Customer Service Center

Phone: (860) 906-5130
Email: CA-learnmore@ccc.commnet.edu

Office Hours

Monday – Friday, 8:30 a.m. - 4:30 p.m.
Room 316
Alternate hours may be available by calling (860) 906-5130.

Free Parking

See page 79.

10% Discount

Available towards non-credit classes for:
- Anyone registering for three or more classes at the same time
- Organizations registering three or more employees in the same class
- Senior citizens age 65 or older with proof of age

Some restrictions apply, call (860) 906-5131 for details
Scholarships

SNAP: If you are currently receiving SNAP-ET (food stamps) benefits, you may be eligible to take certain certificate programs for FREE! From business to healthcare offerings, Capital Community College’s short-term training certificates give you the targeted instruction you need with classes aimed at accommodating the busiest of schedules.

SNAP-ET eligible certificate programs include:

- Certified Nurse’s Aide/Refresher
- Community Health Navigator
- Culinary Arts & Food Safety
- Customer Service Representative
- Electronic Health Records Specialist
- Emergency Medical Technician
- Home-based Childcare Provider
- Construction Management Assistant
- Office Administrator
- Patient Care Technician
- Personal Care Assistant
- Pharmacy Technician
- Property Management (Residential)
- Social Services Assistant
- Teller and Financial Services
- Small Business Development
- Human Resources Assistant
- Administrative Medical Assistant
- Construction Office Assistant
- Medical Coding (Outpatient)
- Urban Farming and Landscaping

Call SNAP-ET hotline at (860) 906-5029 and please ask for Nurith Vidal to gain more information, or look for the SNAP designation throughout this catalog for qualifying programs.

WIA: CT Works (WIA - Workforce Investment Act monies are available to qualified persons). Call CT Works at (860) 256-3675 or visit them at 3580 Main Street, Hartford. Go to www.ct.gov/dol for further information. Look for the WIA designation throughout this catalog for qualifying programs.

Textbooks

📖 Textbook required for these courses. Textbooks are available in the College Bookstore located on the 7th floor.

General Information

Please refer to the General Information section, on page 79, for further information about Capital Community College.
Four Ways to Register

By Fax: (860) 906-5110, ATTN: Damaris Torres
By Phone: (860) 906-5130, Monday–Friday, 9–4, Mastercard, Visa or Company PO
By Mail or In Person: Division of Continuing Education, Capital Community College, 950 Main St., Room 316, Hartford, CT 06103

Today’s Date: _____/_____/_____ Social Security Number: ________________________________ Date of Birth (required): _____/_____/_____  
Last Name: ___________________________ First Name: ___________________________ Middle Initial: ______
Home Address: __________________________________________________________ E-Mail Address: ________________________________
Home Phone: (____) __________________ Business Phone: (____) _________________ Mobile Phone: (____) _________________
☐ Male ☐ Female ☐ Yes, I certify that I am a legal resident of CT and have met the 12-month residency requirement  
☐ No, I am not a legal resident of CT. State of legal residence: __________________________
Are you a U.S. citizen: ☐ Yes ☐ No If no, are you a permanent resident or green card holder? ☐ Yes ☐ No

Please provide the following race and ethnic data. This information is requested on a VOLUNTARY basis for the U.S. Department of Education, Center for Educational Statistics. Your answer will not affect enrollment to, or registration in, the college.
Ethnicity: ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino ☐ Choose not to respond  
Race: ☐ White ☐ Black/African American ☐ American Indian/Alaskan Native ☐ Native Hawaiian/Other Pacific  
☐ Other ☐ Choose not to respond

<table>
<thead>
<tr>
<th>Dept. No. &amp; Sec.</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
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<tbody>
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Total:

Note: Students applying for a SNAP scholarship should indicate their top 3 class choices on this form

Signature (required): ____________________________________________________________________________________________

Payment

☐ Visa ☐ Mastercard ☐ Check (Make payable to Capital Community College, or CCC. No cash by mail.)

Credit Card Number: ____________________________________________________________ CVC/Security Code #: ____________
(last 3 digits after the credit card number in the signature area of the card.)

Credit Card Holder’s Name: ____________________________________________ Expiration Date: ____________________________
Credit Card Holder’s Address (required): _________________________________
Credit Card Holder’s Signature: ____________________________________________________________________________

Spring 2014 | 860-906-5130 | www.capitalcc.edu
**Cuatro Maneras de Registrarse**

Fax: (860) 906-5110, ATTN: Damaris Torres  
**Teléfono**: (860) 906-5130 Lunes a Viernes de 9 a 4, Aceptamos Mastercard y Visa  
**EN PERSONA**: División de Educación Continua, Capital Community College, 950 Main St., Room 316, Hartford, CT 06103

**Capital Community College División de Educación Continua, Desarrollo económico y Comunitario**  
**Registro de Cursos sin créditos**

Fecha: _____/ _____/ _____ Número de Seguro Social: _____________________________ Fecha de Nacimiento (requerido): _____/ _____/ _____

Apellido: ____________________________ Primer Nombre: _____________________________ Inicial del segundo nombre: ____

Dirección: ___________________________________________ Correo electrónico: ___________________________________________

Ciudad: _____________________________ Estado: _______ Código postal: ______________ País de origen o nacimiento: __________________

Teléfono de casa:(____) _________________ teléfono de trabajo: (____) ________________ Teléfono móvil: (____) ________________

☐ Masculino  ☐ femenino  ☐ Sí, Yo certifico que soy residente legal del estado de CT y que tengo el requisito de 12 meses de residencia  
☐ No, no soy residente del estado de CT. Estado de residencia legal: _____________________________

Eres ciudadano de los Estados Unidos: ☐ Sí  ☐ No  
Sí no es ciudadano, es usted residente permanente legal o tienes la tarjeta verde? ☐ Yes  ☐ No

Por favor provea información sobre su grupo étnico y raza. Esta información es requerida de manera voluntaria por el Departamento de Educación de los Estados Unidos. Centro estadístico de Educación. Su respuesta no afectará su registración o matrícula.

Etnia: ☐ Hispano/Latino  ☐ No Hispanic/No Latino  ☐ Escojo no responder

Raza: ☐ Blanca  ☐ BAfricano Americano  ☐ Nativo Americano/Nativo de Alaska  ☐ Nativo Hawaiano/ Oriundo de otra isla del Pacífico  
☐ Otro  ☐ Escojo no responder

<table>
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<tr>
<th>Departamento, número y sección</th>
<th>Título del curso</th>
<th>CEUs</th>
<th>Fecha</th>
<th>Hora</th>
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Firma: ___________________________________________

Nota: Los estudiantes que aplican para la beca de SNAP deben indicar sus tres primeras elecciones en este formulario

**Pago**

☐ Visa  ☐ Mastercard  ☐ Cheque (Hágalo a nombre de Capital Community College, o CCC No envié dinero en efectivo por correo)

Número de Tarjeta de Crédito: ___________________________ CVC Código de Seguridad: __________________

(Los últimos tres dígitos que se encuentran en el área de la firma de su tarjeta de crédito)

Nombre que aparece en la tarjeta de Crédito: ___________________________ Fecha de caducidad: ________________

Dirección del dueño de la tarjeta de crédito (Requerido):

Firma del dueño de la tarjeta de crédito: ___________________________________________
Are you interested in entering the healthcare field? A career as a certified nurse aide is a great place to start! Certified nurse aides (CNAs) are valuable members of the healthcare team who provide basic nursing care in a variety of settings. Capital Community College is licensed by the CT Department of Public Health to present our 127-hour part-time course. Classroom and skills laboratory instruction are held at the College; clinical experience is held in area skilled nursing facilities. Instructors are registered nurses with experience in teaching and care of elderly residents.

The course is offered in two formats: a six-week weekday course or a thirteen-week evening/weekend course. State competency testing is included at the end of the course. The following required items are not included in tuition: textbook, uniform, travel expense to clinical, physical exam, and CT Nurse Registry application fee.

Participants in the CNA program must be 17 years of age or older, take assessment tests for reading and math, and provide a physical exam including TB screening. Individuals with college experience may request the assessment tests be waived. Call Customer Service at 860.906.5130 regarding testing. Please note that students with felony convictions may have difficulty obtaining employment in the field.

Course Code: HMED 5023-2095 - Cost: $989
Dates: 1/21/14 – 3/3/14, Days: Monday, Tuesday, Wednesday, Thursday, Friday
Time: 9:30 a.m. - 12:30 pm (Lecture), 8:00am – 2:00pm (Skills Lab/Clinical)
Rooms: 317 (Lecture), 820 (Skills Lab and local skilled nursing facility)

Course Code: HMED 5023 - 2101 - Cost: $989
Dates: 2/6/14 – 5/1/14, Days: Thursday, Friday, Saturday
Time: 5:15pm – 8:00pm (Lecture), 8:00am – 2:00pm (Skills Lab/Clinical)
Rooms: 317 (Lecture), 820 (Skills Lab and local skilled nursing facility)

Course Code: HMED 5023 - 2106 - Cost: $989
Dates: 3/17/14 – 4/29/14, Days: Monday, Tuesday, Wednesday, Thursday, Friday
Time: 9:30am – 12:30pm (Lecture), 8:00am – 2:00pm (Skills Lab/Clinical)
Location: 317 (Lecture), 820 (Skills Lab and local skilled nursing facility)

Course Code: HMED 5023 - 2117 - Cost: $989
Dates: 5/12/14 – 6/23/14, Days: Monday, Tuesday, Wednesday, Thursday, Friday
Time: 9:30am – 12:30pm (Lecture), 8:00am – 2:00pm (Skills Lab/Clinical)
Rooms: 317 (Lecture), 820 (Skills Lab and local skilled nursing facility)
CNA Plus!

New at Capital! CNA Plus! combines our basic CNA course with two 12-hour modules. The modules cover specialty areas of nursing care. Module I will cover Care of the Patient with Alzheimer's Disease and Related Dementias. Module II will cover Hospice Care. Presented after the completion of your CNA course, these modules will build upon your basic knowledge of the topics. You will reap the benefit of this enhanced education when you provide more sensitive and competent care to your patients.

Course Code: HMED 5374-2124 - Cost: $1238
Dates: 1/21/14-3/19/14, Days: Monday, Tuesday, Wednesday, Thursday, Friday
Times: 9:30am-12:30pm (Lecture), 8:00am-2:00pm (Skills Lab)
Rooms: 317 (Lecture), 820 (Skills Lab)

Course Code: HMED 5374-2125 - Cost: $1238
Dates: 2/6/14-5/23/14, Days: Thursday, Friday, Saturday (Basic CNA)
Monday, Tuesday, Wednesday, Thursday, Friday (CNA Plus!)
Times: 5:15pm-8:00pm (Lecture), 8:00am-2:00pm (Skills Lab) [Basic CNA]
5:00pm-8:00pm (Lecture) [CNA Plus!]
Rooms: 317 (Lecture), 820 (Skills Lab) [Basic CNA]
317 (Lecture) [CNA Plus!]

Course Code: HMED 5374-2126, Cost: $1238
Dates: 3/17/14-5/14/14, Days: Monday, Tuesday, Wednesday, Thursday, Friday
Times: 9:30am-12:30pm (Lecture), 8:00am-2:00pm (Skills Lab)
Rooms: 317 (Lecture), 820 (Skills Lab)

Course Code: HMED 5374-2127, Cost: $1238
Dates: 5/12/14-7/11/14, Days: Monday, Tuesday, Wednesday, Thursday, Friday
Times: 9:30am-12:30pm (Lecture), 8:00am-2:00pm (Skills Lab)
Rooms: 317 (Lecture), 820 (Skills Lab)
No Class: 7/3/14-7/4/14

CNA Refresher

Looking to brush up on your CNA skills? Has your CNA certificate lapsed? Need to retake the CNA competency examination? This 24-hour refresher course is designed to help individuals get up to speed on the basics. Instructors are registered nurses who will review principles of care, lab skills, and test taking strategies.

Course Code: HMED 5166 - 2111 - Cost: $289
Dates: 2/3/14 – 2/26/14, Days: Monday, Wednesday
Time: 5:00pm – 8:00pm
Rooms: 820

Course Code: HMED 5166 - 2112 - Cost: $289
Dates: 4/21/14 – 5/14/14, Days: Monday, Wednesday
Time: 5:00pm – 8:00pm
Rooms: 820

Electronic Health Record (EHR) Specialist

This course is designed for individuals responsible for the usage and management of health information and electronic health records (EHRs) in physicians' offices, clinics, and long-term care facilities. Learn how to organize, monitor, and maintain patients’ health records. There will be discussion of patients’ rights, confidentiality, and quality improvement.

Prerequisites: Participants must have a high school diploma or GED and keyboarding skills.

Course Code: HMED 5363 - 2172 - Cost: $375
Dates: 2/3/14 – 3/5/14, Days: Monday, Wednesday
Time: 2:00pm – 5:00pm
Rooms: 621
Patient Care Technician (PCT)  WIA  SNAP

The healthcare industry is evolving at an unprecedented pace. As one of the most versatile members of the healthcare team, the Patient Care Technician (PCT) is always in demand. Increase your marketability and build upon your Certified Nurse Aide (CNA) knowledge and skills with Capital’s 90-hour PCT course. Topics include advanced patient care skills, customer service, medical terminology, HIPAA compliance, rehabilitation care, basic life support for healthcare providers, EKG and pulse oximetry, cultural diversity in healthcare, and introduction to health careers/educational pathways.

Prerequisite: CNA certificate and high school diploma or GED.

Course Code: HMED 5228 - 2122 - Cost: $999
Dates: 1/27/14 – 5/21/14, Days: Monday, Wednesday
Time: 5:30pm – 8:30pm
Rooms: 317

Course Code: HMED 5228 - 2378 - Cost: $999
Dates: 1/28/14 – 5/27/14, Days: Tuesday, Thursday
Time: 5:30pm – 8:00pm
Rooms: 318

Administrative Medical Assistant  WIA  SNAP

Capital’s Administrative Medical Assistant Certificate will prepare you to perform administrative tasks in a medical office or facility. Participants will receive training on how to greet patients, answer telephones, schedule appointments and surgeries, update medical records, and process medical correspondence. Additionally, you will learn how to determine insurance coverage and gain a comprehensive knowledge of accounting, filing procedures, and customer service. Governmental policies that include HIPAA, OSHA, DEA, and CLIA regulations will be discussed. Completers will be prepared to register for the Certified Medical Administrative Assistant (CMAA) exam (cost is not included).

Prerequisites: Participants must have a high school diploma or GED, computer keyboarding skills and command of the MS Office Suite.

Course Code: HMED 5333 - 2174 - Cost: $750
Dates: 2/10/14 – 4/28/14, Days: Monday, Friday
Time: 5:30pm – 8:30pm
Rooms: 604
No Class: Week of 3/10/14 – 3/16/14 and 4/18/14

Course Code: HMED 5333 - 2176 - Cost: $750
Dates: 2/10/14 – 4/28/14, Days: Monday, Friday
Time: 9:00am – 12:00pm
Rooms: 604
No Class: Week of 3/10/14 – 3/16/14 and 4/18/14
Customer Service Associate  

Highly skilled Customer Service Associates are in demand in a variety of businesses. Learn Microsoft Word and Excel, telephone and in-person communication, problem-solving and decision-making, managing difficult situations, business writing, teamwork, professionalism, and stress management skills. Upon completion of the program, individuals will be able to answer questions, solve problems, save the company money, and build new customer relationships for a new or current employer.

Prerequisite: Participants must have a high school diploma or GED and computer keyboarding skills.

Course Code: PRFD 5561 - 2192 - Cost: $750  
Dates: 2/14/14 – 5/2/14, Days: Monday, Friday  
Time: 9:00am – 12:00pm  
Rooms: 309  
No Class: Week of 3/10/14 – 3/16/14 and 4/18/14

Course Code: PRFD 5561 - 2194 - Cost: $750  
Dates: 2/11/14 – 4/29/14, Days: Tuesday, Thursday  
Time: 1:00pm – 4:00pm  
Rooms: 309  
No Class: Week of 3/10/14 – 3/16/14

Office Administrator  

Knowing how to word process and answer the telephone is not enough to successfully manage today’s busy office. Office Administrators are responsible for a wide variety of duties to keep offices running smoothly. This program will equip you with skills necessary to effectively run a small to medium size business office. The training is packed with tools and techniques to help you confidently face daily challenges and handle projects, people, and situations. You will learn how to stay organized while managing time, build effective business relationships, and exceed customer expectations. Topics to be covered include MS Office basics, office organizations, maintaining records, preparing reports, customer services, professionalism and ethics, business communication and math, and time management.

Prerequisites: Participants must have a high school diploma or GED and computer keyboarding experience.

Course Code: AOP 5034 - 2201 - Cost: $750  
Dates: 2/17/14 – 4/30/14, Days: Monday, Wednesday  
Time: 6:00pm – 9:00pm  
Rooms: 617  
No Class: Week of 3/10/14 – 3/16/14
General Insurance

Take the first step in building a career in the insurance and financial services field. You will learn insurance principles, practices, and policies. Upon successful completion of the following three modules you can register to take the national exams through the American Institute for Chartered Property and Casualty Underwriters (AICPCU) to earn the Certificate in General Insurance. The program includes the following modules:

**Property and Liability Insurance Principles**
In this course, you will learn what insurance is, who provides insurance, how insurance is regulated, measuring the financial performance of insurers, marketing, underwriting, claims, insurance contracts, property loss exposures and policy provisions, liability loss exposures and policy provisions, and risk management.

**Personal Insurance**
Learn about insurance and society, personal auto policy, homeowners insurance, other residential insurance, other personal property and liability insurance, personal loss exposures and financial planning, life insurance, and health and disability insurance.

**Commercial Insurance**
This course will cover commercial property insurance, business income, commercial crime and equipment breakdown, inland and ocean marine, commercial, general liability, commercial automobile, business owners, farm workers’ compensation and employers’ liability, and miscellaneous coverage.

Prerequisite: Participants must have a high school diploma or GED.

Course Code: BIS 5093 - 2196 - Cost: $725
Dates: 2/22/14 – 5/24/14, Days: Saturday
Time: 9:00am – 3:30pm
Rooms: 307
No Class: Week of 3/10/14 – 3/16/14 and 4/19/14

Home-based Childcare Provider

The need for quality childcare providers continues to grow. This course will prepare you for a rewarding career as a Home-based Childcare Provider. Learn how to start, license, and finance a small business. You will receive training on such topics as child development, childcare activities, safety, health and nutrition, working with families, and networking with other childcare providers.

Prerequisites: A high school diploma or GED recommended.

Course Code: LFST 5034 - 2190 - Cost: $725
Dates: 2/22/14 – 5/24/14, Days: Saturday
Time: 9:00am – 3:30pm
Rooms: 301
No Class: Week of 3/10/14 – 3/16/14 and 4/19/14

Medical Coding (Outpatient)

Healthcare in America is undergoing tremendous changes as the number of people seeking healthcare services continues to increase and the implementation of healthcare reform. These changes have resulted in an increasing demand for qualified Medical Coders. Medical coders focus on outpatient care work in physicians’ offices, clinics, and insurance companies. You will learn ICD-10 and CPT-4 coding. In addition, anatomy, physiology, and medical terminology for coders will be included. The course is designed to prepare individuals to take the American Academy of Professional Coders (AAPC) Certified Professional Coders (CPC) certification exam. The cost of the exam is not included in the course.

Prerequisite: Participants must have a high school diploma or GED and computer keyboarding skills.

Course Code: HMED 5361 - 2203 - Cost: $1,495
Dates: 2/24/14 – 5/14/14, Days: Monday, Tuesday, Wednesday
Time: 6:00pm – 9:00pm
Rooms: 621
No Class: Week of 3/10/14 – 3/16/14
**Health Information Technology (IT)**

The demand for highly trained and skilled Health Information Technology professionals to assist in hospitals, medical practices, long-term care facilities, and clinics continues to grow to support the transition from paper to electronic health records. The U.S. Bureau of Labor Statistics has projected a need for 51,000 Health IT workers over the next 5 years. Capital Community College is the only Connecticut College that was funded and approved to offer the nationally recognized Health IT curriculum developed by the Office of the National Coordinator of Information Technology (ONC), which is part of the U.S. Department of Health and Human Services. Individuals will become familiar with the emerging field of health information management systems. The program is comprised of two tracks and is designed for individuals employed in information technology or healthcare interested in enhancing their skills or for those interested in changing careers.

Prerequisites: Participants must have a high school diploma or GED and computer and/or healthcare experience.

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<tr>
<th>Workflow Process/Consultant Health IT Track</th>
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<tbody>
<tr>
<td>Topics to be covered are history of electronic health records (EHRs), quality improvement, project management, health workflow process analysis and redesign, public health IT, and working in teams.</td>
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<td>Course Code: HMED 5369 - 2197</td>
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<td>Dates: 2/25/14 – 5/15/14, Days: Tuesday, Thursday</td>
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<td>No Class: Week of 3/10/14 – 3/16/14</td>
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<thead>
<tr>
<th>Engineer Health IT Track</th>
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<td>Topics to be covered are history of electronic health records (EHRs), installation and maintenance, networking and health information exchange, configuring EHRs, and vendor specific systems.</td>
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<td>Course Code: HMED 5369 - 2199</td>
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<tr>
<td>Dates: 2/24/14 – 5/14/14, Days: Monday, Wednesday</td>
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<td>Time: 6:00pm – 9:00pm</td>
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<td>Rooms: 613</td>
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<td>No Class: Week of 3/10/14 – 3/16/14</td>
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<th>MS Office and Quickbooks</th>
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<tr>
<td>Learn in-demand computer and bookkeeping skills. Upon completion of the program, individuals will be able to use Microsoft Windows, Word, Excel, PowerPoint, Access, and Quickbooks. The topics to be covered include keyboarding fundamentals, MS Office in the workplace (basic and advanced), and Quickbooks Pro.</td>
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<tr>
<td>Prerequisites: Participants must have a high school diploma or GED and computer keyboarding skills.</td>
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<td>Course Code: COMP 7465 - 2170</td>
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<td>Dates: 2/25/14 – 4/24/14, Days: Tuesday, Thursday</td>
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<td>Rooms: 613</td>
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<td>No Class: Week of 3/10/14 – 3/16/14</td>
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Emergency Medical Technician – Basic (EMT-B)  

Emergency Medical Technicians provide care to ill and injured individuals in critical times, often making the difference between life and death. EMTs work in a variety of different environments including ambulances and hospital emergency departments. This course, in cooperation with the Office of Emergency Medical Services and CT Department of Public Health, will prepare individuals to take the state exam as an Emergency Medical Technician – Basic (EMT-B). Lectures, guest presentations, demonstrations, emergency room observations, and hands-on experience will provide the knowledge and skills required for certification. The training will cover topics such as airways, patient assessment, OB-GYN, trauma, infants and children, and EMT operations. Participants of this course will attend the State Practical Exam free of charge at Capital Community College. EMT – Basic Certification which is required for admission into the EMT – Paramedic Certificate and Associate’s Degree programs at Capital Community College and other institutions. The course includes the State Practical Examination and CPR Certification.

Prerequisite: Participants must have a high school diploma or GED.

Course Code: HMED 5207 - 2162 - Cost: $899
Dates: 2/19/14 – 5/29/14, Days: Wednesday, Thursday, 6 Saturdays (TBD)
Time: 6:00pm – 9:30pm, 9:00am – 3:30pm (Saturdays)
Rooms: 303
No Class: Week of 3/10/14 – 3/16/14 and 4/19/14

Urban Farming and Landscaping

Have a passion for growing plants? This certificate program combines classroom instruction and hands-on experience to develop skills in plant identification, growing basics, soil 101, ecology, water systems, and the regulatory environment. Students will learn about specialty areas of agro-economy (the art and science of growing and marketing food). Other topics to be covered include urban landscaping, horticulture, and developing skills to work with local farms and nurseries or establishing a small business. Students will have the opportunity for externships to apply their newly acquired skills.

Prerequisite: A high school diploma or GED recommended.

Course Code: GARD 5042 - 2164 - Cost: $1,175*
Dates: 3/4/14 – 5/22/14, Days: Tuesday, Thursday, 6 Saturdays (TBD)
Time: 6:00pm – 9:00pm
Rooms: 301
No Class: Week of 3/10/14 – 3/16/14 and 4/19/14
*Includes supplies

Pharmacy Technician

The need for pharmacy technicians is increasing with the U.S. Bureau of Labor Statistics projecting a 31% job increase by 2018. This statistic is confirmed by data from the Connecticut Department of Labor projecting similar increases in this job category for the North Central region. In partnership with the Connecticut Pharmacists Association, this comprehensive program prepares individuals for entry-level positions in community, hospital, or long-term care settings. Participants will be prepared for the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics will include: medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Participants will learn dosage calculations and dose conversion, dispensing of prescriptions, control, billing, and insurance reimbursement.

Prerequisites: Participants must have a high school diploma or GED, and computer keyboarding skills.

Course Code: HMED 5356 - 2156 - Cost: $799
Dates: 3/17/14 – 5/21/14, Days: Monday, Wednesday
Time: 5:30pm – 8:30pm
Rooms: 317

Construction Management Assistant

This certificate program provides practical information for those who currently work or would like to work in the construction industry. The course covers building and construction, design, project management, construction companies, and contract law. You will learn about materials, methods, tools, blueprint reading, planning, scheduling, estimating, organization, leadership, decision-making, insurance,
bonding, liability, and dispute resolution. Individuals will complete OSHA-10 and CPR certifications.

**Prerequisites**: Participants must have a high school diploma or GED.

Course Code: MFT 5017 - 2188 - Cost: $1,325  
Dates: 3/18/14 – 5/30/14, Days: Tuesday, Friday, 6 Saturdays (TBD)  
Time: 6:00pm – 9:00pm, 9:00am – 12:00pm (Saturday)  
Rooms: 303  
No Class: 4/18/14 and 4/19/14

### Property Management (Residential)

Well-managed property looks nice, operates smoothly, and preserves the resale value of the property. In this course you will learn fundamental financial management skills, gain an understanding of insurance, safety, security, and risk management issues to maintain and handle the logistics of running a property. The course will cover customer service and communication skills to work with tenants, community leaders, and boards.

**Prerequisite**: A high school diploma or GED recommended.

Course Code: REAL 5524 - 2180 - Cost: $799  
Time: 6:00pm – 9:00pm  
Rooms: 318  
No Class: 5/26/14

### Community Health Navigator

In today’s changing world of healthcare, Community Health Navigators have greater and more important roles in reducing health disparities and improving treatment. This course will cover the role of the Community Health Navigator, health screening and diagnostic processes, patient education, professional conduct, person-centered care, and effective communication skills. You will learn how to link health provider, financial assistance, and insurance services for patients so they can manage their health issues and remain in their homes and community.

**Prerequisites**: Participants must have a high school diploma or GED.

Course Code: HMED 5372 - 2185, Cost: $799  
Dates: 3/24/14 – 6/2/14, Days: Monday, Wednesday  
Time: 6:00pm – 9:00pm  
Rooms: 318  
No Class: 5/26/14

### Personal Care Assistant (PCA)

Personal Care Assistants (PCAs) have held 767,000 of the jobs in the United States. This total is expected to grow by 46% by 2018 based on U.S. Department of Labor employment projections. PCAs are and will continue to be in high demand as the population continues to age and individuals transition from long-term care facilities to homecare. In addition, earlier hospital discharges and the need to care for veterans returning from service will further increase the demand for trained PCAs. The training developed was in consultation with a variety of state and non-profit entities along with patients and their families. This course will cover topics on the role of the personal care assistant, care of elderly and disabled individuals, proper body mechanics, nutrition, infection control, vital signs, fall prevention, safe wheelchair use, cultural competency, respect, communication, CPR and First Aid Certification, and specific diseases. The program will also cover the social service aspects of a PCA’s responsibilities. Guest presenters include family and patients currently employing PCAs as well as non-profit agency representatives whose constituents needs may be met by trained PCAs.

**Prerequisite**: Participants must have a high school diploma or GED.

Course Code: HMED 5366 - 2158 - Cost: $799  
Dates: 3/24/14 – 6/2/14, Days: Monday, Wednesday  
Time: 6:00pm – 9:00pm  
Rooms: 318 & 820  
No Class: 5/26/14
Activity Director

This course is designed to provide training to individuals interested in becoming an Activity Director in a healthcare related setting such as long-term care, assisted living facilities, or adult care homes. This course provides an overview of activity directing, human development and the aging process, standards of practice, activity care planning, and methods of service delivery.

Prerequisites: Participants must have a high school diploma or GED.

Course Code: RECR 5013 - 2184 - Cost: $375
Dates: 2/3/14 – 3/5/14, Days: Monday, Wednesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 307

Social Services Assistant

Social Services Assistants help social workers and healthcare workers provide services to individuals in their care. In this course, you will learn how to evaluate client needs, assist clients with obtaining services including welfare, Medicaid and food stamps, and techniques for providing person centered support. Techniques for organizing and facilitating group activities and providing daily living skills to prepare individuals living in halfway and supportive housing will be discussed.

Course Code: AOP 5038 - 2207 - Cost: $799
Dates: 3/24/14 – 6/2/14, Days: Monday, Wednesday
Time: 9:00am – 12:00pm
Rooms: 307
No Class: 5/26/14
Course Code: AOP 5038 - 2373 - Cost: $799
Dates: 3/24/14 – 6/2/14, Days: Monday, Wednesday
Time: 5:30pm – 8:30pm
Rooms: 307
No Class: 5/26/14

Culinary Arts and Food Service Safety

Capital Community College and The Kitchen at Billings Forge, Hartford’s premier farm-to-table catering business and café, have partnered to provide culinary education which combines classroom instruction with on-site experiential learning. The certificate will enable individuals to enter the field of professional culinary arts. Topics include soups and sauces, bread baking, pastry arts, plating and presentation, culinary math, nutrition, global cuisines, microorganisms and allergens, and facilities management. Classroom sessions are conducted at Capital followed by practical learning at The Kitchen including knife skills, cooking methods, product identification, and proper food handling. The final exam for this course is the ServSafe® Food Handler’s exam, a widely recognized industry standard for food safety and a required certification for all food service personnel.

Prerequisites: A high school diploma or GED recommended.

Course Code: FOOD 5140 - 2154 - Cost: $1,300*
Dates: 3/4/14 – 5/17/14, Days: Tuesday (Lecture), Wednesday (Lab), 3 Saturdays Labs (5/3, 5/10, 5/17)
Time: 5:30pm – 7:00pm (Lecture), 5:30pm – 9:30pm (Lab), 12:00pm – 6:00pm (Saturday)
Rooms: 309 (Lecture), Kitchen at Billings Forge (Lab)
*Includes supplies
**Teller and Financial Services**

This course is designed for people interested in becoming bank tellers, cashiers, and customer service representatives. Topics to be covered include balancing operations, cash handling, customer relations, introduction to banking operations, motivation and self-confidence, professional conduct and dress, and security procedures.

Prerequisite: Participants must have a high school diploma or GED.

Course Code: FIN 5021 - 2182 - Cost: $750
Dates: 3/25/14 – 5/29/14, Days: Tuesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 616

**Eldercare Assistant**

This program is designed for individuals who provide direct care or service to elderly clients. If you are in the fields of social services, healthcare, customer service, or public safety, this program will enhance your skills to better assist older adults. The program covers an introduction to gerontology, aging body, mind and spirit, and the art of caregiving.

Prerequisites: A high school diploma or GED recommended.

Course Code: HMED 5368 - 2187 - Cost: $450
Dates: 3/31/14 – 5/7/14, Days: Monday, Wednesday
Time: 6:00pm – 9:00pm
Rooms: 303

**Human Resources Assistant**

Interested in a new career path or looking to expand current knowledge, this program is designed to help develop the knowledge, methods, and skills necessary to meet the challenges of today’s changing workplace and workforce. This highly interactive, business-focused, and practitioner-driven course will offer real world examples and application as well as opportunities to hear from experts in the field. Topics that will be included are benefits, staffing management, compensation, performance management, employment law, and organizational and employee development.

Prerequisites: Participants must have a high school diploma or GED.

Course Code: HREL 5002 - 2168 - Cost: $525
Dates: 4/8/14 – 5/22/14, Days: Tuesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 307

**Construction Office Assistant**

Construction Office Assistants (COAs) are the individuals who keep construction companies organized and operating efficiently. While business owners are bidding on and managing projects, the COA is responsible for answering telephones, scheduling appointments, maintaining visitor logs, ordering materials and equipment, logging in and routing documents, creating correspondence, processing payment requisitions, overseeing subcontractor and supplier work and deliveries, maintaining wage and workers compensation records, processing payroll, and monitoring safety meetings, training events, and incidents. COAs must be well-organized, professional, have excellent oral and written communication skills, be able to multi-task and adjust to change, possess strong computer skills, understand construction project and contract administration requirements, and successfully complete the OSHA 10-hour Construction Safety Certification, which are competencies individuals will develop in this program.

Prerequisite: Participants must have a high school diploma or GED and computer keyboarding skills.

Course Code: MFT 5018 - 2205 - Cost: $799
Dates: 3/18/14 – 5/21/14, Days: Tuesday, Wednesday
Time: 6:00pm – 9:00pm
Rooms: 301

See Small Business Development Section on page 24.
Professional Development

Report Writing

Learn to write professional reports to progress in career goals. One of the quickest ways to write professional reports is to learn from people with experience and hands-on exercises. The course includes examples, techniques, and tips from a professional on how to write the best report possible.

Course Code: PRFD 5569 - 2307 - Cost: $90
Dates: 2/5/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 604

Budget Basics with Excel

Excellent money management is a skill needed to manage everything from financial investments to monthly bills. Learn the simple, yet effective way to budget monetary matters in everyday life.

Course Code: COMP 7492 - 2309 - Cost: $90
Dates: 2/19/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 616

Selling Your Idea

Learn the most effective way to pitch an idea for win/win results. The course will discuss techniques for negotiating in favor of ideas and adapting to the audience reaction.

Course Code: PRFD 5571 - 2310 - Cost: $90
Dates: 2/20/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 318

Communicating Across Cultures

Effective intercultural communication is more important than ever in our globalized workplaces. You will explore best practices and learn techniques for communicating across the different cultures you work with in a variety of settings. Topics to be covered include managing multiple languages, national cultures, and organizational cultures.

Course Code: COMM 5015 - 2311 - Cost: $90
Dates: 3/28/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 318

Professional Communication

Exceptional communication skills are a requirement in today’s highly competitive workplace. Knowing how to effectively communicate in a clear, concise, and persuasive manner with customers, peers, and managers will set you apart in your organization. Learn techniques to communicate when working in a team, reporting to senior management, making a presentation, or participating in a meeting.

Course Code: COMM 5013-2222 - Cost: $170
Date: 3/7/14 – 3/14/14, Day: Friday
Time: 9:00am – 4:00pm
Rooms: 616
NEW! Workplace Spanish I (Includes Bonus)

Take the first step toward being a cultural leader. This workshop is designed to provide a basic knowledge of Spanish words and phrases to understand and communicate with customers during business transactions, in healthcare settings, and social service situations. Learn to ask questions, gather information, give directions, and schedule appointments. Develop an awareness of culture and customs that can impact overall communication. BONUS: As an added bonus our instructor will provide a brief introduction to the Italian language.

Course Code: FLAN 5028 - 2317 - Cost: $225
Date: 02/28/2014 - 04/04/2014, Day: Friday
Time: 1:00am – 4:00pm
Rooms: 318
No Class: Week of 3/10/14-3/16/14

NEW! Workplace Spanish II (Includes Bonus)

This course is the continuation of our very popular Workplace Spanish I workshop. Learn to initiate and participate in basic conversations. Practice responding to questions and writing short paragraphs to provide directions or information. BONUS: As an added bonus our instructor will provide a brief introduction to the Italian language.

Prerequisite: Completion of Workplace Spanish I, Spanish for the Community, or possess a basic understanding of commonly used Spanish words and phrases.

Course Code: FLAN 5028 - 2318 - Cost: $225
Date: 04/10/2014 – 05/8/2014, Day: Thursday
Time: 1:00pm – 4:00pm
Rooms: 318

Improving Professional Brand Value

Professional Brand Value is another term for individual career worthiness. Identify brand value in this one-day course and bring peak performance techniques into everyday work life. Topics for discussion include perception, professional traits for effectiveness, achieving tasks, and problem-solving like a pro.

Course Code: BIS 5100 - 2290 - Cost: $90
Dates: 3/7/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 616

Getting It ‘Write’

Develop the skills to write clear and concise documents for results. Techniques to eliminate writer’s block and how to improve grammar, punctuation, proofreading, and editing skills will be covered. Lecture, hands-on writing practice, and online exercises will be used to produce professional high quality business letters, e-mails, and other documents. Topics to be covered include the short is better theory, five-step writing process, editing and proofreading techniques; and how to eliminate grammar and punctuation dilemmas.

Course Code: COMM 5016 - 2293 - Cost: $270
Dates: 3/17/14 – 3/31/14, Days: Monday
Time: 9:00am – 4:00pm
Rooms: 616

Accounting for Business

This course introduces the basics of finance and accounting. The topics of the basic accounting equation, working with T accounts, debits and credits, the accounting cycle and journal transactions, working with the general ledger, generating financial statements, and working with adjusting and closing entries will be covered.

Course Code: BIS 5092 - 2221 - Cost: $90
Dates: 4/3/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 617
NEW! Knowledge Management (KM) & Succession Planning

Knowledge is an organization's most valuable resource. As individuals leave the workforce and opt for retirement or other life changes, key knowledge and experience is lost. This workshop will cover how to identify critical documented and undocumented knowledge that needs to be retained, who processes the knowledge, and techniques to transfer and retain the knowledge. There will be a discussion of succession planning to aid organizations in preparations to fill vacancies and remain competitive in the market. Students will leave this course with a knowledge management action plan.

Course Code: MGMT 5112 - 2226 - Cost: $90
Dates: 3/25/14, Days: Tuesday
Time: 9:00am – 4:00pm
Rooms: 307

NEW! Administrative Excellence Certificate

Administrative professionals are key to a successful organization. In today’s demanding and rapidly changing business environment the role and responsibilities have expanded. Enhance skills and knowledge in this highly informative and interactive program. Topics to be covered include dealing with change, communication for improved cooperation and relationships, writing for results, managing multiple priorities, and finding a true voice.

Course Code: PRFD 5566 - 2303 - Cost: $450
Dates: 3/26/14 – 4/23/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 617

Assessing and Communicating Risk

Learn to identify risk, diagnose the impact of change, and implement appropriate project management strategies.

Course Code: BIS 5095 - 2305 - Cost: $90
Dates: 3/27/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 604

Effective Interpersonal Communication

Interpersonal relationships are at the very foundation of how employees conduct business with internal and external audiences at all levels. Good interpersonal skills contribute to personal empowerment and higher self-esteem which in turn enhances the quality of the work environment and positively influences outcomes for the benefit of all stakeholders. Topics covered will include self-confidence and self-esteem, effective listening and feedback, verbal and nonverbal communication, personal brand communication, and conflict management.

Course Code: COMM 5014 - 2292 - Cost: $90
Dates: 3/28/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 616

Exceptional Customer Service Secrets

Customer Service is what sets organizations apart and results in customer satisfaction, loyalty, and increased business. Learn effective tips and tools to listen effectively, identify customer’s needs and provide a solution, handle difficult situations, and manage stress to perform at optimal capacity.

Course Code: PRFD 5558 - 2246 - Cost: $90
Dates: 3/28/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 307
Writing Skills & Strategies

Develop the skills to write a clear and concise document for results. Techniques to eliminate writer’s block, improve grammar, punctuation, proofreading, and editing skills will be covered during the course. Lecture, hands-on writing practice, and online exercises will be used to produce professional high-quality business letters, emails, memos, and documents.

Course Code: PRFD 5560 - 2223 - Cost: $90
Dates: 4/9/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 616

Handling Difficult Situations

This workshop will equip you with fast, effective tools including the right mindset to rise to the challenge of the day and adjust to shifting priorities and demands with less stress and greater clarity to transform unproductive disorder into controllable efficiency. Participants will leave knowing how to apply the appropriate techniques to manage, clarify, and diminish chaos.

Course Code: PRFD 5564 - 2296 - Cost: $90
Dates: 4/2/14, Days: Wednesday
Time: 9:00am – 4:00pm
Room: 301

Resilience in Times of Change

Businesses are still asking employees to produce more with less while the media reports that the economy is improving. Resilience is key for employees to remain productive and efficient. Discover effective tools and techniques to keep employees positive and productive when workloads seem overwhelming. Learn to motivate while times are tough, build teams, create recognition strategies with limited funds, and provide effective feedback and reviews.

Course Code: BIS 5090 - 2224 - Cost: $90
Dates: 4/10/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 301

Winning Negotiations

Effective negotiators prepare by studying the opposing negotiating party and learning the best communication strategies to produce favorable results of all involved. Gain the skills and tools to identify, use, and readily adapt to various negotiating styles in order to achieve win/win results.

Course Code: BIS 5094 - 2225 - Cost: $90
Dates: 4/10/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 307

NEW! Introduction to Business Analytics

Organizations are relying on business analytics or the use of data, statistical and quantitative analysis, exploratory and predictive models, and fact-based management to make decisions and develop action plans. In this introductory workshop learn the terms, techniques, and how business decisions are made with business analytics. Performance inaccuracies and data mining will be discussed.

Course Code: BIS 5101 - 2302 - Cost: $90
Dates: 4/14/14, Days: Monday
Time: 9:00am – 4:00pm
Rooms: 617
PROFESSIONAL DEVELOPMENT

MBA Boot Camp

Establish a grounded set of the essential elements of high-level business courses in just five, one-day sessions. These sessions are presented by an expert faculty member specializing in accounting, finance, strategy, marketing, and management. With practical examples, case studies, and practice this series is an opportunity to accelerate to the next level of professional excellence.

DAY 1: Accounting Basics & Finance Fundamentals: Learn how to use accounting information to evaluate the performance and financial status of an organization, the difference between fixed, variable, and semi-variable costs, understand break-even analysis and contribution margins, and understand the concepts of cost allocations.

Day 2: Cost Analysis, Profit Planning, and Capital Expenditures: This day introduces the basic measures of finance. Become familiar with the types of capital expenditure decisions required in business and understand the ways to calculate Time Value of Money (TVM), Net Present Value (NPV), Internal Rate of Return (IRR), and Profitability Index (PI). Students will become familiar with the role of a project manager, the various stages required to effectively manage and run a project, and the tools used in the process such as a Gantt chart.

Day 3: Corporate Strategy and Marketing: This day introduces the basics of strategy and marketing principles. Learn the concepts and importance of a business or corporate strategy and gain an understanding of quantitative analysis to screen, evaluate, and select, the relationships between vision, mission, and strategy, and the SWOT approach to strategy creation. In addition, learn the concepts of positioning, product/service, price, place/distribution channels, and promotion along with the guiding principles for effective marketing and product and market development.

Day 4: Human Resources: Human resources (HR) management can be defined as the management of an organization’s workforce or human resources including attraction, selection, training, assessment, and reward of employees. It is a central and strategic organizational activity for increasing complexity and importance. This day covers the range of HR activities all managers need to understand such as strategic HR, legal issues, staffing, recruitment, selection, performance management, training, compensation, and labor relations.

Day 5: Management: Understand the basic functions of management, Emotional Intelligence (EI), techniques to motivate, increase morale, and enhance productivity, building and leading effective teams, analysis of performance management, conducting performance reviews, organizational change, 7S model of aligning skills, shared values, staff, and other factors to support organizational goals.

Course Code: MGMT 5111 - 2240 - Cost: $450
Dates: 3/24/14 – 4/21/14, Days: Monday
Time: 9:00am – 4:00pm
Rooms: 613
NEW! Fundamentals of Technical Writing

This workshop will prepare individuals to design effective technical documents. There will be an emphasis on technical memos and problem-solving and decision-making reports. Topics include introduction to principles of audience analysis, research and documentation, drafting and revision processes, and readability.

Course Code: COMP 7491 - 2300 - Cost: $90
Dates: 4/15/14, Days: Tuesday
Time: 9:00am – 4:00pm
Rooms: 617

Positive Assertiveness

Identify the differences between “passive”, “assertive”, and “aggressive” behaviors in the office and in life. In this class participants will learn appropriate communication approaches to achieve goals and help others. Understand the personality type drivers behind win/lose and lose/win approaches to going after wants. Learn to achieve professional goals and influence others through role plays to bolster skills and promise greater workplace effectiveness for future success.

Course Code: COMM 5010 - 2238 - Cost: $90
Dates: 4/15/14, Days: Tuesday
Time: 9:00am – 4:00pm
Rooms: 604

NEW! Supervisor’s Playbook

Exceptional coaches and supervisors both want the best from their team members. In this workshop learn to develop a “playbook” of strategies to lead your team to increased productivity and job satisfaction. Topics to be covered include managing change and uncertainty, coaching, feedback, delegating for increased motivation, delivering effective performance appraisals, supervising a diverse workforce, and communication for maximum results. Develop your own action plan “playbook”.

Course Code: PRFD 5565 - 2297 - Cost: $450
Dates: 4/21/14 - 5/19/14, Days: Monday
Time: 9:00am – 4:00pm
Rooms: 617

Reality of Grant Writing

Experience the basics of successful grant writing. Learn how to find funding opportunities, interpret requests for proposals (RFPs), and writing to meet the requested proposal criteria in specific grants. In this workshop, the components of a proposal will be explained through a simulated grant application process by spelling out essential grant proposal aspects.

Course Code: COMM 5008 - 2295 - Cost: $90
Dates: 4/22/14, Days: Tuesday
Time: 9:00am – 4:00pm
Rooms: 617

Supervising the Multi-Generational Workforce

In today’s workplace employees are working at older ages and expanding the generational distance within the workforce. This course is for workforce supervisors looking to bridge the gap between a multi-generational workforce and build a cohesive unit for increased productivity.

Course Code: PRFD 5568 - 2306 - Cost: $90
Dates: 4/22/14, Days: Tuesday
Time: 9:00am – 4:00pm
Rooms: 318
NEW! Understanding and Working with the Caribbean Community

The U.S. is a country of immigrants and is becoming a racially, ethnically, and culturally diverse country largely as a result of recent immigration patterns. Participants will gain an overview of the contextual setting of the Caribbean/West Indian Population—particularly, the English-speaking Caribbean. Questions such as: who are the English-speaking Caribbeanites? Why are they here in the USA? What are some peculiarities about their culture? What are the appropriate approaches in meeting the needs of the Caribbean/West Indian community? Will be addressed. In addition, participants will gain knowledge about demographic data/culture/ethnicity; Caribbean/West Indian migration trend, religion/education, Caribbean family and lifestyle, the impact of migration, and the effects of family role change.

Course Code: LFST 5035 - 2301 - Cost: $90
Dates: 4/23/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 303

Public Speaking for the Business Environment

The ability to speak on short notice and to shine at the same time empowers the audience and frees the speaker to connect naturally. A valuable skill for leadership development or employee growth is learning how to speak honestly-genuinely and how to state facts and opinions in conversation or in formal presentation will assist participants throughout their careers. Discover tools to put your audience and yourself at ease.

Course Code: COMM 5012 - 2289 - Cost: $90
Dates: 4/28/14, Days: Monday
Times: 9:00am-4:00pm
Rooms: 616

Feeling Great at Work and in the Rest of Life

Learn to navigate through tough situations such as disagreements with co-workers, uncertainty about position, and anxiety in approaching leadership. Attitude can make or break a career and it's a fact that 85% of the workforce is unhappy in their current job. Events that cause stress and lead to poor job performance can be easily controlled. With the correct attitude, the path to greater success and job satisfaction are within reach.

Course Code: PRFD 5554 - 2294 - Cost: $180
Dates: 5/2/14 – 5/9/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 301

Group Communication

Corporations increasingly manage businesses using group communication techniques in a globalized economy to benefit from diversity across regions and countries. Cross-functional, cross-cultural, and cross-departmental groups give birth to new ideas, products, and solutions to complex problems. This workshop is intended to equip employees with group communication skills to become effective contributors in creating a whole that is greater than the sum of the parts while achieving task and member satisfaction in work groups. Learn the concepts, models, and theories of small group communication while discussing proper application during everyday communication situations. Become a competent small group communicator by developing self-confidence, using problem-solving techniques and decision-making skills, and understanding the advantages and limitations in group communication through the Internet and computer-mediated channels.

Course Code: COMM 5016 - 2347 - Cost: $90
Dates: 5/2/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 604
Developing Emotional Intelligence

Emotional Intelligence (EI) is cutting edge knowledge that sets the savvy business professional apart from the rest. Skills will get you just so far. The real glass ceiling in leadership/career has more to do with a combination of emotional intelligence and attitude than any other factor.

Course Code: BIS 5100 - 2291 - Cost: $180
Dates: 5/7/14 – 5/14/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 307

Let the Creative “You” Out-of-the-Box

Successful organizations know that the best ideas come from their employees. This 1-day workshop combines our very popular Expressing Creativity and Painting Primer workshops. You will learn how to listen to and express your creative thoughts through highly interactive discussion and exercises. At the conclusion of the workshop, you will have the opportunity to carry your ideas to the canvas.

Course Code: ART 5019 - 2312 - Cost: $105
Dates: 5/9/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 307

NEW! Developing a Social Networking Strategy

Learn the internal issues organizations deal with when starting a social media campaign. Explore planning a social marketing program. Topics to be covered include drafting an organizational social media policy, exploring best practices in social media, incorporating social marketing into the marketing strategy, and tactics for connecting and using influencers in social media to convey a message.

Course Code: PROF 5567 - 2304 - Cost: $90
Dates: 5/22/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 616

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# Small Business Workshops

### Small Business Development

Achieve your dream of owning your own small business. You will be guided by our expert instructor in the many important aspects of getting started in small business. Explore topics such as whether to buy an existing business or create a new one. Discover the importance of demographics and how they apply to cash flow. Discussions of how to apply for financing, develop a marketing plan, prepare budget projections, write a business plan, understand government regulations, and account and record keeping.

**Course Code:** BIS 5000 - 2209 - **Cost:** $295  
**Dates:** 3/3/14 – 5/19/14, **Days:** Monday  
**Time:** 6:00pm – 9:00pm  
**Rooms:** 301  
**No Class:** Week of 3/10/14 – 3/16/14

### iPad & Tablet for Small Business

Explore ways to enhance effectiveness leading to greater business success. This course covers the topics of note taking, to-do lists, and using external resources. Learn to use current technology to make a small business flourish!

**Course Code:** BIS 5099 - 2243 - **Cost:** $75  
**Dates:** 2/24/14, **Days:** Monday  
**Time:** 6:00pm – 9:00pm  
**Rooms:** 616

### Bookkeeping Made Easy

This seminar answers basic bookkeeping questions for new and prospective business owners. It covers topics such as accrual and cash basis accounting, expenses and revenues, bookkeeping option including manual and software systems, outsourcing and what businesses actually need when it comes to bookkeeping. The presenter provides participants with practical and easy to follow information.

**Course Code:** AOP 5035 - 2244 - **Cost:** $75  
**Dates:** 2/27/14, **Days:** Thursday  
**Time:** 6:00pm – 9:00pm  
**Rooms:** 621

### Creating a LinkedIn Profile & Company Page for Small Business

Using LinkedIn to contribute, collaborate, and connect is different than just “having a profile”. In this workshop, you will learn how to setup a professional profile and create a LinkedIn Company Page. This will help start the social media activities needed to connect and grow your small business.

**Course Code:** COMP 7463 - 2239 - **Cost:** $75  
**Dates:** 3/19/14, **Days:** Wednesday  
**Time:** 6:00pm – 9:00pm  
**Rooms:** 616
Small Business Owners Selling Strategies

Buyers hold the checkbook so it’s important that small business owners know what’s important to them. Sales people often make the mistake of assuming that prospects only want the lowest price, but that is not always the selling point. In this workshop you will learn how buyers buy and what goes through the buyer’s mind as they consider a product or service. Understanding the buyer is key to maintaining a competitive advantage.

Course Code: BIS 5087 - 2233 - Cost: $75
Dates: 3/31/14, Days: Monday
Time: 6:00pm – 9:00pm
Rooms: 307

Blogging for Small Business

In this workshop you will learn what blogging is and how to share useful information that can demonstrate industry expertise. Learn how to blog to create leads and business opportunities. Blogging also helps to build awareness of your business solutions and services.

Course Code: BIS 5096 - 2230 - Cost: $75
Dates: 4/3/14, Days: Thursday
Time: 6:00pm – 9:00pm
Rooms: 621

Networking for Business Success

Networking is a key activity in developing relationships that can propel careers, increase revenues, and uncover business opportunities. Do not just collect business cards, instead begin networking for mutual benefit and business success will be far more rewarding.

Course Code: BIS 5097 - 2234 - Cost: $75
Dates: 4/7/14, Days: Monday
Time: 6:00pm – 9:00pm
Rooms: 307

Developing a Small Business Marketing Plan for Results

In this workshop you will explore the development of a marketing plan, the importance of market analysis in projecting sales, how to identify market segments and use market segmentation to project sales. Participants will analyze the connection between a business’ marketing plan and cash flow statement and use market analysis to evaluate the ability of a marketing plan to produce sales.

Course Code: BIS 5060- 2235 - Cost: $75
Dates: 4/14/14, Days: Monday
Time: 6:00pm – 9:00pm
Rooms: 303

Small Business Owner Elevator Sales Pitch

Sales people will talk for hours about products or services. Usually this approach sends prospects running for the door. Participants will learn to craft and deliver a 30-second core story that quickly establishes value in the mind of the prospect.

Course Code: BIS 5091 - 2241 - Cost: $75
Dates: 4/28/14, Days: Monday
Time: 6:00pm – 9:00pm
Rooms: 303
FREE! Small Business Administration (SBA) Seminars

Join us for these free seminars. Thinking about starting a business? Already started a business, but still have questions? The U.S. Small Business Administration (SBA) has partnered with Capital Community College to offer free seminars for small business owners and those thinking of entering the world of entrepreneurship. Participants need to register for these free seminars.

### Starting A Small Business

Thinking about starting a small business? Doing it right from the start is crucial for overall business success. A great place to start is with this free seminar that helps keep business pointed in the right direction for achieving and exceeding goals.

- **Course Code:** BIS 5065 - 2247 - **Cost:** Free
- **Dates:** 3/26/14, **Days:** Wednesday
- **Time:** 12:00pm – 1:00pm
- **Rooms:** 307

### Financing A Small Business

Learn tips for finding capital from an SBA expert. You will be provided with information on how to move your business toward financial stability.

- **Course Code:** BIS 5066 - 2249 - **Cost:** Free
- **Dates:** 4/2/14, **Days:** Wednesday
- **Time:** 12:00pm – 1:00pm
- **Rooms:** 307

### Procurement: How to Do Business with State and Federal Entities

With the regulations and bidding processes currently in place, doing business with state and federal entities seems daunting. Attend this free seminar and open the door to a new potential market and its rewarding opportunities.

- **Course Code:** BIS 5067 - 2250 - **Cost:** Free
- **Dates:** 4/9/14, **Days:** Wednesday
- **Time:** 12:00pm – 1:00pm
- **Rooms:** 307
NEW! MS Word Bundle

This course is for the individual with basic knowledge of Microsoft Word, but looking to increase knowledge of the program quickly. The course provides a thorough overview starting with basic Word functions and completing with advanced usage techniques to create fully competent and confident individuals. Bring a USB Flash Drive to class.

Course Code: COMP 7416 - 2358 - Cost: $190
Dates: 2/25/14 – 3/4/14, Days: Tuesday
Time: 9:00am – 4:00pm
Rooms: 616

NEW! MS Access Bundle

Looking to build a reputable knowledge base with Microsoft Access? This course will explain the ins and outs of this powerful desktop program effectively creating individuals prepared for any challenge with Access. Bring a USB Flash Drive to class.

Course Code: COMP 7416 - 2360 - Cost: $190
Dates: 2/26/14 – 3/5/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 616

NEW! MS Excel Bundle

Learn to master Microsoft Excel from beginner levels to advanced techniques. This course examines Excel in its entirety including simple table management, pivot tables, lookups, and advanced functions. Confidently master Excel with this interactive course. Bring a USB Flash Drive to class.

Course Code: COMP 7495 - 2359 - Cost: $190
Dates: 2/27/14 – 3/6/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 616

Excel Functions and Formulas

Learn to apply advanced analytical concepts using formulas and functions. Topics covered include logical operators, the VLOOKUP function, string-manipulation, date, sum, financial functions, and the Goal Seek Tool. Bring a USB Flash Drive to class.

Prerequisites: Intermediate to advanced level MS Excel proficiency.

Course Code: COMP 7470 - 2147 - Cost: $95
Dates: 3/5/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 604
Excel 2010 Introduction Refresher

Excel skills a little rusty? This course will introduce you to Excel 2010's improved tools to analyze and sort data, write formulas, and create graphs. Basic skills are taught in this introductory course using the new ribbon interface system for selecting tools. This makes using Excel 2010 much easier with instinctive design and simple point-and-click functionality. At the end of this course, students will be able to use this program confidently at home or on the job. Bring a USB Flash Drive to class.

Prerequisites: Basic understanding of Microsoft Windows Operating System and MS Excel.

Course Code: COMP 7472 - 2141 - Cost: $95
Dates: 3/25/14, Days: Tuesday
Time: 9:00am – 4:00pm
Rooms: 613

Mastering Excel Pivot Tables

Discover how to quickly create pivot tables to summarize and analyze large amounts of data while exploring pivot table options and tools to create professional-looking reports. Bring a USB Flash Drive to class.

Prerequisite: Intermediate to advanced MS Excel proficiency.

Course Code: COMP 7478 - 2145 - Cost: $95
Dates: 4/2/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 604

Excel 2010 Time-saving Intermediate and Advanced Functions

This class will feature setting up and using multiple sheets, “3D” formulas, linking to other spreadsheets, protection, absolute references, and charting during the morning along with pivot tables, database features (sorting, subtotaling, filtering), and selected functions such as financial, lookups, if statements, counting, and text conversions. Bring a USB Flash Drive to class.

Prerequisite: Basic MS Excel.

Course Code: COMP 7451 - 2149 - Cost: $95
Dates: 4/3/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 604

Transitioning to Office 2010 – Word, Excel, and Access

Still trying to figure out where things have been moved and how maneuver through the “Ribbon”? This course will examine the 2010 screens and look at the new features. Bring a USB Flash Drive to class.

Prerequisite: MS Office 2007.

Course Code: - COMP 7485 - 2279 - Cost: $95
Dates: 4/10/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 616
PowerPoint 2013

Learn introductory and intermediate PowerPoint skills. Topics covered include the ribbon interface system, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slideshow delivery, editing presentations, handouts, creating hyperlinks, multimedia, and including sound. Bring a USB Flash Drive to class.

Prerequisite: Understanding of Microsoft Windows operating system.

Course Code: COMP 7473 - 2143 - Cost: $95
Dates: 4/11/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 613

PowerPoint 2010 – Creating Dynamic Presentations

Master the effective creation of professional, attention-getting slides, and the proper use of graphics. The workshop will include designing your own templates and color schemes and incorporating video and audio clips. Bring a USB Flash Drive to class.

Prerequisite: Understanding of Microsoft Windows operating system.

Course Code: - COMP 7473 - 2278 - Cost: $95
Dates: 4/14/14, Days: Monday
Time: 9:00am – 4:00pm
Rooms: 616

Excel 2010 – Beyond the Basics

In this highly interactive workshop, learn to create and use pivot tables, database features, multiple sheets, charting, Macros, protection, and specific Excel functions like “if” statements and lookups. Bring a USB Flash Drive to class.

Prerequisite: Basic MS Excel.

Course Code: - COMP 7486 - 2280 - Cost: $95
Dates: 4/17/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 616

Access 2010 – Beyond the Basics

In this popular workshop, learn how to design and run queries, forms, reports, and create relationships between tables. Bring a USB Flash Drive to class.

Prerequisite: Basic MS Access.

Course Code: - COMP 7487 - 2281 - Cost: $95
Dates: 4/21/14, Days: Monday
Time: 9:00am – 4:00pm
Rooms: 616

Word 2010 – Beyond the Basics

In this workshop, learn to work with headers and footers, templates and styles, columns and tables, mail merge, and graphical features. Bring a USB Flash Drive to class.

Prerequisite: Basic MS Word.

Course Code: 7488 - 2282 - Cost: $95
Dates: 5/8/14, Days: Thursday
Time: 9:00am – 4:00pm
Rooms: 616
Introduction to Publisher 2010

Frustrated with creating brochures and newsletters in Word? In this workshop, learn to use Publisher’s exciting templates to produce professional business and marketing documents. Bring a USB Flash Drive to class.

Prerequisite: Understanding of Microsoft Windows Operating System.

Course Code: COMP 7489 - 2283 - Cost: $95
Dates: 5/9/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 616

Mac Training

Website Design Introduction

Learn to design, create, and post a uniquely personal website using the Adobe Dreamweaver software. Discover low-cost marketing techniques and search engine strategies. Learn the basics of HTML and CSS. Bring a USB Flash Drive to class.

Recommendations: Basic understanding of the Mac environment.

Course Code: COMP 7469 - 2220 - Cost: $95
Dates: 3/7/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 308

Webpage Design with HTML

Learn the basics of design and developing a website. This course examines designing development specific to web-based presentations. Discover webpage layout, effective navigation, and the basics of the design process. Examine the advantages of using graphics, color, and fonts. Topics include website management techniques, online accessibility, and working with domains. Bring a USB Flash Drive to class.

Course Code: COMP 7452 - 2288 - Cost: $95
Dates: 3/26/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 308

Adobe Acrobat Professional

Learn to simply make changes in PDF files, save PDF files as PowerPoint presentations, design professional templates and forms, and easily create PDFs. Bring a USB Flash Drive to class.

Recommendations: Basic understanding of the Mac environment.

Course Code: COMP 7476 - 2219 - Cost: $95
Dates: 4/1/14, Days: Tuesday
Time: 9:00am – 4:00pm
Rooms: 308

Web Animation with Adobe Flash

Learn to create dynamic, compelling, and highly interactive web content with Adobe Flash. The course introduces the Flash authoring environment and basic features and functions of the Flash application to create high-impact websites. Bring a USB Flash Drive to class.

Recommendations: Basic understanding of the Mac environment.

Course Code: COMP 7490 - 2285 - Cost: $95
Dates: 4/11/14, Days: Friday
Time: 9:00am – 4:00pm
Rooms: 308
Adobe Dreamweaver for Beginners

Through this course, learn to create, publish, and manage professional webpages that present information above and beyond expectations. Bring a USB Flash Drive to class.

Recommendations: Basic understanding of the Mac environment.

Course Code: COMP 7475 - 2153 - Cost: $95  
Dates: 4/23/14, Days: Wednesday  
Time: 9:00am – 4:00pm  
Rooms: 308

Introduction to Adobe InDesign

In this workshop you will be introduced to desktop publishing techniques using Adobe InDesign, to create and format documents. InDesign is one of the most widely used desktop publishing programs used by graphic designers, publishers, and companies for the production of catalogs, brochures, newsletters, and other printed materials. Bring a USB Flash Drive to class.

Recommendations: Basic understanding of the Mac environment.

Course Code: COMP 7421 - 2286 - Cost: $95  
Dates: 4/25/14, Days: Friday  
Time: 9:00am – 4:00pm  
Rooms: 308

Introduction to Adobe Illustrator

This course introduces the software, Adobe Illustrator, the industry standard for graphic designers and technical illustrators. Topics to be covered include object-based drawing applications using practical exercises such as reflecting, shearing and blending objects, drawing, layers, charting, and web graphics to create professional, computer-based illustrations. Bring a USB Flash Drive to class.

Recommendations: Basic understanding of the Mac environment.

Course Code: COMP 7474 - 2284 - Cost: $95  
Dates: 5/2/14, Days: Friday  
Time: 9:00am – 4:00pm  
Rooms: 308

Photoshop Bundle

This workshop combines our in demand Photoshop I and Photoshop II workshops. The course introduces the basics of working with images in a digital environment using Adobe Photoshop, including concepts such as tool selections, layering, and preference settings. Once familiar with the techniques, learn to master the Bezier (pen) tool, repair images, use smart objects, blend images, use filters, and how to apply advanced effects. Bring a USB Flash Drive to class.

Prerequisites: This workshop is designed for individuals new to Photoshop.

Course Code: COMP 7447 - 2287 - Cost: $285  
Dates: 5/9/14 – 5/23/14, Days: Friday  
Time: 9:00am – 4:00pm  
Rooms: 308
Short Courses

In today's fast-paced world it is not often easy to make time to attend professional development training. These 'short courses' are designed to provide training in topics needed to enhance workplace skills in a format to meet your busy schedule.

**Excel 2010-Macros**

Learn to automate repetitive tasks and add buttons to the quick access toolbar for playback and easy access.

Course Code: COMP 7477 - 2133 - Cost: $45  
Dates: 3/3/14, Days: Monday  
Time: 9:00am – 12:00pm  
Rooms: 616

Course Code: COMP 7477 - 2135 - Cost: $45  
Dates: 3/24/14, Days: Monday  
Time: 6:00pm – 9:00pm  
Rooms: 616

**ICD-10 Overview**

This course will provide a basic introduction of the upgraded diagnostic and procedural medical coding system, ICD-10. An overview of the objectives, edits, and changes within the new ICD-10 and a discussion of the use of ICD-10-CM and ICD-10-PCS coding manuals, guidelines, instructional notes, conventions, and coding steps will be provided.

Course Code: HMED 5358 - 2137 - Cost: $45  
Dates: 3/3/14, Days: Monday  
Time: 6:00pm – 9:00pm  
Rooms: 616

Course Code: HMED 5358 - 2139 - Cost: $45  
Dates: 3/17/14, Days: Monday  
Time: 9:00am – 12:00pm  
Rooms: 613

**Word Mail Merge 2010**

Learn to create and import data from Microsoft Word, Excel, and Access for merging letters, mailing labels, and envelopes. Learn how to develop directions for printed reports of data.

Course Code: COMP 7468 - 2255 - Cost: $45  
Dates: 3/4/14, Days: Tuesday  
Time: 9:00am – 12:00pm  
Rooms: 604

Course Code: COMP 7468 - 2256 - Cost: $45  
Dates: 3/4/14, Days: Tuesday  
Time: 6:00pm – 9:00pm  
Rooms: 616
Introduction to the iPad

Explore the basics of the iPad including start-up, settings, apps, downloads, and preferences. This course is for individuals with little to no experience with the iPad.

Course Code: COMP 7467 - 2251 - Cost: $45
Dates: 3/24/14, Days: Monday
Time: 9:00am – 12:00pm
Rooms: 308

Course Code: COMP 7467 - 2252 - Cost: $45
Dates: 4/21/14, Days: Monday
Time: 6:00pm – 9:00pm
Rooms: 308

Excel 2010-Pivot Tables

Learn to use pivot tables to make complex sets of data easier to understand. Participants will practice changing layouts to examine various views of data and perform quick calculations.

Course Code: COMP 7464 - 2129 - Cost: $45
Dates: 3/25/14, Days: Tuesday
Time: 9:00am – 12:00pm
Rooms: 604

Course Code: COMP 7464 2131 - Cost: $45
Dates: 3/26/14, Days: Wednesday
Time: 6:00pm – 9:00pm
Rooms: 604

Making the Most of Folders

Learn to create folders, organize a computer file archive, and increase efficiency through practice finding, moving, and copying files between different folders inside Microsoft Windows, Word, and Excel.

Course Code: AOP 5036 - 2253 - Cost: $45
Dates: 3/28/14, Days: Friday
Time: 9:00am – 12:00pm
Rooms: 613

Course Code: AOP 5036 - 2254 - Cost: $45
Dates: 3/28/14, Days: Friday
Time: 6:00pm – 9:00pm
Rooms: 613

Take 3 Short Courses for $100 (Savings of $35). Call (860) 906-5130 for information.
Global Language and Culture Center

Whether you are interested in traveling or navigating a new career path, these courses will provide you with the language and cultural awareness skills needed to achieve success.

Interpreter Training

**Spanish/English Medical Terminology for Interpreters**

This course is an introduction to the principles of medical terminology for interpreters and translators in the medical field. This course teaches the meaning and pronunciation of specific medical terms including prefixes, suffixes, root words, and abbreviations. The student will study body systems and all medical terms will be taught in English and Spanish languages.

Course Code: FLAN 5012 - 2210 - Cost: $295  
Dates: 2/26/14 – 4/4/14, Days: Wednesday, Friday  
Time: 6:00pm – 9:00pm  
Rooms: 301  
No Class: Week of 3/10/14-3/16/14

**Spanish/English Legal Terminology for Interpreters**

This course is designed to introduce bilingual individuals to legal terminology and ethics. The course is designed for court interpreters, paralegals, and other legal professionals. Students will learn legal terms in Spanish and English.

Course Code: FLAN 5018 - 2273 - Cost: $295  
Dates: 4/9/14 – 5/9/14, Days: Wednesday, Friday  
Time: 6:00pm – 9:00pm  
Rooms: 301  
No Class: 4/18/14

Career Development

**Spanish for Healthcare Professionals**

This class is designed to teach non-Spanish speaking physicians’ assistants, nurses, medical assistants, and healthcare professionals conversational Spanish language skills to communicate with Spanish-speaking patients and their families. You will develop basic communicative skills in listening, speaking, reading, and writing in Spanish. The class will provide you with a level of competency sufficient to meet survival medical care needs.

Course Code: FLAN 5017 - 2213 - Cost: $295  
Dates: 2/10/14 – 3/12/14, Days: Monday, Tuesday  
Time: 6:00pm – 9:00pm  
Rooms: 303

**Spanish for Community Service Professionals**

This course is designed for social workers, community outreach liaisons, public safety officers, and community service professionals to provide support to Spanish-speaking individuals and their families.

Course Code: FLAN 5019 - 2211 - Cost: $295  
Dates: 3/19/14 – 4/23/14, Days: Wednesday, Friday  
Time: 6:00pm – 9:00pm  
Rooms: 307  
No Class: 4/18/14
Spanish for Bank Tellers

This is a detailed language course that provides conversational Spanish for bank personnel to better assist their Spanish-speaking customers. Participants will be able to greet customers, cash checks, assist customers with deposits and withdrawals, verify identification, obtain basic information, and learn about Hispanic culture.

Course Code: FLAN 50234 - 2212 - Cost: $295
Dates: 4/8/14 – 5/27/14, Days: Tuesday
Time: 2:00pm – 5:00pm
Rooms: 307

See additional courses on page 16.

English as a Second Language

English-as-a-Second Language Pronunciation Workshop

This course focuses on American English pronunciation and its application to typical conversational, reading and writing activities. Topics of study include the following: consonant and vowel sounds of English; stress, rhythm and intonation patterns of words and phrases; patterns affecting speech such as deletions, insertions, and linking; and differences between spelling and speech. Students will practice listening and speaking exercises using a variety of techniques integrating them with conventional listening, speaking, reading and writing tasks. This repetition will facilitate the acquisition of concepts presented in all ESL courses.

Prerequisites: Specified score in ESL placement test or successful completion of ESL Level 023 and 027.

Course Code: FLAN 5026 - 2270 - Cost: $350
Dates: 1/21/14 – 5/5/14, Days: Monday, Wednesday
Time: 10:05am – 11:26pm
Rooms: 803
No Class: Week of 3/10/14 – 3/16/14

NEW! Beginning English-as-a-Second Language

This course is for beginning students who have no or little understanding of English. In this course, students will develop their reading, writing, listening, and speaking skills. Students will learn to write grammatical sentences and short dialogs and paragraphs. Vocabulary, idioms, and grammar will be part of the classwork and homework.

Course Code: ESL 5065 - 2367 - Cost: $195
Dates: 2/11/14 – 5/6/14, Days: Tuesday
Time: 10:00am – 11:30am
Rooms: TBA
No Class: Week of 3/10/14 – 3/16/14

Course Code: ESL 5065 - 2368 - Cost: $195
Dates: 2/13/14 – 5/8/14, Days: Thursday
Time: 6:00pm – 7:30pm
Rooms: TBA
No Class: Week of 3/10/14 – 3/16/14
NEW! Conversation Circles I & II

This class is for au pairs and is open to all ESL students seeking to practice speaking English, improve pronunciation, and make new friends. This course is a fun, dynamic, interactive, and informal exploration of conversation.

Conversation Circles I
Course Code: ESL 5063 - 2362 - Cost: $250
Dates: 2/11/14 – 5/6/14, Days: Tuesday
Time: 9:30am – 11:30am
Rooms: TBA
No Class: Week of 3/10/14 – 3/16/14

Course Code: ESL 5063 - 2363 - Cost: $250
Dates: 2/11/14 – 5/6/14, Days: Tuesday
Time: 7:30pm – 9:30pm
Rooms: TBA
No Class: Week of 3/10/14 – 3/16/14

Conversation Circles II
Course Code: ESL 5064 - 2365 - Cost: $250
Dates: 2/13/14 – 5/8/14, Days: Thursday
Time: 7:30pm – 9:30pm
Rooms: TBA
No Class: Week of 3/10/14 – 3/16/14

Course Code: ESL 5064 - 2366 - Cost: $250
Dates: 2/13/14 – 5/8/14, Days: Thursday
Time: 9:30am – 11:30am
Rooms: TBA
No Class: Week of 3/10/14 – 3/16/14

Writing for Non-Native Speakers of English

Need to improve your writing skills for work? This course covers basic writing formats as well as general writing skills. Students will learn about resources including websites to fill in their particular gaps in English language acquisition.

Course Code: ESL 5066 - 2369 - Cost: $195
Dates: 2/15/14 – 5/3/14, Days: Saturday
Time: 10:00am – 12:00pm
Rooms: 604
No Class: Week of 3/10/14 – 3/16/14 and 4/19/14

Business Presentation Skills for Non-Native Speakers of English

This course is designed for English-As-A-Second-Language business professionals who are required to do presentations as part of their jobs. Learn how to communicate a message in a clear and concise manner. The course will also cover how to interact with the audience and read gestures.

Course Code: ESL 5060 - 2217 - Cost: $145
Dates: 2/25/14 – 4/1/14, Days: Tuesday
Time: 6:00pm – 9:00pm
Rooms: 307
No Class: Week of 3/10/14 – 3/16/14
Capital Academy of the Arts is an innovative, unique art initiative by Capital Community College’s School of Workforce & Continuing Education, in association with artists and art organizations statewide and the College’s Division of Humanities. The Academy offers a wide array of fine art, computer design, theater, music, and more courses for students of all levels to explore their artistic and cultural interests. The Academy also provides an avenue for artists to display, perform, and produce their work in a public forum that will be open to the college community. The Capital Academy of the Arts mission is to provide an opportunity for lifelong learning for the novice to advanced artist to experience an open atmosphere of creativity. This inclusive approach will allow students to direct and participate in the creation of their curriculum, execution, and exhibition of work. Renowned local artisans that reflect the culturally rich Hartford arts community will serve as faculty for the Academy bringing a dedication to the spirit of creative expression and eagerness to encourage students to explore and experience their individual spirit of creative expression.

Visual Arts

**Introduction to 3D Animation**

This course introduces fundamental 3D theories and principles of computer modeling and animation. You will become familiar with modeling techniques including texturing, lighting, basic animation techniques, and rendering rigid objects.

Course Code: ART 5006 - 2261 - Cost: $85 (plus materials)
Dates: 2/26/14 – 2/27/14, Days: Wednesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 616

**Face Drawing**

Learn to draw faces from realistic to cartoon, caricature, self-portrait, and more. Use the mechanics of the face and techniques to create an interesting and appealing drawing.

Course Code: ART 5015 - 2258 - Cost: $85 (plus materials)
Dates: 3/4/14 – 3/6/14, Days: Tuesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 1129

**Drawing**

This course is designed to explore the fundamental principles of drawing based on observation. In addition to the investigation of line, form, composition, and depth, students will use expression, structure, and perspective using a variety of materials. Extensive drawing from still life, landscape, and live model will be emphasized to develop students’ manual, perceptual, and conceptual skills.

Course Code: ART 5016 - 2257 - Cost: $85 (plus materials)
Dates: 3/18/14 – 3/20/14, Days: Tuesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 1129
Painting

This painting course is designed with the beginner/intermediate artist in mind. Oil or acrylic-based media will be used to study color, value, form shape, and line. You will be exposed to still life, portraiture, and abstract concepts using perspective and depth as a compositional theme. Independent projects will be developed using traditional and contemporary ideas. Emphasis will be on developing students' manual, perceptual, and conceptual skills.

Course Code: ART 5005 - 2245 - Cost: $85 (plus materials)
Dates: 3/25/14 – 3/27/14, Days: Tuesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 1129

Watercolor Painting

Explore basic watercolor techniques to express your individual style and creativity.

Course Code: ART 5008 - 2248 - Cost: $85 (plus materials)
Dates: 3/31/14 – 4/2/14, Days: Monday, Wednesday
Time: 6:00pm – 9:00pm
Rooms: 1129

Introduction to Adobe Photoshop

This course is designed to explore the basics of Photoshop tools including selection, layers, painting, and image sources. In addition, there will be discussions of simple automations, image repair, correcting image color and tone, and the creation of composite images.

Course Code: ART 5021 - 2350 - Cost: $85 (plus materials)
Dates: 4/14/14 – 4/16/14, Days: Monday, Wednesday
Time: 6:00pm – 9:00pm
Rooms: 308

Digital Photography Beginning

This course introduces students to the basics of digital photography. Learn to use a digital camera for any shooting situation and become familiar with a list of terms used every day in digital photography and printing. The end result will be better pictures, a greater knowledge of digital photography, and of how to capture that magical moment forever.

Course Code: PHOT 5012 - 2259 - Cost: $85 (plus materials)
Dates: 5/5/14 – 5/7/14, Days: Monday, Wednesday
Time: 6:00pm – 9:00pm
Rooms: 616

Digital Photography Intermediate

This course is a continuation of the Digital Photography Beginning class and is divided into two phases. In the first phase, students learn how to start a digital picture/file archive folder system and the best way to get digital files transferred from camera to computer prior to burning a photo CD. The second phase teaches the basics of digital manipulation including size, cropping, and color adjusting digital images.

Course Code: PHOT 5012 - 2260 - Cost: $85 (plus materials)
Dates: 5/12/14 – 5/14/14, Days: Monday, Wednesday
Time: 6:00pm – 9:00pm
Rooms: 616
Jewelry: Wire Work Earrings

Earrings are one of the most popular types of jewelry. Come and make at least two pairs of unique earrings. With so many shapes to choose from – drops to dangles – there should be something for everyone.

Course Code: ART 5001 - 2263 - Cost: $85 (plus materials)
Dates: 5/27/14 – 5/29/14, Days: Tuesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 307

Fashion of Art

This informative look into the world of fashion includes fashion design, dressmaking, quilting, crochet, knitting, embroidery, and plating.

Course Code: ART 5020 - 2314, Cost: $85 (plus materials)
Dates: 5/27/14 – 5/29/14, Days: Tuesday, Thursday
Time: 6:00pm – 9:00pm
Rooms: 301

Art and Culture

Social Media for Artists

Today in the online digital world, every artist has the ability to run a business, build and communicate with a customer base, and market pieces of art. Where to begin with all of the options, which social media technologies are right for business? This workshop will provide a better understanding of the online social landscape and provide tips, tools, and resources to market artwork to current and potential customers.

Course Code: ART 5007 - 2264 - Cost: $85
Dates: 2/26/14, Days: Wednesday
Time: 9:00am – 4:00pm
Rooms: 604

Love of Italy

Planning a trip or always had a passion for the art and music of Italy? This course is the perfect fit! Exploring the beauty of Italy through the culture, customs, and language with the possibility of a few delicious surprises!

Course Code: FLAN 5020 - 2266 - Cost: $75
Dates: 4/25/14 – 5/2/14, Days: Friday
Time: 6:00pm – 9:00pm
Rooms: 307

Performing/Dramatic Arts

Playwriting

This course is an introduction to the creative art of playwriting. You will hone your skills by studying the works of playwrights throughout history and the creation of personal short plays. This course will improve and enhance your writing, storytelling, and directing skills.

Course Code: ART 5014 - 2268 - Cost: $85
Dates: 2/26/14 – 3/5/14, Days: Wednesday
Time: 6:00pm – 9:00pm
Rooms: 314
Theatrical Improvisation

This course is for beginning improvisation students to improve spontaneity, creativity, and characterization skills. Students will learn the basics of improvisation including stand up and sketch forms of theatrical self-expression.

Course Code: ART 5006 - 2313 - Cost: $175  
Dates: 3/19/14 – 4/30/14, Days: Wednesdays  
Time: 6:00pm – 9:00pm  
Rooms: 309

Drama

This introductory course will explore voice and movement control along with the history of drama. Students have the opportunity to produce and participate in short plays.

Course Code: ART 5004 - 2269 - Cost: $175  
Dates: 4/14/14 – 4/28/14, Days: Monday  
Time: 6:00pm – 9:00pm  
Rooms: 314

Musical Arts

Piano Basics

This beginner’s course is taught in a group lessons format and emphasizes the fundamentals of piano. Student will be required to learn to play at least one score of their choosing and perform at a classroom recital.

Course Code: ART 5012 - 2275 - Cost: $245  
Dates: 3/19/14 – 4/9/14, Days: Wednesday  
Time: 6:00pm – 9:00pm  
Rooms: 1121

Dance

Salsa

Have you always wanted to learn the beautiful movements of salsa dancing? This fun, high-energy class teaches patterns and the effective blending of those patterns. Learn to improve your dance skill and lead/follow techniques. No partner is required.

Course Code: ART 5017 - 2277 - Cost: $85  
Dates: 2/26/14 – 2/27/14, Days: Wednesday, Thursday  
Time: 6:00pm – 9:00pm  
Rooms: 314

Dance: Rhythm & Movement

Using a modern-based dance approach, this course will explore movement as a creative art form. You will learn to develop kinesthetic awareness, proper body alignment, physical strength, flexibility, endurance, and care of the body while exploring improvisational and expressive movement and develop floor presence in modern, Latin, or classical style dance.

Course Code: ART 5003 - 2276 - Cost: $85  
Dates: 4/8/14 – 4/10/14, Days: Tuesday, Thursday  
Time: 6:00pm – 9:00pm  
Rooms: 314
Applied Music Lessons at Capital Community College

Capital Community College boasts some of the best music faculty in the area including Associate Professor and Music Program Coordinator Dr. Arthur Hernandez, piano professor Trista Hummel, and members of the renowned music ensemble Alturas Duo, Carlos Boltes and Scott Hill. With such a prestigious staff, Capital is extremely pleased to offer private, one-on-one music lessons on campus during the semester.

Tuition is $485 for 14, thirty minute sessions per semester.
For information contact Dr. Hernandez at (860) 906-3039 or ahernandez@capitalcc.edu.

Special Offerings from Capital Academy of the Arts

Art Themed Party

Looking for a new way to celebrate a special occasion or a way to bring friends together for a fun night out? Capital Academy of the Arts offers “Art Themed Parties”. This 3-hour ‘party’ can be focused on a variety of topics including drawing, painting, jewelry making, music, and dance.

Thinking Out-of-the-Box Through Art

Employers, looking for a new way to build organizational chemistry and foster creativity? This one-day workshop is the answer. Our team of instructors combines our very popular Expressing Creativity and Painting Primer workshops to help employees unleash creative thought through discussion and highly interactive training exercises. The workshop concludes by transferring ideas to canvas with an exciting activity.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 13, 2014</td>
<td><strong>The Alturas Duo</strong>, Carlos Boltes viola and charangos, Scott Hill, guitar</td>
</tr>
<tr>
<td>Thursday, February 27, 2014</td>
<td><strong>Richard Provost</strong>, guitar</td>
</tr>
<tr>
<td>Thursday, March 6, 2014</td>
<td><strong>Ira Braus</strong>, piano</td>
</tr>
<tr>
<td>Thursday, March 20, 2014</td>
<td><strong>Oboe Duo Agosto</strong>, Charles Huang and Ling Fei-Kang, oboes</td>
</tr>
<tr>
<td>Thursday, April 17, 2014</td>
<td><strong>The Hartford Composers Concert Series</strong></td>
</tr>
<tr>
<td></td>
<td>Featuring Matt Sargent, David Cutright, Enrique Espinoza</td>
</tr>
<tr>
<td></td>
<td>With very special guest, Stephen Michael Gryc</td>
</tr>
<tr>
<td>Thursday, May 1, 2014</td>
<td><strong>Capital Music!</strong></td>
</tr>
<tr>
<td></td>
<td>The Capital Jazz Ensemble, Jason Schwartz, director</td>
</tr>
<tr>
<td></td>
<td>Top Floor Vocal Ensemble, Joshua Hummel, director</td>
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</tbody>
</table>

All concerts take place in Centinel Hill Hall Auditorium
11th Floor Capital Community College
All concerts are free and open to the public
All concerts begin at 6:00 p.m.

For more information please contact Arthur Hernandez at 860-906-5039 or at ahernandez@capitalcc.edu
Capital Community College, in partnership with ed2go, Gatlin Education Services, and UGotClass offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. It’s simple to register and get started. Instructions are provided at the beginning of each online learning section. Locate the certificate or class of interest and find the registration link at the bottom of the page. For additional information call the School of Workforce and Continuing Education Customer Service center at (860) 906-5130.

**ed2go 6-Week Online Courses**

[www.ed2go.com/capitalcc](http://www.ed2go.com/capitalcc)

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

**Features:**
- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**Career Training Programs**

[www.gatlineducation.com/capitalcommunitycollege](http://www.gatlineducation.com/capitalcommunitycollege)

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

**Features:**
- Facilitators and mentors are available to answer questions and help you through your studies.
- Career Counselors will help you prepare for the transition from the classroom to the workplace.
- Courses are all open-enrollment and self-paced
- All materials, workbooks, and software are included
- Payment plans available

**Programs are available in the following areas:**
- Business and Professional
- Healthcare and Fitness
- Managements and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development

**Skills for the 21st Century**

[http://www.yougotclass.org/catalog-complete.cfm/CCC](http://www.yougotclass.org/catalog-complete.cfm/CCC)

Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization’s bottom line. Online learning is easy. It’s fun! Our online certificates and courses are provided by quality colleges and associations with expert instructors. Participate anytime day or evening, from any computer.
### Distance Learning Center

Learn when and where you choose with over 300 online classes!

Six-week classes begin on the 3rd Wednesday of each month:

**It’s simple to register and get started!**

- Visit our online Instruction Center: [www.ed2go.com/capitalcc](http://www.ed2go.com/capitalcc)
- Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll. Here you will enter your e-mail and choose a password that will grant you access to the classroom.
- Please contact the listed college administrator to submit payment over the phone.
- When your course starts, return to our Online Instruction Center and click the classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### BUSINESS COURSES

**Introduction to Peachtree Accounting**

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

**Mastery of Business Fundamentals**

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

**Project Management Fundamentals**

Gain the skills you will need to succeed in the fast-growing field of project management.

**Understanding the Human Resources Function**

Learn to handle human resource functions to ensure the best possible results.

**Employment Law Fundamentals**

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

**Total Quality Fundamentals**

Give yourself a strong foundation in total quality management.

**Fundamentals of Supervision and Management**

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

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To register, go to [www.ed2go.com/capitalcc](http://www.ed2go.com/capitalcc)
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High Speed Project Management</strong></td>
<td>Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.</td>
</tr>
<tr>
<td><strong>Purchasing Fundamentals</strong></td>
<td>Improve your company’s bottom line by mastering the fundamentals of purchasing.</td>
</tr>
<tr>
<td><strong>Accounting Fundamentals</strong></td>
<td>Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.</td>
</tr>
<tr>
<td><strong>Administrative Assistant Fundamentals</strong></td>
<td>Prepare to take advantage of the many new job opportunities in healthcare, legal services, and other industries.</td>
</tr>
<tr>
<td><strong>Managing Customer Service</strong></td>
<td>Become indispensable to any organization by understanding how to identify and meet customer needs.</td>
</tr>
<tr>
<td><strong>Professional Sales Skills</strong></td>
<td>Discover how to begin a successful and rewarding career in sales.</td>
</tr>
<tr>
<td><strong>Principles of Sales Management</strong></td>
<td>Master the art of managing sales teams from a sales pro.</td>
</tr>
<tr>
<td><strong>Introduction to QuickBooks</strong></td>
<td>Learn how to quickly and efficiently gain control over the financial aspects of your business.</td>
</tr>
<tr>
<td><strong>Distribution and Logistics Management</strong></td>
<td>Improve your company’s ability to deliver on time and on budget, while increasing customer satisfaction.</td>
</tr>
<tr>
<td><strong>Introduction to Business Analysis</strong></td>
<td>Master powerful techniques to improve your decision-making skills at work.</td>
</tr>
<tr>
<td><strong>Real Estate Law</strong></td>
<td>Learn the basics of real estate law, including investing, title searching, and mortgages.</td>
</tr>
<tr>
<td><strong>Business and Marketing Writing</strong></td>
<td>Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.</td>
</tr>
<tr>
<td><strong>Learn to Buy and Sell on eBay</strong></td>
<td>Auction pros teach you how to work from home or earn extra income by buying and selling goods online.</td>
</tr>
<tr>
<td><strong>Marketing Your Business on the Internet</strong></td>
<td>E-commerce expert helps you develop an Internet marketing plan for your business.</td>
</tr>
<tr>
<td><strong>Secrets of the Caterer</strong></td>
<td>Learn cooking and business secrets from a professional caterer.</td>
</tr>
</tbody>
</table>

To register, go to www.ed2go.com/capitalcc
Wow, What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Growing Plants for Fun and Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros.

Start Your Own Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others.

Creating a Successful Business Plan
Turn your business ideas into a solid plan for financing and long-term success.

Start and Operate Your Own Home-Based Business
An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Start Your Own Arts and Crafts Business
Learn how to start your own arts and crafts business from a professional artist.

GRANT WRITING/NON PROFITS

Starting a Nonprofit
An industry veteran shows you how to take a nonprofit business from vision to reality.

Introduction to Nonprofit Management
Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

Marketing Your Nonprofit
Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Get Grants!
Learn how to develop successful, fundable grants from experts in the field.

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Writing Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

To register, go to www.ed2go.com/capitalcc
CAREER IDEAS

Publish It Yourself: How to Start and Operate Your Own Publishing Business
Convert manuscripts into income by producing and selling books like the pros.

PERSONAL DEVELOPMENT

Listen to Your Heart, and Success Will Follow
Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Twelve Steps to a Successful Job Search
A world-renowned author and career advisor shows you how to get the job you want quickly easily and in any economy.

Individual Excellence
Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

Leadership
Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

GRANT WRITING/NON PROFITS

Advanced Grant Proposal Writing
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business.

TEST PREPARATION

Prepare for the GED Language Arts, Writing Test
Prepare for the GED test on language arts and writing.

Prepare for the GED Math Test
Master the skills you’ll need to pass Test 5 in the GED test series.

SAT/ACT Preparation - Part 1
Get your best possible score on the verbal and reasoning sections of the new SAT exam.

To register, go to www.ed2go.com/capitalcc
SAT/ACT Preparation - Part 2
Do your best on the quantitative section of the new SAT.

GMAT Preparation
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

GRE Preparation - Part 1
Discover powerful strategies for success in the verbal and analytical sections of the GRE.

GRE Preparation - Part 2
Learn a variety of useful techniques for tackling the math section of the GRE.

LSAT Preparation - Part 1
Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

LSAT Preparation - Part 2
Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

PERSONAL DEVELOPMENT

Merrill Ream Speed Reading
An acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Get Assertive!
Find out how you can stop others from intimidating you or treating you poorly.

Goodbye to Shy
Become more confident in social, professional, and romantic situations.

Get Funny!
Use humor to disarm, befriend, motivate, inspire, and inform others.

Achieving Success with Difficult People
Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Healing Through Hypnosis
Learn to use hypnotic suggestion on yourself and others with amazing results.

Keys to Effective Communication
Lost for words? Don’t be! Learn to build rapport, trust, warmth, and respect through conversation.

To register, go to www.ed2go.com/capitalcc
DIGITAL PHOTOGRAPHY

Discover Digital Photography
An informative introduction to the fascinating world of digital photography equipment.

Photoshop Elements
I and II are now available!
Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

Making Movies with Windows XP
Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Photographing People With Your Digital Camera
Expert shows you how to take beautiful pictures of adults, children, and babies.

ENTERTAINMENT

Music Made Easy
Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Drawing for the Absolute Beginner
Gain a solid foundation in drawing and become the artist you have always dreamed you could be!

Get Paid to Travel
Learn everything you need to start your new and exciting career as a professional tour director.

FAMILY & FRIENDS

Luscious, Low-Fat, Lightning-Quick Meals
Discover how easy it can be to prepare meals that are both delicious and nutritious!

Genealogy Basics
Begin an exciting and fascinating exploration of your roots.

Assisting Aging Parents
Be prepared to handle the challenges of aging while learning to cherish the transition.

Enhancing Language Development in Childhood
Enrich the lives of your children by helping them become proficient speakers and thinkers.

Understanding Adolescents
Unlock the secrets of the adolescent mind to improve relations.

To register, go to www.ed2go.com/capitalcc
**LANGUAGES**

**Speed Spanish I**
II and III are now available!
Learn six easy recipes to glue Spanish words together into sentences, and you will be speaking Spanish in no time.

**Instant Italian**
Learn Italian from the comfort of your home in this fun and enjoyable online course.

**Grammar for ESL**
If English is your second language, this course will teach you the principles you will need to succeed.

**Writing for ESL**
Learn how to write in English more effectively to succeed in college and at work.

**Conversational Japanese**
Whether you want to learn conversational Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

**MATH & SCIENCE**

**Everyday Math**
Gain confidence in your basic math skills and start using math to your advantage.

**Introduction to Algebra**
Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

**LAW & LEGAL CAREERS**

**Business Law for Small Business Owners**
Learn how to successfully protect your small business and solve most of the legal problems that may arise.

**Introduction to Criminal Law**
2 courses available!
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

**Evidence Law**
Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

**Winning Strategy for the Courtroom**
Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

**To register, go to www.ed2go.com/capitalcc**
### Constitutional Law: Bill of Rights
Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

### Legal Nurse Consulting
If you’re a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

### Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

### Workers’ Compensation
Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

### Paralegal Preparation
Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

### LSAT Preparation - Course 1 of 2
Learn about law school entrance procedures and improve your test-taking skills.

### Real Estate Law
Learn the basics of real estate law, including investing, title searching, and mortgages.

### HEALTH CARE

### Become a Physical Therapy Aide
Prepare for a rewarding career as a valued member of the physical therapy team.

### Become an Optical Assistant
Learn what it takes to become an optical assistant and discover why it’s one of today’s most popular and fascinating career opportunities.

### Medical Terminology: A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

### Human Anatomy and Physiology
Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

### Become a Veterinary Assistant
Practicing veterinarian prepares you to work in a veterinary office or hospital.

### Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help.

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To register, go to www.ed2go.com/capitalcc
ONLINE LEARNING @ CCC

Introduction to Natural Health and Healing
Learn how to promote wellness, balance, and health in all aspects of your daily life.

PERSONAL FINANCE

Real Estate Investing
Build and protect your wealth by investing in real estate.

Where Does All My Money Go?
Learn how to get control of your money once and for all.

Personal Finance
Protect your assets and discover how best to achieve all your financial goals.

Stocks, Bonds, and Investing: Oh, My!
Make wise investment decisions so you have enough to live comfortably through your retirement.

The Analysis and Valuation of Stocks
Discover valuable techniques that show you step-by-step how to research and value stocks.

Introduction to Stock Options
Learn how stock options can help you profit in any type of market.

Keys to Successful Money Management
Certified financial planner shows you how most wealthy people build their fortunes.

Introduction to Microsoft Excel
Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

TEACHING

Teaching Writing: Grades 4-6
In this teacher-training course, you’ll learn from an experienced educator how to motivate and assist developing writers.

Teaching Math: Grades 4-6
Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

Solving Classroom Discipline Problems
A veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

To register, go to www.ed2go.com/capitalcc
Survival Kit for New Teachers
A Veteran instructor shares the secrets for success in your first years of teaching.

Differentiated Instruction in the Classroom
Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

The Classroom Computer
Learn how to use the classroom computer to increase learning and motivate students.

Using the Internet in the Classroom
Discover how you can use the Internet to make teaching easier for you and more relevant to your students.

Creating a Classroom WebSite
Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

Guided Reading: Strategies for the Differentiated Classroom
Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.

Integrating Technology in the Classroom
Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.

Creating the Inclusive Classroom: Strategies for Success
In this professional development course for teachers, you will get the training you need to reach the diverse mix of students you face every day, learning proven strategies that turn diversity into opportunity.

Ready, Set, Read!
Learning specialist shows you how to develop successful readers and writers.

Microsoft Excel in the Classroom
Discover how Excel can help you improve your effectiveness as a teacher.

Microsoft Word 2007 in the Classroom
Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.

Microsoft PowerPoint in the Classroom
Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.

Singapore Math Strategies: Model Drawing for Grades 1-6
In this professional development course for teachers, you’ll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Teaching Students With Autism: Strategies for Success
Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom.

To register, go to www.ed2go.com/capitalcc
ONLINE LEARNING @ CCC

Response to Intervention: Reading Strategies That Work
Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.

Working Successfully With Learning Disabled Students
Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.

WRITING

Writeriffic: Creativity Training for Writers
Banish writer’s block forever with these tricks from the published writer’s toolbox.

Grammar Refresher
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Write Your Life Story
Give your family and friends an inspirational autobiography.

Advanced Fiction Writing
Explore advanced fiction writing techniques with a published novelist.

The Keys to Effective Editing
If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Introduction to Journaling
Discover how journaling can help you explore your dreams, values, beliefs, survive unwanted change, succeed in your career, and express your creativity.

Write Fiction Like a Pro
An author teaches you how professional writers use story outlines to structure any type of story.

The Craft of Magazine Writing
If you’re a determined new writer, this class will provide you with the skills you need to get published.

Beginner’s Guide to Getting Published
Published writer shows you how to give yourself the credibility you need to get your works published.

Research Methods for Writers
Learn the most efficient and effective methods to conduct research for any writing project.

Fundamentals of Technical Writing
Learn the skills you need to succeed in the well-paying field of technical writing.

To register, go to www.ed2go.com/capitalcc
A Writer’s Guide to Descriptive Settings
Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

Forensic Science For Writers
Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

Beginning Writer’s Workshop
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

Travel Writing
Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Effective Business Writing
Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Writing for Children
Published children’s author shows you how to touch the hearts of children by creating books for them.

BASIC COMPUTER LITERACY

Keyboarding
Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Navigating the Internet
Master the ins and outs of the Internet with this informative behind-the-scenes look.

Introduction to Windows XP
Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Introduction to Linux
Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market.

Introduction to PC Security
What you don’t know can really hurt you. Learn what you can do to protect yourself.

COMPUTER APPLICATIONS

Introduction to Microsoft Word
Learn how to create and modify documents with the world’s most popular word processor.

To register, go to www.ed2go.com/capitalcc
Intermediate Microsoft Word

Take advantage of Word’s publishing capabilities to create eye-catching documents.

Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Introduction to Microsoft Access

(Intermediate course available)
Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Excel

(Intermediate course available)
Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Advanced Microsoft Excel

Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Introduction to Microsoft Publisher

Create brochures, newsletters, and websites with ease.

Introduction to Microsoft Outlook

Communicate and manage information better and faster.

Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

Introduction to Microsoft Visio

Learn how to design professional-looking diagrams with Microsoft Visio.

Introduction to Microsoft Office Accounting Professional

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting

Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

Introduction to Illustrator CS3

In this class, you’ll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

To register, go to www.ed2go.com/capitalcc
Performing Payroll in QuickBooks
Discover the secrets of effortlessly setting up and processing your payroll.

QuickBooks for Contractors
Harness the power of QuickBooks Premier Contractor Edition for increased success.

Introduction to Photoshop
Learn the basics of using Adobe Photoshop to create images and edit photos.

Intermediate Photoshop CS3
(CS2 intermediate course available)
Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Introduction to CorelDraw
Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Introduction to Dreamweaver
Silicon Valley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Adobe InDesign CS3
You’ll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

WEB DESIGN

Intermediate Dreamweaver
Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

Creating Web Pages
Learn the basics of HTML so you can design, create, and post your own website.

Introduction to Microsoft FrontPage
Find out how FrontPage makes it easy to create and upload professional websites without programming.

Designing Effective Websites
Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective.

Achieving Top Search Engine Positions
Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Creating Web Graphics with Photoshop CS3
Learn how to use Photoshop to create graphics for the Web.

To register, go to www.ed2go.com/capitalcc
# Introduction to Flash
Learn how to create exciting interactive animations from a working Flash designer and author.

## WEB PROGRAMMING

### Introduction to Java Programming
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

### Introduction to Ruby Programming
Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

### Introduction to CSS and XHTML
Learn to create state-of-the-art websites using modern CSS and XHTML techniques.

### Introduction to Perl Programming
Learn a programming skill that will make you a more valuable Web developer or system administrator.

### Creating User Requirements Documents
Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

### High-Speed Project Management
Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpily budgets, and crippling risks.

### Introduction to ASP.NET
Learn how to create powerful, interactive, community-based websites with ASP.NET.

### Introduction to PHP and MySQL
Learn how to create dynamic, interactive websites using PHP and a MySQL database server.

## COMPUTER PROGRAMMING

### Introduction to C++ Programming
Learn to program in C++, even if you have no prior programming experience!

### Introduction to C# Programming
(Intermediate course available)
Learn the fundamentals of computer programming with the new C# programming language.

### Intermediate C# Programming
Learn to write Graphical User Interface programs in the C# Programming Language.

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To register, go to [www.ed2go.com/capitalcc](http://www.ed2go.com/capitalcc)
Introduction to Visual Basic 2008
Discover how to write VB programs that can access and modify a database.

Introduction to Alice 2.0 Programming
Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Database Development
An experienced professional guides you through a structured approach to database design and development.

CERTIFICATION PREPARATION

Basic CompTIA® A+ Certification Prep
Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

CompTIA Security+ Certification Prep
Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA® Network+ Certification Prep
Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

NETWORKING/TROUBLESHOOTING

Introduction to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

Introduction to Networking
(Intermediate course available)
Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Wireless Networking
Industry expert shows you how to plan, deploy, and connect to wireless networks.

NEW RELEASES

Teaching ESL/EFL Reading
Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

To register, go to www.ed2go.com/capitalcc
Performing Payroll in QuickBooks 2009

Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

What’s New in Microsoft Office 2007

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Easy Classroom Podcasting

In this professional training course for teachers, you will learn how to make a podcast that creates a memorable learning experience for your students.

Making Age an Asset in Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

Intermediate Microsoft Word 2007

Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photoshop Elements 7 for the Digital Photographer

In this Adobe Photoshop Elements 7 class, you will learn the secrets to successfully editing photos and bringing out the best in your images!

Introduction to Visual Basic 2008

Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

To register, go to www.ed2go.com/capitalcc
SPRING 2014 CAREER TRAINING PROGRAMS

Distance Learning Center

Move your career forward with in-depth online certificate programs through a partnership between Capital Community College & Gatlin On Line Learning.

Classes start the moment you sign up!

It's simple to register and get started!

1) Visit our Distance Learning Center (see screen shot above): http://www.gatlineducation.com/capitalcommunitycollege/
2) Click the Courses link, choose the department and course title you are interested in taking and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email address and choose a password that will grant you access to the Classroom.
3) When your course starts, return to our Distance Learning Center and click the Classroom Link. To begin your studies, simply log in with your email address and the password you selected during enrollment.

BUSINESS & PROFESSIONAL

Administrative Professional with Microsoft Office 2007 Master

Start your career as an administrative professional with this online training program. You will learn administrative skills, travel and event planning techniques, effective communication skills, and more. You will also learn to master Microsoft Office 2007.

Administrative Professional with Microsoft Office Specialist 2003 Training

Learn the skills you need for a successful career as an administrative professional. Office management, communication skills, event planning, and more are covered in this program, along with training on the Microsoft Office 2003 suite of programs.

Administrative Professional with Microsoft Office Specialist 2007 Training

Learn the skills you need for a successful career as an administrative professional. Office management, communication skills, event planning, and more are covered in this program, along with training on the Microsoft Office 2007 suite of programs.

Certified Alternative Dispute Resolution Specialist

This online Alternative Dispute Resolution Certificate (ADR) program is offered in partnership with IADR GLOBAL. Dispute Resolution is a rapidly growing field of study and a process commonly used in federal and local government agencies, corporations, non-profit, and for profit agencies, as well as, in private ADR practices.

Certified Bookkeeper

The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Certified Global Business Professional

The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Certified Mediator

This comprehensive online training program will provide you with the core skills necessary for the practice of mediation.

Certified National Pharmaceutical Representative

Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

Chartered Tax Professional

Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

Chartered Tax Professional for California Residents

With this innovative online California Chartered Tax Professional Certificate Program, you can become qualified as a California Tax Preparer through the California Tax Education Council (CTEC), and start working and earning money while completing your program.

Entrepreneurship: Start-Up and Business Owner Management

This program covers everything from financing to leadership. You'll learn the keys to business planning, communication skills, marketing, and management. If you've ever thought about owning your own business, this program can help make that dream come true!

Grant Writing

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Legal Secretary

Master the skills you need to be a legal secretary and prepare for the National Association of Legal Professionals (NALS) Accredited Legal Secretary (ALS) exam.

Marketing Design Certificate

This program focuses on design for marketing and business—creating logos, advertisements, communications, and more. You will learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

Non-Profit Management

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

Paralegal WIA

The Paralegal Online Training Program will prepare you for success in this growing career field. You will learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Pay Per Click Marketing

Pay-per-click marketing refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. The program covers search-engine marketing, Internet advertising, using Google’s AdWords program, keyword marketing, building ads, conducting research, and more.

Professional Bookkeeping with QuickBooks 2010

Master basic bookkeeping and accounting skills using QuickBooks 2010.

Professional Bookkeeping with QuickBooks 2010, Software Included

Master basic bookkeeping and accounting skills using QuickBooks 2010. QuickBooks Pro 2010 software and the textbook Bookkeeping Made Simple are included in the cost of the program.

Payroll Practice and Management

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

Purchasing and Supply Chain Management

Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you will learn in this online program.

Records Management Certificate

This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Search Engine Marketing

Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

Search Engine Optimization

The Search Engine Optimization Online Training Program will teach you how to increase a Website’s traffic by improving its rankings with search engines.

Technical Writing

This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You will learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

HEALTH & FITNESS

Administrative Dental Assistant

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Administrative Medical Specialist with Medical Billing and Coding

Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology

Become an administrative medical specialist, medical billing specialist, or a medical coder. You will learn the essential skills, as well as, mastering medical terminology.

Advanced Coding for the Physician’s Office

Take the next step in your career and prepare for the Certified Procedural Coding national certification exam with the help of this online training program.

Advanced Hospital Coding and CCS Prep

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

Advanced Personal Fitness Trainer

This advanced certificate program will further your personal training education by teaching you to incorporate specialized resistance training, functional movements, and nutritional programs for your clients.

Clinical Dental Assistant

The Clinical Dental Assistant Online Training Program with provide you will the skills you need to become a dental assistant. After you’ve completed this program, you’ll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

Emergency Management Training for First Responders

Emergency management is one of the fastest-growing professions. Learn the skills you need to get started in this field.

Fitness Business Management

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

ICD-10 Medical Coding: Preparation and Instruction for Implementation

Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

Medical Billing and Coding

Prepare for a career as a medical billing and coding professional.

Medical Billing and Coding + Medical Terminology

The Medical Billing and Coding + Medical Terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Medical Terminology

Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.

Medical Transcription

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Medical Transcription + Medical Terminology
Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

Nutrition for Optimal Health, Wellness, and Sports
Learn to develop individual nutrition programs for clients, patients, or personal use.

Personal Fitness Trainer
Learn how to apply your client’s health history, goals, and abilities, as well as integrating exercise science curriculum and practical training techniques, into a systematic model you can use to progress your clients through different training levels and phases.

Personal Training and Group Exercise Training for Older Adults
Gain the knowledge you need to develop safe and effective exercise programs for older adults.

Pharmacy Technician
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

Veterinary Assistant
Prepare for a new career as a Veterinary Assistant as you learn how to care for animals and assist the veterinarian during examinations.

Women’s Exercise Training and Wellness
Develop safe and effective exercise programs for women using the skills you’ll learn in the Women’s Exercise Training and Wellness Online Program.

Casino Blackjack Dealer
The Casino Blackjack Dealer Online Training Program will teach you everything you need to know to work in a casino as a blackjack dealer.

Casino Poker Dealer
The Casino Poker Dealer Online Training Program prepares you to work as a dealer for casino table games, including seven card stud, Omaha, and Texas hold ‘em.

Certified Wedding Planner
This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Event Management and Design
From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Travel Agent Training

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

IT & SOFTWARE DEVELOPMENT

3ds max
Learn to use 3ds Max to design, develop, and create 3D animation.

AutoCAD 2011
Master the fundamentals of AutoCAD 2011 and learn the skills you need to prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

AutoCAD 2011 With AutoCAD 3D
Master the 2D commands and 3D modeling tools in AutoCAD 2011, and prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

AutoCAD 3D
Become proficient in 3D methods and concepts, explore AutoCAD’s advanced 3D modeling workspace, and prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam.

AutoCAD 3D, Software Included
Become proficient in 3D methods and concepts, explore AutoCAD’s advanced 3D modeling workspace, receive a student AutoCAD 2011 software license and 2011 AutoCAD Course Notes, and prepare for a portion of the Autodesk AutoCAD 2011 Certified Associate exam.

Cisco® CCNA® Certification Training
The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, and operate simple routed LANs and WANs while preparing you for Cisco Exam 640-802.

CompTIA™ A+ Certification Training
CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go’s online program makes training convenient and interactive.

CompTIA™ Network+ Certification Training
Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

CompTIA™ Security+ Certification Training
Take your first step toward a career as a security professional and prepare yourself for the CompTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

Forensic Computer Examiner
The Forensic Computer Examiner Online Training Program will train you to thoroughly examine digital media and to clearly document, control, prepare, and present examination results. This program will prepare you for the Certified Computer Examiner test.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Help Desk Analyst: Tier 1 Support Specialist

Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

Microsoft Access 2007

Master Microsoft Access 2007 software with this convenient online training program.

Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP)

Prepare for MCITP Enterprise Desktop Support Technician 7 certification as you learn to configure systems and identify and resolve desktop application, network, and security issues in a Windows 7 environment.

Microsoft Certified IT Professional: Server Administrator (MCITP)

Learn to administer and manage Windows 2008 Networks, and prepare for the Microsoft 70-640, 70-642, and 70-646 exams that qualify you for MCITP certification.

Microsoft Certified System Administrator 2003 (MCSA)

This program prepares you for the MCSA credential on Microsoft Windows 2003, which demonstrates that you have the technical proficiency and expertise to successfully manage and maintain the Microsoft Windows Server 2003 System for medium- to large-sized companies.

Microsoft Certified System Administrator Plus 2003 (MCSA+)

This program is for you if you already hold CompTIA certifications and wish to also complete the MCSA training.

Microsoft Certified System Engineer 2003 (MCSE)

Prepare for MCSE certification with the Microsoft Certified Systems Engineer 2003 Online Training Program! The MCSE 2003 credential is the premier certification for IT pros who work with the Microsoft Windows 2003 platform and Microsoft server software.

Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS)

Gain a thorough understanding of Microsoft SQL Server 2005 and prepare for certification as a technology specialist.

Microsoft Excel 2007

Learn basic through advanced skills using Microsoft Excel 2007 while preparing for certification.

Microsoft Office 2007 Master

The Microsoft Office 2007 Master Online Training Program is the only comprehensive, performance-based certification program approved by Microsoft to validate business computer skills using Microsoft Office 2007: Excel, Word, Power Point, and Outlook. This online program will prepare you for certification while teaching you basic through advanced skills with Microsoft Office 2007 programs.

Microsoft Office Specialist 2003 (MOS)

Prepare for certification in Microsoft Office 2003 Excel, Word, PowerPoint, Access, and Outlook. Gain the skills to use these programs like a pro.

Microsoft Office Specialist 2007

Prepare for certification in Microsoft Office 2007 Excel, Word, PowerPoint, Access, and Outlook. Gain the skills to use these programs like a pro.
Microsoft Outlook 2007

Master Microsoft Outlook, including formatting e-mail, scheduling appointments, creating contacts and more. You will prepare for certification as you learn the ins and outs of Outlook.

Microsoft PowerPoint 2007

Learn to use Microsoft PowerPoint 2007 software. This online training program will teach you to create dynamic slideshows and presentations while you prepare for certification.

Microsoft Project 2007

Learn how to use Microsoft Project to plan, manage, and track projects effectively while getting the preparation you need to take the Microsoft Project professional certification exam.

Microsoft Project 2007, Standard Edition Software Included

Learn how to use Microsoft Project to plan, manage, and track projects effectively while getting the preparation you need to take the Microsoft Project professional certification exam. Tuition includes the required Microsoft Project 2007, Standard edition software.

Microsoft Web Developer

Learn how to develop on the Microsoft platform using .NET Framework 3.5, and prepare for the Microsoft 70-536 and 70-562 certification exams.

Microsoft Windows Vista

Take charge of Windows Vista with this online training program and learn to manage files, folders, devices, drivers, and more. You will also gain the skills to become certified.

Microsoft Word 2007

Learn how to create, format, and secure professional and creative documents using Microsoft Word 2007 while preparing for certification.

RFID (Radio Frequency Identification) on the Web™

RFID on the Web will give you the knowledge to successfully implement and support an RFID system and to pass the CompTIA RFID+ Certification exam.

Web Database Developer

The Web Database Developer Online Training Program will teach you to incorporate database design, development, and deployment into e-commerce sites, dynamic websites, and business-to-business data collaboration.

Webmaster

The Webmaster Online Training Program will teach you to design, develop, and maintain websites.

Lean Mastery

Eliminate waste from your business by learning and implementing the principles of lean business.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Management for IT Professionals

Learn leadership skills that will help you succeed as a manager in the IT field.

Management Training

If you’re thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Project Management

The Project Management Online Training Program will help you improve your project management skills and prepare you for certification as a Project Management Professional.

Project Management with Microsoft Project 2007

Improve your project management skills while preparing for certification as a Project Management Professional, and learn how to use Microsoft Project 2007 software as you prepare for the Microsoft Project professional certification exam.

Project Management with Microsoft Project 2007, Standard Edition Software Included

Improve your project management skills while preparing for certification as a Project Management Professional, and learn how to use Microsoft Project 2007 software as you prepare for the Microsoft Project professional certification exam. Tuition includes the required Microsoft Project 2007, Standard edition software.

Six Sigma Black Belt

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Six Sigma Green Belt

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

Understanding Earned Value Management

In this program, you will learn to objectively measure your project performance using earned value concepts.

MEDIA & DESIGN

Digital Arts Certificate

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital photography, imaging, and illustration. This program covers Adobe Photoshop and Illustrator and more.

Fine Arts Certificate

This program will provide you with a foundation in art theory and technique. Modules in theory, digital photography, and drawing are complemented by electives that offer an array of options for self-expression.

Game Art Certificate

The Game Art Online Training Program will help you build technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects will help you develop a high-quality portfolio of game art.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Graphic Design with Photoshop CS4

Learn the fundamental principles of design and the most popular software on the market, Adobe Photoshop, and gain the skills you need to work as a graphic designer.

Graphic Design With Photoshop CS5 Training

Prepare for a career in graphic design by mastering Photoshop cs5, the world’s most popular application for creating and editing graphic images.

Graphic Design With Photoshop CS5 Training, Software Included

Prepare for a career in graphic design by mastering Photoshop cs5, the world’s most popular application for creating and editing graphic images. Photoshop CS5 software license is included in the program fee.

Multimedia Arts Certificate

The Multimedia Arts Online Training Program gives you the conceptual, technical, and visual design skills required to create multimedia applications and environments. You will explore Adobe Photoshop, Flash, and After Effects, as well as digital video editing.

Residential Interior Designer

Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

Video Game Design and Development

Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

Web Design Certificate

Learn to use Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash to create stunning websites.

Biofuel Production Operations  WIA

The Biofuel Production Operations Online Training Program will give you the education you need to work as a biofuel production operator, inspecting and repairing equipment, operating computer systems, and handling lab equipment.

Carpentry  WIA

Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

Certified Architectural Glass Technician  WIA

Prepare for a career as an architectural glass technician and gain the skills you need to take the National Glass Association’s Glass Installer Certification Exam.

To register, go to www.gatlineducation.com/capitalcommunitycollege
Certified Auto Glass Technician

Master the skills you need to become a professional auto glass technician and prepare for the National Glass Association’s Auto Glass Installer Certification Exam.

Certified Window and Door Installer

Train for a career as a residential window and door installer as you gain the skills you need to prepare for the InstallationMasters™ Certification Exam, offered through the National Glass Association in partnership with InstallationMasters™.

Chemical Plant Operations

Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program.

Freight Broker/Agent Training

Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

Home Inspection Certificate

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

HVAC Technician

The only HVAC Technician training program of its kind on the Web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

Natural Gas Plant Operations

For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

Oil Refinery Operations

Learn the skills you need to start work as an in-demand oil refinery operator.

Paper Mill Operations

This program will give you the skills you need to gain entry-level employment as a paper mill operator.

Power Plant Operations

Learn the skills you need to gain entry-level employment as a power plant operator.

Pulp Mill Operations

Become a pulp mill operator with the skills you learn in this program.

To register, go to www.gatlineducation.com/capitalcommunitycollege
SUSTAINABLE ENERGY/GOING GREEN

Building Analyst Quick Start Program

This program will teach you about the principles of green buildings—from insulation to indoor air quality—as well as how to perform comprehensive building assessments.

Certified Green Supply Chain Professional

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you will need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

Certified Indoor Air Quality Manager

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

Certified Indoor Environmentalist

Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor Environmentalist Program will help you take the next step in your career.

Performing Comprehensive Building Assessments

This program will give you a thorough understanding of the building assessment process, focusing on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine improvement opportunities, and prepare a work scope that will guide the homeowner’s decision-making process for making the improvements.

Principles of Green Buildings

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Senior Certified Sustainability Professional

Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise’s sustainability strategy.

Solar Power Professional

Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you’ll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

Wind Energy Apprentice

This entry-level Wind Energy Apprentice program prepares you for a career in the wind energy industry.

To register, go to www.gatlineducation.com/capitalcommunitycollege
UGotClass Online Learning @ CCC

Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization’s bottom line.

Online learning is easy. It’s fun!

Our online certificates and courses are provided by quality colleges and associations with expert instructors. Participate anytime day or evening, from any computer.

It’s simple to register and get started!

- Visit our online Instruction Center: www.yougotclass.org/catalog-complete.cfm/ CCC
- Click on the web page of the certificate or course of interest for more information
- See when the next course starts and follow the instructions to register

BUSINESS

Business Coaching Certificate

Mentoring and Coaching in the Workplace Level 1
Mentoring and Coaching in the Workplace Level 2

Business Research Certificate

Introduction to Business Research
Business Statistics
Qualitative Business Research

Certificate in Customer Service

Extraordinary Customer Service
Keys to Customer Service

Cyber Security for Managers

Entrepreneur Boot Camp

Media Buying Strategies

Photoshop

Practical Math for the Workplace

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Contact Person:
Dr. Guillory Bryant
950 Main Street
TS01C
Hartford, CT 06103
Phone: (860) 906-5236
Email: mguillorybryant@capitalcc.edu
General Information

Parking for Capital Students

In the Morgan Street Garage, located at 155 Morgan Street, directly behind the college (the building with green glass windows). The garage is run by the Hartford Parking Authority. Handicap-access is available.

From Interstate 91 North or South
Take Exit 32-B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into Garage entrance.

From Interstate 84 East (from West Hartford, Farmington, etc.)
Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into Garage entrance.

From Interstate 84 West (from E. Hartford, Manchester, Route 2)
Take Exit 50 (Main St.). At bottom of ramp, turn left onto Market St. Take second left onto Talcott St., then first left into Garage entrance.

Parking for College Guests and Visitors

Columbus Boulevard Lot. If you are visiting the College, free secure parking is available at the College’s Columbus Boulevard lot. Please note that if you park in the Morgan Street Garage without a College-authorized access card, it will be at your own expense. The Columbus Boulevard lot is located on a one-way street between Morgan and Talcott Streets.

From Points North and South
91 North to Exit 32-B (Trumbull Street). Ramp ends at traffic light, turn left onto Market Street. At the second traffic light turn left onto Morgan Street and then a right onto Columbus Boulevard. The lot entrance will be on the left.

From Points East
84 West to Exit 50 (Main Street). At the bottom of ramp, turn left onto Market Street, go to 1st traffic light and take a left onto Morgan Street and a right onto Columbus Boulevard. The lot entrance will be on the left.

From Points West
84 East to Exit 50 (Main Street). After 4th traffic light go right onto Columbus Boulevard and the lot entrance will be on the left.

Parking Access Card

All registered students are eligible for a free parking access card for the Morgan Street Garage. Students need to obtain an application from the Morgan Street Garage located on the corner of Market and Talcott Streets. Please refer to the student handbook for further information on parking regulations. You may obtain a handbook from the Welcome Center or the Office of the Dean of Student Services.

Motorcycle Policy

The Hartford Parking Authority DOES NOT PERMIT motorcycles to be housed at the Morgan Street Garage. Motorcycles ARE PERMITTED to be parked in the Columbus Boulevard lot.

Validation Procedure

In the event your parking access card does not work, pull a ticket and bring it with your parking access card to the main lobby in the College at 950 Main Street for validation.
Refund Policy
Credit-Free Courses

The College reserves the right to cancel courses with insufficient enrollment. If a course you have registered for is cancelled, you will be notified by phone and have the option of receiving a full refund of fees or applying your course fee to another credit-free course in the same semester. Refunds take at least 4-to-6 weeks. No refunds are issued for credit-free courses unless you withdraw three (3) business days before the first class meeting, in writing or in person, to the Office of Continuing Education, 3rd Floor, 950 Main Street, Hartford, CT 06103.

Please Note

If you register for a course, you are responsible for payment whether or not you attend. Do not assume you will be deregistered for a course if you do not pay. See above paragraph.

Student Conduct Code

The purpose of the Student Conduct Code is to maintain the general welfare of the college. The college strives to make the campus a place of study and work where people are treated, and treat one another, with respect and courtesy. The College views the student conduct process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the university community and the greater community. All students must follow these standards. These procedures are designed to provide fairness to all who are involved in the conduct process. Please refer to the student handbook for the full student conduct policy. This handbook is available at the Customer Service Center on the 2nd floor.

Special Needs

Students who have special needs or who are disabled must self-identify and provide documentation of their specific disability to a counselor. This must be done at least sixty (60) days prior to the start of the course. This will allow the College to make an effort to accommodate special needs students. Please call Glaisma Perez-Silva, Student Disability Coordinator at (860) 906-5042 for additional information and assistance.

Nondiscriminatory Policy

The Connecticut State Colleges and Universities System, under the Board of Regents for Higher Education, will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, genetic information, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to, blindness or prior conviction of crime, unless the provisions of Section 46a-60(b), 46a-80(b) or 46a-81(b) of the Connecticut General Statues are controlling, or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood that these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any person on grounds of political beliefs or veteran status. Inquiries regarding this policy should be directed to Henry Burgos, Director of Human Resources, Capital Community College, at (860) 906-5007.

Course Content

The material presented in each course is for information only and does not reflect the opinion of the College. The College assumes no responsibility for how the material presented is used outside of this course.

Statement of Change

The text of this document does not constitute a contract. The College reserves the right to make changes in the information presented.
Teach a class at Capital!

Are you experienced in your professional field? Do you coach, teach or train others? Consider sharing your expertise with the professional communities in Hartford and the surrounding region. Opportunities for instructors, trainers, consultants and tutors are available in both our public and custom training areas.

Call (860) 906-5130 for further information.

Veterans

The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The College is approved for training of veterans’ education benefits by the Board of Regents of the Connecticut Colleges & Universities system. Please contact Margaret Abraham, Veterans Coordinator, at (860) 906-5044, Room 208, for more information.

Our Quality Guarantee

We believe that lifelong learning is the key to personal and professional growth and success. Your satisfaction with the learning opportunities we offer is our most important goal! If for any reason you are not completely satisfied, please call (860) 906-5130 and we will make it right.

Emergency Closings

In the event of severe weather, power failure or any other extreme or unusual circumstances, the College provides the following television and radio stations with closing/delayed opening information:

WFSB-TV - Channel 3
WVIT-TV NBC Connecticut
WTIC (1080 AM & 96.5 FM)
WRCH (Lite 100.5 FM)
WZMX (Hot 93.7 FM)
WDRC (1360 AM & 102.9 FM)

The College’s main phone number (860-906-5000) and website (www.capitalcc.edu) will also provide official emergency information. Except under rapidly changing conditions, information on the status of day classes will be available by 6:00 AM and for night classes by 3:30 PM.
Contact Us

Customer Service: (860) 906-5130

Staff Directory

Dean, Continuing Education
Linda Guzzo
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ccudworth@capitalcc.edu

Business Outreach
Winifred Grimaldi
(860) 906-5038
wgrimaldi@capitalcc.edu

Frequently Called Numbers

Emergency/Public Safety ....................... (860) 906-5075
or .............................................. ** on any CCC phone

Main College Number ..................... (860) 906-5000

Toll-Free Number .......................... 1 (800) 894-6126

Academic Media Technology
/ Online Course Support ................... (860) 906-5030

Academic Success Center / Tutoring ....... (860) 906-5200

Admissions
/ Enrollment Services / Registrar.......... (860) 906-5200

Bookstore .................................. (860) 525-5956

Career Center ............................. (860) 906-5108

Cashier / Bursar’s Office .................... (860) 906-5061

Counseling ............................... (860) 906-5040

Disabilities Counselor ..................... (860) 906-5042

English-as-a-Second Language (ESL) ..... (860) 906-5203

Financial Aid ............................. (860) 906-5090

Library .................................... (860) 906-5020

Transcript Requests ........................ (860) 906-5140