terms—roots, prefixes, and suffixes
- Explain the functions of the various body systems
- Identify diagnoses, procedures, and treatments common to each body system
- Understand common medical abbreviations and acronyms
- Recognize the importance of accuracy in spelling and pronunciation of medical terms

Certified Medical Administrative Assistant (CMAA)

Administrative medical assistants are skilled multi-taskers who direct the flow of patients through an office. Job duties can include scheduling appointments, entering demographic and insurance information into practice software, managing patient check-in and check-out, answering phone calls, filing and retrieving records, maintaining electronic records, composing correspondence, performing daily financial practices, assigning medical codes and processing insurance claims. Upon completion, you will be prepared to sit for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National HealthCare Association (NHA). Exam Voucher Included. This is a fully online course in partnership with Cengage Learning. Enrollment and payment is through Cengage Learning by calling 855.520.6806. Not eligible for tuition waivers. $2,195. 160 hours.

Dental Hygiene

Safe and Effective Local Anesthesia

Do you know why when you give an IANB, you do not achieve complete anesthesia or anesthesia at all? What is the safest local anesthetic for your pregnant patient, cardiac patient or a patient with liver disease? What new advances are there in local anesthesia? This presentation will address how to ensure the safest anesthetic for your patient, and how to troubleshoot and improve your injection techniques. A review of how to calculate the MRD to prevent toxicity will be covered including other risk management principles for safe local anesthesia administration. Lecture class only; no clinical component. (4 hours, 4 CEUs) $89

At the completion of this presentation, the participant will be able to:

1. Identify critical anatomical landmarks for various maxillary and mandibular nerve block injections.
2. Assess causes for inadequate local anesthesia and make recommendations for improvement.
3. Implement strategies to troubleshoot inadequate or absence of local anesthesia.
4. Calculate the maximum recommended dose (MRD) based on the patient weight and medical status.
5. Determine factors to consider when formulating a safe treatment plan for local anesthesia.
6. Describe the most recent advances in pain control.

10/2 **9:00am - 1:00pm** **Saturday**
Online with Class Meeting Times
Course Number: HLT 744 75 **CRN: 17503** **Professor: NOVEMBER-RIDER**

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

Nutrition Considerations for Dental Professionals

This course provides participants with a review of core nutrition concepts with a focus on oral health. We will explore the foundations of a nutritionally balanced diet and the implications of diet and nutrition on oral health, both broadly and in consideration of specific populations and life stages. Participants will be empowered to confidently apply their diet and nutrition knowledge in their clinical practice and further support the health and healthy actions of their patients. 3 CEUs, (3 hours) $53

Course Objectives: After this course, participants will be able to:

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

10/23 **9:00am - 12:00pm** **Saturday**
Online with Class Meeting Times
Course Number: HLT 751 75 **CRN: 18108** **Professor: SHUTOFF**

Hands-on Review of Local Anesthesia Techniques

Goal of this course is to become more comfortable with injection techniques that you have already learned, or to troubleshoot any barriers you have encountered. This course includes four hours clinical and a two-hour lecture. Participants are required to sit as a patient. Required Forms: In order to participate you must have your permit/license to administer local anesthesia from your state dental board and sit as a patient for this hands-on course. Please submit the following forms/copies to the Community Education and Training Department at MCC: state RDH license, CPR certification, state permit to Administer Local Anesthetic, medical history form, and consent form. Liability insurance covered by MCC. Note: If you have passed a local anesthesia certification course in the past 24 months, you may also participate in this class with proof of passed certification course. Lead Instructor: Debra November-Rider, RDH, MSDH. To download forms: www.middlesex.mass.edu/dhla. 6 hours, 6 CEUs. $360

12/4 **8:30am - 3:00pm** **Saturday**
Lowell Campus **Lecture and Clinic**
Course Number: CAR 753 80 **CRN 18244** **Professor: RIDER/TERKOSKI**

Computer Applications

MS Excel Certificate

Learn Excel like a pro! Upon successful completion you will be able to: create and format a worksheet; create formulas; manipulate and calculate data with advanced formulas, create and modify tables, present data with charts, analyze data using PivotTables, customize data, work with multiple workbooks, import and export data. Pre-Req: Students must be proficient with MS Windows & keyboarding and must have MS Excel 2010 or higher installed on their Windows PC for the Zoom (Online) class. Not MAC Compatible (24 hours) $309. **No class the week of Thanksgiving.**

10/6 - 12/01 **6:00pm - 9:00pm** **Wednesday**
Bedford Campus **Henderson Hall 211**
Course Number: TEC 759 30 **CRN 18213** **Professor: TROCHE**

10/5 - 11/30 **6:00pm - 9:00pm** **Tuesday**
ONLINE with Class Meeting Times
Course Number TEC 759 75 **CRN 17147**
Professor: TROCHE

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

"Instructor Melissa Troche is fantastic! The online class experience was great, although we only had a small group. I learned a lot and was given enough practice opportunity to make much of it stick. Melissa circles back to things making us remember what we learned earlier. She also does a great job of explaining the concepts as well as demonstrating the functions of MS Excel." MCC student, Peter Reed

Practical Computers - An Intro to PC's and Windows

This course is an introduction to the computer and computer applications via lecture and hands-on activities. We start with an overview of computer hardware, software, and networks that include: the use of Microsoft Windows for running programs, the creation of folders, and file management. We continue with a focus on Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Email, and the Internet. (12 hours) $199

9/22 - 10/13 **5:00pm - 8:00pm** **Wednesday**
Bedford Campus **Building: Academic Resource, room 102**
Course Number: TEC 602 30 **CRN: 11390** **Professor KELLEY**

10/22 - 11/12 **9:00am - 12:00pm** **Friday**
Lowell Campus **Building: Cowan Center, room 206**
Course Number: TEC 602 80 **CRN: 18243** **Professor KILROY**

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

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

Intro to CAD (Solid Works)

This hybrid course will teach you primarily using CAD software tools. This course is designed to familiarize participants with the projection methods, procedures, and protocols for graphically translating engineering concepts to mechanical drawings using CAD tools. Lab hours are held once per week in SA 201 from 5pm-7pm on Tuesdays October 19, 26, November 2nd on the Bedford Campus. (18 hours) $259

10/18 - 11/4 **5:00pm - 7:00pm** **Tuesday**
Online & On Campus Lecture
Course Number: CAR 955 35 **CRN: 18211** **Professor: ALGARRA**

Microsoft Word: Creating Documents using Tables, Tabs, and Column Tools

Learn the functions of using MS Word using tabs, tables, & column tools. This will be a Live, Online Remote Session via WebEX with demonstration and Q&A. Learn to be more efficient with Microsoft Word; Learn to create and edit Tab stops; Learn to create columns and a newsletter using Newsletter style Columns; Learn to create and manipulate data using Tables. Prerequisite: Use of MS Word version 10, 13, 16 or 19 with basic MS Word and MS Windows knowledge. Course Login information will be sent prior to start date. (4 Hours) $59

9/14 - 9/16 **6:00pm - 8:00pm** **Tuesday/Thursday**
Online with Class Meeting Time
Course Number: TEC 783 33 **CRN: 18155** **Professor: ROMANO**

Create Flyers Using MS Word

Learn to use some of MS Word basic tools to create an eye-catching flier. Use pictures, wrap text, formatting, page alignment, and templates. This will be a Live, Online Remote Session via WebEX with demonstration and Q&A. Prerequisite: Use of MS Word version 10, 13, 6 or 19 with basic MS Word and MS Windows knowledge. Course Login information will be sent prior to start date. (4 Hours) $59

9/21 - 9/23 **6:00pm - 8:00pm** **Tuesday/Thursday**
Online with Class Meeting Time
Course Number: TEC 784 33 **CRN: 18156** **Professor: ROMANO**

Business Computer Applications Certificate

This certificate course will prepare you for a position in offices where proficiency in software such as Microsoft Office suite is used. These positions include administrative assistant, customer service or data entry. Students will become proficient in computer skills such as file & folder management, system backup, device/printer setup, internet basics, password management along with word processing, and spreadsheet. Presentation software packages may be touched upon. These tools are commonly used in most work environments today. (24 Hours) $309

09/17 - 11/05 **9:00am - 12:00pm** **Friday**
Lowell Campus **Building: Cowan Center, room: 201**
Course Number: TEC 748 80 **CRN: 16129** **Professor: KILROY**

10/19 - 12/07 **5:00pm - 8:00pm** **Tuesday**
Bedford Campus **Building: Academic Resource, room 108**
Course Number: TEC 748 30 **CRN: 16128** **Professor: KELLEY**

Moving Up to Modern C++

This introduction to Modern C++ surveys additions to the C++ language introduced in C++11, C++14 and C++17, featuring support for: Increased code clarity (lambdas, uniform initialization, auto, new OOD control), Improved performance (value references, move semantics and perfect forwarding), Concurrency (multiple threads, synchronization techniques, asynchronous task support, condition variables and atomic types). Also covered are most of the language's miscellaneous new features and a look at some of the key new standard library components: smart pointers, tuples, new STL containers, std: function, type traits and more. (40 hours) $1,100

Required Prerequisite: The C++ course is focused on C++11/14/17 language and library feature and assumes a certain level of familiarity with "legacy" C++98 language and library facilities. Specifically, the course expects that you understand the use of class templates and function templates and know enough about C++98 STL containers, iterators, algorithms, and function objects to use them together in conventional STL-like ways.

10/25 - 10/29 **9:00am - 5:00pm** **Monday-Friday**
Lecture Bedford Campus **Building: Henderson Hall, room: 211**
Course Number: CAR 956 35 **CRN: 18210** **Professor: ZOLMAN**

Interior Design

All courses are taught by Debbe Daley of Debbe Daley Designs LLC in Lowell.

Interior Design Certificate

Included in this course is how to address client concerns in their home and how to execute their dilemmas properly for satisfactory resolution. How to conduct a professional interior design consultation and how to properly present a client presentation project. This course will also include teachings on furnishings and finishes, flooring, tiles, countertops and various products and tools of the trade including design software used in the interior design field today. Hands-on design projects will also be part of this course. In-person and virtual field trips are also included. Not only is design theory taught, a segment on marketing, and best design business practices are covered as well as how to begin your own career in interior design and how to start your own business. This certificate course will prepare you for a beginning career in interior design. (40 hours) $1,999

9/29 - 12/1 **10:00am - 2:00pm** **Wednesday**
Online With Class Meeting Times
Course Number: CAR 957 35 **CRN: 18207** **Professor: DALEY**

Interior Design 101

Learn how to design like a pro. This course will teach you how to choose paint color for the home. Redesign a space with existing furniture and using pieces you already own. How to incorporate charming and heirloom items into a new room design without the space looking dated. Repurposing furniture and learning how to measure a room for proper furniture size including the topic of proper size area rugs to use in a space. Lighting is another design element that will be addressed, size, placement. How to measure for window treatments, fabrics, scale and custom vs. ready- made. Design theory, furniture placement and how to design a room from scratch. $359

10/28 - 11/30 **6:00pm - 7:00pm** **Tuesday**
Online with Class Meeting Times
Course Number: PER 999 75 **CRN: 20017** **Professor: DALEY**

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

Culinary Adventures

Intro to Cake Decorating

Learn the art of cake decorating in this introduction course. Everything from frosting a cake perfectly smooth to piping intricate borders and making frosting roses will be covered. Each student will take home a fully decorated cake. Maybe one day you could be just like Food Networks and TLC's top cake decorators. (2 hours) $55

9/27 **4:30pm - 6:30pm** **Monday**
Online with Class Meeting Times
Course Number: PER 773 75 **CRN: 18152** **Professor: SAVINO**

Trick Or Treat Cake Decorating

Are you having or going to a Halloween party, well in this class you will be making a spooky dessert ready for its film debut. You will learn how to make a Halloween themed 3-Dimensional cake. The class will cover dying, rolling out and laying fondant properly on your 3-D cakes, complete with fondant accents. (2 hours) $55

10/25 **4:30pm - 6:30pm** **Monday**
Online with Class Meeting Times
Course Number: PER 771 75 **CRN: 18150** **Professor: SAVINO**

Coolest Holiday Cookies

Come learn how to make your own homemade theme cookies. Decorate them with a cool stained glass candy look, goodies and royal icing. These cookies have breath taking colors that are perfect for a gift, party or to just wow your guests. (2 hours) $75

11/15 - 11/22 **4:30pm - 6:30pm** **Monday**
Online with Class Meeting Times
Course Number: PER 772 75 **CRN: 18151** **Professor: SAVINO**

Floral Design Classes

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

Intro to Floral Design I

Will cover the principles and elements of Floral Design, as well as fresh flower care and handling. All flowers, materials, and tools will be provided you can take home each project. While this is more of an educational program, the atmosphere is casual and the material we will work with is lovely. Materials fee of $100 total payable to the instructor via cash or check. Cindy Mattson is accredited as an American Institute of Floral Design member. (10 hours) $99

9/20 - 10/18 **6:00pm - 8:30pm** **Monday**
Lecture Bedford Campus **Building: Henderson Hall, room: 220**
Course Number: PER 783 30 **CRN: 18766** **Professor: MATTSON**

Intro to Floral Design II

Students will be shown different techniques applied to floral design and will again have hands on experience. Each week the instructor will focus on a specific theme, principle, or element. The class will then have an opportunity to demonstrate their version of that design. Materials fee of $100 total payable to the instructor via cash or check. (10 hours) $99

11/15 - 12/13 **6:00pm - 8:30pm** **Monday**
Lecture Bedford Campus **Building: Henderson Hall, room: 220**
Course Number: PER 950 30 **CRN: 19905** **Professor: MATTSON**

Halloween Class

Join us as we build a "Boo-Quet" using fresh pumpkins and flowers, just in time for Halloween. We give step by step instructions. No experience required. Classes are fun and creative. All material and supplies included. Best of all, you take home the arrangement you make. Material fee per student payable to the instructor at the first class is $25. (2 hours) $35

10/25 **6:00pm - 8:00pm** **Monday**
Lecture Bedford Campus **Building: Henderson Hall, room: 220**
Course Number: PER 821 30 **CRN: 16646** **Professor: MATTSON**

Holiday Boxwood Tree

Start your Holiday decorating off by joining Given Erwin Florist of Burlington to learn how to make a boxwood tree. This hand's- on class is fun and sure to get you in the holiday spirit. We'll guide you step by step through the process and provide all flowers and material you need. Material fee per student payable to the instructor at the first class is $25. (2 hours) $35

11/1 **6:00pm-8:00pm** **Monday**
Lecture Bedford Campus **Building: Henderson Hall, room: 220**
Course Number: PER 641 30 **CRN: 16644** **Professor: MATTSON**

Thanksgiving Centerpiece

Learn how to make a lovely Thanksgiving table centerpiece using fresh flowers and a candle. Impress your friends and family when you tell them you made it yourself. Classes are low key and fun, no experience necessary. Material fee per student payable to the instructor at the first class is $25. (2 Hours) $35

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

Holiday Dazzle Bouquet

Bring home a little sparkle for the holidays! Join Given Erwin Florist at Middlesex Community College on for a hands on make and take class. We'll be making a Dazzling Holiday Centerpiece using fresh evergreens and fragrant flowers. No design experience necessary, we'll walk you through the how to's and we provide all the supplies and flowers you'll need. Material fee per student payable to the instructor at the first class is $30. (2 Hours) $39

12/3 **6:00pm - 8:00pm** **Friday**
Lecture Bedford Campus **Building: Henderson Hall, room: 220**
Course Number: PER 822 30 **CRN: 18212** **Professor: MATTSON**

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

Academic Enrichment Youth Courses

Algebra I Review

These review courses are intended for students entering 7th - 12th grade that would like to strengthen their algebra skills. Classes will meet twice a week virtually for 1 hour where a MCC mathematics faculty member will review the concepts, do problems and answer questions. Content includes the following topics: Simplifying expressions, Definition of like terms, Combining like terms, Linear and Polynomial, Solving Linear equations, Graphing Linear equations, Equations of lines, Solving linear inequalities, Graphing linear inequalities. Students participating are required to have a solid foundation in arithmetic, including fractions and decimal operations. This class is being taught using Blackboard Collaborate. (10 hours) $150

9/14 - 10/26 **5:30pm - 7:30pm** **Tuesday**
Online With Class Meeting Times
Course Number: YTH 786 75 **CRN: 18163** **Professor: WEISMAN**

Algebra II Review

These review courses are intended for students entering 7th - 12th grade that would like to strengthen their algebra skills. Content includes the following topics: Systems of equations, Quadratics, Graphing, Factoring, Solving (with and without quadratic Equation), Absolute Value, Radicals. Students participating are required to have a solid foundation in Algebra 1. This course will be taught using Blackboard Collaborate. (10 hours) $150

11/16-12/21 **5:30pm - 7:30pm** **Tuesday**
Online With Class Meeting Times
Course Number: YTH 787 75 **CRN: 18164** **Professor: WEISMAN**

How to Write a Thesis Statement

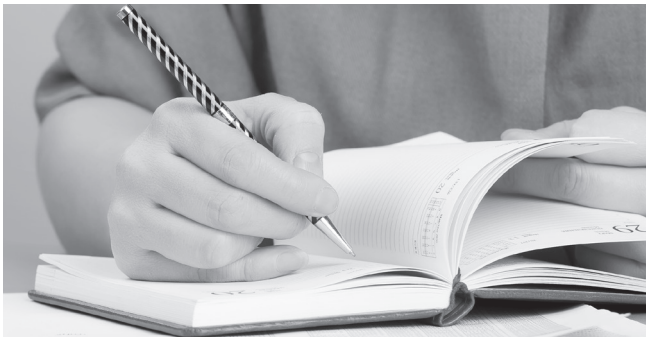
This class shows students the proper way to write a distinct thesis statement which is usually a short sentence that sums up the main point or purpose of a student's writing. Through a series of interactive activities, writing assignments, and visuals students explore various types of introductions that lead to the all-important "thesis statement". (10.5 hours) $159

9/9 - 10/21 **6:00pm - 7:30pm** **Thursday**
Online with Class Meeting Times
Course Number: YTH 803 75 **CRN:18239** **Professor: BENT**

Fundamentals of Grammar & Punctuation

This course is designed to include three major areas of the language arts curriculum: the Eight Parts of Speech, correct usage, mechanics, and the use of proper punctuation. These critical areas are the foundation of a well-written piece of creative writing to the more expository research types of works. Resource Recommended: The Best Grammar Workbook Ever by Miller. Zoom is the platform method to be used to teach the class. $150

9/28 - 11/30 **6:00pm - 7:00pm** **Tuesday**
Online with class meeting times
Course Number: YTH 789 75 **CRN: 18161** **Professor: O'CONNELL**



The Game of Writing: How to Become Effective and Creative in Essay writing

This course is designed to explore the Five Step Writing Process (Prewriting, Writing, Revision, Editing and Publication). Additional techniques to be highlighted are how to enhance vocabulary development, dictionary, and thesaurus skills, speaking and listening skills. An introduction to literary terms and various genres will be shared to model the characteristics of timeless classics. Method used to teach the class: Zoom

10/6 - 12/8 **6:00pm - 7:00pm** **Thursday**
Online with class meeting times
Course number: YTH 790 75 **CRN: 18162** **Professor: O'CONNELL**

Strategies for Academic Success

This course is designed to provide students with strategies for strengthening academic support. These strategies will include: Organization, time management, communication with instructors, developing an academic mindset, managing stress, strategies for learning new information, strategies to prepare for all types of assessments including tests/quizzes/projects. (12 hours) $159

9/20 - 11/15 **7:00pm - 8:30pm** **Monday**
Online with Class Meeting Times
Course Number: YTH 805 75 **CRN: 18247** **Professor: SALMON**

Brain Power Wellness for Youth

In this engaging 60 minutes sessions, we will provide tools and ways for the participants to deal better with the changes coming their way. We use fun, interactive, and challenging games and exercises to help them draw out their inner potential and improve their focus, memory, confidence and manage their emotions. Each class starts with physical activities and has areas that focuses on understanding the body-mind connection. We will teach variety of exercises to tune into the interplay between physical health, focus and emotional well-being. These exercises are research-based brain exercises that are proven to improve the health and achievement of the students. (1 hours) $69

10/7 **4:00pm - 5:00pm** **Thursday**
Online with Class Meeting Times
Course Number: YTH 807 75 **CRN: 18251** **Professor: SHOLEL**

11/18 **4:00pm - 5:00pm** **Thursday**
Online with Class Meeting Times
Course Number: YTH 807 76 **CRN: 18252** **Professor: SHOLEL**

12/9 **4:00pm - 5:00pm** **Thursday**
Online with Class Meeting Times
Course Number: YTH 807 77 **CRN: 18253** **Professor: SHOLEL**

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

Center for Manufacturing

Middlesex Community College partners with the Center for Manufacturing Technology in Woburn, MA to offer manufacturing technology courseware.

The Center for Manufacturing Technology is a full service training facility specializing in machine shop training, and offers a curriculum taught by top industry professionals. Students gain hands-on experience using milling, lathe, CMM, grinding machines and CNC milling and turning which are used by today's manufacturers. Your business will benefit from a training program customized especially for your employees by skilled and experienced instructors. Diverse programs, flexible scheduling and employee certification will strengthen the skills of your workforce and improve your bottom line. Classes begin weekly.

Prerequisites: A study of signed numbers and the order of operations, powers, laws of exponents, roots, linear equations, point plotting, graph of straight lines and a brief introduction to plane geometry.

Please note: Classes begin weekly. All training takes place at Center for Manufacturing Technology, 30 Nashua Street, Woburn. To learn more, call Lisa Tuzzolo at 978-656-3109, or email tuzzolol@middlesex.mass.edu.

Intro to General Machine Shop Practices

Students are introduced to the complex and rewarding field of Precision Machining. The program begins with Math Fundamentals and as you progress, you'll learn about Basics of Manual Mill, Basics of Engine Lathe, Blueprint Reading, Basics of Tolerance, Structure of Metals, Grinding Processes, Mechanics of CNC, Basics of CNC Machining, and Basics of CNC Turning and Intro to CMM. During the training session students will participate in school projects or practical 'labs,' gaining valuable hands-on experience, creating hand tools or locating devices. Enrollment cycles are 16 weeks in length (four days per week, five hours per day), providing ample time for learning and content retention. In addition, Center for Manufacturing Technology has established measureable goals and rewards for consistent attendance, acceptable test and lab scores, and additional scholastic accomplishments. (320 hours) $7350.
Course Number: BIN 601 94 CRN: 14498

Manufacturing Best Practices for Success

Manufacturing Best Practices for Success is a 50-hour course designed to instruct students in Manufacturing, Finance and Accounting, Strategy and Leadership, Marketing and Sales, Quality, Human Resources, GD&T Information Technology and Team Approach. (50 hours) $6,810
Course Number: BIN 602 94 CRN: 14501

Manufacturing Best Practices for Success

Manufacturing Best Practices for Success is a 25-hour course designed to instruct students in Manufacturing, GD&T, Finance and Accounting, Strategy and Leadership, Marketing and Sales, Quality, Human Resources, Information Technology and Team Approach. (25 hours) $3,400
Course Number: BIN 622 94 CRN: 16653

MasterCam 2D Entry Level

The MasterCam 2D is a 10-lesson, 20-hour entry level course designed to instruct students in Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM). Students will use Master-Cam to create CNC (Computer Numerical Control) programs. These programs will be posted from MasterCam into G-code then uploaded into a Haas Simulator so the student can verify the program. In addition, students will learn the five crucial steps that must be addressed when using MasterCam to create a CAD drawing and CAM program. (20 hours) $2,200
Course Number: BIN 605 94 CRN: 14502

MasterCam 3D Entry Level

The MasterCam 3D course is a class designed for entry-level students who have completed course BIN 605 94 Master-Cam 2D Entry Level. The major difference in 3D is the capacity to create curves in the Z axis (up-and-down direction), thus allowing many more types of objects to be milled. The 3D course will continue the pattern established in 2D of answering the five questions that must be addressed each time MasterCam is used. (60 hours) $4,200
They pertain to:

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

Course Number: BIN 607 94 CRN: 14503

Basic Blueprint Reading

Basic Blueprint Reading is a five-lesson, 20-hour course designed to instruct students how to read an engineering Blueprint, Into to GD&T, SolidWorks (CAD) software will be used to both illustrate and reinforce the student's blueprint reading skills. (20 hours) $2,220
Course Number: BIN 609 94 CRN: 14506

Introduction to Inspection Practices

Introduction to Inspection Practices meets two days a week. Students will be taught Inspection fundamentals such as; Reading Dial Calipers, Micrometer, Height Gage, Basic Machine Shop Math and Introduction to GD&T & Into to CMM. The course is a combination of multimedia learning and hands on practical application in our lab. (76 hours) $4,000
Course Number: BIN 611 94 CRN: 14507

OSHA 30 General Industry

The OSHA 30-hour General Industry Outreach Training course is a comprehensive safety program designed for anyone involved in general industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. (30 hours) $975
Course Number: BIN 623 94 CRN: 16654

OSHA 10 General Industry

The 10-hour General Industry Outreach Training Program is intended to provide an entry level worker's general awareness on recognizing and preventing hazards in a general industry setting. (10 hours) $325
Course Number: BIN 624 94 CRN: 16655

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

Online Professional Development Classes

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

Ed2Go courses include
Personal & Professional Development 24-hour classes include:

- Accounting and Finance
- Computer Applications
- Language Arts
- Photography
- Programming
- Healthcare
- Writing
- Information Technology and many more

Career Training Programs - Most popular programs include:

- Veterinary Assistant
- Medical Coding and Billing
- Certified Bookkeeper
- Administrative Assistant

...and more

To register or learn more, visit www.ed2go.com/mcc or call 781-280-3663.

MindEdge courses include

- Data Analytics
- HR Management
- Project Management

To register or learn more, visit https://catalog.mindedge.com/mcc or call 781-280-3663.

Classes for Seniors

MILES

The Middlesex Institute for Lifelong Education for Seniors

Offering stimulating and interactive daytime seminars and workshops – with no term papers, tests or grades – for active, older adults ages 55+, courses include topics on art, the environment, health, history, literature, movies and technology. Students can engage in life-long learning, meet new people and enjoy personal enrichment experiences.

Past classes have included:

- American Movies Film Series
- Indentity Theft
- Painting & Drawing
- The Economy
- History
- Cooking

For more information, visit www.middlesex.mass.edu/careertraining/miles or contact Lauren Ellis at ellisl@middlesex.mass.edu or 781-280-3669.

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

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 in collaboration with Commonwealth Corporation: If qualified, Mass. employers can receive up to: 100% tuition reimbursement for employers with less than 100 employees; 50% reimbursement for employers with 100+ employees (up to $3,000 per employee).

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

MCC Approved Courses (noncredit programs):

- 1050556 Local Anesthesia Certification for RDH
- 1065853 Technical Writing Certificate
- 1112907 Nurse Assistant/HHACertification
- 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
- 1130402 Social Media Certificate

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

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

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

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

Attention Businesses:

Learn About Accessing Grants to Train Your Employees!
The Massachusetts Workforce Training Fund provides resources for businesses to train current and newly hired employees. Its goal is to help improve employee skills and maintain the economic strength of the Commonwealth's businesses.

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

Information sessions:

10:00am - 11:30am
Friday, September 17, 2021
Virtual Information Session via Zoom.

10:00am - 11:30am
Friday, November 5, 2021
Virtual Information Session via Zoom.

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

To learn more or register, contact Teresa Medina at medinat@middlesex.mass.edu or 978-656-3009.

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

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

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

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

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

For more information Marilyn Glazer-Weisner at glazerm@middlesex.mass.edu 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, MCC's Adult Learning Center, www.middlesex.mass.edu/adultlearning.

To register and sign up for placement testing, ALC@middlesex.mass.edu or 781-280-3662

Career Pathways Initiative

In collaboration between MCC and the Career Center of Lowell, students between the ages of 16 to 24 can enroll to complete HiSET Exams, receive job preparation training, gain paid work experience, and participate in certificate programs.

For more information, contact Maria Cunha at 978-656-3104 or Analise Saab at 978-656-3294.

https://www.middlesex.mass.edu/admissions/whymcc/gedinfo.aspx

Employer Resources

Workforce Training Fund

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

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

MCC Career Development Center and Internships

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

Opportunities for Employers to Connect with MCC Students

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

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

Registration and Payment Information for Community Education and Training. This details info for Community Education courses only. Credit program registration and refunds please call 1800-818-3434
All Community Education students must register before the class start. Payment is due upon enrollment. Students will not be permitted to attend the first class without prior registration. Please provide a valid e-mail address, home address, date of birth, and phone number upon enrollment.

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

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

If you have an issue reaching an enrollment representative in a timely manner, complete the fillable registration link below. Questions Email Community Education: career_training@middlesex.mass.edu

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

The above form is Community Education classes only. For all credit classes email middlesex@middlesex.mass.edu

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

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

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

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

ADA statement
Any person with a disability needing accommodations, assistance, or auxiliary communication aids or services to participate in programs or activities of Middlesex Community College please contact https://www.middlesex.mass.edu/disabilityservices/default.aspx

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 non-credit courses is listed below. If the course is cancelled by MCC, a 100% refund is made.

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

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

Transfers are not accepted after the class start date.

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

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

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

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

Course Drop or Withdrawal
Students MUST notify Middlesex CC by calling 1-800-818-3434 or Email: Career_Training@middlesex.mass.edu

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

Refunds are processed according to the above schedule.

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

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

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

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

Discover YOUR Path MIDDLESEX Community College BEDFORD • LOWELL

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.

MIDDLESEX Community College
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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 and Social Justice
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

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.

ADM 101 Introduction to Manufacturing
ANT 101 Cultural Anthropology
ART 101 Art Appreciation
ART 113 Color and Design
ART 115 Introduction to Sculpture and 3-D Design
ART 121 Drawing I
ART 122 Drawing II
ART 126 Painting I
ART 127 Painting II
ART 129 Ceramics I
ART 130 Ceramics II
ART 141 Photography I
ART 144 Digital Photography
ART 151 Graphic Design I
ART 152 Studio Art Portfolio Prep
ART 153 Introduction to Computer Graphics
ART 155 Digital Imaging
ART 156 Media & Motion Design
ART 161 Typography: How to Use Type Effectively
ART 165 Graphic Production and Layout
ART 171 Graphic Design II
ART 175 Typography II
ART 178 Introduction to Web Design
ART 181 Graphic Design Portfolio Preparation
ART 185 Graphic Design Internship
BIO 100 Sexually Transmitted Diseases
BIO 105 Basic Anatomy and Physiology
BIO 108 Nutrition
BIO 112 Infectious Diseases: Can You Protect Yourself?
BIO 116 The Brain, from Molecules to the Mind
BIO 120 Introduction to Biology
BIO 131 General Biology I
BIO 132 General Biology II
BIO 231 Anatomy and Physiology I
BIO 232 Anatomy and Physiology II
BIO 235 Introduction to Microbiology
BIO 240 Microbiology for Industrial Applications
BIO 250 Immunology
BIO 255 Molecular Biology
BUS 106 Introduction to the Music Business
BUS 110 Introduction to Business
BUS 130 Introduction to Entrepreneurship
BUS 135 Social Entrepreneurship
BUS 140 Sales Principles
BUS 141 E-Commerce Marketing
BUS 150 Hospitality Management
BUS 151 Food and Beverage Management
BUS 152 Food/Beverage Cost and Revenue Management
BUS 153 Introduction to the Hospitality Industry
BUS 155 Culinary Theory
BUS 157 Baking I: Bakery & Pastry Skills
BUS 171 Fashion & Retail Buying
BUS 172 Retail Management
BUS 190 Tourism Geography
BUS 192 Conference and Convention Planning
BUS 210 Principles of Management
BUS 211 Entrepreneurship and Opportunity
BUS 212 Human Resource Management
BUS 213 Business Communications
BUS 214 Business Internship
BUS 216 Entrepreneurship in Action
BUS 218 Entrepreneurship LaunchPad
BUS 221 Financial Accounting
BUS 223 Managerial Accounting
BUS 240 Principles of Marketing
CAD 110 Engineering Graphics I
CAD 169 Solid Modeling I
CAD 220 PCB/Electro Mechanical Layout
CAD 225 Mechanical Drafting III CAD Applications
CAD 230 Architectural Drawing with CAD
CAP 101 Computer Applications
CAP 155 Spreadsheet Applications
CHE 121 Introduction to Chemistry
CHE 131 College Chemistry I
CHE 151 General Chemistry for Engineering and Science I
CHE 152 General Chemistry for Engineering and Science II
CHE 160 Principles of Biochemistry
CHE 251 Organic Chemistry I and Lab
COM 101 Introduction to Communication Media
COM 102 Media Ethics
COM 103 Public Speaking and Professional Presentations
COM 104 Foundations of Media Production
COM 105 Introduction to Short Film Production
COM 106 Introduction to Film Studies and Analysis
COM 107 Public Relations
COM 115 Introduction to Human Communication
COM 116 Interpersonal Communication
COM 125 Social Media
COM 143 Race, Class, & Gender
COM 150 Introduction to Journalism
COM 156 Media & Motion Design
COM 292 U.S. History through Fiction Film
CRJ 111 Introduction to Criminal Justice
CRJ 112 Criminal Law

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.

CRJ 121 Contemporary Policing
CRJ 122 Juvenile Justice Process
CRJ 123 Terrorism and Homeland Security
CRJ 151 Interpersonal Communications in Criminal Justice
CRJ 152 Criminal Evidence and Court Procedure
CRJ 153 Law, Justice and Society
CRJ 156 Society and Victims of Crime
CSC 101 Introduction to Computer Science
CSC 151 Programming I
CSC 156 Operating Systems Basics and Security
CSC 170 Digital Forensics I
CSC 188 Introduction to Computer Security
CSC 202 Computer Organization and Assembly Language
CSC 252 Programming II
CSC 255 Programming III
CSC 258 Data Structures
CSC 272 Digital Forensics II
CSC 289 Secure Programming
DAN 101 Introduction to Modern Dance
DAN 102 Jazz Dance
DAN 105 Introduction to Ballet
DAN 106 Introduction to Tap
ECO 120 Economics and Management in Technology Industries
ECO 140 Principles of Macroeconomics
EDU 100 Introduction to Early Childhood Education
EDU 101 Curriculum in Early Childhood Programs
EDU 102 Guiding Children's Behavior
EDU 103 Infant and Toddler Care and Program Planning
EDU 104 Young Children with Special Needs
EDU 110 Teaching Young Children Who Experience Trauma
EDU 122 Public School Environments
EDU 150 Discover Teaching
EDU 153 Planning Programs and Environments for Children
EDU 154 Health, Safety, and Nutrition in Early Childhood Education
EDU 251 Supervised Field Placement and Seminar
EDU 252 Administration of Early Childhood Program
EGR 101 Introduction to Engineering
EGR 104 Principles of Electric Circuit
EGR 205 Surveying
EGR 210 Statics
EGR 211 Strength of Materials
EGR 212 Dynamics
EGR 215 Introduction to Data Communication Networks
EGR 217 Material Balances
EGR 260 Electric Circuits Theory I
ELL 054 ELL Reading & Writing I
ELL 055 ELL Reading & Writing II
ELL 074 Grammar and Editing I
ELL 075 Grammar for ELL - Advanced I
EMT 100 Emergency Medical Tech-Basic
ENG 092 Reading, Writing, and Reasoning
ENG 101 English Composition I
ENG 102 English Composition II
ENG 109 Critical Thinking
ENG 113 Classics of Children's Literature
ENG 117 History of Theater
ENG 130 Voices From Behind Bars: The Literature of Prisons
ENG 140 World Literature I
ENG 141 World Literature II
ENG 143 British Literature Survey
ENG 150 Creative Writing I
ENG 155 Reading and Writing Fiction
ENG 161 American Literature II
ENG 180 Science Fiction and Fantasy
ENG 185 The Short Story
ENG 200 Creative Writing II
ENV 103 The Age of Dinosaurs
ENV 108 Renewable Energy
ENV 110 Introduction to Ocean and Marine Biology
ENV 115 Environmental Studies
ENV 131 Environmental Science with Lab
ETH 101 Ethics and Society
ETH 102 Business Ethics
ETH 103 Computers, Ethics and Society
ETH 105 Introduction to Bioethics
FPS 100 Introduction to Fire Protection
FPS 101 Fundamentals of Fire Prevention
FPS 151 Fire Science Hydraulics
FPS 160 Principles of Fire and Emergency Services
FPS 203 Law and the Fire Service
GGY 120 World Geography
GOV 110 Introduction to Government
GOV 120 American Government
HST 121 United States History Through 1876
HST 122 United States History After 1876
HST 130 History of World Civilization Before 1500
HST 131 History of World Civilization After 1500
HST 290 World Cultures: Honors Seminar
HUM 102 Introduction to the Humanities
HUM 104 Myths
HUM 143 Race, Class, & Gender
HUS 101 Introduction to Human Services
HUS 152 Current Issues in Human Services
HUS 153 Supervised Field Placement/Seminar I

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.

HUS 154 Supervised Field Placement/Seminar II
HUS 200 Introduction to Counseling Skills
HUS 201 Counseling Skills
IDS 101 General Education Seminar: First-Year Experience
IDS 102 General Education Seminar: Service Learning
IDS 103 General Education Seminar: Leadership
IDS 106 General Education Seminar: Career Exploration
IDS 108 General Education Seminar: Wellness
IDS 109 General Education Seminar: Wicked Problems
IDS 110 General Education Seminar: The Choices We Make
IDS 117 General Education Seminar: Entrepreneurial Thinking
IDS 120 General Education Seminar: Money Matters
IDS 121 General Education Seminar: Digital Literacy
IDS 122 General Education Seminar: EC Field Placement I
IDS 123 General Education Seminar: EC Field Placement II
IDS 130 General Education Seminar: Arts, Humanities, Communication Career Exploration
IDS 131 General Education Seminar: Business Career Exploration
IDS 132 General Education Seminar: Health Career Exploration
IDS 133 General Education Seminar: Public Service Career Exploration
IDS 134 General Education Seminar: Social Science Career Exploration
IDS 135 General Education Seminar: STEM Career Exploration
IDS 136 General Education Seminar: Communication Care
IDS 202 General Education Seminar: Service II
IDS 235 General Education Seminar: STEM Career Exploration
ITC 101 Introduction to Information Technology
ITC 201 Virtualization and Cloud Infrastructure
ITC 282 Cybersecurity II
LAN 101 Beginning Finnish I
LAN 102 Beginning Finnish II
LAN 103 Modern Hebrew I and Culture
LAN 104 Hindi I and North Indian Culture
LAN 106 Modern Hebrew II and Israeli Culture
LAN 111 Beginning French I
LAN 111 Beginning French I
LAN 112 Beginning French II
LAN 121 Beginning German I
LAN 122 Beginning German II
LAN 131 Japanese I and Culture
LAN 132 Japanese II
LAN 136 Classical Greek and Ancient Greek Culture I
LAN 141 Beginning Portuguese I
LAN 142 Beginning Portuguese II
LAN 145 Modern Greek I and Culture
LAN 146 Modern Greek II and Culture
LAN 151 Beginning Spanish I
LAN 152 Beginning Spanish II
LAN 171 Khmer I and Culture
LAN 172 Khmer II and Culture
LAN 175 Russian I and Culture
LAN 176 Russian II and Culture
LAN 181 Arabic I and Culture
LAN 182 Arabic II and Culture
LAN 183 Italian I and Culture
LAN 184 Italian II and Culture
LAN 185 Latin I and Roman Culture
LAN 186 Latin II and Roman Culture
LAN 191 Chinese I and Culture
LAN 192 Chinese II and Culture
LAN 201 Intermediate Finnish I
LAN 202 Finnish IV and Culture
LAN 203 Chinese III and Culture
LAN 204 Chinese IV and Culture
LAN 205 Modern Hebrew III and Culture
LAN 206 Modern Hebrew IV and Culture
LAN 211 Intermediate French
LAN 212 French IV and Culture
LAN 213 Italian III and Culture
LAN 214 Italian IV and Culture
LAN 217 Khmer III and Culture
LAN 218 Khmer IV and Culture
LAN 221 German III and Culture
LAN 222 German IV and Culture
LAN 223 Russian III and Culture
LAN 224 Portuguese III and Culture
LAN 225 Portuguese IV and Culture
LAN 226 Russian IV and Culture
LAN 232 Japanese III and Culture
LAN 233 Japanese IV and Culture
LAN 251 Spanish III and Culture
LAN 251 Spanish III and Culture
LAN 252 Intermediate Spanish II
LAN 281 Arabic III and Culture
LAN 282 Arabic IV and Culture
LAN 285 Latin III and Roman Culture
LAN 286 Latin IV and Roman Culture
LGL 101 Introduction to Law
LGL 102 Business Law
LGL 141 Mediation Training
LGL 153 Law, Justice and Society
MAS 101 Medical Terminology
MAT 001 Preparation for College Math
MAT 002 Preparation for College Math
MAT 003 Preparation for College Math

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.

MAT 004 Preparation for College Math
MAT 007 Skills Development
MAT 008 Skills Development for Precalculus
MAT 120 Math Modeling for Liberal Arts
MAT 130 Elements of Mathematics I
MAT 131 Elements of Mathematics II
MAT 165 Trigonometry for Engineering and Science
MAT 177 Statistics
MAT 182 Precalculus for Business and Social Science
MAT 195 Precalculus for Engineering and Science
MAT 196 Accelerated Precalculus and Trigonometry for Engineering and Science
MAT 201 Math Research
MAT 202 Math Research II
MAT 203 Math Research III
MAT 204 Math Research IV
MAT 250 Discrete Math
MAT 290 Calculus I for Engineering and Science
MAT 291 Calculus II for Engineering and Science
MAT 292 Calculus III for Engineering and Science
MAT 295 Linear Algebra
MAT 298 Differential Equations
MUS 101 Music Appreciation
MUS 102 World Music
MUS 103 Introduction to American Music
MUS 106 Introduction to the Music Business
MUS 110 Music Theory I
MUS 120 Introduction to Music Technology
MUS 130 Applied Piano for Beginners
MUS 131 Applied Guitar for Beginners
MUS 132 Voice I
MUS 134 World Drumming
NST 121 Computing System Fundamentals
NST 181 Networking I
PHL 101 Introduction to Philosophy
PHY 105 Astronomy
PHY 151 Physics I
PHY 171 Physics for Engineering and Science I
PHY 172 Physics for Engineering and Science II
PSY 101 Introduction to Psychology
PSY 108 Creative Thinking
PSY 120 Child Psychology
PSY 121 Adolescent Psychology
PSY 123 Developmental Disabilities
PSY 125 Psychology of Success
PSY 127 Human Sexuality
PSY 138 Research Methods in Behavioral Sciences
PSY 150 Abnormal Psychology
PSY 151 Psychology of Personality
PSY 153 Community Psychology
PSY 157 Cognitive Psychology
PSY 160 Dynamics of Interpersonal Relations I
PSY 162 Addictions and Treatments
PSY 171 Social Psychology
SCI 110 Chemistry and Physics for the Fire Service
SCI 121 Integrated Science I
SCI 130 Forensic Science
SCI 201 STEM Research I
SCI 202 STEM Research II
SCI 203 STEM Research III
SCI 204 STEM Research IV
SOC 101 Introduction to Sociology
SOC 118 Multicultural Communications
SOC 143 Race, Class, & Gender
SOC 150 Sociology of the Family
SOC 154 Criminology
SOC 156 Society and Victims of Crime
SOC 290 World Cultures: Honors Seminar
SOC 294 Globalization: Honors Seminar
THE 101 Introduction to Acting
THE 102 Improvisation
THE 103 Theatre Appreciation
THE 105 Speech and Movement for Theater
THE 110 Backstage W
THE 113 Improvisation II
THE 117 History of Theater
TMA 100 Mathematics for Technology

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

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

High School Students

Enrolling in College Courses

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

Approximately 50 percent of our classes will be online this fall. Class formats include:

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

Note: Some courses with labs are entirely online.

Our Fall 2021 semester runs from September 9 - December 23.

MIDDLESEX
Community College
BEDFORD • LOWELL

DUAL ENROLLMENT

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

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

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

VISITING STUDENT

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

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

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

MIDDLESEX Community College
BEDFORD • LOWELL

Cost Comparison

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

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

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

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.

Bedford Campus • 591 Springs Road • Bedford, MA 01730 | **Lowell Campus** • 33 Kearney Square • Lowell, MA 01852

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:

	Massachusetts Residents	Non-MA New England Residents	Residents outside New England/ International	Massachusetts High School/Home School & Dual Enrollment
Per credit	**$252**	**$279**	**$505**	**$92**
Tuition	$24	$36	$230	$24
Institutional Support Fee	$196	$211	$243	$68
Technology Fee	$20	$20	$20	
Facilities Fee	$10	$10	$10	
Student Service Fee	$2	$2	$2	

Specialized Course Charges

Anatomy and Physiology Digital Materials Fee

Digital Materials Fee ..... $52 - $200

IPAD Charges for Specialized Courses (Waivable) $600

Liability Insurance Fee - 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 (Student in All Health Programs) $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

MassPirg Fee (Waivable) $9

Student Health Insurance Fee (Waivable) $3,599

Insurance coverage is a state requirement for all students enrolled in 9 or more credits hours. For insurance purposes, courses comprising the 9 credits must be taken concurrently. Can be waived at https://www.middlesex.mass.edu/studentaccounts/insurance.aspx

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 email: StudentAccounts@middlesex.mass.edu.

Fall 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:

Refund Policy for Regular Semester Schedule
(September 9 – December 24)

On or Before Sept. 14	**100% Adjustment/Refund**
Students who withdraw from all of their classes during the 100% refund period will be assessed a non-waivable $25 administrative fee.	
From Sept. 15 to Sept. 21	**50% Adjustment/Refund for all course fees**
For Example: 3 credit course at $252 per credit equals $756; 50% refund is $378.	
NO ADJUSTMENT/REFUND AFTER SEPTEMBER 22	

Refund Policy for Accelerated Semester Schedules

8 week	**Minimester 1**	September 9 - October 28
	Minimester 2	November 1 - December 23

AHP Session I	September 9 - November 6
AHP Session II	November 8 - January 22

	100% Adjustment/ Refund	50% Adjustment/ Refund	No Adjustment/ Refund After
Minimester 1	On or Before Sept. 11	Sept. 12 to Sept 15	After Sept. 15
Minimester 2	On or Before Nov. 4	Nov. 5 to Nov. 8	After Nov. 8
AHP Session I	On or Before Sept. 11	Sept. 12 to Sept. 15	After Sept. 15
AHP Session II	On or Before Nov. 12	Nov. 13 to Nov. 16	After Nov. 16

Important: To be eligible for a refund, students **MUST officially withdraw from their class/classes** by notifying the college in writing, in person, online, or by calling 1-800-818-3434. Official course withdrawal forms are available at each campus at the Student Information Center. Lack of attendance, course abandonment, etc. does not constitute course withdrawal. A student receiving Federal Title IV aid and who has 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.

Registration

Call	1-800-818-3434
Email	REGISTRAR@middlesex.mass.edu
Visit	middlesex.mass.edu/registration/
Mail	Middlesex Community College 33 Kearney Square, Lowell, MA 01852

Multiple Measures for English and Math Course Placement

- High school graduates (within the last 10 years for English and within the last 3 years for Math) with a GPA of 2.7 or higher may be exempt from placement testing and should submit a mid-year or final high school transcript for review.

- You may also use SAT scores for exemption. Submit proof of an SAT score of 500 on the Reading and Writing sections to waive the English portion of the placement test and 600 on the Math section to waive the math portion.

- Additional English and Math placement options include ACT scores and guided self-placement. Questions about testing and placement can be emailed to placement@middlesex.mass.edu .

Course Changes

The add/drop and withdrawal procedures must be followed, or students may receive a grade of "F" for courses in which they enrolled but did not attend, or stopped attending. Failure to attend a course or a section does not constitute formal withdrawal.

Students may make changes in their course selections by visiting MiddleNet, by calling 1-800-818-3434, or by emailing registrar@middlesex.mass.edu . Credit overload and course withdrawal forms are available at https://www.middlesex.mass.edu/studentinformationcenter/

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.

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

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

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

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

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

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

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

Call 1-800-818-3434 for more information.

MIDDLESEX Community College
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ALUMNI ASSOCIATION

Join 26,000 MCC Alums!

Passionate • Pioneering • Proud

The Alumni Association provides opportunities to:

- Connect with fellow alums
- Participate in social and networking events
- Volunteer to support college programs and events

The Alumni Association benefits include:

- Lifetime use of MCC Career Services
- Discount of auto and home insurance
- Reduced rate rental fee of MCC's Historic Homes
- Invitations to alumni & college events
- Cash-back home buying program
- Seasonal discounts at the MCC bookstore

Sign up Today! Membership is Free!

Go to **www.middlesex.mass.edu/alumni** for more information and to get involved!

The MIDDLESEX Community College Fund

You Are The Difference.

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

For the past 50 years, MCC has been a leading provider of an **accessible**, **affordable** and **high-quality** education. You can help MCC continue to prepare our students for the future by supporting the Middlesex Fund. Generous donations from our college community provide us with the **resources** and the flexibility to **address the evolving needs of our students** and faculty as the COVID-19 crisis continues.

50 years
MIDDLESEX Community College

Scholarship Data for 2020:	Emergency Fund for COVID-19 Relief:	MCC At-A-Glance:
109 Scholarship students served	$60,000 raised in emergency relief funds	40% First Generation college students
117 Scholarships awarded	31 students helped with temporary loss of income	69% of Students qualify for Need Based Financial Aid
$165,578 Awarded in scholarship dollars	184 grocery store gift cards distributed	Over 26,000 Alumni

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

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

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

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MIDDLESEX Community College
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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