Welcome to Capital Community College’s School of Workforce and Continuing Education! Inside this catalog you will find many innovative offerings to assist you in changing careers, upgrading your skills, or pursuing a special interest. For your convenience we offer day, evening, and weekend courses both on-campus and online. Our faculty are experts in their fields with real-world experience. Join us this fall and take the first step towards achieving your educational and personal goals.

“Success Happens Here”

New for Fall

- Academy of the Arts
- Short Courses
- CompTia Certifications
- Property Management (Residential)
- Urban Farming and Landscaping
- Construction Management
- Community Health Navigator
- Electronic Health Records Specialist
- Medical and Legal Interpreter Programs
- Social Media Workshops for Small Businesses

Continuing Education Customer Service Center

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

Connect With Us
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## Express Registration Process

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<th>By Phone</th>
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<tr>
<td><a href="http://my.commnet.edu">http://my.commnet.edu</a></td>
<td>(860) 906-5130</td>
<td>(860) 906-5110</td>
<td>School of Workforce &amp; Continuing Education Capital Community College</td>
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<tr>
<td>Master Card or Visa accepted</td>
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<td></td>
<td>ATTN: Damaris Torres</td>
<td>Room 316 (3rd Floor) 950 Main Street Hartford, CT</td>
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<td>School of Workforce &amp; Continuing Education Capital Community College</td>
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<td>950 Main Street Hartford, CT</td>
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## How to Read Course Listings

Course Code: ABC 123-345 Cost: $15  
Date: 10/6/13 – 11/3/13, Day: Thursday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 311, Capital Community College

## Discounts

Group, alumni, and promotional discounts available. Call (860) 906-5130 for information.

## 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 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
- Receptionist/Office Assistant
- Patient Care Technician
- Personal Care Assistant
- Pharmacy Technician
- Property Management (Residential)
- Social Services Assistant
- Teller and Financial Services
- Small Business Development
- Human Resources Assistant
- Medical Interpreter
- Administrative Medical Assistant
- Real Estate Salesperson
- 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 74, 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: School of Workforce & Continuing Education, Capital Community College, 950 Main St., Room 316, Hartford, CT 06103

Capital Community College School of Workforce and Continuing Education Credit-Free Registration

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

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<tr>
<th>Dept. No. &amp; Sec.</th>
<th>Course Title</th>
<th>CEUs</th>
<th>Date</th>
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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: ______________________________________________________________
### 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**  
**Registración de Cursos sin créditos**

<table>
<thead>
<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: _____________________________  Total: _____________________________

*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)**

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

**Número de Tarjeta de Crédito:** _____________________________  **CVC Código de Seguridad:** _____________________________

**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:** ________________________________________________
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 you 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 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 managers.

Course Code: FOOD 5140-4044 Cost: $1300
Date: 10/8 – 12/11 - Day: Tuesday, Wednesday
Time: Lecture: 5:30 p.m. - 7:30 p.m. (Class held in Room 309 at Capital Community College)
Lab: 5:30 p.m. - 9:30 p.m. (Class held at the Kitchen at Billings Forge, Broad Street, Hartford)
3 additional Saturday labs: Dates TBD; 12:00 p.m. – 6:00 p.m.

“The Culinary Arts course was great! We had several teachers who taught us different specialties; my favorite was cooking main dishes. But, we didn’t just learn how to cook, we learned basic, important techniques in baking pastries and even how to properly cut up a chicken. I learned a lot of new things.”

Nurse Aide Certification (CNA)

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 in care of genuine residents.

The course is offered in two formats: a six week weekday course or an eleven 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 Aide Registry application fee.

Participants in the CNA program must be 17 years 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 to be waived. Call Customer Service at (860) 906-5130 regarding testing. Please note that students with felony convictions may have difficulty obtaining employment in this field.

Course Code: HMED 5023-3937 Cost: $989
Date: 9/12 – 11/22, Day: Thursday, Friday, Saturday (Skills Lab/Clinical), Time: 5:15 p.m. - 8:15 p.m.; 8:00 a.m. - 2:00 p.m. (Skills Lab/Clinical)
Location: Room 317, Room 820 (Skills Lab/Clinical), Capital Community College

Course Code: HMED 5023-3942 Cost: $989
Date: 9/16 – 10/25, Day: Monday – Friday (Skills Lab/Clinical), Time: 9:30 a.m. - 12:30 p.m.; 8:00 a.m. - 2:00 p.m. (Skills Lab/Clinical)
Location: Room 317, Room 820 (Skills Lab/Clinical), Capital Community College

Course Code: HMED 5023-3958 Cost: $989
Date: 10/28 – 12/27, Day: Monday – Friday (Skills Lab/Clinical), Time: 9:30 a.m. - 12:30 p.m.; 8:00 a.m. - 2:00 p.m. (Skills Lab/Clinical)
Location: Room 317, Room 820 (Skills Lab/Clinical), Capital Community College
# 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 you get up to speed on the basics. Your instructor is a registered nurse who will review principles of care, lab skills, and test taking strategies. Required textbook is available in the College bookstore.

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<tr>
<th>Course Code: HMED 5166-3969</th>
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<tr>
<td>Date: 9/23 – 10/16, Day: Monday, Wednesday</td>
<td>Time: 5:00 p.m. – 8:00 p.m.</td>
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<td>Location: Room 820, Capital Community College</td>
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<th>Course Code: HMED 5166-3971</th>
<th>Cost: $289</th>
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<td>Date: 10/22 – 11/14, Day: Tuesday, Thursday</td>
<td>Time: 5:00 p.m. – 8:00 p.m.</td>
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<tr>
<td>Location: Room 820, Capital Community College</td>
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“I would like to sincerely thank those at Capital Community College for all the help and encouragement you have provided me in the Certified Nurse Aide program. I appreciate the information you have taught us as well as being available to answer all my questions throughout the course. Thank you so much and keep up the good work.”

# 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 Pharmacy 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, I.V. flow rate, drug compounding 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.

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<th>Course Code: HMED 5356-4128</th>
<th>Cost: $799</th>
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<td>Date: 9/30 – 12/11, Day: Monday, Wednesday</td>
<td>Time: 5:30 p.m. – 8:30 p.m.</td>
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<tr>
<td>Location: Room 317, Capital Community College</td>
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“My background is in insurance, but the Pharm Tech class was a very awesome experience for me. There is a lot of material to take in within a short time and the teachers did a great job making it clear to the class. It went by so fast!”

# 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 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.

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

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<tr>
<th>Course Code: HMED 5366-4042</th>
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<td>Time: 6:00 p.m. – 9:00 p.m.</td>
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<tr>
<td>Location: Room 318 &amp; Room 820, Capital Community College</td>
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Patient Care Technician (PCT)

The Healthcare industry is evolving at an unprecedented pace, and as one of the most versatile members in the field, Patient Care Technicians (PCTs) are always in demand. Increase your marketability and build upon your Certified Nurse Aide (CNA) knowledge and skills with CCC’s 90-hour PCT course. Topics include Advanced Patient Care Skills, Introduction to Health Careers/Educational Pathways, Medical Terminology, Rehabilitation Care, CPR, Customer Service, EKG & Pulse Oximetry Skills, First Aid, HIPAA Compliance.

Prerequisite: CNA certificate and high school diploma or GED.

Course Code: HMED 5228-4139 Cost: $999
Date: 9/24 – 10/24, first 10 sessions, advanced medical skills and CPR, Day: Tuesday, Thursday, Time: 5:30 p.m. – 9:00 p.m.
   10/29 – 12/3, next 10 sessions, EKG and phlebotomy
Location: Room 317 & 318, Capital Community College

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 160-hour course, in cooperation with the Office of Emergency Medical Services, CT Department of Public Health, St. Francis Hospital and Medical Center, will prepare individuals for the state certificate exam as an Emergency Medical Technician-Basic (EMT-B). Lectures, guest presentations, demonstrations, emergency room observation 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 is required for admission into the EMT-Paramedic Certificate and Associate Degree programs at Capital Community College and other institutions. Includes State Practical Exam and CPR Certification.

Prerequisites: High school diploma or GED. Completion of reading and math assessments. Required: May not have a criminal record that will impact employment.

Course Code: HMED 5207-4038 Cost: $899
Date: 9/18 – 12/18 Day: Wednesday, Thursday, Time: 6:00 p.m. - 9:30 p.m.
   6 Saturdays: Dates TBD; 8:00 a.m. - 4:00 p.m.
Location: Room 303, Capital Community College

“Taking the EMT-B course was an incredible experience for me, I felt like it changed me as a person. The class was intense and there is a lot of medical terminology, so I had to put my ‘all’ into it, but it’s worth it. We had visiting instructors, like paramedics and firefighters, who helped with the clinicals. My favorite part was the practical station scenarios where we had to figure out a solution to the problem at(488,670),(995,997)
Urban Farming and Landscaping  

Do you 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 foods. Other features are urban landscaping, horticulture, developing skills to work with local farms and nurseries or establishing your own small business. Students will have the opportunity for externships to apply their newly acquired skills.

Course Code: GARD 5042-4001  Cost: $1,325  
Date: 10/1 – 12/17  Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.  
6 Saturdays: Dates TBD; 8:30 – 12:30 p.m.  
Location: Room 301, Capital Community College

Medical Interpreting  

The need for the medical and community interpreters is rapidly increasing and so is the demand for trained professionals in the field. This course will prepare new and experienced interpreters to work in hospitals, health clinics, governmental agencies, and more. This program will include an overview of the profession and professional settings such as sight translation, consecutive and simultaneous interpreting practice, role playing and note taking techniques, readings in the field, exercises for building memory and concentrations, discussion of practices, standards and ethics, vocabulary in the medical field, and advice on how to find and keep a job as an interpreter. This course is open to students who can fully comprehend and communicate in both English and Spanish. Prior to acceptance into the course the student must take a brief oral language proficiency test by phone.

Course Code: HMED 5329-4050 Cost: $680  
Date: 10/7 – 11/25, Day: Monday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 318, Capital Community College

Human Resources Assistant  

Whether you are interested in a new career path or are a current HR professional looking to expand your 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 workshop 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.

Course Code: HREL 5002-4129 Cost: $475  
Date: 10/8 – 11/26, Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 307, Capital Community College

MS Office and Quickbooks  

Learn in demand computer and bookkeeping skills. Upon completion of the program you 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, MS Office in the Workplace-Advanced, and Quickbooks Pro.

Course Code: COMP 7465-4081 Cost: $485  
Date: 10/8 – 11/26, Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 604, Capital Community College
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 physician’s offices, clinics, and long-term care facilities. Learn how to organize, monitor, and maintain patients’ health records. There will be discussions of patient rights, confidentiality, and quality improvement.

Course Code: HMED 5363-4030 Cost: $750
Date: 10/1 – 12/10, Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 621, Capital Community College

Administrative Medical Assistant

With Capital’s Administrative Medical Assistant Certificate, you will be prepared to perform administrative tasks in a medical office or facility. You 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, gain a comprehensive knowledge of accounting, filing procedures, and customer service by enrolling in this course. You will also be exposed to governmental policies that include OSHA, HIPAA, DEA and CLIA regulations. Completers will be prepared to register for the Certified Medical Administrative Assistant (CMAA) exam (the cost of the exam is not included).

Course code: HMED 5333-4111 Cost: $599
Date: 9/16 – 11/25, Day: Monday, Friday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 604, Capital Community College

Course code: HMED 5333-4127 Cost: $599
Date: 9/17 – 11/21, Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 604 (9/17 – 10/24), Room 613 (10/29 – 11/21), Capital Community College

Real Estate Salesperson

If you are interested in pursuing a real estate career or are a property manager, then you will find this course beneficial and rewarding. This pre-licensing course prepares you to take and pass the Connecticut Real Estate Salesperson Examination. Participants can take the Real Estate Principles & Practices course prior to the age of 18, but must be at least 18 years of age to receive a real estate license. A high school diploma or GED is not required. Capital Community College Real Estate courses for licensure and Continuing Education have been filed with the State of Connecticut Real Estate Commission and Connecticut Real Estate Appraisal Commission. Capital Community College is part of the Real Estate Consortium of Connecticut Community Colleges. Topics covered include an introduction to the real estate business and real property and the law, concepts of home ownership, introduction to real estate agency and real estate brokerage, listing agreements, and buyer representation.

Course Code: REAL 5000-4074 Cost: $599
Date: 9/28 – 12/13, Day: Saturday, Time: 9:00 – 3:30 p.m.
Location: Room 318, Capital Community College
**Property Management (Residential)**

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

Course Code: REAL 5524-4052 Cost: $799
Date: 10/7 – 12/18, Day: Monday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 318, Capital Community College

**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.

Course Code: FIN 5021-4130 Cost: $750
Date: 10/8 – 12/19, Day: Tuesday, Thursday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 616, Capital Community College

**Activity Director**

This course is designed to provide basic training to individuals desiring to become 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.

Pre-requisites: High school diploma or GED
Note: Students must bring a copy of high school diploma or GED transcript to Customer Service Center for verification in order to register.

Course Code: RECR 5013-4003 Cost: $685
Date: 10/15 – 12/5, Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 303, Capital Community College

**Community Health Navigator**

In today’s changing world of healthcare, Community Health Navigators have a greater and more important role 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. Learn how to link health provider, financial assistance, and insurance services for your patients so they can manage their health issues and remain in their homes and community.

Course Code: HMED 5372-4082 Cost: $799
Date: 10/7 – 12/18, Day: Monday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 307, Capital Community College

**Eldercare**

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

Course Code: HMED 5368-4058 Cost: $685
Date: 10/16 – 12/2, Day: Monday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 303, Capital Community College
Construction Management Assistant  

This certificate provides practical information for those individuals 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. Participants will learn materials, methods, tools, blueprint reading, planning, scheduling, estimating, organization, leadership, and decision-making; and insurance, bonding, liability, and dispute resolution. Individuals will complete OSHA-10 and CPR certifications.

Course Code: MFT 5017-4083 Cost: $1,325  
Date: 10/1 – 12/17 Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.  
6 Saturdays: Dates TBD; 8:30 a.m. – 12:30 p.m.  
Location: Room 309, Capital Community College

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 your 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.

Course Code: LFST 5034-4084 Cost: $599  
Date: 9/28 – 12/14, Day: Saturday, Time: 9:00 a.m. – 3:30 p.m.  
Location: Room 301, Capital Community College

Customer Service Representative  

Highly skilled Customer Service Representatives 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 you will be able to answer questions, solve problems, save the company money, and build new customer relationships for your new or current employer.

Course Code: PRFD 5561-4085 Cost: $599  
Date: 9/16 – 11/25, Day: Monday, Friday, Time: 2:00 p.m. – 5:00 p.m.  
Location: Room 309, Capital Community College  

Course Code: PRFD 5561-4131 Cost: $599  
Date: 9/17 – 11/21, Day: Tuesday, Thursday, Time: 2:00 p.m. – 5:00 p.m.  
Location: Room 309, Capital Community College

General Insurance  

Take the first step in building your 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 (INS 21)**  
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 (INS 22)**  
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 (INS 23)**  
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 coverages.

Course Code: BIS 5093-4037 Cost: $599  
Date: 9/28 – 12/14, Day: Saturday, Time: 9:00 a.m. – 3:30 p.m.  
Location: Room 309, Capital Community College
Health Information Technology (IT)  

The demand for highly trained and skilled Health Information Technology (IT) 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 & 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.

Workflow Process/Consultant Health IT Track  

Topics to be covered are history of electronic health records (EHR’s), quality improvement, project management, health workflow process analysis and redesign, public health IT, and working in teams.

Course Code: HMED 5369-4029 Cost: $935
Date: 10/1 – 12/19, Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:30 p.m.
Location: Room 617, Capital Community College

Engineer Health IT Track  

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.

Course Code: HMED 5370-4132 Cost: $935
Date: 10/2 – 12/18, Day: Monday, Wednesday, Time: 6:00 p.m. – 9:30 p.m.
Location: Room 613, Capital Community College

Receptionist/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 the 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 your 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.

Course Code: AOP 5034-4055 Cost: $750
Date: 9/30 – 12/9, Day: Monday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 621, Capital Community College
Medical Coding (Outpatient)  WIA  SNAP  

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 work focuses on outpatient care work in physician’s offices, clinics, and insurance companies. You will learn ICD-9 and CPT-4 coding and receive an introduction to the new ICD-10 coding system. In addition, Anatomy and Physiology and Medical Terminology for Coders will be covered. The course is designed to prepare you to take the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) certification exam. The cost of the exam is not included in the course.

Prerequisites: Participants must have a high school diploma or GED, completion of math and reading assessment, and no criminal record that will impact employment.

Course Code: HMED 5361-4006 Cost: $1,495
Date: 9/30 – 12/18, Day: Monday, Tuesday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 621, Capital Community College

Construction Office Assistant  WIA  SNAP  

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 phones, scheduling, 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 written and oral 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 the competencies individuals will develop in this program.

Prerequisites: Participants must have a high school diploma or GED, completion of math and reading assessment, computer keyboarding skills, and no criminal record that will impact employment.

Course Code: MFT 5018-4026 Cost: $799
Date: 10/1 – 12/4, Day: Tuesday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 616, Capital Community College

Social Services Assistant  SNAP  

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 5038-4141 Cost: $799
Date: 10/7 – 12/18. Day: Monday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room TBD, Capital Community College

See Small Business Development on page 17
Custom Training & Consultation Services

Capital’s Center for Business and Industry has a full staff of professionals to customize and tailor programs specifically for you. Our trainers are experts in adult learning and have extensive experience in the corporate training environment. We can provide organizational development consulting to ensure that training is strategic and practical.

Since we are a public institution, you may find us to be a cost-effective way to incorporate training into your business strategy. We would welcome the opportunity to discuss this and other venues that may be able to support your training efforts. Call (860) 906-5131 to arrange a free consultation or for additional information.

Using proven training curriculum and techniques, our staff is able to offer flexible, customized solutions at an affordable price. Our services include:

- Needs Assessment
- Customized Training Solutions
- Follow-up Evaluations and Recommendations
- Assistance with Department of Labor and Workforce Development grant applications

Specialty areas include, but are not limited to:

- Leadership Skills
- Management
- Performance Management
- Interpersonal Skills
- Conflict Resolution
- Diversity
- Goal Setting
- Presentation Skills
- Train-the-Trainer

- Sales
- Six Sigma
- Team Building
- Basic Math
- Reading, Writing & Grammar
- Supervision
- Business Writing
- Executive Coaching

- Communication
- Computer Skills
- Customer Service
- English as a Second Language (ESL)
- Project Management
- Strategic Planning
- Time Management

CAREER TRAINING CERTIFICATES
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 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, or other legal professionals. Students will learn legal terms in Spanish and English.

Course Code: FLAN 5018-4053 Cost: $295  
Date: 11/6 – 12/6, Day: Wednesday, Friday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 301, Capital Community College

**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 5012-5021 Cost: $295  
Date: 10/9 – 11/1, Day: Wednesday, Friday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 301, Capital Community College

### Career Development

**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 5019-3992 Cost: $295  
Date: 10/16 – 11/8 - Day: Wednesday, Friday - Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 307, Capital Community College

**Spanish for Healthcare Professionals**

This class is designed to teach non-Spanish speaking physician assistants, nurses, medical assistants, and healthcare professionals conversational Spanish language skills to communicate with Spanish-speaking patients. Students 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 5017-4066 Cost: $295  
Date: 11/25 – 12/18, Day: Monday, Wednesday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 307, Capital Community College
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 the Hispanic culture.

Course Code: FLAN 5023-4013 Cost: $295
Date: 11/21 – 12/19, Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 307, Capital Community College

Cultural Awareness for the Workplace (1 day workshop)

Learn about today's multicultural workplace and the impact of cultural differences in this course. You will explore the values, beliefs, and customs of other cultures. Techniques to enhance communications and build positive working relationships will be covered.

Course Code: FLAN 5024-4146 Cost: $85
Date: 10/23, Day: Wednesday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 307, Capital Community College

English as Second Language

Grammar Connection

Improve your current English language skills. This course will focus on grammar, conversation, and increasing your vocabulary and life skills.

Course Code: ESL 5061-4068 Cost: $85
Date: 10/7, Day: Monday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 318, Capital Community College

Conversational Skills

Informal conversations are one of the best ways to improve your English language skills. Improve you fluency in English and feel more confident in social and business situations expressing your opinion, and understanding gestures and idiomatic speech.

Course Code: ESL 5062-4069 Cost: $225
Date: 10/17 – 10/31, Day: Thursday, Time: 12:00 p.m. – 3:00 p.m.
Location: Room 301, Capital Community College

Business Presentation Skills

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 your message in a clear and concise manner. The course will also cover how to interact with your audience and read gestures.

Course Code: ESL 5060-4008 Cost: $225
Date: 10/1 – 11/5 (no class 10/29)
Day: Tuesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 307, Capital Community College
These seminars are designed for new or seasoned small business owners. Learn how to start your own business or how to use marketing and technology to expand your customer base. The courses are scheduled in formats to enable you to learn new skills without taking time away from operating your business.

### Small Business Development

Achieve your dream of owning your own business. Capital Community College provides superior instruction to guide you in the many important aspects of getting started in small business. Once you have decided, the class focuses on necessary paperwork, organization, money issues, legal matters and more. Discover the importance of demographics and how they apply to cash flow. Here are some of the exciting skills you will learn: bank financing, marketing plans, budget projections, writing a business plan, government regulations, and account and record keeping.

Course Code: BIS 5000-3983 - Cost: $295  
Date: 10/7 – 12/16, Day: Monday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 301, Capital Community College

### Small Business Workshops

#### Blogging for Small Business

Participants will learn what blogging is and how to share useful information that can demonstrate their industry expertise. Small businesses that blog know that it is a great tool to create leads and business opportunities. Blogging also helps to build awareness of their business solutions and/or services.

Course Code: BIS 5096-4056 Cost: $85  
Date: 11/7 – 11/14, Day: Thursday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 604, Capital Community College

#### Financial Statements for Your Business Plan

Learn how to understand and answer questions such as what is on a balance sheet, how to interpret the information, what is owner’s equity, and how to prepare a balance sheet.

Course Code: FIN 5020-3994 Cost: $85  
Date: 10/1 – 10/8, Day: Tuesday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 604, Capital Community College

#### 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. Participants 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 maintain your competitive advantage.

Course Code: BIS 5087-4015 Cost: $85  
Date: 11/4 – 11/7, Day: Monday, Thursday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 307, Capital Community College
### 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 5097-4057 Cost: $85  
Date: 11/12 – 11/14, Day: Tuesday, Thursday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 307, Capital Community College

### Developing a Small Business Marketing Plan for Results

In this seminar participants focus on the development of a marketing plan and the importance of market analysis in projecting sales. Participants 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 5060-4078 Cost: $85  
Date: 11/11, 11/18, Day: Monday, Time: 6:00 p.m. – 9:00 p.m.  
Location: 303, Capital Community College

### Website Building Basics for Small Businesses

If you are a small business owner or individual who wants to take your business to the next level by creating a web presence, then this beginning web design class is right for you. This seminar can help you quickly and efficiently design a website for your business with little technical knowledge. A website can be a valuable marketing tool to generate new customers and expand your business.

Course Code: COMP 7466-4017 Cost: $85  
Date: 11/18, 11/25, Day: Monday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 604, Capital Community College

### Keeping Small Business Records

Keeping good financial records is a critical step in managing a successful business. This seminar addresses the financial records needed for good business management. In this module, participants will also become familiar with tax procedures and forms that owners must file to comply with state and federal regulations for reporting business activity. Participants will learn the connection between cash flow projections and the bookkeeping system created for a business, practice posting business transactions to monthly cash receipts and disbursement journals, and demonstrate how good bookkeeping practices and regular financial statements give a clear snapshot of a business’ health and tax liabilities.

Course Code: BIS 5098-4059 Cost: $85  
Date: 10/8, 10/15, Day: Tuesday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 616, Capital Community College

### 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 setup your professional profile and create your LinkedIn Company page. This will help you to get started with social media activities needed to connect and grow your business.

Course Code: COMP 7463-3995 Cost: $85  
Date: 10/23, 10/30, Day: Wednesday, Time: 6:00 p.m. – 9:00 p.m.  
Location: Room 616, Capital Community College
Small Business Owner Elevator Sales Pitch

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

Course Code: BIS 5091-4014 Cost: $85
Date: 12/2, 12/5, Day: Monday, Thursday, Time: 2:00 p.m. – 5:00 p.m.
Location: Room 318, Capital Community College

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, using external resources, and more. Learn how to use current technology to make your business grow!

Course Code: BIS 5099-4076 Cost: $45
Date: 10/2, Day: Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 613, Capital Community College

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 options including manual and software systems, outsourcing and what your business actually needs when it comes to bookkeeping. The presenter provides participants with practical and easy to follow information.

Course Code: AOP 5035-3996 Cost: $195
Date: 10/10 – 10/31, Day: Thursday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 604, Capital Community College

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 the customer’s need and provide a solution, handle difficult situations, and manage your own stress so you can be your best.

Course Code: PRFD 5558-4047 Cost: $85
Date: 11/1, Day: Friday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 307, Capital Community College
FREE! Small Business Administration Seminars

Join us for these free brown bag lunchtime seminars!
Thinking about starting your own 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 about entering the world of entrepreneurship.

Registration is required for the following seminars:

**Starting Your Own Small Business**

Have you ever thought about starting a business? Doing it right from the start is a key to your success. A great place to start is this free seminar that helps point you in the right direction.

Course Code: BIS 5065-4079 Cost: Free  
Date: 10/30, Day: Wednesday, Time: 12:00 a.m. – 1:00 p.m.  
Location: Room 307, Capital Community College

**Financing Your Small Business**

Finding capital for your budding small business is not impossible. Get pointers from an SBA expert that will help you get your business moving toward financial stability.

Course Code: BIS 5066-4086 Cost: Free  
Date: 11/6, Day: Wednesday, Time: 12:00 a.m. – 1:00 p.m.  
Location: Room 307, Capital Community College

**Procurement: How to do Business with State and Federal Entities**

With regulation and bidding processes in place, doing business with state and federal entities can be both daunting and rewarding. Attend this seminar and take the first step toward opening this potential market.

Course Code: BIS 5067-4087 Cost: Free  
Date: 11/13, Day: Wednesday, Time: 12:00 a.m. – 1:00 p.m.  
Location: Room 307, Capital Community College
In today’s fast paced world it is not often easy to make time to attend professional development training. Our new short courses are designed to provide you with training targeted at specific topics needed to enhance your workplace skills.

**Introduction to the iPad**

Explore the basics for the iPad including start-up, settings, apps, downloads, and preferences. This course is for individuals new to the iPad.

- **Course Code:** COMP 7467-4049 Cost: $45
- **Date:** 10/28, **Day:** Monday, **Time:** 9:00 a.m. – 12:00 p.m.
- **Location:** Room 613, Capital Community College

- **Course Code:** COMP 7467-4070 Cost: $45
- **Date:** 11/28, **Day:** Monday, **Time:** 6:00 p.m. – 9:00 p.m.
- **Location:** Room 613, Capital Community College

**Risk Assessment Basics**

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

- **Course Code:** BIS 5095-4046 Cost: $45
- **Date:** 11/1, **Day:** Friday, **Time:** 9:00 a.m. – 12:00 p.m.
- **Location:** Room 604, Capital Community College

- **Course Code:** BIS 5095-4071 Cost: $45
- **Date:** 11/1, **Day:** Friday, **Time:** 6:00 p.m. – 9:00 p.m.
- **Location:** Room 616, Capital Community College

**Making the Most of Folders**

Create and use folders in Microsoft Windows, Word, and Excel effectively to increase efficiency. Students can practice finding, moving, and copying files between different folders.

- **Course Code:** AOP 5036-4024 Cost: $45
- **Date:** 11/1, **Day:** Friday, **Time:** 9:00 a.m. – 12:00 p.m.
- **Location:** Room 613, Capital Community College

- **Course Code:** AOP 5036-4072 Cost: $45
- **Date:** 11/1, **Day:** Friday, **Time:** 6:00 p.m. – 9:00 p.m.
- **Location:** Room 613, Capital Community College

**Word Mail Merge 2010**

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 7468-4020 Cost: $45
- **Date:** 10/8, **Day:** Tuesday, **Time:** 9:00 a.m. – 12:00 p.m.
- **Location:** Room 604, Capital Community College

- **Course Code:** COMP 7468-4073 Cost: $45
- **Date:** 10/29, **Day:** Tuesday, **Time:** 6:00 p.m. – 9:00 p.m.
- **Location:** Room 604, Capital Community College
Excel 2010-Pivot Tables

Learn how to use Pivot Tables to make complex sets of data easier to use and understand. You will practice changing the layout to see various views of data and how to do quick calculations.

Course Code: COMP 7464-4060 Cost: $45
Date: 10/22, Day: Tuesday, Time: 9:00 a.m. – 12:00 p.m.
Location: Room 604, Capital Community College

Course Code: COMP 7464-3997 Cost: $45
Date: 10/22, Day: Tuesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 604, Capital Community College

Excel 2010-Macros

Learn how to automate repetitive tasks. Add buttons to a quick access tool bar for playback and easy access.

Course Code: COMP 7477-4133 Cost: $45
Date: 10/7, Day: Monday, Time: 9:00 a.m. – 12:00 p.m.
Location: Room 621, Capital Community College

Course Code: COMP 7477-4123 Cost: $45
Date: 10/28, Day: Monday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 621, Capital Community College

ICD-10 Overview

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

Course Code: HMED 5358-4000 Cost: $45
Date: 10/7, 10/21, Day: Monday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 604, Capital Community College
**PC Courses**

**Excel 2010 Introduction Refresher**

Are your Excel skills a little rusty? If so, then this course is for you. This course introduces students to Excel 2010’s improved tools to analyze data, write formulas, graph, and sort data. Basic skills are taught in this introductory class using the new ribbon 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.

Prerequisite: A basic understanding of Microsoft Excel and Microsoft Windows Operating System.

Course Code: COMP 7472-4061  Cost: $85  
Date: 11/2, Day: Tuesday, Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 613, Capital Community College

**PowerPoint 2013**

Learn introductory and intermediate PowerPoint skills. Topics include Ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, editing presentations, handouts, creating hyperlinks, multimedia, sound, and more! Textbook and USB required. Keyboarding skills recommended. Basic computer skills required.

Course Code: COMP 7473-4063  Cost: $85  
Date: 11/8, Day: Friday, Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 613, Capital Community College

**Mastering Excel Pivot Tables**

Discover how to create Pivot Tables quickly to summarize and analyze large amounts of real-world data. Explore Pivot Table options and tools to create professional-looking reports. Must have intermediate to advanced Excel proficiency (Excel 2007 or later). Bring a USB flash drive to class.

Course Code: COMP 7478-4124  Cost: $85  
Date: 11/6 - Day: Wednesday - Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 604, Capital Community College
Excel Functions and Formulas

Must have intermediate to advanced level Excel proficiency (Excel 2007 or later). USB drive required. Apply advanced analytical concepts using formulas and functions. Topics covered include logical operators, VLOOKUP function, string-manipulation, date, sum, financial functions, Goal Seek Tool, and many others. Handouts will be provided.

Course Code: COMP 7470-4035 Cost: $85
Date: 10/9, Day: Wednesday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 604, Capital Community College

Mac Courses

Adobe InDesign Basics

Learn the basic functions of this powerful desktop publishing software. This course will cover how to navigate this application to create brochures, flyers, newsletters, posters, and other desktop publishing artwork for printing and online distribution. Bring a USB flash drive to class.

Course Code: COMP 7421-4134 Cost: $99
Date: 9/30 – 10/21, Day: Monday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 308, Capital Community College

Adobe Illustrator Introduction

In this course you will learn web design basics, how to create a web page, how to insert images and tables, and how to link web pages. Bring a USB flash drive to class.

Course Code: COMP 7474-4135 Cost: $99
Date: 10/1 – 10/22, Day: Tuesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 308, Capital Community College

Adobe Photoshop Tools

Learn how to effectively use toolbars, pallets, selection methods, layers, masks and more to make your photos standout in your publications. Bring a USB flash drive to class.

Course Code: COMP 7471-4136 Cost: $99
Date: 10/9 – 10/23, Day: Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 308, Capital Community College

Adobe Dreamweaver for Beginners

Through this course, you will learn to create, publish, and manage professional webpages that make your information stand out. Bring a USB flash drive to class.

Course Code: COMP 7475-4091 Cost: $99
Date: 10/5 – 11/14, Day: Wednesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 613, Capital Community College
Adobe Acrobat Professional

Learn how to simply make changes in PDF files, save PDF files as PowerPoint presentations, design professional templates and forms, and easily create PDF documents. Bring a USB flash drive to class.

Course Code: COMP 7476-4092 Cost: $99
Date: 11/5 – 11/14, Day: Tuesday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 308, Capital Community College

Website Design Introduction

Learn how to design, create, and post your very own site using 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.

Course Code: COMP 7469-4018 Cost: $85
Date: 10/4 – 10/11, Day: Friday, Time: 6:00 p.m. – 9:00 p.m.
Location: Room 308, Capital Community College

Capital Community College is a CompTIA Authorized Academy.
New courses will be available in October, call (860) 906-5130 for information.
Professional Development

Capital Community College does on-site training! Our stellar faculty will come to you with the classes you need to continually develop your workforce!

Contact The Center for Business and Industry at (860) 906-5131

Accounting for Business
This course illustrates the basics of finance and accounting through 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.
Course Code: BIS 5092-4023 Cost: $85
Date: 11/2, Day: Saturday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 617, Capital Community College

Professional Communication Certificate
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 5013-4051 Cost: $170
Date: 10/5, 10/12, Day: Saturday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 616, Capital Community College

Writing Skills & Strategies Certificate
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.
Course Code: PRFD 5560-4054 Cost: $85
Date: 11/2, Day: Saturday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 616, Capital Community College

Resilience in Times of Change
How can it be you are still being asked to do more with less but the media reports that the economy is improving? The key is resilience. Discover effective tools and techniques to keep employees positive and productive when they are feeling overworked and underappreciated. Learn how to motivate in tough times, build teams, create recognition strategies with limited funds, and provide effective feedback.
Course Code: BIS 5090-4007 Cost: $85
Date: 11/14, Day: Thursday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 301, Capital Community College
Winning Negotiations

Effective negotiators prepare by studying the people they will be negotiating with and how to best communicate with them so that the results are positive for both sides. 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 5094-4019 Cost: $85  
Date: 11/15, Day: Friday, Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 307, Capital Community College

Knowledge Management (KM) & Succession Planning

Knowledge is an organization’s most valuable resource. As the workforce ages and continues to change the potential loss of knowledge and experience increases as individuals leave the organization. This workshop will cover how to identify documented and undocumented knowledge that needs to be retained and tools and techniques to support the transfer of knowledge. There will be a discussion of succession planning so organizations can prepare to fill vacancies and continue to remain competitive.

Course Code: MGMT 5112-4022 Cost: $85  
Date: 11/19, Day: Tuesday, Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 318, Capital Community College

ServSafe® Certificate

If you are a current worker in the food industry, this course is for you! Food safety impacts your customers, employees, and business. ServSafe® training provides the highest standard of food safety training and certification, and it is certification the industry trusts. This 12-hour course will teach participants food safety and its crucial role. This course is approved by the American National Standards Institute (ANSI) and meets the Connecticut requirement for food service workers.

Course Code: FOOD 5158-4062 Cost: $170  
Date: 10/17, 10/24, Day: Thursday, Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 309, Capital Community College

ServSafe® Refresher

The refresher format program will cover the same course content as above in an accelerated format designed for participants who have had this training in the past. This is a one day, 8 hour course with 7 hours of training and 1 hour for the certification test. This course is designed for individuals wishing to renew their ServSafe® Certification.

Course Code: FOOD 5159-4094 Cost: $85  
Date: 12/10, Day: Tuesday, Time: 9:00 a.m. - 4:00 p.m.  
Location: Room 309, Capital Community College

Public Speaking: 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 a formal presentation will assist participants throughout their careers. Discover tools to put your audience and yourself at ease in any environment.

Course Code: COMM 5012-4096 Cost: $85  
Date: 12/16, Day: Monday, Time: 9:00 a.m. - 4:00 a.m.  
Location: Room 307, Capital Community College
Improving Your Professional Value

Professional Value is another term for an individual’s career worthiness; a career thumbprint. Identify your own brand value in this one-day course and bring peak performance techniques into your everyday work life. Topics for discussion and interaction include perception – yours and theirs, professional traits for effectiveness, achieving tasks, and problem solving like a pro. This class will change the way others perceive you and the way you perceive yourself.

Course Code: PRFD 5556-4095 Cost: $85
Date: 12/17, Day: Tuesday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 307, Capital Community College

Developing Your Emotional Intelligence

Emotional Intelligence (EI) is the new cutting-edge knowledge that sets the savvy business professional apart from the rest. Learn how to develop the four key EI domains and integrate them into effective social skills. Enjoy greater confidence working with others, expressing needs and wants, motivating yourself and others, and understanding what makes others tick. Handle almost any topic with ease using the sixth business sense: Emotional Intelligence.

Course Code: COMM 5051-4097 Cost: $85
Date: 12/3; 12/4, Day: Tuesday, Wednesday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 318, Capital Community College

Getting It ‘Write’

This 3-day course equips students to develop the skills to write clear and concise documents for results. Techniques include eliminating writer’s block, improving grammar, punctuation, proofreading, and editing skills. Hands-on writing practice and online exercises will help you produce professional high quality business letters, e-mails, and other documents in just three classes! Participants in this program walk away with knowledge of a five-step writing process and the ‘short is better’ theory, as well as, demonstrated editing and proofreading techniques for effective writing.

Course Code: COMM 5009-4098 Cost: $85
Date: 10/24, 10/30, 11/05, Day: Tuesday, Wednesday, Thursday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 318, Capital Community College

Mastering Chaos

Learn to transform unproductive disorder into a controllable challenge. This seminar equips you with fast, effective tools, including the right mindset, to rise to the challenge of your day and adjust to shifting priorities and demands with less stress and greater clarity. You will leave knowing how to apply the appropriate techniques to manage, clarify, and diminish chaos within your control.

Course Code: MGMT 5107-4142 Cost: $85
Date: 9/24, Day: Tuesday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 301, Capital Community College

Course Code: MGMT 5107-4143 Cost: $85
Date: 11/5, Day: Tuesday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 301, Capital Community College

The Reality of Grant Writing

Experience the basics of successful grant writing. Learn how to find funding opportunities, how to interpret requests for proposals (RFPs), and how to write to meet the requested proposal criteria in specific grants. Investigate ways to create partnerships. In this course the instructor will explain key components of a proposal and take you through a simulated grant application process by spelling out the essential grant proposal components. This is a course you don’t want to miss!

Course Code: COMM 5008-4102 Cost: $85
Date: 10/2, Day: Wednesday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 307
Feeling Great at Work

Learn how to navigate through tough situations on the job such as disagreements with co-workers, uncertainty about your position, or anxiety in approaching leadership. Your attitude can make or break your career. It’s a fact that 80-90% of the workforce is unhappy in their current job. You have more control than you imagine over the events in life that cause you stress and that may lead to poor job performance. Understanding your own attitude toward these and other work-life events puts you on the path to greater success and job satisfaction.

Course Code: PRFD 5554-4103 Cost: $85
Date: 10/2, 10/9, Day: Wednesday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 318, Capital Community College

Spanish for Healthcare Workers

This crucial class helps bridge the communication gap between healthcare workers and their patients. Learn key phrases and questions pertaining to body parts, pain, prescriptions, and numbers for dosages and dates. Effectively show concern for your patients’ well-being by improving your methods of communication on the job.

Course Code: FLAN 5017-4066 Cost: $170
Date: 11/6, 11/7, Day: Wednesday, Thursday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 318, Capital Community College

Positive Assertiveness

Identify the differences between “passive,” “assertive,” and “aggressive” behaviors in the office and in life. In this class, you will learn appropriate communication approaches to achieve your goals and help others achieve theirs. Understand the key personality type drivers behind win/lose and lose/win approaches to going for what we want. Achieve your professional goals and influence others. Role-plays will bolster your skills, and promise greater workplace effectiveness for future success.

Course Code: COMM 5010-4105 Cost: $85
Date: 11/19, Day: Tuesday, Time: 9:00 a.m. - 4:00 p.m.
Location: Room 604, Capital Community College
MBA Boot Camp  

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

**DAY 1: Accounting Basics & Finance Fundamentals:** Students learn how accounting information is used to evaluate the performance and financial status of an organization. Learn the difference between fixed, variable and semi-variable costs; understand the concepts of break-even analysis and contribution margins; and understand the concepts of cost allocations. Instruction for this day consists mostly of lecture, and there will be one interactive activity in which students will be able to construct a Balance Sheet from scratch.

**DAY 2: Cost Analysis and Profit Planning & Capital Expenditures:** This day introduces the basic measures of Finance. Students will become familiar with the types of capital expenditure decisions required in business and understand the ways to calculate the following: Time Value of Money (TVM), Net Present Value (NPV), Internal Rate of Return (IRR), and Profitability Index (PI). For Project Management, students will become familiar with the role of a Project Manager, the various stages required to effectively manage and run a project, and tools used in the process such as a Gantt chart. Instruction will consist of lecture followed by an interactive case study in which students will evaluate a real-life company and situation using the principles discussed in class so far.

**DAY 3: Corporate Strategy & Marketing:** This day introduces basic Strategy and Marketing principles. Students will learn the concept and importance of a business or corporate strategy; understand the relationship between vision, mission, and strategy; understand the SWOT approach to strategy creation; understand how to use quantitative analysis to screen, evaluate, and select strategies; understand the concepts of positioning, product/service, price, place/distribution channels, promotion, understand the guiding principles for effective marketing; understand the concepts of product and market development. Instruction for this class will be split between lecture introducing the concepts listed above, followed by an interactive case study which will require students to actively think and apply the lessons discussed.

**DAY 4: Human Resources:** Human resource (HR) management can be defined as the effective use of human resources in an organization through the management of people-related activities. It is a central and strategic organizational activity of increasing complexity and importance. This day covers the range of HR activities all managers need to understand: strategic HR, legal issues, staffing, recruitment and selection, performance management, training, compensation and labor relations. Through interactive lecture and a case discussion, students become familiar with the basic principles and techniques of human resource management.

**DAY 5: Management:** Understand the basic functions of management; understand Emotional Intelligence (EI); understand how to motivate, increase morale and enhance productivity; understand how to lead and build effective teams; understand how to analyze performance management and conduct effective performance reviews; being a team leader and building effective teams; understand how to make organizational change; become familiar with the 7S Model of aligning skills, shared values, staff, and other factors to support your organizational goals.

Course Code: MGMT 5111-4106 Cost: $425  
Date: 11/5 – 12/3, Day: Tuesday, Time: 9:00 a.m. - 4:00 p.m.  
Location: Room 303, Capital Community College
Navigate Facebook for connecting with your customers, YouTube for video advertising, Twitter for blogging and LinkedIn for professional networking. Knowing these sites and how they work will increase your social media savvy. Get on the same page with your target audience and learn how to market to them using these powerful tools.

Course Code: COMP 7449-4108 Cost: $85  
Date: 10/23, Day: Wednesday, Time: 9:00 a.m. - 4:00 p.m.  
Location: Room 604, Capital Community College

**Spanish for the Community**

Take the first step to being the cultural leader in your community. This workshop is designed to provide you with the basic knowledge of Spanish words and phrases to understand and communicate with customers in business, healthcare, or social service settings. Learn how to ask questions and gather information, give directions, schedule appointments, and more. You will also develop a cultural awareness and customs that can impact overall communication.

Course Code: FLAN 5016-4110 Cost: $85  
Date: 10/8, 10/15, Day: Tuesday, Time: 9:00 a.m. - 4:00 p.m.  
Location: Room 318, Capital Community College

**Troubleshooting Techniques for the Office Computer**

This class introduces you to various computer concepts in a clear, concise, and easy to understand manner. You will learn the basics of computers and the differences between hardware and software and how to solve minor problems. The program takes a multimedia approach combining handouts with media-rich access creating an interactive learning environment. You will be able to explore, understand, and apply computer technology to everyday work life.

Course Code: COMP 7446-4144 Cost: $85  
Date: 10/10, Day: Thursday, Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 613, Capital Community College

**Microsoft Access: Features Beyond the Basics**

In the morning, the concentration will be on several types of queries, including queries to extract data, creating new tables and deleting data. Also included will be creating relationships among multiple tables. In the afternoon, you will customize forms and reports, especially based on the queries and relationships created in the morning.

Prerequisite: Basic Access

Course Code: COMP 7453-4145 Cost: $85  
Date: 12/5, Day: Thursday, Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 604, Capital Community College

**NEW! Word/Excel/Access Transition 2007-2010**

Are you still struggling with the differences from versions 2003 to 2007 and 2010? This class will examine Word, Excel and Access 2010, pointing out changes, new features and including a broad overview of the most popular features needed to efficiently use all three programs. Upon completion of the class, students will be able to navigate quickly and more efficiently throughout the Microsoft Office Suite. Bring a USB flash drive to class.

Course Code: COMP 7448-4153 Cost: $85  
Date: 10/22, Day: Tuesday, Time: 9:00 a.m. – 4:00 p.m.  
Location: Room 613, Capital Community College

**Dynamic 2010 PowerPoint Presentations**
PROFESSIONAL DEVELOPMENT

Enjoy a full day of mastering effective creation of text slides, tables, many forms of graphics and artwork, and professional use of color schemes. Included will be using, modifying and creating design templates, animations and transitions, and incorporating sound and video. You will also learn what is new in 2010, and what has changed from previous versions.

Course Code: COMP 7450-4147 Cost: $85
Date: 10/29, Day: Tuesday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 604, Capital Community College

Photoshop I

This class introduces students to the basics of working with images in a digital environment using Adobe Photoshop CS5, including basic concepts such as tool selection, layering, and preference settings. Learn how to manipulate photos by taking out the red-eye and by adding and subtracting hues and how light affects those results. Learn about color saturation and how to make your photos and other projects look truly professional.

Course Code: COMP 7447-4148 Cost: $85
Date: 10/16, Day: Wednesday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 308, Capital Community College

Photoshop II

Photoshop II builds on fundamentals taught in Photoshop I. This class will focus on mastering the bezier (pen) tool, repairing images, utilizing smart objects, blending images, using digital filters, advanced brush techniques, and applying advanced effects. Learn about automating workflow and optimizing images for digital printing and the web. (Photoshop I is not required, but recommended.)

Course Code: COMP 7417-4150 Cost: $85
Date: 10/30, Day: Wednesday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 308 Capital Community College

NEW! Excel 2010 Time-saving Intermediate and Advanced Functions

This class will feature setting up and using multiple sheets, “3-D formulas”, linking to other spreadsheets, protection, absolute references, and charting in the morning. Work with pivot tables, database features (sorting, subtotaling, filtering), and selected “functions”; including financial, lookups, if statements, counting, text conversions, and others.

Course Code: COMP 7451-4152 Cost: $85
Date: 11/7, Day: Thursday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 604 Capital Community College

Web Page Design with HTML

Learn the basics of designing and developing a web site. This course examines design development specific to web-based presentations. Discover web page layout, effective navigation and the basics of the design process. Examine the advantages of using graphics, color and fonts on web pages, as well as, working with tables. Topics included are website management techniques, online accessibility, and working with domains.

Course Code: COMP 7452-4151 Cost: $85
Date: 12/4, Day: Wednesday, Time: 9:00 a.m. – 4:00 p.m.
Location: Room 604, Capital Community College
Capital Academy of the Arts

Capital Academy of the Arts is an innovative, unique art initiative launched by Capital Community College School of Workforce and 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 will provide 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 experienced 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 Capital Academy of the Arts. Our faculty is dedicated to the spirit of creative expression and eager to encourage students to explore and experience their individual spirit of creative expression.

### Visual Arts

#### 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. The student is 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 5005-4115 Cost: $85 (plus materials fee)
Date: 10/29, 10/31, Day: Tuesday, Thursday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 1129, Capital Community College

#### Watercolor Painting

Explore basic watercolor techniques to express your style and creativity. No experience required.

Course Code: ART 5008-4116 Cost: $85 (plus materials fee)
Date: 11/4, 11/6, Day: Monday, Wednesday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 1129, Capital Community College

#### Drawing

This course is designed to explore the fundamental principles of drawing based on observation. In addition to the investigation into 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 emphasize development of students’ manual, perceptual, and conceptual skills.

Course Code: ART 5016-4113 Cost: $85 (plus materials fee)
Date: 10/15, 10/17, Day: Tuesday, Thursday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 1129, Capital Community College

#### Face Drawing

Learn how 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 5015-4112 Cost: $85 (plus materials fee)
Date: 10/7, 10/9, Day: Monday, Wednesday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 1129, Capital Community College
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 how about an “Art Themed Party”. We offer 3-hour sessions focused on Drawing, Painting, Jewlery Making, Music, Dance, and more. Sessions are conducted by local well-known artists. Call (860) 906-5131 for more information or to schedule your celebration.

Digital Photography Beginning

This course introduces students to the basics of digital photography. Learn how to use your 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 a better understanding of how to capture that magical moment forever.

Note: It is highly recommended that students bring their digital camera and owner’s manual to class along with a notebook and pen or pencil.

Course Code: PHOT 5011-3998 Cost: $85 (plus materials fee)
Date: 10/9, 10/10, Day: Wednesday, Thursday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 616, Capital Community College

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 will learn how to start a digital picture/file archive folder system, along with 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. Learn size, cropping, and color adjusting digital images.

Course Code: PHOT 5012-4009 Cost: $85 (plus materials fee)
Date: 10/11, 10/12, Day: Friday, Saturday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 616, Capital Community College

Introduction to 3D Animation

This course introduces fundamental 3D theories and principles of computer modeling and animation. Students are given an overview of modeling techniques including texturing, lighting, basic animation techniques, and rendering rigid objects. Students will become proficient in the basic 3D animation skills.

Course Code: ART 5006-4043 Cost: $85 (plus materials fee)
Date: 10/1, 10/2, Day: Tuesday, Wednesday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 616, Capital Community College

Introduction to Adobe Photoshop

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

Course Code: COMP 7471-4090 Cost: $85 (plus materials fee)
Date: 11/19, 11/21, Day: Tuesday, Thursday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 617, Capital Community College
Thinking Out-of-the-Box Through Art

Employers are you looking for a new way to bring your employees together as a team and foster creativity? This one day workshop is the answer. Our team of instructors combines our very popular Expressing Creativity and Painting Primer workshops. Individuals unleash their creative thoughts through discussion and highly interactive training exercises and then carry them to the canvas. Call (860) 906-5131 for more information or to schedule a group session today!

Jewelry: Wire Work Earrings

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

Course Code: ART 5001-4010 Cost: $85 (plus materials fee)
Date: 11/18, 11/20, Day: Monday, Wednesday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 307, Capital Community College

Social Media for Artists

Today in the online digital world, every artist has the ability to run their own business, build their own customer base, communicate with customers, and market their art. Where do you begin with all of the options how do you know which social media technologies to choose? This workshop will help you understand the online social landscape and provide you with tips, tools, and resources on how to market yourself and your art to current and potential customers.

Course Code: ART 5007-4016 Cost: $85
Date: 10/2, Day: Wednesday, Time: 2:00 p.m. - 5:00 p.m.
Location: Room 604, Capital Community College

Art and Culture

Love of Italy

Whether you are planning a trip or have always loved the art and music of Italy this course is for you. You will experience the beauty of Italy by exploring the culture, customs, and language. There may even be a few food tasting surprises!

Course Code: FLAN 5020-3993 Cost: $75
Date: 11/15, 11/22, Day: Friday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 307, Capital Community College
Performing/Dramatic Arts

Playwriting

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

Course Code: ART 5014-4119 Cost: $85
Date: 10/2, 10/9, Day: Wednesday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 314, Capital Community College

Drama

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

Course Code: ART 5004-4118 Cost: $245
Date: -11/18 – 12/2, Day: Monday, Wednesday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 314, Capital Community College

Theatrical Improvisation

This course is for beginning improvisation students to improve their 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 5010-4121 Cost: $245
Date: 11/4 – 12/9, Day: Monday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 314, Capital Community College

Musical Arts

Piano Refresher

This beginner's course is taught individually or in group lessons and strongly emphasizes the fundamentals of piano. Students will be required to learn to play at least one score of their choosing and perform that piece at a classroom recital.

Course Code: ART 5012-3990 - Cost: $245
Date: 10/16 – 11/6, Day: Wednesday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 1121, Capital Community College

Dance

Dance: Rhythm & Movement

Using a modern dance-based approach, this course will explore movement as a creative art form. Student learning includes opportunities 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 5003-4117 Cost: $85
Date: 11/12, 11/14, Day: Tuesday, Thursday, Time: 6:00 p.m. - 9:00 p.m.
Location: Room 314, Capital Community College
Salsa

Have you wanted to take beginning salsa classes? This fun, high-energy class is for you! Learn patterns and how to blend them smoothly. Improve your dance skills and lead/follow techniques. No partner is necessary as dancers will change partners often during class.

Course Code: ART 5017-4120 Cost: $175
Date: 10/10 – 11/7, Day: Thursday, Time:
Location: Room 314, Capital Community College

Applied Music Lessons at Capital Community College

Capital Community College is pleased to offer private, one-on-one music lessons on campus this semester. We boast some of the best music faculty in the area, including Associate Professor and Music Program Coordinator Dr. Arthur Hernandez, along with piano professor Trista Hummel, as well as members of the renowned music ensemble Alturas Duo, Carlos Boltes and Scott Hill.

Tuition is $485.00 for 14, thirty minute sessions per semester.

For information, Contact Dr. Hernandez at (860) 906-5039, or via email 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.

ed2go 6-Week Online Courses

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

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

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.
FALL 2013 SIX-WEEK ONLINE CLASSES

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
- 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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High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals

Improve your company’s bottom line by mastering the fundamentals of purchasing.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in healthcare, legal services, and other industries.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Principles of Sales Management

Master the art of managing sales teams from a sales pro.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Distribution and Logistics Management

Improve your company’s ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

Business and Marketing Writing

Write great marketing copy to improve your company’s image and your chances of getting hired or promoted.

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.
**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.

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**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.

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**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
ONLINE LEARNING @ CCC

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
ONLINE LEARNING @ CCC

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.

To register, go to www.ed2go.com/capitalcc
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
<table>
<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td><strong>Survival Kit for New Teachers</strong></td>
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<tr>
<td>A Veteran instructor shares the secrets for success in your first years of teaching.</td>
</tr>
<tr>
<td><strong>Differentiated Instruction in the Classroom</strong></td>
</tr>
<tr>
<td>Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.</td>
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<tr>
<td><strong>The Classroom Computer</strong></td>
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<tr>
<td>Learn how to use the classroom computer to increase learning and motivate students.</td>
</tr>
<tr>
<td><strong>Using the Internet in the Classroom</strong></td>
</tr>
<tr>
<td>Discover how you can use the Internet to make teaching easier for you and more relevant to your students.</td>
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<tr>
<td><strong>Creating a Classroom WebSite</strong></td>
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<tr>
<td>Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.</td>
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<tr>
<td><strong>Guided Reading: Strategies for the Differentiated Classroom</strong></td>
</tr>
<tr>
<td>Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.</td>
</tr>
<tr>
<td><strong>Integrating Technology in the Classroom</strong></td>
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<tr>
<td>Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.</td>
</tr>
<tr>
<td><strong>Creating the Inclusive Classroom: Strategies for Success</strong></td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td><strong>Ready, Set, Read!</strong></td>
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<tr>
<td>Learning specialist shows you how to develop successful readers and writers.</td>
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<tr>
<td><strong>Microsoft Excel in the Classroom</strong></td>
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<tr>
<td>Discover how Excel can help you improve your effectiveness as a teacher.</td>
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<tr>
<td><strong>Microsoft Word 2007 in the Classroom</strong></td>
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<tr>
<td>Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.</td>
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<tr>
<td><strong>Microsoft PowerPoint in the Classroom</strong></td>
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<tr>
<td>Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.</td>
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<tr>
<td><strong>Singapore Math Strategies: Model Drawing for Grades 1-6</strong></td>
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<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Teaching Students With Autism: Strategies for Success</strong></td>
</tr>
<tr>
<td>Help your students with high-functioning autism and Asperger’s Syndrome unlock their potential in the classroom.</td>
</tr>
</tbody>
</table>

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

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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.

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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, skimpy 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.

To register, go to 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
FALL 2013 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 – 240 hours

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 – 240 hours

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 – 320 hours

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 – 240 hours

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 – 120 hours

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
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Certified Global Business Professional – 400 hours</td>
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<tr>
<td>Certified Mediator – 120 hours</td>
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<tr>
<td>Certified National Pharmaceutical Representative – 120 hours</td>
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<tr>
<td>Chartered Tax Professional – 180 hours</td>
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<tr>
<td>Chartered Tax Professional for California Residents – 200 hours</td>
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<tr>
<td>Entrepreneurship: Start-Up and Business Owner Management – 360 hours</td>
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<tr>
<td>Grant Writing – 300 hours</td>
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<td>Legal Secretary – 350 hours</td>
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<tr>
<td>Marketing Design Certificate – 420 hours</td>
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<tr>
<td>Non-Profit Management – 300 hours</td>
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<tr>
<td>Paralegal – 300 hours</td>
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</table>

Certified Global Business Professional – 400 hours

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 – 120 hours

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

Certified National Pharmaceutical Representative – 120 hours

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 – 180 hours

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 – 200 hours

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 – 360 hours

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 – 300 hours

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

Legal Secretary – 350 hours

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 – 420 hours

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 – 300 hours

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 – 300 hours

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 – 150 hours
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 – 140 hours
Master basic bookkeeping and accounting skills using QuickBooks 2010.

Professional Bookkeeping with QuickBooks 2010, Software Included – 140 hours
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 – 80 hours
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 – 300 hours
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 – 180 hours
This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Search Engine Marketing – 250 hours
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 – 150 hours
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 – 80 hours
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 – 150 hours
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 – 300 hours
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 – 360 hours

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 – 80 hours

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 – 80 hours

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 – 400 hours

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 – 240 hours

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 – 300 hours

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

Fitness Business Management – 200 hours

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 – 200 hours

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

Medical Billing and Coding – 240 hours

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

Medical Billing and Coding + Medical Terminology – 300 hours

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 – 60 hours

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

Medical Transcription – 240 hours

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

Medical Transcription + Medical Terminology – 300 hours

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 – 200 hours

Learn to develop individual nutrition programs for clients, patients, or personal use.

Personal Fitness Trainer – 250 hours

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 – 200 hours

Gain the knowledge you need to develop safe and effective exercise programs for older adults.

Pharmacy Technician – 300 hours

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 – 240 hours

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 – 200 hours

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

HOSPITALITY & GAMING

Casino Blackjack Dealer – 100 hours

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 – 100 hours

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 – 300 hours

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 – 300 hours

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 – 200 hours
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 – 300 hours
Learn to use 3ds Max to design, develop, and create 3D animation.

AutoCAD 2011 – 150 hours
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 – 230 hours
Master the 2D commands and 3D modeling tools in AutoCAD 2011, and prepare for the Autodesk AutoCAD 2011 Certified Associate exam.

AutoCAD 3D – 80 hours
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 – 100 hours
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 – 150 hours
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 – 80 hours
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 – 80 hours
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 – 150 hours
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 – 80 hours

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 – 35 hours

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

Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP) – 200 hours

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) – 240 hours

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) – 440 hours

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+) – 340 hours

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) – 700 hours

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) – 480 hours

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

Microsoft Excel 2007 – 35 hours

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

Microsoft Office 2007 Master – 160 hours

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) – 120 hours

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 – 240 hours

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

To register, go to www.gatlineducation.com/capitalcommunitycollege
Microsoft Outlook 2007 – 35 hours

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 – 35 hours

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 – 60 hours

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 – 60 hours

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 – 35 hours

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 – 35 hours

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™ - 70 hours

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 – 267 hours

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 – 150 hours

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

MANAGEMENT & CORPORATE

Lean Mastery – 60 hours

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 – 390 hours

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

Management Training – 360 hours

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 – 40 hours

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 – 100 hours

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 – 100 hours

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 -200 hours

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 – 100 hours

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 – 30 hours

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

MEDIA & DESIGN

Digital Arts Certificate – 420 hours

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 – 420 hours

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 – 420 hours

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 – 200 hours

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 – 200 hours

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 – 200 hours

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 – 420 hours

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 -120 hours

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 – 500 hours

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

Web Design Certificate – 420 hours

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

Biofuel Production Operations – 400 hours  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 – 80 hours  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 – 170 hours  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 – 120 hours
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 – 120 hours
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 – 400 hours
Prepare for an entry-level position in a chemical plant with the Chemical Plant Operations Online Training Program.

Freight Broker/Agent Training – 150 hours
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 – 200 hours
Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

HVAC Technician – 320 hours
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 – 400 hours
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 – 400 hours
Learn the skills you need to start work as an in-demand oil refinery operator.

Paper Mill Operations – 400 hours
This program will give you the skills you need to gain entry-level employment as a paper mill operator.

Power Plant Operations – 400 hours
Learn the skills you need to gain entry-level employment as a power plant operator.

Pulp Mill Operations – 400 hours
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 – 60 hours
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 – 60 hours
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 – 16 hours
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 – 32 hours
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 – 30 hours
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 – 30 hours
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 – 110 hours
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 – 120 hours
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 – 240 hours
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

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.

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

To register, go to www.yougotclass.org/catalog-complete.cfm/CCC
ONLINE LEARNING @ CCC

Recruiting and Retaining Gen X and Gen Y

Successful Survey Techniques

Using Personality Profiles for Better Work Performance

COURSES FOR K12 TEACHERS

Courses for K12 Teachers

*Group Discount for K12 Teacher Courses

Gender in the Classroom

Generational Learning Styles for K12 Teachers

Online Learning and Teaching for K12 Teachers

Social Media and Online Tools for K12 Teachers

Students with Aspergers

COURSES FOR NONPROFITS

Program Evaluation for Nonprofits

Revenue Generation for Nonprofits

E-MARKETING & SOCIAL MEDIA FOR BUSINESS

Advanced Website Strategies

Content Marketing

Designing Successful Webinars

eMarketing Essentials Certificate

Improving Email Promotions

To register, go to www.yougotclass.org/catalog-complete.cfm/CCC
### ONLINE LEARNING @ CCC

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### GREEN WORKPLACE

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### HEALTH

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To register, go to [www.yougotclass.org/catalog-complete.cfm/CCC](http://www.yougotclass.org/catalog-complete.cfm/CCC)
ONLINE LEARNING @ CCC

Managing Telework Certificate
Keys to Telecommuting Success
Supervising Telecommuters

Supervisory and Leadership Certificate
Supervisory & Leadership

TRAINING AND EDUCATION

Certificate in Online Teaching
Advanced Teaching Online
Building Online Learning Communities
Designing Online Instruction

Certificate in Teaching Adults

Certificate in Teaching Adults *Group Discount

Certified Online Instructor (COI)
Advanced Teaching Online
Building Online Learning Communities
Designing Online Instruction

Corporate Online Education
For more information and prices, please visit:
http://www.yougotclass.org/catalog-complete.cfm/CCC

To register, go to www.yougotclass.org/catalog-complete.cfm/CCC
Winter 2013 Intersession

Earn college credits from ANYWHERE you have an internet connection by taking Capital’s

**Winter Intersession**

**Online Credit Classes**

12/30/13 – 1/17/14

*Registration begins November 4th*

Call (860) 906-5130 for a list of courses
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.
### Customer Service: (860) 906-5130

### Staff Directory

**Dean, Continuing Education**
Linda Guzzo  
(860) 906-5131  
lguzzo@capitalcc.edu

**Capital Crossroads to Careers**
Renee Meunier DePastino  
(860) 906-5143  
rmeunierdepastino@capitalcc.edu

**Nurse Aide & Allied Health**
Ruth Krems  
(860) 906-5142  
rkrems@capitalcc.edu

**Continuing Education/SNAP**
Nurith Vidal  
(860) 906-5029  
nvidal@capitalcc.edu

**CE Program Assistant**
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(860) 906-5038  
tnguyen@capitalcc.edu

**CE Program Assistant**
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**CE Program Assistant**
Elizabeth Carroll  
(860) 906-5131  
ecarroll@capitalcc.edu

**CE Program Assistant**
Gretchen Johnson  
(860) 906-5028  
gjohnson1@capitalcc.edu

**Capital Crossroads to Careers**
Cynthia Cudworth  
(860) 906-5141  
cudworth@capitalcc.edu

### Numbers to Call

- **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**: (860) 906-5030
- **Academic Advising**: (860) 906-5040
- **Academic Success Center / Tutoring**: (860) 906-5200
- **Admissions / Enrollment Services / Registrar**: (860) 906-5200
- **Athletics**: (860) 906-6435
- **Bookstore**: (860) 525-5956
- **Career Center**: (860) 906-5108
- **Cashier / Bursar's Office**: (860) 906-5061
- **Continuing Education**: (860) 906-5130
- **Counseling**: (860) 906-5040
- **Disabilities Counselor**: (860) 906-5042
- **Early Childhood Lab School**: (860) 906-5237
- **English-as-a-Second Language (ESL)**: (860) 906-5203
- **Financial Aid**: (860) 906-5090
- **Human Resources**: (860) 906-5001
- **Library**: (860) 906-5020
- **New Students / Welcome Center**: (860) 906-5077
- **Nursing / Health Careers**: (860) 906-5150
- **Placement Testing**: (860) 906-5089
- **Student Services**: (860) 906-5086
- **Transcript Requests**: (860) 906-5140
- **Veterans Drop In Center**: (860) 906-5044
New 2013 Programs

- Certificate in Culinary Arts and Food Service Safety
- Urban Farming and Landscaping Certificate
- Health Information Technology Training Program
- Social Media for Small Business
- On-Line Courses
  ed2go 6 week courses,
  ed2go career training programs,
  YouGotClass