



MIDDLESEX
Community College

FALL 2024

CORPORATE AND COMMUNITY EDUCATION & TRAINING

Professional and Personal
Development Programs
and Credit Course Listings



1-800-818-3434 • www.middlesex.mass.edu

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Academic Calendar

August

12.....Orientation Plus Session Begins

30.....Orientation Plus Session Ends

September

3.....Full Semester and Minimester 1 - *Classes Begin*

October

14.....Indigenous Peoples Day - *No Day or Evening Classes*

24.....Minimester 1 ends

25.....All College Professional Day - *No Day or Evening Classes*

28.....Minimester 2 - *Classes Begin*

November

11.....Veteran's Day - *No Day or Evening Classes*

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

27.....Campus Closes at 5pm - *No Evening Classes*

28 - 30 ..Thanksgiving Break

December

16.....Full Semester Classes End

17 - 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 email career_training@middlesex.edu

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

 New Course	 Online Course
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Guide to Interpreting the Schedule

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

Date
 11/12
Campus
 Bedford
 Course Number: CAR 930 30

Time
 6:00pm - 8:00pm
Location / Room
 Building, Henderson Hall, room 115
 CRN: 18119
 Professor: POZNIAK
Day
 Thursday

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

IN PARTNERSHIP WITH



BETTER WORKPLACES
 BETTER WORLD™

SHRM® Essentials of Human Resources

The course provides participants foundational knowledge and an introduction to behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, small business/office managers, or those who are looking for an effective way to boost their employee management skills. Whether you're a student, new to HR, or in a small business environment, our course will help you develop the critical HR competencies and learn how to apply them on the job. **No pre-req.** Includes all SHRM online materials (no print) for 12 months. Content developed by the Society of HR Management. Class is taught by a SHRM certified HR professional. \$675

Who Should Attend?

- HR staff who need a review/overview of HR functions
- Managers and supervisors who hire, train, or evaluate staff
- 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.

Topics Covered

- Lead with Purpose: Understand HR's role in the workplace
- Maximize Talent: Learn how HR influences employee experience
- Optimize Intelligence: Understand how to maximize efficiency with HR technology
- Accelerate Performance: Learn how to create a measurable impact
- Know the Law: Stay up to date on U.S. state and federal law

10/18 & 10/25

9:00am - 4:30pm

Friday

Bedford Campus

Building: Academic Resources, room 101

Course Number: CAR 775 30

CRN: 18105

Professor: ORELLANA

SHRM CP/SCP Certification Exam Prep

HR professionals are facing new and larger challenges due in part to a changing workforce, shifting legislation and regulations and so much more. Ensure you're prepared for these changes, and anything else thrown your way with SHRM's global HR credentials, SHRM-CP and SHRM-SCP. SHRM certification measures your most critical skill: the ability to apply HR principles to real-life situations as they are the only behavioral competency-based program in the field. By becoming SHRM certified, you prove your knowledge, competency, and value to employers looking for a competitive edge. For more information visit www.SHRMcertification.org.

In MCC's exam prep course you will:

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

Who should enroll:

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

The course investment includes instruction, online and print materials (SHRM Learning System) which includes interactive tools, a study roadmap, and 160 practice exam questions. \$1,495

09/17 - 12/10

6:00pm - 9:00pm

Tuesday

Online with class meeting times

Course Number: CAR 841 75

CRN: 16578

Professor: HARRINGTON

No class 11/26

Project Management



Agile Project Management

We have all heard of Project Management, but what is Agile Project Management? This course is designed to provide beginners across all industries with a comprehensive understanding of Agile Project Management using the Scrum framework. We will delve into the core principles, methodologies, and practices of Scrum, equipping you with the knowledge and skills necessary to effectively manage projects in today's dynamic and fast-paced environments. Through a combination of interactive lectures, hands-on exercises, and real-world case studies, you will gain practical insights into the key roles of Scrum Master and Product Owner, and how they collaborate to drive project success. From sprint planning to retrospective meetings, you will learn the entire Scrum lifecycle and how to apply its principles. No Pre-req. The 14 contact hours counts towards the 35 course hours required hours for PMP. \$525.

Course Objectives:

1. Understanding of Agile principles and values, and how they differ from traditional project management approaches.
2. Proficiency in the Scrum framework, including its roles, events, artifacts, and rules.
3. Ability to facilitate Scrum ceremonies such as sprint planning, daily stand-ups, sprint reviews, and retrospectives.
4. Skills to create and prioritize product backlogs, and effectively manage stakeholder expectations.
5. Knowledge of techniques for managing impediments and fostering continuous improvement within Scrum teams.
6. Practical experience in applying Scrum practices through hands-on exercises and simulations.

09/27 & 09/28 8:30am - 4:30pm Friday & Saturday
 Bedford Campus Building: North Academic, room 109
 Course Number: CAR 508 30 CRN: 18474 Professor: RAJAGOPALAN

10/02 - 10/30 6:00pm - 9:00pm Wednesday
 Online with class meeting times
 Course Number: CAR 508 75 CRN: 18475 Professor: RAJAGOPALAN



Project Risk

This class will introduce the project risk management discipline and the risk management lifecycle involving identification, analysis, evaluation, and response treatment. Differentiating the various terminologies used in many industries describing risk, the characteristics of risk management will be discussed along with applicable standards and regulations in using risk management effectively. (3 contact hours/3 PDUs). \$99.

You walk away with:

1. An understanding of risk management discipline.
2. Understand the stages of risk management life cycle.
3. Differentiate risk management from risk response strategies.
4. Build an effective risk register.
5. Understand various standards and regulations related to risk management

10/01 6:00pm - 9:00pm Tuesday

Online with class meeting times

Course Number: CAR 741 75 CRN: 18476 Professor: RAJAGOPALAN



Project Schedule Management

This class introduces the project schedule management discussing the planning, development, and control of the project schedule. The discussion will involve building a project schedule in plan-driven development and adaptive projects. We will focus on the estimation techniques, networking diagram, critical path and schedule compression techniques and iteration planning. The discussion will continue with the use of earned value management techniques, velocity, and burn rate to monitor project progress. (3 contact hours/ 3 PDUs). \$99.

You will walk away with:

1. An understanding of schedule management discipline.
2. Understand the schedule estimation techniques.
3. Differentiate schedule management in plan-driven and adaptive projects.
4. Understand the impact of the schedule compression techniques.
5. Distinguish earned value management and its role in project health monitoring.

10/22 6:00pm - 9:00pm Tuesday

Online with class meeting times

Course Number: CAR 509 75 CRN: 18477 Professor: RAJAGOPALAN

About the instructor: Dr. Sriram Rajagopalan is the global lead on agile transformation and learning services at Inflectra and has worked as the Vice President of PMO delivering many programs and projects. He is a published author and speaker and has received PMI Eric Jenett Project Management Excellence Award and has also been nominated for the Kerzer Process Excellence Award. He holds numerous certifications, teaches at Northeastern University, and trains professional exam preparation courses.

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu



Technical Writing Certificate Program

MCC's Technical Writing Certificate program provides students with the skills and tools to clearly and accurately inform users about technical information. In this (two semester) post graduate, noncredit certificate program, students will learn how to conduct audience and task analysis, work with subject matter experts, understand product documents and the product-development cycle, write clear explanations and procedures, review and revise technical information, manage projects and make content usable. Pre-Req: BA or BS, excellent writing and grammar skills, solid MS Windows and MS Word skills, and access to a MS Windows Operating System, 3 years' work experience. Program is not MAC compatible. Tools and Technical skills will be learned in class but it is helpful to have prior HTML or coding background. Students must have an aptitude for learning new technology.

Limited grant funding available for eligible underemployed or unemployed Massachusetts residents. To inquire email career_training@middlesex.edu
 The program includes 2 semesters/courses: Writing and Managing Information (fall) and Technology and Tools for the Technical Writer (winter/spring). \$1,545 per semester. Begins September 5, 2024, Thursday nights. This is a noncredit (graded pass or fail) program.



Accounting/Bookkeeping Fundamentals

Learn essential terms and concepts for starting an accounting system, understand debits and credits, classify items as assets, liabilities, equity, revenue/sales and expenditures. Use practice scenarios and complete basic procedures such as journalizing entries and posting transactions to a general ledger. Explore the bookkeeping and accounting cycle, cash systems, create and understand financial reports. Learn to create a Trial Balance and Post-Closing Trial Balance, understand an Income Statement and Balance Sheet as well as adjusting entries and bank statement reconciliation. Topics Include: understanding accounts; debits and credits; analyzing transactions; journaling; general ledger; closing/adjusting entries; post-closing trial balance; financial reporting. To receive a course Certificate of Completion, students will be required to show course competencies through short assessments. This professional development class does not have a pre-req. An additional \$109 fee for course materials that students are required to purchase the first day of class. (30 hours) \$565.

09/10 - 11/05 5:30pm - 8:45pm Tuesday
 Online with class meeting times
 Course Number: CAR 797 75 CRN: 15260 Professor: SHARMA



QuickBooks®

Intro to QuickBooks Online – Course Number EDG 928

In this ONLINE course in partnership with Ed2go, you will Learn to reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports; and much more. When your course starts, you will be directed to access and utilize the free QuickBooks Online practice site to complete lessons and assignments. You do not need to purchase a subscription or additional software. Please note that this course is suitable only for the QuickBooks Online version. The desktop versions of QuickBooks are not compatible with this course and should not be used. Classes begin monthly. \$180 Tuition. 24 hours. Not eligible for tuition waivers. Registration and payment are through Ed2go: https://www.ed2go.com/mcc/online-courses/quickbooks-online/#tab_requirements

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

Intro to Grant Writing

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

09/24 - 10/22 7:00pm - 9:00pm Tuesday
 Online with class meeting times
 Course Number: CAR 944 75 CRN: 18209 Professor: BYRD



Advanced Grant Writing

The aim of this course is to help deepen the understanding of the grant world and to enhance grant writing skills. Each week, we will focus on a specific topic that will serve to strengthen grant proposals and develop effective grants strategy so that the grant applications will not only be strong, but also strategic and impactful to the nonprofit. Examples include in-depth prospect research, program description sections, creating an effective strategy, and more. This course is appropriate for staff grant writers, consultants, and anyone looking to increase their grants knowledge. \$200

10/29 - 12/03 7:00pm - 9:00pm Tuesday
 Online with class meeting times
 Course Number: CAR 503 75 CRN: 18462 Professor: BYRD
 No class 11/26

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

Social Media Certificate Program

MCC's Social Media Certificate program is designed to provide participants with a foundation and skill set in the new, evolving world of social media. The skills can be applied immediately in the workplace or to market a small business. All classes must be attended to receive a certificate of completion. To get the most of each class, students should open an account in each platform prior to the start of class. This is NOT an Intro class. \$275

10/15 - 11/19

Tuesday

Online with no meeting time

Course Number: TEC 640 33 CRN: 18129

Professor: D'AURORA

Intro to Social Media

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.

Facebook

Ever evolving but still arguably at the top of the social media food chain is Facebook. In this class, we'll learn to properly utilize your Facebook page to market your business or product, engage with customers, and grow brand awareness. You will be introduced to the basics of using Facebook as a business tool with brand-aligned posts, Facebook groups, events, and insights.

X 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 X, 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 today's internet driven world, understanding your business digital media marketing plan is essential. In this program, you will learn about the different digital media outlets and how they can be applied to your digital marketing plan. The listing below represents the order the classes occur throughout the semester. Students will receive a certificate upon completion. (15 hours) \$249

10/09 - 11/13

6:00pm - 8:30pm

Wednesday

Online with class meeting times

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 email career_training@middlesex.edu

Digital Photography Certificate Program

Digital Imaging is the medium that most photographers work with today. Take your photography hobby to the next level with the Digital Photography certificate. This program is designed to meet the needs of anyone interested in photography, portraiture, digital image-editing. To earn a certificate in Digital Photography, candidates must complete the following four courses: Digital Photography I, Digital Photography II, Adobe Photoshop for Photography, and Business of Photography. An Adobe subscription is recommended but not required. **Students need a SLR Digital Camera or a Mirrorless Camera.** Digital I, II, and Business of Photography are taught by professional photographers.

Digital Photography I

In this course you will learn how to shoot with your camera in manual mode with a focus on how aperture, shutter speed and ISO affect how your images look, and how to use Lightroom, a photo editing software. Class will be structured around instruction on a new topic, students having time to cull & edit their images (using the software Lightroom), and having a full class share/critique or an individual image review by the instructor. The most useful part of classroom instruction will be review of photos students have shot. Students need a DSLR Camera or a Mirrorless camera. An Adobe subscription is recommended but not required: <https://www.adobe.com/creativecloud/photography/compare-plans.html>

Instructor will provide instructions on options to choose the first day of class. If you do not have an Adobe subscription it is recommended that you bring an USB flash drive or external hard drive. **Eligible for 50% tuition waiver for MCC employees.** (18 hours) \$265

09/17 - 10/22
Bedford Campus
Course Number: CAR 611 30

6:00pm - 9:00pm
Building: Academic Resources, room AR 108
CRN: 11404

Tuesdays
Professor: WATANABE

Digital Photography II

This course builds on what was learned in Digital Photo I. We review the basic concepts & practices of digital photography, focusing on compositional rules and lighting. We will delve more into the creative aspect of photography. Class will be structured around students having time to cull & edit their images (using the software Lightroom), having a full class share/critique & then instruction on a new topic. The most useful part of classroom instruction will be the review of photos students have shot. They will see what makes a successful photo and what does not. Students need an SLR Digital Camera or Mirrorless Camera. An Adobe subscription is recommended but not required: <https://www.adobe.com/creativecloud/photography/compare-plans.html>

Instructor will provide instructions on what option choose on the first day of class if there is any uncertainty. If you do not have an Adobe subscription it is recommended that you bring an USB flash drive or external hard drive. **Eligible for 50% tuition waiver for MCC employees.** (18 hours) \$265

10/29 - 12/17
Bedford Campus
Course Number: CAR 612 30
No Class 11/5 & 11/26

6:00pm - 9:00pm
Building: Academic Resources, room AR 108
CRN: 11407

Tuesdays
Professor: WATANABE



Certified Addiction Recovery Coach (CARC)

Recovery coaches assist people to focus on increasing their motivation, identifying and creating a plan to reach their goals, and help them remove barriers to their recovery. This 76-hour online training will provide you with the strategies needed to assist individuals seeking recovery from substances and or co-occurring challenges. Emphasis is placed on the skills needed to link people in recovery to needed support within the community to build recovery capital. Upon completion students will have the required 60 hours of training to become employed as a recovery coach. Once in the field and the 500 hours of supervision are met, students will apply to Massachusetts Board of Substance Abuse Counselor Certification (MBSACC) to become a Certified Addiction Recovery Coach (CARC). All course materials, CEUS, 10 supervision hours and 5 hours of career assistance are included in the cost of the program. Supervision hours (10) will be determined by the instructor when class begins. 500 hours of supervision for MBSACC certification are met through employment or volunteer work and are not part of the training program. Please note: The accelerated hybrid format will include 30 hours of Recovery Coach Academy, 16 hours of Ethical Considerations, 3 hours of Motivational Interviewing, 5 hours of Addiction 101, 4 Exploring Culture through a DEI Lens and 3 hours of Mental Health and wellness. **This course is not eligible for tuition waivers** (76 total hours) \$1,999.

09/16 - 10/03
Online with class meeting times
Course Number: CAR 978 80

5:00pm - 8:30pm
CRN: 18403

Monday - Thursday
Professor: BURNS



Improve Your English Pronunciation and Conversation Skills

This class focuses on developing precise pronunciation in English. There are targeted practice areas for phonemes, word stress, grammatical endings, sentence stress, and intonation. During the practice areas, there are opportunities to perform dialogues for analysis, and free speaking. During free speaking, students will focus on developing academic discussion habits. (12 hours) \$299

09/27 - 11/08
Bedford Campus
Course Number: CAR 510 30
No class 10/18 & 10/25

9:00am - 11:00am
Building: Enrollment Center, room 210
CRN: 18486

Friday
Professor: DRISLANE

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

Resume & LinkedIn Makeover

In this class you will learn how to emphasize your soft skills and your experience to produce a results-oriented resume. Most important, you will learn tips on getting past applicant tracking software. Jan Stewart has been successfully providing career coaching for individuals at various stages in their career for the past 20 years. She understands the importance of getting clear about the desired path and ensuring that all collateral materials such as resumes, cover letters, and LinkedIn profiles are presented in a concise and engaging manner. She has a unique ability to listen attentively, boost confidence, and support jobseekers as they transition to their desired career. She is a certified coach from the Coactive Training Institute and holds a degree from Boston University Wheelock College of Education (3 hours) \$50

10/22 & 10/29 6:30pm - 8:00pm **Tuesday**
Online with class meeting times
Course Number: CAR 995 75 **CRN: 18409** **Professor: STEWART**



F.A.A Remote Pilot Exam Prep

This program will cover all the required knowledge content areas of the FAA's Remote Pilot Testing including: Regulations, The National Airspace System, Weather, Aircraft Loading and Performance, and Flight Operations. Upon completion, students should feel qualified to take the FAA Remote Pilot Test. A third day is also included that will focus on the safe UAS operations in the field while operating advanced training drones in various exercises. Course participants will also learn about key safety features of certain models of UAS's as well as how to develop and follow sound checklist procedures and maintenance protocols. This program is taught by Aviation and UAS industry expert, David Price. **Note:** Instructor will use common drones (Mavic or Phantom) on day 3 of the class. Participants are encouraged to bring their own device. Not eligible for tuition waivers. (21 hours) \$650.

09/14 - 09/28 9:00am - 4:00pm **Saturday**
Bedford Campus **Building: North Academic, room NA-G17**
Course Number: CAR 974 30 **CRN: 18377** **Professor: PRICE**



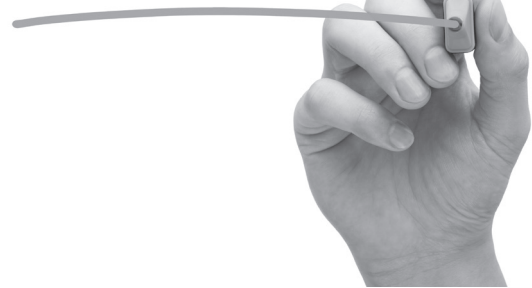
Generative AI

Join us for an enlightening two-evening workshop on generative artificial intelligence (AI). Discover how AI tools can enhance and revolutionize both your professional and personal endeavors. This workshop is tailored for tech enthusiasts, business professionals, and anyone eager to understand the future of AI. We'll simplify the complex principles of generative AI and highlight its diverse applications.

Presenter: Peter Shea, M.A., serves as the Director of Professional Development at Middlesex Community College and is an instructional designer. With years of experience in tracking AI advancements, he has delivered presentations at various education conferences. His most recent conference presentation focused on the integration of generative AI in education. (5 hours) \$99

10/16 - 10/23 6:00pm - 8:30pm **Wednesday**
Online with class meeting times
Course Number: CAR 922 75 **CRN: 18460** **Professor: SHEA**

NON PROFIT



Nonprofit Management Certificate

This online program introduces the key concepts and critical management components for all nonprofit organizations. This comprehensive series of courses is designed for anyone interested in launching a nonprofit organization or assisting in your own professional growth. Topics: Introduction to Nonprofit Sector, Nonprofit Theory of Change, Nonprofit Financial, Nonprofit Board Governance, Program Development & Evaluation, Nonprofit Fundraising, Building Your Base of Supporters and Lifecycle Strategic Planning. Complete all three session segments for a certification of completion. Taught by Kia Harris Tattegrain live via Zoom. Ms. Tattegrain is Founder and Executive Director of Dare Humanity.

Session I

Intro to Non-Profit Sector, Non-Profit Theory of Change, Non-Profit Board Governance

(12 Hours) \$230
09/17 - 09/26 7:00pm - 9:00pm **Tuesday - Thursday**
Online with class meeting times
Course Number: CAR 988 75 **CRN: 18384**

Session II

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

(14 Hours) \$270
10/01 - 10/15 7:00pm - 9:00pm **Tuesday - Thursday**
Online with class meeting times
Course Number: CAR 989 75 **CRN: 18385**

Session III

Program Development and Evaluation, Lifecycle Strategic Planning

(10 Hours) \$180
10/16 - 10/24 7:00pm - 9:00pm **Tuesday - Thursday**
Online with class meeting times
Course Number: CAR 990 75 **CRN: 18386**

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

Management Certificate and Training

Are you in the role of a supervisor or manager? This program provides supervisors and managers the skills to shift from individual contributor to well respected manager and achieve team success.

The following five classes can be taken individually or you can complete all five classes to receive a certificate of completion.

Intro to Workplace Communication

This course is designed to share basic communication skills that are useful in the workplace. Topics covered will include effective listening skills, use of different types of questions, nonverbal behavior, diversity considerations in language use, tips on dealing with conflict effectively, responding to difficult questions. We will discuss how to give feedback so that people can hear it more easily. Participants will have an opportunity to practice skills and ask questions. Interactive, practical, and fun! (3 hours) \$85

09/10 6:00pm - 9:00pm Tuesday
 Online with class meeting time
 Course Number: CAR 970 75 CRN: 18362 Professor: KANGAS

Understanding Motivation

We will discuss and review the latest research on motivation- it is probably not what you think. Being able to understand what motivates you will help you be better able to support others discovering their motivation. A practical workshop with an opportunity for self-reflection and tools to use in the future. (3 hours) \$85

09/17 6:00pm - 9:00pm Tuesday
 Online with class meeting time
 Course Number: CAR 992 75 CRN: 18405 Professor: KANGAS

Intro to Diversity Equity & Inclusion

This introductory workshop will cover DEI definitions, the history of DEI, how to connect DEI to your business, the impact of stereotypes and microaggressions, intent and impact, and tips on how to continue your DEI work and share ideas and concepts with others. Class will be interactive. Participants will have an opportunity to share perspectives and ask questions. (3 hours) \$85

09/24 6:00pm - 9:00pm Tuesday
 Online with class meeting time
 Course Number: CAR 963 75 CRN: 18363 Professor: KANGAS

Performance Management

Most people dread performance reviews so let's talk about ways to make it simpler, more collaborative, less threatening, and actually productive. Participants will be introduced to practical and easy to apply best practice performance management tools. Review the potential challenges of performance management and learn tools to manage them effectively. (3 hours) \$85

10/01 6:00pm - 9:00pm Tuesday
 Online with class meeting time
 Course Number: CAR 823 75 CRN: 18404 Professor: KANGAS

Speaking with Confidence

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

10/08 - 10/29 5:00pm - 6:30pm Tuesday
 Online with class meeting times
 Course Number: CAR 921 33 CRN: 18431 Professor: HAHN



Cannabis Retail Certificate

MCC's Cannabis Retail Certificate (noncredit) addresses the real world demands and core knowledge that retail positions require. Students will develop fundamental skills with an understand of what is required to work in a customer facing position in the Massachusetts cannabis industry. Training will include the state certified Core Curriculum training & exam which is a Cannabis Control Commission requirement for those working in the industry. Taught by a state certified Responsible Vendor Trainer. The final course exam is the state required Core Curriculum exam that is required by the Cannabis Control Commission. Core Curriculum certificates are valid for one year. **Please note** class weeks 1-5 are 2 hours in length, 6:00 p.m. - 8:00 p.m. Week 6 class date is 5 hours in length, 4:00 p.m. - 9:00 p.m. Pre-req: Must be 21+ to attend. \$500. Not eligible for waivers. Scholarships available for qualified students through Mass Cultivate Ed. To apply contact: <https://www.masscultivated.com/apply>

Course outcomes:

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

10/01 - 10/22 10:00am - 12:00pm Tuesday
 Core Curriculum Exam

10/29 10:00am - 3:00pm Tuesday
 Online with Class Meeting Times
 Course Number: CAR 997 75 CRN: 18483 Professor: BROWN



Cooking with Cannabis

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

10/10 6:00pm - 9:00pm Thursday
 Online with class meeting times
 Course Number: PER 580 75 CRN: 18484 Professor: BROWN

Health Careers



Phlebotomy Certificate

Phlebotomy is a rewarding entry-level career for one who desires to work directly with patients. Quality collection of blood samples by phlebotomists is important for the patient's healthcare team to produce accurate laboratory results and determine proper medical treatments. This program will provide the education and skills needed to be a successful phlebotomist. The training program with Middlesex Community includes 120 hours of theory and skills lab training. Additionally, students will be placed into a 100-120-hour clinical externship to provide real-time learning in an active healthcare setting. Once the student has completed the program at MCC, they may choose to sit for a national phlebotomy certification on their own (separate fee from this program). Scrubs and textbook cost are separate fees. \$2,699 tuition.

Course Number: HLT 791 80 **CRN:** 18465
09/23 - 11/18 **6:00pm - 10:00pm** **Monday**
 Online with class meeting times

09/25 - 11/20 **6:00pm - 10:00pm** **Wednesday**
 Lowell Campus **Building:** Talbot, Room TBA

09/28 - 11/23 **8:00am - 3:00pm** **Saturday**
 Lowell Campus **Building:** Talbot, Room TBA
 Off Site Clinical Externship: 11/28 - 01/10/25

For enrollment information email: crawfordd@middlesex.edu



Pharmacy Technician

This course is designed to teach students in a retail setting the knowledge and skills necessary to practice as a Pharmacy Technician. The course will consist of a 60-hour instructor led class followed by an 80-hour externship in an actual pharmacy setting. The course will prepare the student to take the National Certification Exam to become PTCB certified. The instructor led portion of the class will review various topics including pharmacy operations, pharmacy law, pharmaceutical calculations, routes of administration, medical abbreviations, medication dosage forms, interpreting drug orders, regulations and the top two hundred prescription medications. In partnership with local pharmacies, the externship portion of the course is designed to give the student real world experience in a retail pharmacy setting to reinforce the topics studied in the classroom. Students will also be given practical knowledge on the interview process and what employers are seeking in a candidate. This fast-paced class requires students to have a basic understanding of fractions, formulas, and conversions. Not eligible for tuition waivers. (60 hours) \$1,750

09/17 - 12/12 **6:00pm - 8:30pm** **Tuesday & Thursday**
 Online with class meeting times
Course Number: HLT 715 30 **CRN:** 17159 **Professor:** GOMATOS

For enrollment information email: crawfordd@middlesex.edu

Medical Interpreting Certificate

Medical interpreters are in great demand both in person and remotely by video or phone. Interpreters can elect to work for a hospital, school, or state agency, or as contractors with many agencies throughout the country. They can also elect to work remotely from home where they can work independently and make their own hours. Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role-plays on a variety of medical topics. The student will also be introduced to VRI (video remote interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Students must be bilingual and must be fluent in English and one other language. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the national certification exam. Because a language assessment is required, students must register at least two weeks in advance. Not eligible for tuition waivers. (60 hours) \$1,199

10/08 - 12/17 **6:00pm - 9:00pm** **Tuesday & Thursday**
 Online with class meeting times
Course Number: HLT 607 33 **CRN:** 17988

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

Nurse Assistant/Home Health Aid Certificate

This training program (including 24 hours of 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 is a separate fee. Not eligible for tuition waivers. **Please note:** Upon successful completion of the 100-hour noncredit Nurse Assistant/Home Health aide certificate, credit can be awarded for AHP 115 & AHP 116 through articulation.

Choose from **Session I** or **Session II**.

For enrollment information email: crawfordd@middlesex.edu

Session I

Nurse Assistant Online Theory - \$1,150

09/17 - 10/31 8:00am - 9:00pm Tuesday - Thursday

Online with class meeting times

Course Number: HLT 752 33 CRN: 18184 Professor: LEWIS

Nurse Assistant Skills Lab - \$450

09/28 - 10/19 8:00am - 1:00pm Saturday

Lowell Campus Building: Derby, room 302

Course Number: HLT 753 80 CRN: 18185 Professor: LEWIS

Nurse Assistant Clinical - \$750

10/26 - 11/03 8:00am - 3:00pm Saturday & Sunday

OFF Campus

Course Number: HLT 753 80 CRN: 18185 Professor: LEWIS

Session II

Nurse Assistant Online Theory - \$1,150

09/19 - 11/21 3:00pm - 9:00pm Wednesday

Online with class meeting times

Course Number: HLT 752 34 CRN: 18350 Professor: CHAMPA

Nurse Assistant Skills Lab - \$450

12/04 - 12/12 4:00pm - 9:00pm Wednesday & Thursday

Lowell Campus Building: Derby, room 302

Course Number: HLT 753 81 CRN: 18186 Professor: CHAMPA

Nurse Assistant Clinical - \$750

01/04 - 01/12 8:00am - 3:00pm Saturday & Sunday

OFF Campus

Course Number: HLT 756 35 CRN: 18166 Professor: CHAMPA



Medical Office Administrator Certificate

The Medical Office Administrative Assistant is the first point of contact between the patient and the medical office, establishing a professional and positive patient experience. This program will provide skills needed for an entry level position as a patient access coordinator, medical office admin, customer service, or call center representative. Topics: Customer Service Excellence, Intro to Medical Terminology, Introduction to Medical Billing, and Intro to Computer Applications. (81 hours) \$2,175

Note: Limited grant funding available for underemployed and/or unemployed Massachusetts residents. For more information e-mail career_training@middlesex.edu. This course is not eligible for tuition waivers. Student must enroll in all training sessions.

09/16 - 09/20 9:30am - 1:30pm Monday - Friday
Lowell Campus Building: Cowan, room 104
Course Number: HLT 790 50 CRN: 18458 Professor: ORELLANA

09/24 - 11/05 10:00am - 12:30pm Tuesday
Lowell Campus Building: Cowan, room 104
Course Number: HLT 790 52 CRN: 18459

09/24 - 11/05 1:30pm - 4:30pm Tuesday
Lowell Campus Building: Cowan, room 201
Course Number: HLT 790 54 CRN: 18457 Professor: KILROY

10/28 - 12/04 11:00am - 1:00pm Monday & Wednesday
Online with class meeting times
Course Number: HLT 790 75 CRN: 18461 Professor: MCKETHAN

Pediatric Expanded Skills Certificate

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

09/05 - 09/12 4:00pm - 9:00pm Monday/Thursday
Online with class meeting times

09/16 & 09/23 4:00pm - 8:00pm Monday
Lowell Campus Building: Derby, room 302
Course Number HLT 789 80 Professor: CHAMPA

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu



Hands on Refresher: Digital Radiology, Periodontal Instrumentation and Local Anesthesia Techniques for Dental Hygienists

After a lecture review on all three topics, the RDH will have 1:4 clinical instructor/participant ratio with digital radiography on a Dexter mannequin; hands-on periodontal instrumentation techniques on typodonts and local anesthesia techniques on each other with a practice needle so no need to receive local anesthesia. A simulator mouth model will also be available to confirm that you are in the correct area for various injection techniques. 8 hours, 8 CEUs. \$550

At the completion of the course the participant will:

1. Identify important hard and soft tissue landmarks for various maxillary and mandibular nerve blocks.
2. Demonstrate proper needle placement and syringe angle for various injection techniques.
3. Implement strategies to troubleshoot inadequate or absence of local anesthesia.
4. Discuss issues related to grasp, fulcrums, exploring, and probing.
5. Review key effective and efficient instrumentation strategies related to hand instrumentation.
6. Identify common pitfalls in instrumentation and strategies to avoid them.
7. Recognize criteria for diagnostically acceptable intraoral radiographic images.
8. Demonstrate effective intraoral radiographic troubleshooting techniques, including managing third molars, tori, and long roots.

11/16 8:30am - 5:00pm Saturday
 Lowell Campus Building: Talbot, room 215
 Course Number CAR 505 80 CRN: 18468
 Professors: NOVEMBER-RIDER, MACPHERSON, SHUTOFF



Local Anesthesia Certification Training for Registered Dental Hygienists

This course is for licensed Dental Hygienists would like to become certified in local anesthesia. MCC complies with the Mass. Board of Registration in Dentistry regulations for the administration of local anesthesia. The course consists of a 50-hour online study (self-paced) prior to clinical training, interactive presentations, and a 3-day clinical training in which students will have 30 injection experiences. The strength of this hands-on course is the amount of actual time you will administer injections to your classmates. Upon successful completion, students will be awarded a certificate, 26 CEUs, and be prepared to sit for the CDCA exam.

Not eligible for waivers. For complete information and required forms, visit <https://www.middlesex.mass.edu/CareerTraining/DHLA.aspx>. \$1,650

Online Study: 07/09 - 10/07 Self-paced with no class meeting times

Clinical: 10/12 - 10/14 8:00am - 6:00pm

Lowell Campus
 CAR 751 80 CRN: 18310 Professors: RIDER & TERKOSKI

Improved Local Anesthesia Outcomes

This program will provide the participant with an overview how to troubleshoot local anesthesia problems including how to pick the correct local anesthetic to give you best outcome. Information on how to prevent and manage both local and systemic complications that can arise from the administration of local anesthesia will also be covered. Lecture course. Open to any dental professional (4 hours, 4 CEUs) \$109

11/02 9:00am - 1:00pm Saturday
 Online with class meeting time
 Course Number: HLT 748 75 CRN: 18346 Professor: NOVEMBER-RIDER

Dental Radiography: Putting Theory to Practice

This refresher course will provide the experienced dental radiographer with the basic principles of x-ray production and biology. The fundamentals of intraoral radiographic exposures and interpretation will be reviewed, as well as troubleshooting common challenges through technique and armamentarium modifications. Attendees will leave with reinforced understanding of and confidence in dental radiography theory and application in patient care. Course is open to any dental professional working with x-ray production. Course is a live webinar and not recorded. (2 hours, 2 CEUs) \$55

10/26 8:00am - 10:00am Saturday
 Online with class meeting time
 Course Number: HLT 759 75 CRN: 18347 Professor: SHUTOFF

Dental Office Administration

Are you looking for a career in dental office administration? Join us for a complete introduction to dental front office administration. We will provide a foundation of dental knowledge and administrative skills for anyone interested in starting a career in a dental practice with little to no experience, or dental assistants seeking to expand their knowledge. Live online with instructor via Zoom. (15 Hours) \$299

10/02 - 11/06 6:30pm - 9:00pm Wednesday
 Online with class meeting times
 Course Number: HLT 782 75 CRN: 18349 Professor: LAROCHE

Medical Emergencies for the RDH and CDA

Medical emergencies do occur in the dental setting, and we all need to be prepared! This course will provide participants with guidelines for preventing and managing medical emergencies. Prevention strategies will include reviewing the patient medical history, obtaining medical consultations and modifying treatment for medically compromised patients. Participants will learn how to conduct a patient risk evaluation, the importance of emergency equipment in the office, and how to manage common medical emergencies as part of the dental team. 3 hours, 3 CEUs \$65

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

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

11/09 9:30am - 12:30pm Saturday
 Lowell Campus Building: Talbot, room LT 215
 Course Number: HLT 721 80 CRN: 18455 Professor: TERKOSKI

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

Information Technology and Computer Applications

Cloud Associate

Cloud also known as Cloud computing is the on-demand delivery of IT services and resources over the internet with pay-as-you-go pricing. Instead of buying, owning, and maintaining physical hardware, users can access technology services such as servers, desktops, and storage from cloud providers such as Amazon AWS and Microsoft Azure. The course will be split into two sections. Section one will focus on AWS and prepares the learner to sit for the AWS Solutions Architect Associate Certification (SAA-C02) exam. AWS Certified Solutions Architect is among the most valuable and sought-after cloud computing certifications in the world. Section two will focus on Microsoft Azure and will prepare the learner to sit for the Azure Fundamental Certification (AZ-900) exam. **Please note:** students will most benefit from this course if they already possess the CompTIA A+ certification or have equivalent knowledge of basic computers functions. If you do not possess the CompTIA A+ certification you can enroll in our Google IT Support Professional Certificate program. **Regular access to a Microsoft based PC (MS Windows or MS Edge) is required.** Included in the cost of tuition are all books, supplies and the cost of one exam, either SAA-C02 or AZ-900. (180 hours) \$2,800.

10/02 - 12/18 **5:30pm - 7:30pm** **Wednesday**
Online with class meeting times
Course Number: TEC 789 33 **CRN: 18391** **Professor: BOWEN JR**



Google Workspace Applications

We will explore Google Drive and Google Apps and their potential uses. We will start by learning the ins-and-outs of the Google apps, Gmail, Calendar and Contacts. In Session 2, you will discover the basics of navigating and storing files in Google Drive while discovering the core features of Google Docs. Session 3 will advance your knowledge of Google Drive and explore the essentials of Google's spreadsheet, Sheets. And finally, in Session 4 participants will learn about the similarities and differences between Google's presentation app, Slides and diagram design app, Drawings. Throughout this course, you will also learn how these essential apps are interconnected. **Pre-Req:** Students must have basic computer skills in a Windows environment independently and proficiently using a mouse with right/left click, creating and saving documents, creating and renaming folders, searching for and navigating websites on the internet; and opening, composing and sending emails. **This course is NOT a computer basic skills course.** (12 hours) \$175

10/03 - 10/24 **6:00pm - 9:00pm** **Thursday**
Bedford Campus **Building: Academic Resources, room 102**
Course Number: TEC 791 30 **CRN: 18464** **Professor: TROCHE**



Google IT Support Professional - Hybrid

Google's IT Support Professional/CompTIA A+ Certificate is a program that prepares you for entry-level roles in IT support with no experience or degree necessary. Through a dynamic mix of video lectures, quizzes, and hands-on labs and widgets, this program introduces learners to troubleshooting, customer service, networking, operating systems, system administration, and security. The curriculum includes motivating personal stories from Google employees, with unique backgrounds and perspectives, who started their careers in IT support. Upon completion, learners receive a Google IT Support Professional Certificate badge they can display on their LinkedIn profiles. Class consists of 12-16 hours per week of self-paced online study through a software license and 2 hours of in-class instruction with an IT professional. Weekly office hours are included for additional support. Not eligible for tuition waivers. **Pre-requisite: A general understanding of Windows client operating systems and experience with Microsoft products and technologies is recommended. Regular access to a Microsoft based PC (MS Windows or MS Edge) is required.** The CompTIA A+ exam fee is included in the tuition. Textbooks are a separate fee and not included. (180 hours). \$2,100.

09/28 - 03/01 **10:00am - 12:00pm** **Saturday**
Online with class meeting times
Course Number: TEC 780 33 **CRN: 18392** **Professor: BOWEN JR.**
Note: Class may meet on campus one or two times during the course.

Practical Computers - An Intro to PC's and Windows

This course is an introduction to the computer and computer applications via lecture and hands-on activities. We start with an overview of computer hardware, software, and networks that include: the use of Microsoft Windows for running programs, the creation of folders, and file management. We continue with a focus on Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Email, and the Internet. (12 hours) \$219

09/24 - 10/15 **5:00pm - 8:00pm** **Tuesday**
Bedford Campus **Building and Room TBA**
Course Number: TEC 602 30 **CRN: 18243** **Professor: KELLEY**

11/15 - 12/13 **9:00am - 12:00pm** **Friday**
Lowell Campus **Building: Cowan Center, room 202**
Course Number: TEC 602 80 **CRN: 11390** **Professor: KILROY**
No class 11/29

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu



Google Sheets

Google Sheets

Are you or your organization new to Google Sheets? This course is for people new to Sheets or for those who have been learning Sheets on the fly and would like to fill in the gaps. Throughout the course participants will explore beginning to advanced features in the spreadsheet application, Google Sheets, that is free with a personal or organization's Google account. Upon successful completion of this course, you will be able to: navigate Google Sheets, create and save workbooks to the Google Drive, create and format data in worksheets, manipulate and calculate data using custom formulas or pre-formatted functions, present data using charts, apply conditional formatting to data sets, and create and analyze data using PivotTables. We will also review tips & tricks for organizing file in your Google Drive. Go to <https://troche-course-resources.blogspot.com> for a more comprehensive list of skills that will be taught in the course and a 7-question questionnaire to use to determine if this course is for you. **Pre-Req:** While this course is for students new to Google Sheets, students must have a proficient knowledge of PC computers (e.g. left/right mouse click, keyboarding, creating folders, saving files, and using email). (18 hours) \$255

10/02 - 11/06 **6:00pm - 9:00pm** **Wednesday**
Bedford Campus **Building: Academic Resources, room 101**
Course Number: TEC 788 30 **CRN: 18400** **Professor: TROCHE**

Business Computer Application Certificate

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

09/20 - 11/08 **9:00am - 12:00pm** **Friday**
Lowell Campus **Building: Cowan, room 202**
Course Number: TEC 748 80 **CRN: 16129** **Professor: KILROY**

10/22 - 12/17 **5:00pm - 8:00pm** **Tuesday**
Bedford Campus **Building and room TBA**
Course Number: TEC 748 30 **CRN: 16128** **Professor: KELLEY**



MS Excel Certificate

From beginning to advanced functions, this course is designed to teach you the features of MS Excel. Upon successful completion, you will be able to: create and format a worksheet; create formulas; manipulate and calculate data with advanced formulas, create and modify tables, present data with charts, analyze data using PivotTables, customize data, work with multiple workbooks, import and export data. **Pre-Req:** Students must be proficient with MS Windows & keyboarding in a PC environment. Class is taught in a MCC computer lab (MS Windows). (24 hours) \$330

10/01 - 11/19 **6:00pm - 9:00pm** **Tuesday**
Bedford Campus **Building: Academic Resources, room 102**
Course Number: TEC 759 30 **CRN: 18213** **Professor: TROCHE**



Intro to C++ Programming – EDG 628

In this online course through Ed2go, learn how to program the easy way in C++. Introduction to C++ Programming is a project-oriented course. You'll get right to programming in this course—even if you have no prior programming experience! Before you know it, you'll be putting together programs, and you'll see how easy programming really is. Classes begin monthly. (24 hours). \$170. Course is online through Ed2go. **Not eligible for waivers.** Enrollment and payment are through Ed2go:

<https://www.ed2go.com/mcc/online-courses/c-plus-plus-programming-introduction/>

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

Educator PDPs and MTEL Exam Prep

Understanding Islam Practices

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

09/19 - 12/05 5:30pm-7:00pm Thursday
 Bedford Campus Building: North Academic, room NA-G17
 Course Number: CAR 964 33 CRN: 18430 Professor: KHALIFA
 No class on 11/28

Note: The following 5 classes will award 10 PDP's for Massachusetts Educators. Must take all 5 classes to earn PDPs through DESE.



Planning with Intentionality for DEIB

Diversity, Equity, Inclusion, and Belonging (DEIB) are important components of the educational planning, teaching, and learning process. It is not enough to just talk about diversity. Educators need to create an environment where all students feel welcomed, respected, valued, and supported. The work of DEIB begins first with reflecting on who we are as the educator. With intention, we can then plan and develop DEIB learning experiences for our students, which have been shown to increase both student empathy and awareness of the "pluralistic world in which we live." (2 hours) \$37

10/24 4:00pm - 6:00pm Thursday
 Online with class meeting time
 Course Number: CAR 506 75 CRN: 18471 Professor: HOGAN-MAZZOLA

Power in Partnerships

Research demonstrates that strong relationships between schools and families can positively affect student achievement and outcomes. By fostering stronger family and community engagement schools can increase student achievement, improve student attendance and behavior, enhance staff's understanding of family. "It takes a village" (2 hours) \$37

11/07 4:00pm - 6:00pm Thursday
 Online with class meeting time
 Course Number: CAR 507 75 CRN: 18472 Professor: HOGAN-MAZZOLA

Fostering Self-Regulation

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

10/10 4:00pm - 6:00pm Thursday
 Online with class meeting times
 Course Number: CAR 983 75 CRN: 18387 Professor: HOGAN-MAZZOLA

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

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

10/17 4:00pm - 6:00pm Thursday
 Online with class meeting time
 Course Number: CAR 984 75 CRN: 18388 Professor: HOGAN-MAZZOLA



The Power of Play! Preschool To Grade 2

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

11/14 4:00pm - 6:00pm Thursday
 Online with class meeting time
 Course Number: CAR 987 75 CRN: 18393 Professor: HOGAN-MAZZOLA



Classroom Management and Organization

This program will provide techniques and skills to improve performance of professional educators. Explore discipline theories, practical ideas, effective teaching strategies, classroom organizational models and other issues related to teaching and learning. This program is applicable at all levels of teaching. (12 hours, 12 PDPs) \$200

10/08 - 11/12 6:00pm - 8:00pm Tuesday
 Online with class meeting times
 Course Number: CAR: 511 75 CRN: 18485 Professor: MINASIAN

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu



MASSACHUSETTS TESTS FOR EDUCATOR LICENSURE®

Students can enroll in the MTEL courses between August 1 - November 1 by calling 781-280-3663 or email career_training@middlesex.edu. Classes are all online and self-paced. Not eligible for tuition waivers. Students will have online course access Sept. 3 - Dec. 31. All MTEL course content is web-based and self-paced: Online with no class meeting times. Students will have email access to the content facilitator for questions and assistance. Individual MTEL test prep classes is for a particular field. Please see list for Field Exam Prep courses with associated MCC course number. Each field test prep cost is \$120. Professor: SVENCONIS



MTEL Communication & Literacy Test Prep Field 01

09/03 - 12/31
Course Number: CAR 602 75 CRN: 17176

Foundations of Reading MTEL Test Prep Field 190

09/03 - 12/31
Course Number: CAR 635 75 CRN: 17177

MTEL Test Prep-General Curriculum Field 78

09/03 - 12/31
Course Number: CAR 858 75 CRN: 17178

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

09/03 - 12/31
Course Number: CAR 859 75 CRN: 17179

English a Sec Language MTEL

Field 54

09/03 - 12/31
Course Number: CAR 878 32 CRN: 17187

MTEL Exam Prep-History/Social Studies

Field 73

09/03 - 12/31
Course Number: CAR 894 75 CRN: 17511

MTEL Test Prep-English

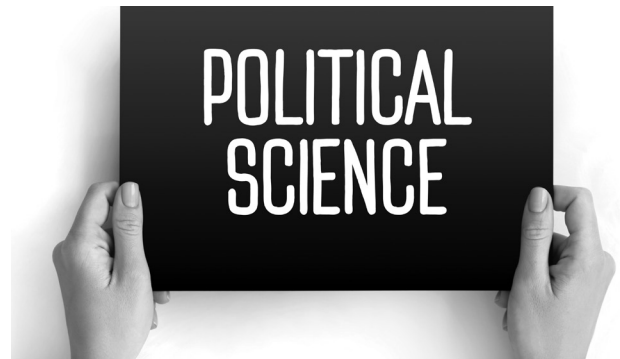
Field 61

09/03 - 12/31
Course Number: CAR 897 75 CRN: 17551

MTEL Test Prep-Early Childhood

Field 72

09/03 - 12/31
Course Number: CAR 904 75 CRN: 17967



Political Science MTEL Test Prep

Field 48

09/03 - 12/31
Course Number: CAR 910 75 CRN: 17969

MTEL Reading Specialist Test Prep

Field 08

09/03 - 12/31
Course Number: CAR 911 75 CRN: 18002

MTEL Business Test Prep

Field 19

09/03 - 12/31
Course Number: CAR 932 75 CRN: 18104

MTEL Vocational Tech Literacy

Fields 191 & 192

09/03 - 12/31
Course Number: CAR 942 75 CRN: 18165

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

MTEL General Science Exam Prep

09/03 - 12/31

Course Number: CAR 954 75 CRN: 18260

MTEL Middle School Humanities

09/03 - 12/31

Course Number: CAR 961 75 CRN: 18249

MTEL Adult Basic Education Exam Test Prep

09/03 - 12/31

Course Number: CAR 971 75 CRN: 18365

TEAS Exam Prep

Students can enroll in TEAS exam prep classes between Aug. 1 - Nov. 1 by calling 781-280-3663 or email career_training@middlesex.edu Students will have online course access Sept. 3 - Dec. 31. Note: All TEAS prep classes are web-based, self-paced with no class meeting times. No class meeting times. Courses are not eligible for tuition waivers. Tuition: \$120 per class. Professor: SVENCONIS



TEAS Math Prep

This ONLINE prep class contains a thorough review of arithmetic, basic algebra, and geometry with complete lessons and explanations (including quizzes) for each content subject. There are 5 simulated math TEAS exams with complete step-by-step solutions. This prep class is designed to help students learn the skills needed to score well on the exam. \$120

09/03 - 12/31

Online with no class meeting time

Course Number: CAR 885 75 CRN: 17357



TEAS Reading/Language Prep

This course contains a thorough review of spelling, punctuation, grammar, and writing rules. There are 5 simulated reading and 5 simulated language exams with complete step-by-step solutions. \$120

09/03 - 12/31

Online with no class meeting time

Course Number: CAR 886 75 CRN: 17358



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. \$120

09/03 - 12/31

Online with no class meeting time

Course Number: CAR 887 75 CRN: 17359

Floral Design

Intro to Floral Design

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

09/09 - 09/30

6:00pm - 8:30pm

Monday

Bedford Campus

Building: North Academic, room G-11

Course Number: PER 783 30

CRN: 17155

Professor: MATTSON



Intro to Floral Design II

We will continue to explore the principles and elements of floral design in this 2nd portion of Basic Floral Design using the tools learned in Part 1. Students will be shown different techniques applied to floral design and will have hands-on experience using fresh material and interesting supplies. Each week the instructor will focus on a specific theme, principle, or element. The class will have an opportunity to demonstrate their version of that design. **Prerequisite: Completion of Intro to Floral Design I.** Materials fee of \$125 is payable to the instructor via cash, check or venmo. Ms. Mattson is accredited as an American Institute of Floral Design member. (10 hours) \$109.

10/07 - 11/04

6:00pm - 8:30pm

Monday

Bedford Campus

Building: North Academic, room G-17

Course Number: PER 950 30

CRN: 18017

Professor: MATTSON

No class October 14



Intro to Floral Design III

We will go in depth of the Principles and Elements with examples of how they are used in daily flower shop activity. Students will be shown different techniques applied to floral design and will have hands-on experience using fresh material and interesting supplies. Topics covered will be wiring and taping (wedding, corsage, event work), advanced hand tied, using tropicals. Basing, sheltering and composite work (funeral) and finally, display work, in a free form style, the final week. **Pre-requisite: Completion of Intro to Floral Design I & II.** Materials fee of \$150 is payable to the instructor via cash, check or venmo. (10 hours) \$109.

09/12 - 10/03

6:00pm - 8:30pm

Thursday

Bedford Campus

Building: North Academic, room G-17

Course Number: PER 504 30

CRN: 18463

Professor: MATTSON

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

Halloween "Boo-Quet"

Join us as we build a floral "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. Best of all, you take home the arrangement you design! Material fee of \$50 per student is payable to the instructor at class. (2 Hours) \$39

10/25 **6:00pm - 8:00pm** **Friday**
Bedford Campus **Building: North Academic, room G-17**
Course Number: PER 821 30 **CRN: 18382** **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 of \$50 per student is payable to the instructor at class. (2 Hours) \$39

11/25 **6:00pm - 8:00pm** **Monday**
Bedford Campus **Building: North Academic Hall, room G-17**
Course Number: PER 640 30 **CRN: 16647** **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 hands-on class is fun and sure to get you in the holiday spirit. We'll guide you step by step through the process and provide all flowers and material you need. Material fee of \$60 per student is payable to the instructor at class. (2 Hours) \$39

12/02 **6:00pm - 8:00pm** **Monday**
Bedford Campus **Building: North Academic Hall, room G-11**
Course Number: 641 30 **CRN:16645** **Professor: MATTSON**

Christmas Glow

Welcome the warmth of this Holiday season. This hands on "make and take home" design session for Christmas features pine cones, scented evergreens, fresh florals and a keepsake candle. All supplies and flowers are provided. We'll walk you through the process of designing it and you get to take your lovely bouquet home! Materials fee of \$60 payable to instructor. (2 Hours) \$39

12/09 **6:00pm - 8:00pm** **Monday**
Bedford Campus **Building: North Academic, room G-11**
Course Number: PER 823 30 **CRN: 18383** **Professor: MATTSON**

Personal Enrichment Culinary Adventures

NEW Create Your Vision Board and Make Your Goals a Reality

Have you ever felt frustrated when you set a goal and were not able to complete it? Traditional goal setting can be limiting and you may not end up where you would like. We will help you visualize your goals and bring them to life by creating your own unique vision board. Step by step, you will learn how to make your goals a reality! (4.5 Hours) \$69

12/04 - 12/18 **5:00pm - 6:30pm** **Wednesday**
Online with class meeting times
Course Number: PER 505 75 **CRN: 18473** **Professor: HAHN**

NEW Your Life Story Through Guided Autobiography: A Gift to Future Generations, A Gift For You

Everybody has a story to tell. Writing and preserving your life story is a rewarding experience that will leave your mark. It is your legacy. This six-week class offers individuals an opportunity to deeply reflect on and chronicle significant life experiences, enabling them to gain valuable insight, perspective, and a richer understanding of their personal journey. If you've wanted to record your history, impart values to the next generation, or simply explore your past, our 2.5-hour sessions each week will walk you through Guided Autobiography (GAB) and get you started. (GAB is a structured approach that involves delving into one's personal life story with the guidance of a trained facilitator. GAB goes beyond mere documentation of personal histories. It seeks to stimulate self-discovery, fortify resilience, and cultivate personal growth by delving into and comprehending one's life narrative in a deeper and more meaningful way.) Each session revolves around a specific life theme, where participants engage with thought-provoking questions tailored to elicit memories and encourage the writing of your life story. You will be sent home each week with your theme, write approximately two pages of your life story on that theme at home, and then share it the following week. Notebooks, handouts, and pens are provided - but if you prefer to type, bring a laptop or iPad. Instructor Liana Henry is a Certified GAB Instructor and Principal, Black Dog Marcom (15 Hours) \$489

09/05 - 10/10 **6:30pm - 9:00pm** **Thursday**
Bedford Campus **Building: North Academic, room G-11**
Course Number: PER 509 30 **CRN: 18482** **Professor: HENRY**



NEW Indian Cooking Made Easy

This class starts with an introduction to the "masala dabba" or a spice box that houses the commonly used spices in Indian cooking. Learn about the spices and spice mixes from sourcing to storing them and the tips and techniques for using them in authentic Indian recipes. With step-by-step guidance, together we will make fragrant and fluffy Basmati rice, scrumptious Chana masala-chickpea curry made with aromatics and spices, and flavorful, protein-rich Tadka Dal. All skill levels welcome. This fun, interactive class will help you gain the knowledge and confidence to recreate these recipes in your own kitchen. We will sample our creations at the end of class. Class held in Lexington at Instructors professional home kitchen. Materials fee of \$39 payable to the instructor in advance by check or Venmo. (2.5 Hours) \$79

09/26 **6:00pm - 8:30pm** **Thursday**
Off Campus Lexington MA **Directions will be provided**
Course Number: PER 506 33 **CRN: 18479** **Professor: NADKARNI**

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu



Indian Cooking Using the Instant Pot

In this interactive class, we will make a hearty, delectable Curried Lentil Soup with carrots, spinach and coconut milk and savor a one pot meal of mouthwatering Basmati Rice Pullav with veggies. Learn about the ingredients, spices and spice mixes, from sourcing to storing them, the tips and techniques that will help you gain the confidence to recreate these recipes on a regular menu rotation. This class is a two for one! Get to know the Instant Pot and how to make authentic, flavorful and timesaving Indian dishes using the Instant Pot. We will sample and discuss our creations at the end of class. All skill levels welcome. Class held in Lexington at Instructors professional home kitchen. Materials fee of \$39 payable to the instructor in advance by check or Venmo. (2.5 Hours) \$79

10/10 **6:00pm - 8:30pm** **Thursday**
Off Campus **Lexington MA. Directions will be provided**
Course Number: PER 507 33 **CRN: 18480** **Professor: NADKARNI**



Holiday Cookies Galore!

Prepare some delicious easy- to- make holiday cookies in our three-hour cookie baking workshop! Learn how to bake some simple yet delicious cookies for the holidays that can be frozen, made in advance, and enjoyed by all! We will bake three different types of cookies from scratch: Old fashioned Chocolate Chip, Famous Double Tree Chocolate Chip Cookies, and Snickerdoodles. Tuition includes baking supplies. Come have fun at MCC's Nesmith House and go home with some delicious treats and easy to do time-honored recipes to prepare for Holiday celebrations! (3 Hours) \$70

11/16 **9:00am - 12:00pm** **Saturday**
Off Campus **Nesmith House, 229 Andover St, Lowell, MA**
Course Number: PER 508 33 **CRN: 18481** **Professor: KANGAS**



Spanish for Beginners

Introduction to Spanish is an interactive, fun class intended for those with little or no knowledge of the language. Its aim is to present essential vocabulary, grammar, and to develop the speaking, listening, reading, and writing skills necessary for basic communication and comprehension. You will have the opportunity to practice and apply what you learn in conversation and enjoy getting to know your fellow classmates while doing so. Communicative class activities will include pair and group work, interviews and roleplaying. We will also introduce you to Spanish customs and culture! (14 Hours) \$269

09/11 - 12/18 **5:30pm - 6:30pm** **Wednesday**
Online with class meeting times
Course Number: PER 645 75 **CRN: 18401** **Professor: HOYES**
No class 11/27

Beginning Conversational French - EDG 640

Discover how easy learning simple words and phrases for leisure and business can be. The Beginning Conversational French course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn French. This online course even includes audio so that you can hear and practice the language with little more than a click of your mouse! You will also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. The skills you obtain will not only allow you to carry on a French conversation with ease but become prepared to speak French in a wide variety of settings and situations. Classes begin monthly. Course is online through Ed2go. Not eligible for waivers. (24 hours) \$150.

Enrollment and payment are through Ed2go: <https://www.ed2go.com/mcc/online-courses/conversational-french-beginner/>

Instant Italian - EDG 829

You'll learn practical, everyday words. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter if you plan to vacation in Italy. Essential words and phrases are written phonetically by using sounds that are familiar to you from English words. The audio feature lets you hear the words and phrases spoken aloud with just a click of your mouse. Short exercises are included with each lesson to help you reinforce what you've learned and gauge your progress, making it easy to pinpoint areas that you still need to review. The exercises also give you immediate feedback. By the end of the course, you will know how to ask for help, ask directions, navigate Italian shops, book a hotel room, order a meal, and much more! Cultural notes are included throughout the course to help you better understand Italians and their way of life. Classes begin monthly. Course is online through Ed2go. Not eligible for waivers. (24 hours) \$150. Enrollment and payment are through Ed2go.

<https://www.ed2go.com/mcc/online-courses/instant-italian/>



Intro to Expressive Watercolor

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

10/16 - 11/13 **6:00pm - 8:00pm** **Wednesday**
Bedford Campus **Building: North Academic, room G-17**
Course Number: PER 581 30 **CRN: 18456** **Professor: KALABOKIS**

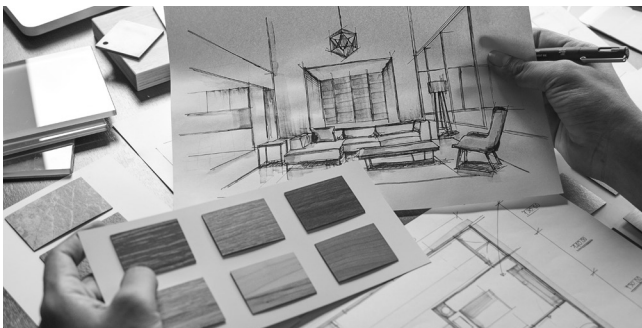
Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu



A Homeowner's Guide to Selecting Interior Paint Colors

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

10/23 **7:00pm - 8:30pm** **Wednesday**
Bedford Campus **Building: North Academic, room G-11**
Course Number: PER 583 30 **CRN: 18410** **Professor: O'CONNELL**



Interior Design 101

Learn how to design like a pro with Debbe Daley of Debbe Daley Design. 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. (6 hours) \$379

10/07 - 11/18 **6:00pm - 7:00pm** **Monday**
Online with class meeting times
Course Number: PER 999 75 **CRN: 18208** **Professor: DALEY**
No Class 10/28



Intro to Backyard Beekeeping

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

10/29 - 11/26 **6:00pm - 8:00pm** **Tuesday**
Bedford Campus **Building: North Academic, room G-11**
Course Number: PER 946 30 **CRN: 18323** **Professor: WEISMAN**



What is FAFSA and Why it is Important

This class will explain what is FAFSA, application deadlines, how to obtain a FASA ID and what documents you will need to assist in completing the Financial Aid application. (1 Hour) \$39

10/14 **6:00pm - 7:00pm** **Monday**
Online with class meeting time
Course Number: PER 587 80 **CRN: 18396** **Professor: PARRISH**

How Much Does College Really Cost

This class will cover the direct and indirect college expenses, how to understand the student bill, tuition and fees and what expenses can be waived and what courses/majors can accrue additional charges. (1 Hour) \$39

10/07 **6:00pm - 7:00pm** **Monday**
Online with class meeting time
Course Number: PER 585 80 **CRN: 18398** **Professor: PARRISH**

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

Youth Programs



Medical Laboratory Tech Career Exploration

Have you ever wondered who works in the hospital laboratory? What types of testing do they perform? What role does the medical laboratorian play in the healthcare field and what skills do you need? Welcome to the world of medical laboratory science! If you are a high school student with an interest in laboratory science, join our Medical Laboratory Technology faculty as we explore tests performed to aid in detecting cancer, diabetes, kidney disease, bacterial infections and blood typing used in transfusion medicine. The last class will consist of a walking field trip to a local hospital laboratory where students will meet employees and view the sophisticated testing performed by these individuals. Upon successful completion, students can earn one (1) credit for IDS 132- Health Career Exploration at Middlesex Community College. This articulated credit is not always transferable to other institutions but can always be applied to MCC degrees and certificates. (15 hours) \$175

09/23 - 10/16 4:00pm - 6:00pm Monday & Wednesday
 Lowell Campus Building: Talbot, room 401
 Course Number: YTH 818 80 CRN: 18412 Professor: MCHALE

No class 10/14.

Last class 10/17 is 4:00pm - 7:00pm



The Art of Presentation: Speaking with Confidence

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

09/11 - 09/25 5:30pm - 6:30pm Wednesday

Online with class meeting times

Course Number: YTH 823 75 CRN: 18469 Professor: HAHN

Algebra I Review

This review course is intended for students in grades 7-12 that would like to build confidence and strengthen their algebra skills. We will review concepts, solve problems, and answer questions. Topics covered: simplifying expressions, definition of like terms, combining like terms, linear and polynomial, solving linear equations, graphing linear equations, equations of lines, solving and graphing linear inequalities. Students participating are required to have a solid foundation in arithmetic, including fractions and decimal operations. (10 Hours) \$129

09/11 - 10/09 5:30pm - 7:30pm Wednesday

Bedford Campus

Building: North Academic, room G-11

Course Number: YTH 786 30

CRN: 18466

Professor: WEISMAN

Algebra II Review

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

10/30 - 12/04 5:30pm - 7:30pm Wednesday

Bedford Campus

Building: North Academic, room G-11

Course Number: YTH 787 30

CRN: 18467

Professor: WEISMAN

No class 11/27

COLLEGE FOR KIDS SUMMER PROGRAM at



College for Kids provides children ages 8-17 with a safe and exciting place to learn on our Bedford and Lowell campuses. All programs are staffed by experienced K-12 educators, college faculty, or subject matter experts working in their field.

Activities include an exciting range of unique opportunities to:

- Explore careers
- Gain new knowledge
- Develop new skills
- Meet new friends
- Boost self-confidence

For more information, www.middlesex.mass.edu/collegeforkids

Registration opens February 2025!

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

COMING! Spring 2025

Adobe Photoshop Creative Cloud

Have you ever marveled at the way a portrait can be transformed to make the subject matter appear years younger or how people can be added to or deleted from a scene? Have you ever seen photographs that were ripped or faded, then perfectly restored and wondered, how did they do that? Elevate your images with Photoshop Creative Cloud. In this course students will learn about image formats, color correction and photo retouching, masks and layers, selection techniques, combining multiple source images and advanced image correction techniques. Example projects based on real-world scenarios are designed to reinforce and expand skills. An Adobe subscription is recommended:

<https://www.adobe.com/creativecloud/photography/compare-plans.html>
Instructor will provide instructions on what option choose on the first day of class if there is any uncertainty. If you do not have an Adobe subscription it is recommended that you bring an USB flash drive or external hard drive.

Eligible for 50% tuition waiver for MCC employees. (15 hours) \$215



Business of Photography

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

Eligible for 50% tuition waiver for MCC employees. (18 hours) \$215

Earn College Credit For Completion Of Noncredit Courses

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

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

Advanced Manufacturing Machine/Electronics Certificate - 9 Credits

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

Digital Media Marketing Certificate and Social

Media Marketing Certificate - 3 Credits
Noncredit Course Numbers - TEC 661 and TEC 640
Credit Course Pathway - PENDING

Digital Photography Certificate - 3 Credits

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

Google IT Help Desk Support - 4 Credits

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

MS Excel Certificate and Business Computer Applications Certificate - 3 Credits

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

Nurse Assistant/HHA - 7 Credits

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

Pharmacy Technician - 6 credits

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

SHRM Essentials of Human Resources - 1 Credit

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

Call 781-280-3663 or email career_training@middlesex.edu for more information.

Course options and/or delivery format subject to change. To enroll email career_training@middlesex.edu

To Register For Classes

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

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

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

How to Register for Noncredit Courses

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.edu

Third Party Invoice or Employer Billing

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

Tuition Waivers for Commonwealth of Massachusetts Employees

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

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

Noncredit Enrollment Records

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

ADA statement

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

Refunds

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

Refunds are processed by our MCC student accounts office. Please allow 7-10 business days for processing refunds. This refund policy applies to Corporate and Community Education noncredit courses only.

Community Education Course Drop/Withdrawal policy

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

Transfers are not accepted after the class start date.

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

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

Refunds for Special Programs:

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

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

College for Kids Summer Youth Programs:

- 30 or more days prior to start date 100% refund less a \$15 processing fee
- Less than 30 days prior to start date 50% refund less a \$15 processing fee
- Start date or thereafter 0

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

Course Drop or Withdrawal:
Students MUST notify Community Education in writing via email: Career_Training@middlesex.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.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.

Registration and Refund Policy for Community Education

Registration and refund information is detailed in the link below for Community Education and Training classes. This information for noncredit Community Education courses only.

All noncredit Community Education students must register before the class start date. Payment is due upon enrollment. Students will not be permitted to attend the first class without prior registration. MCC requires students to provide a valid e-mail address, home address, date of birth, and cell 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. For all other programs including credit program registration and refunds email MCC Admissions, middlesex@middlesex.edu.

Community Education enrollment and refund policies are detailed:
<https://www.middlesex.mass.edu/careertraining/register.aspx>

Grant Funded Advanced Manufacturing Training Options

Program Logistics

- Offered Fall of 2024 and Spring of 2025
- Programs run during the day; class hours are determined based on each grant
- Fully funded for eligible applicants
- MCC is able to offer these programs at no cost to those who are unemployed or underemployed.
- Our partner, the MassHire Lowell Career Center, works with applicants to determine eligibility for funding

Manufacturing Technician with Robotics

This 8- week, 150-Hour program includes Robotics, Mechanical Systems, Automation, Metrology, Blue Print Reading, LEAN, Quality Systems, Tooling-U Online Certification, Manufacturing Certification and OSHA-10. Classes will take place on the MCC Bedford Campus.

All program completers will be granted an interview with Insulet Corporation in Acton, MA

Inspection Practices

In this 150-Hour Training Program, students will be taught Inspection Fundamentals such as Reading Dial Calipers, Micrometer Height Gage, Machine Shop Math, Introduction to Geometric Dimension and Tolerancing (GD&T), Blue Print Reading, Quality Systems and OSHA-10.

Electronics Technician

The 23- Hour Hands-on Training Program includes Electronics, Solid Works, CAD, J-STD-001 Preparation (hand soldering), LEAN, Quality Systems and OSHA-10.

Contact Katy Gentile at gentilek@middlesex.edu

Online Professional Development Classes

Ed2Go & MindEdge

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



Ed2Go courses include

Personal & Professional Development 24-hour classes include:

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

Career Training Programs - Most popular programs include:

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

Ed2Go classes are not eligible for tuition waivers.

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



MindEdge courses include

- Data Analytics
- HR Management
- Project Management
- Management and Leadership
- Information Technology

MindEdge classes are not eligible for tuition waivers.

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

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



Classes Start September 3

Are you looking to *change your life?*



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

Meeting you where you are, MCC helps adults like you fit education into your busy life. Choose from 80+ degree and certificate programs and access free tutoring, advising, and financial and mental wellness resources.

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

Visit www.middlesex.mass.edu/freedegree or call **1-800-818-3434**.



Getting Started at Middlesex

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

Applying is Easy

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



MCC Application



MCC Program List

Placing in English and Math

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

Registering for Classes

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

Paying for College

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



Financial Aid



Student Accounts

Associate Degree Programs

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

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

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

Certificate Programs

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

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

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

Micro-Credentials

Communication Skills
 Culinary Skills
 Entrepreneurship - Launch @ MCC
 Law Enforcement

Media Studies
 Media Writing
 Private Security
 Public Health Informatics & Technology

Restaurant Supervisor
 Social Justice Advocacy

Programs with an asterisk (*) indicate additional admission requirements

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

26 Credit Course Offerings

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

ANT 101	Cultural Anthropology	BUS 110	Introduction to Business
ART 101	Art Appreciation	BUS 130	Introduction to Entrepreneurship
ART 102	History of Visual Design	BUS 135	Social Entrepreneurship
ART 103	Drawing for Communication & Design	BUS 140	Sales Principles
ART 104	Message Design	BUS 141	E-Commerce Marketing
ART 105	Art History before 1500	BUS 150	Hotel Management
ART 106	Art History after 1500	BUS 151	Food and Beverage Management
ART 113	2-D Design	BUS 152	Food and Beverage Cost and Revenue Management
ART 115	Introduction to Sculpture & 3D Design	BUS 153	Introduction to Hospitality
ART 117	Printmaking I	BUS 155	Culinary I
ART 118	Printmaking II	BUS 157	Baking I
ART 121	Drawing I	BUS 158	Food Science and Sanitation
ART 122	Drawing II	BUS 165	Cafe Management
ART 129	Ceramics I	BUS 171	Fashion & Retail Buying
ART 130	Ceramics II	BUS 172	Retail Management
ART 144	Digital Photography I	BUS 192	Convention and Event Sales and Planning
ART 152	Studio Art Portfolio Prep	BUS 210	Principles of Management
ART 153	Visual Design I	BUS 211	Entrepreneurship and Opportunity
ART 156	Media & Motion Design	BUS 212	Human Resource Management
ART 171	Visual Design II	BUS 213	Business Communications
ART 175	Typography II	BUS 214	Business Internship
ART 178	Introduction to Web Design & UI/UX	BUS 221	Financial Accounting
ART 194	Ceramics III	BUS 223	Managerial Accounting
ART 203	Studio Art Lab	BUS 226	Computerized Accounting
ART 218	Printmaking III	BUS 228	Social Media Marketing
ART 244	Digital Photography II	BUS 240	Principles of Marketing
ART 278	Coding for Web Design	CAD 110	Engineering Graphics I
BIO 100	Sexually Transmitted Diseases	CAD 169	Solid Modeling I
BIO 105	Basic Anatomy & Physiology	CAD 180	Solid Modeling II
BIO 108	Nutrition	CAD 220	PCB/Electro Mechanical Layout
BIO 112	Infectious Diseases	CAD 225	Solid Modeling III
BIO 116	The Brain, Molecules to Mind	CAD 230	Architectural CAD I
BIO 120	Introduction To Biology	CAD 231	Architectural CAD II
BIO 131	General Biology I	CAD 270	Design for Manufacturing
BIO 132	General Biology II	CAP 101	Computer Applications
BIO 231	Anatomy And Physiology I	CAP 103	Computers for Technology
BIO 232	Anatomy And Physiology II	CAP 155	Spreadsheet Applications
BIO 235	Introduction To Microbiology	CHE 121	Introduction to Chemistry
BIO 240	Microbiology For Industrial Applications	CHE 131	College Chemistry I
BIO 250	Immunology	CHE 132	College Chemistry II
BIO 255	Molecular Biology	CHE 151	General Chemistry for Engineering and Science I
BIO 261	Ecology	CHE 152	General Chemistry for Engineering and Science II
BIT 103	Computer Programs for Biotechnology Industry	CHE 160	Principles Of Biochemistry
BIT 150	Methods of Biotechnology	CHE 251	Organic Chemistry I and Lab
BIT 155	Quality Control & GMP	CHE 252	Organic Chemistry II and Lab
BIT 200	Biotechnology Internship	COM 101	Introduction to Communication and Media
BIT 225	Special Topics In Biotechnology	COM 102	Media Ethics and Law
BIT 250	Advanced Techniques In Biotechnology	COM 103	Public Speaking and Professional Presentations
BUS 106	Introduction to Music Business	COM 104	Message Design

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.edu or call 1-800-818-3434 to speak with an Enrollment Counselor.

COM 105	Introduction to Short Film Production	EDU 150	Discover Teaching
COM 106	Film and Society	EDU 153	Planning Programs And Environments For Children
COM 107	Public Relations	EDU 154	Health, Safety, and Nutrition In Early Childhood Education
COM 115	Introduction to Human Communication	EDU 251	Supervised Practicum & Seminar
COM 116	Interpersonal Communication	EDU 252	Administration of Early Childhood Program
COM 119	Shakespeare and Film	EGR 101	Introduction to Engineering
COM 123	Introduction to Audio Production	EGR 104	Principles of Electric Circuit
COM 124	Media Writing	EGR 205	UML 14.225 Surveying
COM 125	Social Media	EGR 208	UML CHEN.2010 Prin Chem Eng
COM 143	Race, Class, & Gender	EGR 210	Statics
COM 150	Introduction to Journalism	EGR 215	Introduction to Data Commun Networks
COM 180	Media Literacy in the Age of AI	EGR 260	Electric Circuits Theory I
COM 228	Social Media Marketing	ELL 055	ELL Reading & Writing II
COM 292	U.S. History Through Film: Hon	ELL 075	Grammar and Editing II
CRJ 111	Introduction to Criminal Justice	EMT 100	Emergency Medical Tech-Basic
CRJ 112	Criminal Law	ENG 92	Read, Writing & Reasoning
CRJ 121	Contemporary Policing	ENG 101	English Composition I
CRJ 123	Terrorism & Homeland Security	ENG 102	English Composition II
CRJ 125	Introduction to Private Security	ENG 109	Critical Thinking
CRJ 153	Law, Justice and Society	ENG 113	Classics Of Childrens Literature
CRJ 156	Society and Victims of Crime	ENG 117	History Of Theatre
CRJ 231	Principles of Correction	ENG 119	Shakespeare and Film
CRJ 291	Exploring Social Justice Through Literature	ENG 140	Early World Literature
CSC 101	Introduction To Computer Science	ENG 141	Modern World Literature
CSC 111	Introduction to Generative AI	ENG 150	Creative Writing I
CSC 151	Programming I	ENG 155	Reading and Writing Fiction
CSC 156	Operating Systems Basics and Security	ENG 161	Modern American Literature
CSC 170	Digital Forensics I	ENG 180	Science Fiction & Fantasy
CSC 188	Introduction to Computer Security	ENG 185	The Short Story
CSC 202	Computer Organization Assembly Language	ENG 200	Creative Writing II
CSC 252	Programming II	ENG 291	Exploring Social Justice Through Literature
CSC 255	Programming III	ENV 103	The Age of Dinosaurs
CSC 258	Data Structures	ENV 108	Renewable Energy
CSC 272	Digital Forensics II	ENV 110	Introduction to Ocean & Marine Biology
CSC 289	Secure Programming	ENV 115	Environmental Studies
CSC 290	Information Assurance	ENV 121	Coral Reef Ecology
DAN 102	Jazz Dance	ENV 131	Environmental Science with Lab
DAN 105	Introduction to Ballet	ENV 151	Introduction to Marine Biology with Lab
ECO 120	Economics and Management in Technology Industries	ETH 101	Ethics And Society
ECO 140	Principles of Macroeconomics	ETH 102	Business Ethics
ECO 150	Principles of Microeconomics	ETH 103	Ethics and Technology
EDU 100	Introduction to Early Childhood Education	ETH 105	Introduction To Bioethics
EDU 101	Curriculum In Early Childhood Programs	FPS 100	Introduction To Fire Protection
EDU 102	Child Guidance and Classroom Management	FPS 101	Fundamentals Of Fire Prevention
EDU 103	Infant and Toddler Care and Program Planning	FPS 151	Fire Science Hydraulics
EDU 104	Exceptional Learners	FPS 160	Prin of Fire and Emer Services
EDU 109	Supervised Practicum and Seminar for Assistant Teacher Certificate and CDA Credential	FPS 203	Law And The Fire Service
EDU 122	Child Growth and Development	GGY 120	World Geography
		GOV 110	Comparative Government

28 Credit Course Offerings

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

GOV 115	International Relations	LAN 121	German 1 and Culture
GOV 120	American Government	LAN 122	German 2 and Culture
HIM 104	Medical Office Administration	LAN 131	Japanese 1 and Culture
HIM 220	Healthcare Delivery Systems	LAN 132	Japanese 2 and Culture
HIM 225	Healthcare Administration Internship	LAN 141	Portuguese 1 and Culture
HST 121	US History Through 1876	LAN 142	Portuguese 2 and Culture
HST 122	US History After 1876	LAN 151	Spanish 1 and Culture
HST 130	History World Civ Before 1500	LAN 152	Spanish 2 and Culture
HST 131	History World Civ After 1500	LAN 171	Khmer 1 and Culture
HST 290	World Cultures: Honors Seminar	LAN 172	Khmer 2 and Culture
HST 292	U.S. History Through Film: Honors	LAN 175	Russian 1 and Culture
HUM 102	Introduction To The Humanities	LAN 176	Russian 2 and Culture
HUM 104	Myths	LAN 181	Arabic 1 and Culture
HUM 143	Race, Class, & Gender	LAN 182	Arabic 2 and Culture
HUM 290	World Cultures: Honors Seminar	LAN 183	Italian 1 and Culture
HUM 299	Postcolonial and Diaspora Stud	LAN 184	Italian 2 and Culture
HUS 101	Introduction to Human Services	LAN 185	Latin 1 and Roman Culture
HUS 152	Current Issues Human Services	LAN 186	Latin 2 and Roman Culture
HUS 153	Supervised Field Placement Seminar I	LAN 191	Chinese 1 and Culture
HUS 154	Supervised Field Placement Seminar II	LAN 192	Chinese 2 and Culture
HUS 200	Introduction to Counseling Skills	LAN 203	Chinese 3 and Culture
HUS 201	Counseling Skills	LAN 204	Chinese 4 and Culture
IDS 101	First Year Experience	LAN 205	Mod Hebrew 3 and Culture
IDS 103	Leadership	LAN 206	Mod Hebrew 4 and Culture
IDS 106	Career Exploration	LAN 207	Korean 3 and Culture
IDS 107	Career Readiness	LAN 208	Korean 4 and Culture
IDS 108	Wellness	LAN 211	French 3 and Culture
IDS 117	Entrepreneurial Thinking	LAN 212	French 4 and Culture
IDS 120	Money Matters	LAN 213	Italian 3 and Culture
IDS 121	Digital Literacy	LAN 214	Italian 4 and Culture
IDS 122	EC Field Placement I	LAN 217	Khmer 3 and Culture
IDS 123	EC Field Placement II	LAN 218	Khmer 4 and Culture
IDS 130	Arts, Humanities, Comm Career Exploration	LAN 221	German 3 and Culture
IDS 131	Business Career Exploration	LAN 222	German 4 and Culture
IDS 132	Health Career Exploration	LAN 223	Russian 3 and Culture
IDS 134	Social Science Career Exploration	LAN 224	Portuguese 3 and Culture
IDS 135	STEM Career Exploration	LAN 225	Portuguese 4 and Culture
IDS 152	Rehearsal and Performance	LAN 226	Russian 4 and Culture
ITC 101	IT Support	LAN 232	Japanese 3 and Culture
ITC 111	Scripting for Security	LAN 233	Japanese 4 and Culture
ITC 201	Virtualization and Cloud Computing Security	LAN 251	Spanish 3 and Culture
ITC 282	Cybersecurity II	LAN 252	Spanish 4 and Culture
LAN 103	Modern Hebrew 1 and Culture	LAN 281	Arabic 3 and Culture
LAN 106	Mod Hebrew 2 and Israeli Cult	LAN 282	Arabic 4 and Culture
LAN 107	Korean 1 and Culture	LAN 285	Latin 3 and Roman Culture
LAN 108	Korean 2 and Culture	LAN 286	Latin 4 and Roman Culture
LAN 109	Ukrainian 1 and Culture	LGL 101	Introduction To Law
LAN 111	French 1 and Culture	LGL 102	Business Law
LAN 112	French 2 and Culture	LGL 140	Conflict Resolution Skills

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.edu or call 1-800-818-3434 to speak with an Enrollment Counselor.

LGL 153	Law, Justice and Society	PHO 102	Health Information Technology
MAT 001	Preparation for College Math	PHO 103	Introduction to Public Health Informatics and Information Systems
MAT 002	Preparation for College Math	PHY 150	Astronomy with Lab
MAT 003	Preparation for College Math	PHY 151	Physics I
MAT 004	Preparation for College Math	PHY 152	Physics II
MAT 006	Skills for College Math	PHY 171	Physics For Engineering & Science I
MAT 007	Skills Development	PHY 172	Physics For Engineering & Science II
MAT 008	Skills Development for Precalculus	PSY 101	Introduction to Psychology
MAT 120	Math for Liberal Arts	PSY 108	Creative Thinking
MAT 130	Elements of Mathematics I	PSY 120	Child Psychology
MAT 131	Elements of Mathematics II	PSY 121	Adolescent Psychology
MAT 165	Trigonometry for Engineering and Science	PSY 123	Developmental Disabilities
MAT 177	Statistics	PSY 125	Psychology of Success
MAT 182	Precalculus for Business and Social Science	PSY 128	Cross-Cultural Psychology
MAT 195	Precalculus for Engineering and Science	PSY 138	Research Methods
MAT 196	Accelerated Precalculus and Trigonometry for Engineering and Science	PSY 150	Abnormal Psychology
MAT 201	Math Research	PSY 151	Psychology of Personality
MAT 202	Math Research II	PSY 153	Community Psychology
MAT 203	Math Research III	PSY 157	Cognitive Psychology
MAT 204	Math Research IV	PSY 160	Interpersonal Relations I
MAT 250	Discrete Math	PSY 162	Addictions and Treatments
MAT 290	Calculus I For Science	PSY 171	Social Psychology
MAT 291	Calculus II For Science	SCI 110	Chemistry/Physics Fire Service
MAT 292	Calculus III For Science	SCI 121	Integrated Science I
MAT 295	Linear Algebra I	SCI 122	Integrated Science-Biological
MAT 298	Differential Equations	SCI 130	Forensic Science
MUS 101	Music Appreciation	SCI 201	STEM Research I
MUS 102	World Music	SCI 202	STEM Research II
MUS 106	Introduction to the Music Business	SCI 203	STEM Research III
MUS 110	Music Theory I	SCI 204	STEM Research IV
MUS 120	Introduction to Music Technology	SOC 101	Introduction to Sociology
MUS 130	Applied Piano For Beginners	SOC 116	Sports, Wellness, and Society
MUS 131	Applied Guitar for Beginners	SOC 118	Multicultural Communications
MUS 132	Voice I	SOC 143	Race, Class, & Gender
MUS 134	World Drumming	SOC 150	Sociology of the Family
MUS 181	Guitar II	SOC 154	Criminology
NST 121	Computing System Fundamentals	SOC 156	Society and Victims of Crime
NST 181	Networking I	SOC 290	World Cultures: Honors Seminar
PAR 102	Litigation	SOC 299	Postcolonial and Diaspora Studies
PAR 110	Legal Research and Writing I	THE 101	Introduction to Acting
PAR 130	Business Organizations	THE 103	Theatre Appreciation
PAR 131	Computer Appl/Paralegal	THE 104	Creative Drama With Children
PAR 135	Real Estate Law	THE 105	Voice & Movement for Theatre
PAR 136	Wills, Trusts & Estates	THE 110	Backstage
PAR 199	Paralegal Internship	THE 117	History of Theatre
PAR 210	Legal Research and Writing II	THE 152	Rehearsal and Performance
PHL 101	Introduction to Philosophy	TMA 100	Mathematics for Technology
PHL 299	Postcolonial and Diaspora Studies: Honors Seminar		
PHO 101	Introduction to Public Health		



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**.

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 2024 schedule runs from September 3- December 23.



DUAL ENROLLMENT

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

Dual Enrollment is a great value – the state-subsidized tuition rate for MA Dual Enrollment students is **\$126 per credit**. MCC's current in-state tuition rate is **\$252 per credit**.

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

VISITING STUDENT

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

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

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

English & Foreign Language Resources

The English Learner Institute/Prepare to Attend College Program – ELI/PAC Program

The English Learner Institute focuses on helping members of the community develop basic English skills. Anyone who is a newcomer to the United States, or needs to develop their English skills, is eligible for this program. Available at the Lowell campus, the English Learner Institute consists of various noncredit day courses.

For more information, contact Katy Gentile at gentilek@middlesex.edu

Options Include the PAC Program (Prepare to Attend College) and Holistic English 2 and 3.

PAC Prepare to Attend College (PAC), is offered in the fall and spring. These classes continue to be a bridge for non-native English speakers who often enroll in credit classes at MCC or move on to higher level English Learner Courses or Programs.

The PAC Program is offered at no cost for first time enrollees. Students are assessed and placed into PAC Level 1 or 2. Upon completion, students have the option to enroll in several other programs at MCC including both Credit and Noncredit Programming.

Holistic English 2 and Holistic English are offered throughout the year at a low cost per student.

For more information,

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

or Katy Gentile at gentilek@middlesex.edu

World Language Institute

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

For more information at

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

Intensive English Institute Mission



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

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

For more information at

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

FREE GED/Hi-SET Preparation Classes

The Adult Learning Center offers **FREE** classes for adult learners (ages 16+) who live in Massachusetts and are preparing for HiSET or GED or for students who are at an intermediate to advanced English level and need to improve their reading and writing in order to qualify for further education, job training or better employment. The Adult learning Center is funded by the Mass. Department of Elementary and Secondary Education.

For more information, MCC's Adult Learning Center, www.middlesex.mass.edu/adultlearning.

To register and sign up for placement testing,

ALC@middlesex.edu or 781-280-3662

Employer Resources

Workforce Training Fund

MCC helps employers apply for funds that go towards resources to help current and new employees with grant-writing assistance and training. Free information sessions provide an overview of grant options to businesses who can receive up to \$200,000 to train employees.

For more information, visit <http://workforcetrainingfund.org/>

or contact Teresa Medina at medinat@Middlesex.edu

Office of Career Integrated Learning (OCIL)

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

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

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

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

For more information, contact OCIL@middlesex.edu



Massachusetts Workforce Express Fund Career Training Courses for Massachusetts Businesses

In collaboration with Commonwealth Corporation, the Massachusetts Workforce Express Fund has approved select short-term career training programs through Middlesex Community College for Massachusetts businesses with 100 employees or less. If qualified Massachusetts employers can receive up to: 100% tuition reimbursement, up to \$3K per course. Student must enroll and MCC course tuition must be paid by the employer then reimbursed by Commonwealth Corporation.

See application process (link at bottom) through Commonwealth Corporation.

MCC Approved Courses (noncredit programs):

- C-0052 Local Anesthesia Certification for RDH
- C-0403 Technical Writing Certificate
- C-1638 Nurse Assistant /HHA Certificate
- C-0057 Society of HR Management HR Essentials
- C-0058 SHRM HR Certification Exam Prep
- C-3305 Pharmacy Technician
- C-2534 Accounting Fundamentals
- C-6558 Business Computer Applications
- C-6558 MS Excel Certificate
- C-6557 Medical Interpreting
- C-7197 Medical Office Admin Assistant
- C-7200 Dental Office Admin Assistant
- C-6559 Phlebotomy for Healthcare Professionals
- C-6888 Intro to Grant Writing
- C-3293 Non-Profit Management Certificate
- C-7282 Certified Addiction Recovery Coach
- C-7284 Digital Photography Certificate
- C-7203 F.A.A. Drone Exam Prep
- C-7202 Digital Media Marketing
- C-6559 Effective Project Management
- C-7201 Management Certificate

Employers: Funding application:

<https://commcorp.org/subprogram/wtfp-express-program/>

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 (WTFP)

Meet your employee training goals with Middlesex Community College

Attention Businesses:

For over three decades Corporate Education at Middlesex Community College has educated and trained thousands of employees in hundreds of industries and municipalities throughout Middlesex County. Our goal is to provide you with the educational and training tools you need to make the best use of your most important assets, your employees. We are proud of the vital relationships and alliances we have built.

Learn more about Corporate Education and our partnership with business and industry and our grant application process for the Massachusetts Workforce Training Fund Program. The WTFP provides FREE resources to 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.

For more information: https://www.middlesex.mass.edu/bus_ind/ or email medinat@middlesex.edu



You Are The Difference.

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

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

Scholarship Data for 2023



114 Scholarship students served



124 Scholarships awarded



\$245,328 Awarded in scholarship dollars

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

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



ALUMNI ASSOCIATION

Join 27,000 MCC Alums!



Passionate

Pioneering

Proud

The Alumni Association provides opportunities to:

- Connect with fellow alumni
- 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
- Real Estate Assistance Program
- Seasonal discounts at the MCC bookstore
- Discount on select MCC Community Education & Training Courses

Sign up Today! Membership is Free!

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



Student Success Starts Here



NEW

Micro-credentials

at MCC



FIVE career growth & professional opportunities to get students done **QUICKER**

- Three, 8-week course bundles
- Compact & completed quickly

- Meets needs of workforce & industry partners

- Specific knowledge for in-demand industries

Earn a digital badge!





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

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Workforce Development Education and Training with

Middlesex Community College

Your Partner for Progress, Innovation and Growth

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

Worked with **30+** employers on Workforce Training Fund Grants

\$4M+ Workforce Training Fund grants

35,000+ Enrollments since 1986

To learn more: www.middlesex.mass.edu/CorpEd · 978-656-3009