Summer 2023

CORPORATE AND COMMUNITY EDUCATION & TRAINING

Professional and Personal Development Programs and Credit Course Listings

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

MIDDLESEX Community College
Student Success Starts Here
Contents

Project Management ........................................... 1
Drone FAA Remote Pilot ....................................... 1
Certified Addiction Recovery Coach ...................... 1
Technical Writing ............................................... 2
Accounting/QuickBooks ....................................... 2
Information Technology ...................................... 3 - 4
Health Careers .................................................. 4 - 5
Digital Photography .......................................... 6
Computer Applications ....................................... 6
Floral Design/Personal Enrichment ...................... 7
MTEL/TEAS ....................................................... 7 - 8
Community Ed Registration & Refund Policy .......... 9
Noncredit Pathways .......................................... 10
Ed2Go/MindEdge ................................................ 10
College for Kids & Teens .................................... 11 - 13
Getting Started at MCC ...................................... 14
Credit Programs of Study .................................... 15
Credit Course Offerings .................................... 16 - 17
Dual Enrollment ................................................ 18
English & Foreign Language ............................... 19
Adult Learning Center/HiSet ................................ 19
Workforce Training Fund/Workforce Express Fund .... 20
Corporate Education .......................................... 20
Alumni Association .......................................... 21
Middlesex Fund ............................................... 21

Academic Calendar

May
30........ Quick Start (3 weeks) begins
          Session I (5 weeks) begins
          Session II (8 weeks) begins

June
12........ Last day to withdraw from a Quick Start
          class without penalty of “F”
16........ Quick Start ends
22........ Last day to withdraw from a Session I
          class without penalty of “F”
29........ Session I ends

July
11........ Session III (5 weeks) begins
17........ Last day to withdraw from a Session II
          class without penalty of “F”
25........ Session II ends

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

Some end dates are subject to change
Career Training

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

**FAA Remote Pilot Certification**
This certificate program is taught by an Aviation and UAS industry expert. This program is for individuals who wish to earn FAA Remote Pilot Certification but do not have aviation experience. This 21-hour course will cover all of the required knowledge content areas of the FAA’s Remote Pilot Test including: Regulations, The National Airspace System, Weather, Aircraft Loading and Performance, and Flight Operations. Upon completion, students should feel qualified to take the FAA Remote Pilot Test. Practice questions will also be a key factor of this course. Not eligible for tuition waivers. $650

**Certified Addiction Recovery Coach (CARC)**
This program will provide you with the strategies for cultural competence, effective communication, motivational enhancement, and crisis intervention. Emphasis is placed on the skills needed to link people in recovery to needed supports within the community. Recovery Coaches are an important member of a person’s recovery support network, providing motivation, encouragement, and support during difficult emotional states. This program is intended upon completion to prepare students to apply to the Massachusetts Board of Substance Abuse Counselor Certification to become a Certified Addiction Recovery Coach (CARC). Once issued the Certified Addiction Recovery Coach (CARC) Certification covers a two-year period, after which it must be renewed. Renewal information will be forwarded with the CARC Certificate of Certification. All course materials, 10 supervision hours and career assistance are included in the cost of program. Supervision hours will be determined with instructor when class begins. Please note: The format to this hybrid course will be 4 hours of classroom work and 1 hour of virtual work weekly. Not eligible for waivers (80 hours) $1,999

Grant Funding available for underemployed and/or unemployed For more information email career_training@middlesex.mass.edu

Next Session Fall 2023 – Dates TBA

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

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

Accounting Fundamentals

In this ONLINE series, you'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You’ll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts. Then we will build on the knowledge you gained in part I to provide you with a solid understanding of corporate accounting practices. You’ll explore such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations. (48 hours) $299 Classes begin monthly. Not eligible for tuition waivers. Registration and payment is through Ed2go: https://www.ed2go.com/mcc/online-courses/accounting-basics/

Technical Writing Certificate Program

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

More information and to apply: www.middlesex.mass.edu/techwrite

Certified Supply Chain Professional (CSCP)

This online course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional exam. You will learn how to translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain.

Exam Eligibility requirements for CSCP:
• 3 years of related business experience or
• Bachelor’s degree or the international equivalent*, or
• CPIM, CLTD or CSCP, CTL, CPIM, CIRM, SCOR-P, C.P.M., CSM or CPSM designations

*ASCM defines the international equivalent of a bachelor’s degree as the level of study that would qualify an individual for a graduate program in the country where the undergraduate degree was earned. Not eligible for tuition waivers. Enrollment is through Cengage Learning by calling 1-877-221-5151. (120 hours) $2,795

Instructional Material Requirements:
The instructional materials required for this course are included in enrollment. The following textbook will be shipped to you approximately 7-10 business days after enrollment:

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
Certified Digital Media Marketing
The primary objectives of a digital marketing specialist are to increase brand awareness, promote products, build traffic on the branded website, acquire new customers, generate product interest among prospects and create high product visibility among distinct audiences. The skills and knowledge you obtain from this course will prepare you to proceed with the Online Marketing Certified Professional (OMCP) certification. This course offers enrollment with a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Not eligible for waivers.

(220 hours) $2,595

Enrollment through Cengage Learning by calling 1-877-221-5151.

Information Technology

Google IT Support Professional/CompTIA A+
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 of the certificate, learners receive a Google IT Support Professional Certificate badge they can display on their LinkedIn profiles. Class consists of 12-18 hours per week of self-paced online study through a license and 2 hours of in-class instruction with an IT professional. Weekly office hours will be included for additional support. CompTIA A+ exam fee and textbooks are a separate fee and is not included in the tuition. (180 hours) $2,000

Next Session Fall 2023 - DATES TBA.
To apply, email career_training@middlesex.mass.edu
Grant Funding available for underemployed and/or unemployed

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. This course introduces learners to the two most used cloud technologies to date, Microsoft Azure and Amazon Web Services (AWS) cloud platforms. The course will be split into two sections. Section one will cover Azure and prepare the learner to sit for the Azure Fundamental Certification (AZ-900) exam. Section two will focus on AWS and prepare 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. 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. 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

Next Session Fall 2023 - DATES TBA.
To apply, email career_training@middlesex.mass.edu
Grant Funding available for underemployed and/or unemployed

Java Programmer + Python Developer
This in-depth online course will teach you the ins and outs of Python and Java programming. You will start coding quickly while learning from readings, presentations, exercises, and a final project. By course completion, you will have the skills you need to enter the job market as an entry-level Java or Python programmer. There are no prerequisites to take this course, however, some prior programming language knowledge is helpful. Enroll through Cengage Learning by calling 1-877-221-5151. Not eligible for waivers. (255 hours) $2,095

What you will learn
• Java syntax elements, concentrating on fundamental and universally useful elements
• How Python works and what it’s good for
• Python’s place in the world of programming languages

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

Next Session Fall 2023 - DATES TBA.
To apply, email career_training@middlesex.mass.edu
Grant Funding available for underemployed and/or unemployed

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

What you will learn
• How to write C++ programs utilizing proper coding techniques
• How to apply problem solving methods
• Important programming terminology

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

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
**Health Careers**

**Pharmacy Technician Program**
Under the supervision of a Registered Pharmacist, Pharmacy Technicians work in hospitals, home infusion pharmacies, community pharmacies and other healthcare settings. 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.

An externship with a local pharmacy will be part of the program. The externship portion of the course is designed to give the student real world experience in a retail pharmacy setting to reinforce the topics studied in the classroom. Students will also be given practical knowledge on the interview process and what employers are seeking in a candidate. This is a fast-paced class that requires students to have a basic understanding of fractions, formulas, and conversions. Not eligible for tuition waivers. To apply, email career_training@middlesex.mass.edu

**Nurse Assistant/HHA**
This training program (including 24 hours of clinical training at a local long-term care facility) prepares you for a 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. **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.

To apply, email wrighte@middlesex.mass.edu

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

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Medical Interpreting Certificate
Medical interpreters are in great demand both in person and remotely by video or phone. Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role plays on a variety of medical topics. The student will also be introduced to VRI (video remote interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Students must be fully bilingual and must be fluent in English and one other language. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the national certification exam. Upon completion of this course, students may elect to apply for national certification (not included). Not eligible for tuition waivers. $1,199

Safe & Effective Local Anesthesia
Do you know why when you give an IANB, you do not achieve complete anesthesia or anesthesia at all? What is the safest local anesthetic for your pregnant patient, cardiac patient, or a patient with liver disease? What new advances are there in dental local anesthesia? This presentation will address how to ensure the safest anesthetic for your patient, and how to troubleshoot and improve your injection techniques. A review of how to calculate the MRD to prevent toxicity will be covered including other risk management principles for safe local anesthesia administration. Lecture class only; no clinical component. Course is a live webinar and not recorded. (4 hours, 4 CEUs) $99

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

CPR Certification/ BLS for Health Care Providers
This BLS Health Provider Level course provides 2-year certification and meets the requirements of all MCC healthcare programs. Includes online course and skills session. Classes are offered once per month by PrideStar Trinity/EMS of Lowell, MA. The skills session is held at PrideStar Trinity/EMS located at 229 Stedman Street, Lowell, MA. Cost is $50 and includes online course and skills session.

If you wish to invoice your employer for noncredit courses, notify MCC upon enrollment: email career_training@middlesex.mass.edu
Computer Applications

MS Excel Certificate
Learn Excel like a pro! From beginning to advanced functions, you will learn the features of MS Excel. Upon successful completion you will be able to: create and format a worksheet; create formulas; manipulate and calculate data with advanced formulas, create and modify tables, present data with charts, analyze data using PivotTables, customize data, work with multiple workbooks, import and export data. Pre-Req: Students must be proficient with MS Windows & keyboarding. This course is taught in a PC/MS Office environment. (24 hours) $319
05/23 - 07/15
Bedford Campus
Course Number: TEC 759 30
CRN: 13745
Professor: CORREIA

Digital Photography Certificate Program
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, and Adobe Photoshop for Photography, and Business of Photography. An Adobe subscription is recommended: Digital Photography courses are eligible for a 50% tuition waiver for MCC employees. Students need a SLR Digital Camera.

Digital Photography I
Four areas of instruction will be emphasized in this course: How cameras work, how composition works, how lighting works, how to use photo editing software. Students will shoot assignments most often outside of class. 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 review of photos students have shot. Students need an SLR Digital Camera and some images on a memory card that you want to download and work with for the first class. An Adobe subscription is recommended: Digital Photography courses are eligible for a 50% tuition waiver for MCC employees. Students need a SLR Digital Camera.

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CRN: 13745
Professor: CORREIA

07/11 - 08/03
Online with class meeting time
Course Number: TEC 759 75
CRN: 14253
Professor: CORREIA

Business Computer Applications Certificate
This certificate course will prepare you for a position in offices where proficiency in software such as Microsoft Office suite is used. These positions include administrative assistant, customer service or data entry. Students will become proficient in computer skills such as file & folder management, system backup, device/printer setup, internet basics, password management along with word processing, and spreadsheet. (24 hours) $330
05/30 - 07/25
Bedford Campus
Course Number: TEC 748 31
No class week of July 3

06/30 - 08/25
Lowell Campus
Course Number: TEC 748 80
No class week of July 3

Note: Digital I, II, Photoshop, Business of Photography will be offered Fall 2023 – Dates TBA

Personal Enrichment

Computer Applications

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Learn Excel like a pro! From beginning to advanced functions, you will learn the features of MS Excel. Upon successful completion you will be able to: create and format a worksheet; create formulas; manipulate and calculate data with advanced formulas, create and modify tables, present data with charts, analyze data using PivotTables, customize data, work with multiple workbooks, import and export data. Pre-Req: Students must be proficient with MS Windows & keyboarding. This course is taught in a PC/MS Office environment. (24 hours) $319
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Floral Design Classes

Students will submit an additional materials fee directly to instructor and then receive supplies. $125 per class fee is accepted via cash, check or venmo.

Intro to Floral Design I
Join Cindy Mattson of Given Erwin Florist! Cindy 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! 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. Ms. Mattson is accredited as an American Institute of Floral Design member. (10 hours) $109

The Economic Reckoning That Has Come: How we got here and where we are headed
This talk will be a big picture look at the health of the U.S. economy. The U.S. government and Federal Reserve stepped in massively to support the economy during the financial crisis of 2008-09 and again during the Covid pandemic of 2020-21. Until recently, home values and stock markets had almost continuously gone up. Was the economy really saved either time? Although unemployment is very low, we are now faced with the prospect that the Fed may need to engineer a recession to get inflation under control. To understand our challenges, we will examine the different types of inflation plaguing the U.S. (and world) economy. $39

The Energy Transition That Must Come: How renewables, nuclear power, hydrogen, and personal sacrifice will all be needed
Transitioning to a new energy system has become an existential challenge for human civilization. This talk will examine the complex technological, economic, and political tradeoffs. Renewables are now the cheapest form of energy, but they are intermittent. Batteries provide energy storage, but only for hours, not days, weeks, or seasons. Nuclear power is carbon free, but many are still frightened of it. We may be able to produce clean electric power for many things, but how will we fly planes, power ships, and produce steel and cement without liquid or fossil fuels? $39

MTEL Communication & Literacy Test Prep Field 01.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 602 75 CRN: 13735 $115

MTEL Foundations of Reading Test Prep Field 90.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 635 75 CRN: 14287 $115

MTEL Gen Curriculum Multi-Subject Test Prep Field 03.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 858 75 CRN: 13742 $115

MTEL Math Skill Builder Test Prep Fields 03, 09, 47, and 53.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 859 75 CRN: 13743 $115
MTEL English a Second Language
Field 54.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 878 32 CRN: 13856 $115

MTEL History Prep Class
Field 06.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 894 75 CRN: 13857 $115

MTEL English Prep Class
Field 07.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 897-75 CRN: 14021 $115

MTEL Early Childhood Prep
Field 02.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 904 75 CRN: 14020 $115

MTEL Political Science
Field 48.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 910 75 CRN: 14089 $115

MTEL Reading Specialist Test Prep
Field 08.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 911 75 CRN: 14207 $115

MTEL Business Field 19 Test Prep
Field 19.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 932 75 CRN: 14183 $115

MTEL Vocational Tech Literacy
Fields 191 and 192.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 942 75 CRN: 14239 $115

MTEL General Science Test Prep
Field 64.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 954 75 CRN: 14298 $115

MTEL Middle School Humanities Prep
Field 50.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 961 75 CRN: 14314 $115

MTEL Adult Basic Education Prep
Field 55.
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 971 75 CRN: 14315 $115

TEAS Exam Prep
Students can enroll in TEAS exam prep classes between May 1 - July 17 by calling 781-280-3663 or email career_training@middlesex.mass.edu. Classes are all online and self-paced. Not eligible for tuition waivers. Students will have online course access June 1 – August 31. Note: All TEAS prep classes are web-based, self-paced. You will have email access to the content facilitator for questions and assistance.
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. $115
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 885 75 CRN: 13858

TEAS Reading/Language Prep
TEAS 6 Reading/Language Prep. This course contains a thorough review of spelling, punctuation, grammar, and writing rules. There are 5 simulated reading TEAS 6 exams and 5 simulated language TEAS 6 exams with complete step-by-step solutions. $115
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 886 75 CRN: 13859

TEAS Science Prep
This course contains a thorough review of the major principles of general science, genetics, human body, life science, physical & chemical science, and the scientific method. There are 5 simulated science TEAS exams with complete step-by-step solutions, this course is designed to help students learn the skills needed to score well on the exam. $115
06/01 - 08/31
Online with no class meeting time
Course Number: CAR 887 75 CRN: 13860
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
Call the MCC Enrollment Center at 1-800-818-3434 or email career_training@middlesex.mass.edu

If you have an issue reaching an enrollment representative in a timely manner, complete the fillable registration link below.

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 Middlesexcmiddlesex.mass.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.mass.edu

Noncredit Enrollment Records
Noncredit courses, workshops and programs are designed for educational, vocational and specialized interests for personal and professional reasons. No academic credit is earned. The college does not maintain a permanent or official record for noncredit enrollment. MCC can provide an attendance confirmation letter only during the term/semester that the course is taken. Students should contact 781-280-3663 or 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 non-credit courses is listed below. If the course is cancelled by MCC, a 100% refund is made.

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

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

Transfers are not accepted after the class start date.

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

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

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

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

College for Kids Summer Youth Programs:

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

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

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

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

Refunds are processed according to the above schedule.

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

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

Weather-Related On Campus Class/Event Cancellations
Notification of cancelled classes at Middlesex Community College are broadcast over the following AM radio stations: WRKO-680, WCAP-980, WDBZ-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.
Noncredit Pathways

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

Online Professional Development Classes

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

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

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

Ed2go classes are not eligible for tuition waivers.
To register or learn more, visit www.ed2go.com/mcc or call 781-280-3663.

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 College Credit For Completion Of Noncredit Courses
Looking for career training or new job preparation? Perhaps you have never enrolled in college, or it has been months/years? Middlesex Community College’s noncredit to credit coursework can be your motivation.
MCC has created a path for students to earn college credit for successful completion of our most popular noncredit courses. Questions? Email career_training@middlesex.mass.edu or visit our website for our complete course schedule.

Advanced Manufacturing Machine/Electronics Certificate - 9 Credits
Noncredit Course Numbers - BIN 616 and BIN 617
Credit Course Numbers - ADM 101 and ADM 110
Credit Course Pathway - Precision Machining

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

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

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

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

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

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

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

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

Call 781-280-3663 for more information.
WHY CHOOSE COLLEGE FOR KIDS & TEENS SUMMER PROGRAM AT MIDDLESEX COMMUNITY COLLEGE?

College for Kids provides children with an exciting range of unique opportunities to explore careers, gain new knowledge, develop new skills, meet new friends, and boost self-confidence. Our programs provide students with a safe and exciting place to learn on the Bedford and Lowell campuses using the vast open spaces in Bedford and the cultural and ethnic resources in Lowell. All of our programs are staffed by experienced educators at the K-12 level, college faculty or subject matter experts working in a particular field.

College for Teens is a new career exploration program where high school youth are able to better explore different career paths and earn college credit along the way. These career exploration opportunities are in the form of noncredit youth academies in the areas of Music, Writing, Business and Engineering. Upon successful completion of the noncredit academy you are eligible to earn one college credit. The youth academies are 15 hours in length and provide direct, hands on learning experiences with MCC Faculty. Students will be able to experience being on a college campus, connecting with a faculty member and a program of study that will get youth one step closer to submitting that college application and creating next steps after high school.

ACE: AVIATION & SIMULATION (Ages 10-15)
Co-sponsored by the Federal Aviation Administration, Middlesex Community College is celebrating its 24th year hosting Aviation Career Education (ACE). In Aviation and Simulation, you will explore many of the possible aviation careers and meet experts from those fields. Learn the fundamentals of flight by designing, building and testing your own model aircraft and rockets.

YTH 610 30 9 a.m. – 4 p.m.  BEDFORD $379

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

YTH 639 30 9 a.m. – 4 p.m.  BEDFORD $379

CAKES & CUPCAKES (Ages 10-15) – HALF DAY PROGRAM
Learn cake and cupcake decorating tips in this exciting class! Each day you will go home with new techniques and ideas for all occasions or just fun! Due to the nature of this program, we are not able to accommodate students with food allergies. Each family is responsible for a $60 supply fee payable directly to the instructor on the first day of the program.

YTH 677 30 9 a.m. – 12 p.m.  BEDFORD $249

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

YTH 752 30 9 a.m. – 12 p.m.  BEDFORD $249

*CNEW* INTRODUCTION TO CODING FOR TEENS-SCRATCH (Ages 12-17) – HALF DAY PROGRAM
If you have seen Block programming languages (like Scratch) you may have used drag-and-drop programming before. If you want to explore programming in a text-based way and expand upon your previous knowledge, or just want to start to learn a programming language, definitely sign up! Kids will explore computer science concepts through a high level programming language: Processing.

YTH 820 80 9 a.m. – 12 p.m.  BEDFORD $249
Course options and/or delivery format subject to change. To enroll email career_training@middlesex.mass.edu

**NEW** INTERMEDIATE CODING FOR TEENS-PROCESSING LANGUAGE (JAVASCRIPT)  
(Ages 12-17) – HALF DAY PROGRAM  
Java is a programming language that is Object-Oriented. (Object Oriented Programming: OOP). Learn more about Classes and Objects and object oriented programming. If you’re good with algebra and calculus we can even explore more with graphics and designing Graphical User Interfaces (GUIs) with code. The end goal is a working game created using Java that you can play or others can play.  
YTH 821 80  9 a.m. – 12 p.m.  BEDFORD  $249

DIY CRAFTS  
(Ages 10-15) – HALF DAY PROGRAM  
Calling all crafters! Do you like to paint, draw, sculpt or create? If so, this course is for you! Students will use their “Do it yourself” attitude to create one of a kind crafts for their rooms. From pom-pom rugs to picture frame secret hide-a-ways, you will create pieces that will fit into any room. $30 materials fee for supplies (cash or check) due to instructor on the first day of the program.  
YTH 758 30  1 p.m. – 4 p.m.  BEDFORD  $249

Dungeons & Dragons  
(Ages 12-16)  
Dungeons and Dragons is a social tabletop role-playing game that encourages creativity and problem solving. Kids will get to play this game with each other along with creating their own fantasy characters and world. Writing, mathematical and acting skills will be heavily utilized throughout the program.  
YTH 775 30  9 a.m. – 4 p.m.  BEDFORD  $379

Exploration Art Studio  
(Ages 8-12) – HALF DAY PROGRAM  
In this exciting new class, get ready to explore what interests you! A variety of art materials will be at your disposal to fully create with the assistance of a professional artist. Whether it is painting, drawing, printmaking or mixed media, there is something that will spark your imagination and creativity.  
YTH 750 30  9 a.m. – 12 p.m.  BEDFORD  $249

Fashion Design  
(Ages 10-17)  
We will explore fashion tools and techniques to help you develop your own style and express your individual creativity. Each student will receive an original gown donated by a local bridal shop to transform. We will display our creations at a fashion show on the final day.  
YTH 614 80  9 a.m. – 4 p.m.  BEDFORD  $379

Fashion Design & Jewelry  
(Ages 8-15)  
Do you love to accessorize your clothing? Learn how to create jewelry that suits their style, whether it be a necklace, a pair of earrings, a bracelet or a bag. At the end of the week children will showcase all of the accessories they have made.  
YTH 761 30  9 a.m. – 4 p.m.  BEDFORD  $379

Introduction to Veterinary Science  
(Ages 8-12)  
Do you love animals and want to learn more about veterinary medicine? If yes, this course is for you. The class will expose you to various fields available in the veterinary and animal science field. We will investigate how animals benefit our society and how to care for small and large animals with hands on activities.  
YTH 757 30  9 a.m. – 4 p.m.  BEDFORD  $379

LEGO Mindstorms Robotics & Battlebots  
(Ages 8-12)  
Students will work together using the latest LEGO Mindstorms EV3 system to complete challenges every day. Each day will incorporate new sensors and programming instruction until the end of the week, when students will work in teams to build, program and battle their own robots!  
YTH 754 30  9 a.m. – 4 p.m.  BEDFORD  $379

MCC Children’s Theater Adams Family  
(Ages 8-17)  
The Children's Theater program is taught by Performing Arts Chair, Karen Oster. Final productions are scheduled on Saturday the 13th and Sunday the 14th. There will be an additional fee of $50 payable to the instructor, Karen Oster, via cash or check. The fee covers the cost of additional supplies and complimentary tickets for entrance to the performances.  
*This program is 3 weeks in length.  
YTH 822 80  9 a.m. – 5 p.m.  LOWELL  $699

Minecraft  
(Ages 8-12)  
Create themes, storylines, dialog between characters, objectives, goals and more. Most anything imaginable can be performed in Minecraft. In recent years, the game has gained traction as an educational tool, acknowledged by many as an important vehicle for engaging kids in STEM (Science, Technology, Engineering and Math) fields such as programming, video game design & development, level design and more.  
YTH 695 30  9 a.m. – 4 p.m.  BEDFORD  $379

Painting on the Surreal Side  
(Ages 10-15) – HALF DAY PROGRAM  
In this fantastical acrylic painting class students will create surrealism inspired by the famous artist Salvador Dali. Students will enjoy a little art history while practicing their Dali painting techniques. Movement breaks and fun games will also take place. It is sure to be a surreal experience.  
YTH 695 30  9 a.m. – 12 p.m.  BEDFORD  $249
NOTE TO PARENTS
Sections often fill quickly. To avoid disappointment, we encourage you to register early. For your child’s safety and optimal learning experience, please honor the age requirement. Our programs are educational and career oriented. Our goal is to provide a safe and fun learning environment. All students must demonstrate behavior consistent with this goal. MCC College for Kids complies with the minimum Department of Public Health standards required for Recreational Programs for Children. College for Kids programs are not eligible for tuition waivers. All participants must bring their lunches daily. There will be no cafeteria access, only vending machines will be available. Please read and review the College for Kids Parent Information Sheet, https://www.middlesex.mass.edu/collegeforkids/downloads/parentinfo23.pdf. It is the responsibility of all parents/guardians to read and review the entire contents of this packet.

PROGRAM HOURS
We have full day and half day programs that vary in times. Full day programs run Monday - Thursday from 9 a.m. - 4 p.m. Half day programs run Monday - Thursday from 9 a.m. - 12 p.m. and 1 p.m. - 4 p.m. If you choose two half day programs to make a full day, your child can stay on campus for lunch in between the two sessions.

Please note: the MCC Theatre programs are Monday - Friday.

PROGRAM LOCATIONS
<table>
<thead>
<tr>
<th>Bedford Campus</th>
<th>Lowell Campus (Carole Cowan Center)</th>
<th>Lowell Campus (Academic Arts Center)</th>
</tr>
</thead>
<tbody>
<tr>
<td>591 Springs Road</td>
<td>33 Kearney Square</td>
<td>240 Central Street</td>
</tr>
<tr>
<td>Bedford, MA 01730</td>
<td>Lowell, MA 01852</td>
<td>Lowell, MA 01852</td>
</tr>
</tbody>
</table>

ENROLLMENT
All enrollment is completed online via CampDoc app.campdoc.com/register/middlesexcc
Registration is on a first come first serve basis. Pre-registration is required for all programs. Flexible registration – 1 week or 6 weeks, you choose how many weeks you need. Your child will be considered registered upon completion of profile, and payment for each program selected.

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

ALL COLLEGE FOR KIDS & TEENS PROGRAMS
30 or more days prior to start date ............................. 100% of tuition minus $15 processing fee
Less than 30 days prior to start date ............................. 50% of tuition minus $15 processing fee
First day or after .......................................................... No refunds available

To be eligible for a refund, students MUST notify the Community Education and Training at 781-280-3663 or collegeforkids@middlesex.mass.edu. Refunds must also be initiated through the online enrollment system, CampDoc. 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 withdrawal, and will be charged full tuition. In cases where MCC cancels a program 100% refund will be made. Community Education and Training reserves the right to cancel programs for which there is insufficient enrollment, to reschedule programs, to change instructors, to change locations and to take administrative action as necessary. Refunds are not automatically warranted based on these changes. The above refund policy applies to College for Kids programs only. Middlesex reserves the right to make changes in policy and regulations at any time as circumstances dictate.

CANCELLATIONS
College for Kids Programs are sometimes canceled. When circumstances permit, we notify the student of the cancellation approximately 30 days prior to start date. Our staff will gladly help you select an alternate program or expedite a refund.

HOW TO REACH US!
PHONE: 781-280-3663
EMAIL: collegeforkids@middlesex.mass.edu
VISIT US: https://www.middlesex.mass.edu/collegeforkids/
Getting Started at Middlesex

Applying is Easy

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

Registering for Classes

• Academic Advisors are available to assist you in person or online

Placing in English and Math

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

Paying for College

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

Major Programs of Study

Associate Degree Programs

- Accounting
- Aviation Maintenance Technology - Liberal Studies
- Biology Transfer
- Biotechnology Technician
- Business Administration
  - Career
  - Entrepreneurship
  - Transfer
- Chemistry Transfer
- Communication
  - Career
  - Transfer
- Computer Science Transfer
- Computer Science Transfer - Secure Software Development
- Creative Writing Concentration
- Criminal and Social Justice
- Culinary Arts - Business Administration
- *Dental Assisting
- *Dental Hygiene
- *Dental Laboratory Technology
- *Diagnostic Medical Sonography
- Digital Forensics
- Early Childhood Education and Transfer
- Elementary Education Transfer - Liberal Arts & Science
- Engineering Science Transfer
  - Biomedical Engineering Concentration
  - Chemical Engineering Concentration
  - Civil/Environmental Engineering Concentration
  - Electrical and Computer Concentration
  - Mechanical Engineering Concentration
- Engineering Technology - Computer Aided Design
- Fashion Merchandising
- Fine and Performing Arts
  - Fine Arts - Liberal Arts & Science
  - Music - Liberal Arts & Science
  - Theater - Liberal Arts & Science
- Fire Protection and Safety Technology
- Graphic Design
- 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 Assisting
- *Medical Laboratory Technician
- *Nursing - Day
- *Nursing - Evening
- Office Systems and Administration
- Paralegal Studies
  - Career
  - Transfer
- Performing Arts
  - Music - Liberal Studies
  - Theatre - Liberal Studies
- Psychology Concentration
- Public Health Information and Technology
  - Radiologic Technology
- Studio Art - Liberal Studies
- World Languages - Liberal Arts & Science

Certificate Programs

- Addictions Counselor Program
- Arts Administration
- Biotechnology Technician
- Computerized Accounting
- Culinary Arts
- *Dental Assisting
- *Dental Laboratory Technology
- *Digital Forensics
- Direct Support in Human Services
- Early Childhood Education Assistant Teacher Certificate
- *Early Childhood Education Leadership Certificate
- Engineering Technology - Computer Aided Design
- Engineering Technology - Precision Machining
- Entrepreneurship
- Graphic Design
- Hospitality Management
- *IT Advanced Cybersecurity Operations Certificate
- Media Studies
- Media Writing
- Private Security
- Public Health Informatics & Technology
- Restaurant Supervisor
- Social Justice Advocacy
- *Medical Billing and Coding
- *Paralegal Studies
- *Phlebotomy
- Studio Art
- Technical Theatre
- Travel Services Management

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

Note: Please visit https://catalog.middlesex.mass.edu/content.php?catoid=24&navoid=2190 for further information on programs and to review academic maps.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>AHP 107</td>
<td>Phlebotomy Externship</td>
</tr>
<tr>
<td>AHP 108</td>
<td>Medical Coding II</td>
</tr>
<tr>
<td>AHP 109</td>
<td>Laboratory Administration</td>
</tr>
<tr>
<td>AHP 110</td>
<td>Medical Billing</td>
</tr>
<tr>
<td>ANT 101</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>ART 101</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>ART 178</td>
<td>Introduction to Web Design &amp; UI/UX</td>
</tr>
<tr>
<td>BIO 100</td>
<td>Sexually Transmitted Diseases</td>
</tr>
<tr>
<td>BIO 108</td>
<td>Nutrition</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Infectious Diseases</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Introduction To Biology</td>
</tr>
<tr>
<td>BIO 131</td>
<td>General Biology I</td>
</tr>
<tr>
<td>BIO 231</td>
<td>Anatomy And Physiology I</td>
</tr>
<tr>
<td>BIO 235</td>
<td>Introduction To Microbiology</td>
</tr>
<tr>
<td>BIO 250</td>
<td>Immunology</td>
</tr>
<tr>
<td>BIT 150</td>
<td>Methods of Biotechnology</td>
</tr>
<tr>
<td>BIT 155</td>
<td>Quality Control And Good Manufacturing Practices</td>
</tr>
<tr>
<td>BIT 225</td>
<td>Special Topics In Biotechnology</td>
</tr>
<tr>
<td>BIT 250</td>
<td>Advanced Techniques In Biotechnology</td>
</tr>
<tr>
<td>BUS 106</td>
<td>Introduction to the Music Business</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 140</td>
<td>Sales Principles</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUS 212</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>BUS 213</td>
<td>Business Communications</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUS 223</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>CAP 101</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>CHE 121</td>
<td>Introduction to Chemistry</td>
</tr>
<tr>
<td>CHE 131</td>
<td>College Chemistry I</td>
</tr>
<tr>
<td>CHE 132</td>
<td>College Chemistry II</td>
</tr>
<tr>
<td>CHE 151</td>
<td>General Chemistry for Engineering and Science I</td>
</tr>
<tr>
<td>CHE 152</td>
<td>General Chemistry for Engineering and Science II</td>
</tr>
<tr>
<td>COM 101</td>
<td>Introduction to Communication + Media</td>
</tr>
<tr>
<td>COM 103</td>
<td>Public Speaking and Professional Presentations</td>
</tr>
<tr>
<td>COM 104</td>
<td>Message Design</td>
</tr>
<tr>
<td>COM 106</td>
<td>Film and Society</td>
</tr>
<tr>
<td>COM 116</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>COM 125</td>
<td>Social Media</td>
</tr>
<tr>
<td>CRJ 111</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CRJ 156</td>
<td>Society and Victims of Crime</td>
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<td>CSC 101</td>
<td>Introduction To Computer Science</td>
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<tr>
<td>CSC 151</td>
<td>Programming I</td>
</tr>
<tr>
<td>CSC 156</td>
<td>Operating Systems Basics and Security</td>
</tr>
<tr>
<td>CSC 188</td>
<td>Introduction to Computer Security</td>
</tr>
<tr>
<td>CSC 202</td>
<td>Computer Organization and Assembly Language</td>
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<tr>
<td>CSC 252</td>
<td>Programming II</td>
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<td>ECO 140</td>
<td>Principles of Macroeconomics</td>
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<td>ECO 150</td>
<td>Principles of Microeconomics</td>
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<td>EDU 101</td>
<td>Curriculum In Early Childhood Programs</td>
</tr>
<tr>
<td>EDU 102</td>
<td>Child Guidance and Classroom Management</td>
</tr>
<tr>
<td>EDU 103</td>
<td>Infant and Toddler Care and Program Planning</td>
</tr>
<tr>
<td>EDU 122</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>EDU 154</td>
<td>Health, Safety, and Nutrition In Early Childhood Education</td>
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<td>EDU 252</td>
<td>Administration of Early Childhood Program</td>
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<td>EGR 210</td>
<td>Statics</td>
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<td>EGR 214</td>
<td>Thermodynamics</td>
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<tr>
<td>ENG 92</td>
<td>Read, Writing &amp; Reasoning</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>ENG 109</td>
<td>Critical Thinking</td>
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<tr>
<td>ENG 113</td>
<td>Classics Of Childrens Literature</td>
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<tr>
<td>ENG 143</td>
<td>British Literature Survey</td>
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<tr>
<td>ENG 161</td>
<td>Modern American Literature</td>
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<tr>
<td>ENG 180</td>
<td>Science Fiction &amp; Fantasy</td>
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<tr>
<td>ENG 190</td>
<td>The Graphic Novel</td>
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<tr>
<td>ENV 110</td>
<td>Introduction to Ocean and Marine Biology</td>
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<tr>
<td>ENV 115</td>
<td>Environmental Studies</td>
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<td>ENV 131</td>
<td>Environmental Science with Lab</td>
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<td>ETH 101</td>
<td>Ethics And Society</td>
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<td>FPS 100</td>
<td>Introduction To Fire Protection</td>
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<tr>
<td>GGY 120</td>
<td>World Geography</td>
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<td>GOV 120</td>
<td>American Government</td>
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<td>HST 121</td>
<td>US History Through 1876</td>
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<td>HST 122</td>
<td>US History After 1876</td>
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<tr>
<td>HST 130</td>
<td>History World Civ Before 1500</td>
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<tr>
<td>HST 131</td>
<td>History World Civ After 1500</td>
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<tr>
<td>HUM 102</td>
<td>Introduction To The Humanities</td>
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<tr>
<td>HUM 104</td>
<td>Myths</td>
</tr>
<tr>
<td>HUS 102</td>
<td>Alcohol and Substance Abuse Treatment with Groups and Families</td>
</tr>
<tr>
<td>HUS 103</td>
<td>Stress Management and Relapse Prevention</td>
</tr>
<tr>
<td>HUS 153</td>
<td>Supervised Field Placement Seminar I</td>
</tr>
</tbody>
</table>
Credit Course Offerings

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

HUS 154  Sup Field Placement Seminar II
IDS 101  General Education Seminar: First-Year Experience
IDS 103  General Education Seminar: Leadership
IDS 106  General Education Seminar: Career Exploration
IDS 108  General Education Seminar: Wellness
IDS 110  General Education Seminar: The Choices We Make
IDS 117  General Education Seminar: Entrepreneurial Thinking
IDS 121  General Education Seminar: Digital Literacy
IDS 131  General Education Seminar: Business Career Exploration
IDS 132  General Education Seminar: Health Career Exploration
IDS 135  General Education Seminar: STEM Career Exploration
ITC 111  Scripting for Security
ITC 281  Cybersecurity I
LAN 111  French 1 and Culture
LAN 112  French 2 and Culture
LAN 151  Spanish 1 and Culture
LAN 152  Spanish 2 and Culture
LAN 211  French 3 and Culture
LAN 212  French 4 and Culture
LAN 251  Spanish 3 and Culture
LAN 252  Spanish 4 and Culture
LGL 101  Introduction To Law
LGL 102  Business Law
MAS 101  Medical Terminology
MAT 001  Preparation for College Math
MAT 002  Preparation for College Math
MAT 003  Preparation for College Math
MAT 004  Preparation for College Math
MAT 009  Math Ramp Up Completion
MAT 120  Math for Liberal Arts
MAT 131  Elements of Mathematics II
MAT 165  Trigonometry for Engineering and Science
MAT 177  Statistics
MAT 182  Precalculus for Business and Social Science
MAT 195  Precalculus for Engineering and Science
MAT 280  Calculus for Business and Social Science
MAT 290  Calculus I for Science
MAT 291  Calculus II for Science
MAT 292  Calculus III for Science
MLT 205  Clinical Chemistry Practicum
MLT 252  Hematology Practicum
MLT 253  Medical Microbiology Practicum
MLT 254  MLT Seminar
MLT 255  Immunohematology Practicum
MUS 103  Introduction to American Music
MUS 106  Introduction to the Music Business
NST 231  Networking II
PHL 101  Introduction to Philosophy
PHY 105  Astronomy
PHY 151  Physics I
PHY 152  Physics II
PSY 101  Introduction to Psychology
PSY 120  Child Psychology
PSY 124  Human Growth and Lifespan Development
PSY 125  Psychology of Success
PSY 150  Abnormal Psychology
SCI 130  Forensic Science
SOC 101  Introduction to Sociology
SOC 156  Society and Victims of Crime
TMA 100  Mathematics for Technology

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

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

High school and homeschool students are enrolling now and are taking one, two, three or all of their classes with MCC this spring. 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 Summer 2023 Terms run from May 30 - August 10.
English Language Resources / Employer and Workforce Resources

English & Foreign Language Resources

English Learner Institute
This Institute focuses on helping members of the community develop basic English and other skills - including technology, life and social skills. Anyone who is a newcomer to the United States, or needs to develop Basic English skills, is eligible for this program. Available at the Lowell campus, the English Learner Institute consists of various noncredit day and evening courses (that vary in length, from six to fourteen weeks). As part of the Institute, a free program called Prepare to Attend College (PAC), is offered three times a year. These classes continue to be a bridge for non-native English speakers who often enroll in credit classes at MCC.

For more information, contact Audrey Nahabedian nahabedian@middlesex.mass.edu
https://www.middlesex.mass.edu/bus_ind/pac.aspx

World Language Institute
MCC helps students become immersed in many different languages, including Arabic, Chinese, French, German, Greek (both modern and classical), Hebrew (modern), Hindi, Italian, Japanese, Khmer, Korean, Latin & Roman Culture, Portuguese, Russian, Spanish, Ukrainian.

Students learn skills for active listening and understanding, speaking and fluency, reading and reading comprehension, writing to demonstrate knowledge of grammar, and understanding of different cultures

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

Intensive English Institute Mission

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

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

For more information Marilyn Glazer at glazermiddlesex.mass.edu or 978-656-3350.
https://www.middlesex.mass.edu/iei/default.aspx

GED/Hi-Set Resources

Adult Learning Center
The Adult Learning Center is located on the Bedford, MA Campus at Middlesex Community College. The ALC offers FREE Adult Basic Education classes to Massachusetts students (ages 16+) preparing for HiSET or GED testing in order to attend college, job training, or obtaining employment. Day and evening classes available. The Adult Learning Center is funded by the Massachusetts Department Elementary and Secondary Education.

For more information https://www.middlesex.mass.edu/adultlearning/
To register and sign-up for FREE placement testing: call 781-280-3662 or email ALC@middlesex.mass.edu

Employer Resources

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

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

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

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

For more information, https://www.middlesex.mass.edu/CareerServices/
Massachusetts Workforce Express Fund
Career Training Courses for Massachusetts Businesses

Massachusetts Workforce Express Fund has approved select short-term career training programs through Middlesex Community College for Massachusetts businesses of any size in collaboration with Commonwealth Corporation:

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

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

MCC Approved Courses (noncredit programs):
- 1050556 Local Anesthesia Certification for RDH
- 1065853 Technical Writing Certificate
- 1112907 Nurse Assistant /HHA Certification
- 1080330 SHRM Essentials of Human Resources
- 1103136 SHRM CP/SCP Certification Exam Prep
- 1113947 Pharmacy Technician
- 1121999 Accounting Fundamentals
- 1115397 Business Computer Applications
- 1115398 MS Excel Certificate
- 1122578 Non-Profit Management Certificate
- 1134371 Customer Service Certificate
- 1128442 Intro to Grant Writing
- 1128443 Interior Design 101

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

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

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

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 Training Fund. The Massachusetts Workforce Training Fund 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.mass.edu
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 2022

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship students served</td>
<td>82</td>
</tr>
<tr>
<td>Scholarships awarded</td>
<td>89</td>
</tr>
<tr>
<td>Awarded in scholarship dollars</td>
<td>$191,500</td>
</tr>
</tbody>
</table>

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

The Alumni Association provides opportunities to:

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

The Alumni Association benefits include:

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

Join 26,000 MCC Alums!

Sign up Today! Membership is Free!

Go to [www.middlesex.mass.edu/alumni](http://www.middlesex.mass.edu/alumni) for more information and to get involved!

Flexible course formats, affordable prices, and award-winning student support services put students on the right track to reach their goals and pursue their dreams.

Are you ready for your future?

With MCC, choose from 80+ programs and discover your path.

- Finish general requirements
- Earn transferable credits
- Update and learn new skills
- Save thousands on tuition costs

Classes START SEPT. 5

[www.middlesex.mass.edu/fall](http://www.middlesex.mass.edu/fall)
For more than three decades, Middlesex Community College has educated and trained thousands of employees in hundreds of businesses, industries and municipalities throughout Middlesex County. Our goal is to provide you with the educational and training tools you need to make the best use of your most important assets, your employees.

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