



SCHOOL OF WORKFORCE & CONTINUING EDUCATION

YOUR JOURNEY STARTS TODAY



SPRING 2017 COURSE CATALOG





Welcome to Capital Community College's School of Workforce & Continuing Education—your resource for new and innovative programming to enhance your skills and knowledge.

The speed of change in the business world has increased vastly over the past decade. We want to help you keep up with these changes and improve your marketability. This semester, we've added a business analytics series, project management online courses and a weatherization course.


Whatever your learning style, we can accommodate you—courses on campus and online, nights and weekends, accelerated career training certificate and private courses! Check us out!

4 EASY WAYS TO REGISTER

 **By Phone:** (860) 906-5130
 Mon.-Fri 9am to 4:30pm
 American Express, Discover, Mastercard, Visa, or
 Company PO

 **By Mail:** Continuing Education
 Capital Community College
 950 Main Street, Hartford, CT 06103

 **By Fax:** (860) 906-5110
 ATTN: Damaris Torres

 **In-Person:** Continuing Education
 Capital Community College
 Rm. 316 (3rd Floor)
 950 Main Street, Hartford, CT

Refund Policy For 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 and offered 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, room 316, 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.

TABLE OF CONTENTS

Career Training Center

Payment Options	3
Healthcare.....	4
Business	10
Construction.....	11
Food Service	12
Social Service.....	13
Urban Farming	12

Professional Development Center

Online courses.....	15
Business Skills.....	16
Communication & Writing Skills.....	18
Project Management.....	14
Business Analytics Series.....	22
Computers	19

Personal Development Center

Personal Interest Courses Online	21
Private Lessons	15

Online Learning @ Capital.....23

Capital On the Road.....24

Money Management for Life.....30

Registration Form 26 |

General Information Center.....27

On Campus Resources.....30

Contact Directory.....31

Career Advancement Program.....32

Bus Passes

A limited number of bus passes will be offered to students enrolled in one of the career certificates on a **first come, first serve** basis. Students will have to pay \$28 with bank check or money order (payable to Capital Community College). Instructions will be provided to instructors when bus passes will be available.

Need help selecting a program or course?

Call Odile Dilone, Continuing Education Coordinator, (860) 906-5141, or via email, odilone@capitalcc.edu.

FREE 3 CREDIT PERSONAL FINANCE CLASS NOW ENROLLING

SPRING
SEMESTER
2017

Sponsored by the FIRST Center



BFN 110 Personal Finance
MONDAYS & WEDNESDAYS
11:30AM – 1:10PM

Learn how to budget,
how to manage your credit and debt,
about insurance, and investing

Benefits include:

- Practical, real world financial education
- Learn from and connect with financial professionals
- Apply for a paid internship with Guardian in Summer 2017

Class runs from February 13th to May 8th

Student fees and books funded by Guardian Life Insurance

Open to students in all majors!



To apply for this free money management
course, contact Dan Gregory
860-906-5138 | ROOM 312
DGREGORY@CAPITALCC.EDU



We offer several payment options for our continuing education courses. To learn more about the available payment options listed below contact our Customer Service office at (860) 906-5130.

Payment Plans

We have payment plans available for some of our career training certificates. For more information on the details for specific certificates, please call our Customer Service Center at 860-906-5130.

SNAP-ET Scholarships

If you currently receive SNAP-ET benefits, you may be eligible to receive a scholarship to participate in a career training certificate program offered at Capital. Our experienced faculty are experts in their fields and provide the necessary strategies and skills to ready you for the workforce. Classes are offered at various times to work with your schedule. Refer to the course offerings in this catalog for full descriptions, days and times.

SNAP-ET eligible certificate programs include: Administrative Medical Assistant, Administrative Assistant, Bookkeeper Assistant, Certified Nurse Aide (CNA), Certified Nurse Aide Refresher, Community Health Worker, Culinary Arts & Food Service Management, Customer Service Specialist, Healthcare Customer Service Specialist, EKG Technician, Emergency Medical Technician (EMT-B), Medical Coding, Mobile Apps Developer, Patient Care Technician (PCT), Personal Care Assistant (PCA), Pharmacy Technician, Small Business Development & QuickBooks, Social Services Assistant, and Weatherization.

Reach out to Nurith Vidal , Program Coordinator, at (860) 906-5029 to learn more about eligibility requirements and class offerings.

Third Party Tuition Authorization

Our career training certificates, short-term professional development and personal enrichment courses may be covered by employers, or other organizations. If your employer, or another organization, will be paying for your class, a tuition authorization letter needs to be completed before you can enroll in the course. The authorization letter should be printed on company letterhead, and must include the following information: student name, course title, course CRN, dates, times, and a promise to pay, as well as the address where the invoice is to be sent. Please contact our Customer Service Center, at 860-906-5130 for more information on tuition authorization letters.

Veterans' Benefits

For information on Veterans' Benefits, please contact Margaret Abraham, Veterans Coordinator, at (860) 906-5044, Room 208.

Workforce Innovation and Opportunity Act (WIOA) Funds

WIOA funds are available to those who qualify and will cover tuition on a variety of class offerings. For more information on how to apply for the program, visit the American Job Center at your local CT Department of Labor (for Hartford residents, go to 3580 Main Street).

Program information is also available at <http://www.ctdol.state.ct.us/wia/wia.htm>

For an overview of the WIOA program, please go to <http://www.doleta.gov/wioa/Overview.cfm>

Contact Continuing Education Coordinator Odile Dilone for more information on WIOA and WIOA-Eligible certificates, at (860) 906-5141.

WANTED

Teachers Who Inspire Greatness

Do you enjoy sharing your expertise with others? Are you passionate about what you do and know? Can you inspire a classroom filled with adult learners? Consider joining the adjunct faculty at Capital Community College. We are always looking for GREAT teachers to provide wisdom, knowledge and on the job expertise to our students in the School of Workforce & Continuing Education.

Connect with Odile Dilone, in our Professional Development Center, at odilone@capitalcc.edu.

CCC Gets You Career Ready

Welcome to the Career Training Center at Capital Community College. We have assembled a dynamic array of training programs to help you develop your knowledge and skills to achieve your career goals. Led by subject matter experts, our certificate programs provide real-life experiences along with essential academic lessons.

WHAT'S NEW

Our certificate programs have been enhanced to provide you with better preparation for the world of work and how to make a successful transition from training to career. As part of your certificate, you will learn work readiness and career planning skills.

TOPICS COVERED:

- Business writing tips
- Problem solving
- Decision making
- Time management
- Professional behavior in the workplace
- Financial literacy
- Job search strategies
- Resume and cover letter writing tips
- Interviewing techniques

HEALTHCARE CERTIFICATES

Administrative Medical Assistant with CPR

Administrative Medical Assistants play an important role in the doctor's office. They schedule appointments, input new patient information, update and file patient records. Learn to perform administrative tasks in a medical office or facility.

Topics covered: how to greet patients, answer the phone, schedule appointments and surgeries, update medical records, and process medical correspondence. You will also learn how to determine insurance coverage and gain extensive insight on accounting, filing procedures and customer service. This training will also highlight government regulations including HIPAA, OSHA, DEA and CLIA; and introduce the student to medical terminology, computer basics, Microsoft Word and Excel.

This course includes the American Heart Association Basic Life Support (BLS) Certification for Healthcare Providers.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisites:

- High school diploma or GED
- Basic computer skills
- Pass assessment tests for reading. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: HMED G5333 • Cost: \$1,599

Dates: Feb 27–May 16, 2017

Day/Time: Monday/Tuesday/Thursday (5:30pm to 8:30pm)

Room: 617

Instructor: Ann Patterson

Course Code: HMED G5333 • Cost: \$1,599

Dates: March 3–June 17, 2017 (No class 3/18, 4/14, 4/15, 5/27)

Day/Time: Friday 9–2pm, Saturday 9–1pm/9–12pm

Room: 617

Instructor: Amy Koehler



CNA Refresher

Need to brush up on your CNA (Certified Nurse Aide) skills? Has your certification lapsed? Do you need to retake the CNA competency examination? Our 24-hour refresher course is designed to help you get up to speed on the basics. Our instructors are RNs who review principles of care, lab skills and test taking strategies.

Textbook is included in the course cost.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisites:

- Must have a CNA certification and be entered onto the CT Nurse Aide Registry

**Note: If you have an out-of-state certification that has expired, you may have to take the CNA course, instead of the CNA Refresher. Please contact Ruth Krems at (860) 906-5142 for more information.*

Course Code: HMED G5166 • Cost: \$289

Dates: April 17-May 11, 2017

Day/Time: Monday/Thursday, 5pm to 8pm | Room: 420

Instructor: Jill Gauthier, BA, RN



Community Health Worker with Mental Health First Aid Certification

Community Health Workers are becoming an essential part of the healthcare system. They help community members gain access to care, increase their knowledge, help prevent disease and improve health outcomes. In this program, you'll learn about the role of the Community Health Worker, how to provide culturally appropriate health education and outreach, advocate for your clients and more.

This program includes a Mental Health First Aid Certification.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisite:

- None

Course Code: HMED G5382 • Cost: \$1,599

Dates: March 1-May 22, 2017

Day/Time: Monday/Wednesday/Thursday, 6:00pm to 9:00pm

Room: 307

Instructor: Joel Rivera/Wendy Andino

"The very capable instructors are seasoned in this field. They provide substance and context to their teaching. Pluck their brains (not their patience!) They will make themselves available to you if you are ready and willing to be taught. The topics taught during the course (Motivational interviewing, stages of change, client centered counseling, when to advocate for a client, understanding behavior change, cultural humility, developing an action plan, OARS – Open Ended Questions, I could go on....) are relevant and necessary in order to be effective. You will be marketable and in high demand if you get all that you can from this course."

Gillian Walcott

EKG Technician with CPR

Are you interested in working in an acute healthcare setting? Do you think you would enjoy collecting valuable health data? Capital Community College is offering a certificate training program to prepare you as an entry level Electrocardiogram (ECG/EKG) Technician.

This course is recommended for students considering employment in the acute care/outpatient healthcare setting or those currently employed in healthcare looking to enhance their career mobility or further knowledge in this field. This course is also appropriate for current EKG Technicians seeking certification in this field.

Students will learn key customer service concepts, basic anatomy and physiology of the cardiovascular system, calculating heart rate, identifying sinus atrial, AV junction, ventricular and AV block rhythms and 12-lead ECG interpretation including myocardial infarction. Students will explore real life scenarios in classroom and laboratory environments. This course requires the use of current ECG equipment in the skills lab.

Textbook, BLS for Healthcare Providers and the fee for a national certification test are included in the course cost.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisites:

- High school diploma or GED
- Healthcare training and one year of healthcare experience preferred
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: HMED G5385 • Cost: \$989

Dates: February 24-May 20, 2017

Day/Time: Fridays, 5pm-8pm; Saturday, 9am-12pm

Room: 318

Instructor: Staff

Emergency Medical Technician-Basic (EMT-B) with CPR

ONETOnline states that Emergency Medical Technicians: "Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities."

This training prepares students for the Connecticut state-certified EMT-B exam. Training includes hands on instruction in administering first-aid and life-support functions including: patient assessment; airway management; shock and resuscitation, various medical emergencies, trauma, EMS operations; and more.

This training includes the Basic Life Support (BLS) for Healthcare Providers Certification, and student kit (stethoscope & blood pressure cuff).

The exam fees, uniform and watch with the second hand are not included in the course cost. Students will be prepared to take the State written and practical exams upon successful completion of this course. Written exam will need to be schedule with NREMT and the practical exam with an approved test provider.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisite:

- High school diploma or GED
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: HMED G5207 | Cost: \$1,900

Dates: Feb 7-April 27, 2017

Day/Time: Tuesday/Thursday, 5:30pm to 9:30pm; Saturday, 9:00am-4pm | Room: 318

Instructor: Kevin Ferrarotti



Medical Coding with Medical Terminology Basics and Human Anatomy and Physiology Basics

Medical coders are essential team players in physician offices and clinics, working with accuracy and diligence to ensure health care providers are properly reimbursed.

In this course, you will learn ICD-10 CM, HCPCS Level II and CPT-4 codes, introduction to billing and medical terminology basics.

An online component, Human Anatomy and Physiology, is also included in this course. This component is 6 weeks long and will survey the anatomy and physiology of each of the 11 organ systems.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisites

- High school diploma or GED
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.
- Basic computer skills

Other Information:

- This course helps prepare students for the AAPC Certified Professional Coder – Apprentice (CPC-A status. A candidate with coding experience may apply for CPC certification status), <https://www.aapc.com/certification/cpc/>

Course Code: HMED G5361 • Cost: \$2,995

Dates: Course Starting March 2017

Increase Your Skills With Online Courses!

Take a class without leaving home!

6-Week Skill Building Courses – Starting at \$99

Spanish for Medical Professionals I

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap. By the end of this course, you'll have a strong foundation in basic medical Spanish that you can build on for years to come.

Spanish for Medical Professionals II

Do you feel like you have a pretty good sense of introductory Spanish, but are ready to take it to the next level? This course picks up where Spanish for Medical Professionals left off. If you didn't take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills.

Medical Terminology: A Word Association Approach

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

We have an extensive variety of courses to choose from. For more information, please go to page 23. If you have questions about these courses, please contact Odile Dilone, Coordinator, at odilone@capitalcc.edu or (860) 906-5141.

Nurse Aide Certification (CNA)

Build a career in healthcare while earning college credits! In 2014 our CNA course was evaluated for credit-worthiness, and was the first CNA program in CT to be awarded college credits! Upon successful completion of our Nurse Aide Certification (CNA) course, you will be eligible for 3 college credits from Capital Community College or 4 college credits from Charter Oak State College.

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 138-hour course. Classroom and skills laboratory instruction are held at Capital. Clinical experience is held at area skilled nursing facilities.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Formats:

- 8-week weekday course
- 11-week evening course

Prerequisites:

- Participants must be 17 years of age or older.
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.
- Provide a physical exam including TB screening, immunization record and flu vaccine documentation (during flu season).

Other Information:

- State competency testing is included at the end of the course.
- Textbook and workbook are included in the course cost
- The following required items are not included in tuition: uniform, travel expense to clinical, physical exam, and CT Nurse Registry application fee.
- A class calendar outlining the days and times for the lectures, labs and clinical will be provided.

Course Code: HMED G5023 • Cost: \$1,219

Dates: January 9-March 8, 2017

Day/Time: Monday/Tuesday/Wednesday/Thursday/Friday
9:30am to 12:30pm (Lecture)

8:30am to 2:30pm (Skills Lab), 8am to 2pm (Clinical)

Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facilities (Clinical)

Instructor: Karen Ambrose, RN

Course Code: HMED G5023 • Cost: \$1,219

Dates: January 26-April 20, 2017

Day/Time: Tuesday/Wednesday/Thursday/Friday/Saturday,
6pm to 9pm (Lecture)

Tuesday/Thursday, 6pm to 9pm and Saturday, 8:30am to
2:30pm (Skills Lab)

Wednesday/Thursday, 5pm to 9pm and Saturday, 8am to
2pm (Clinical)

Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing
facility (Clinical)

Instructor: Gina Bailey, J.D., RN

Course Code: HMED G5023 • Cost: \$1,219

Dates: March 13 -May 5, 2017

Day/Time: Monday-Friday, 9:30am to 12:30pm (Lecture)
8:30am to 2:30pm (Skills Lab), 8am to 2pm (Clinical)

Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing
facilities (Clinical)

Instructor: Marvia McDonald-Dias, BSN, RN

Course Code: HMED G5023 • Cost: \$1,219

Dates: May 8 -June 30, 2017

Day/Time: Monday-Friday, 9:30am to 12:30pm (Lecture)
8:30am to 2:30pm (Skills Lab), 8am to 2pm (Clinical)

Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing
facilities (Clinical)

Instructor: Marvia McDonald-Dias, BSN, RN

Are you interested in continuing to
update your CNA skills? We also offer
EKG Technician and Patient Care
Technician (PCT).

"I would recommend this course to anyone who would like to become a CNA. It was an awesome learning experience. We were taught great skills that can be used in the future."

Alysa Yard

Patient Care Technician (PCT) with CPR

Update your skillset as CNA and become an integral part of the health care team with a PCT certificate.

This course will build upon your CNA knowledge and skills. You will learn advanced patient care skills, HIPAA compliance, BLS for healthcare providers, introduction to EKG and pulse oximetry, introduction to computers and Microsoft Office, cultural awareness in healthcare and introduction to health careers and education pathways.

This course includes the American Heart Association Basic Life Support (BLS) for Healthcare Providers Certification.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisites:

- Must possess a CNA certification

Course Code: HMED G5228 • Cost: \$999

Dates: Course Starting Soon



Personal Care Assistant (PCA) with CPR

The number of Personal Care Assistants (PCAs) 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. Earlier hospital discharges and the need to care for veterans returning from service will further increase the demand for trained PCAs. Training was developed in consultation with a variety of state and non-profit entities, along with patients and their families.

This course covers topics including 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 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.

This course includes an American Heart Association Basic Life Support (BLS) Certification.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisites:

- High school diploma or GED
- Pass assessment test for reading. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment test be waived.

Course Code: HMED G5366 • \$999

Dates: Course Starting Soon

Pharmacy Technician

The need for quality Pharmacy Technicians is on the rise nationally and in Connecticut. Designed in partnership with the Connecticut Pharmacists Association, this comprehensive program will prepare you for an entry-level position in community, hospital, or long-term care settings.

Course highlights include medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations and dose conversion, dispensing of prescriptions, control, billing, and insurance reimbursement.

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

Prerequisites:

- High school diploma or GED
- Basic computer skills
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Other Information:

- The course will prepare you to take the Pharmacy Technician Certification Board (PTCB) national certification exam, which is a separate cost. Those with a felony conviction may not be able to take the certification exam. Please contact PTCB for more information on felony convictions: <http://www.ptcb.org/>

Course Code: HMED G5356 • Cost \$1,039
 Dates: Feb 13–May 1, 2017 (No Classes 2/20) | Room 318
 Day/Time: Monday/Wednesday, 9:30am to 12:30pm
 Instructor: Peter Sposato

Course Code: HMED G5356 • Cost: \$1,039
 Dates: March 9–May 25, 2017 | Room: 303
 Day/Time: Tuesday/Thursday, 5:30pm to 8:30pm
 Instructor: Peter Sposato/Jody Kremzar



BUSINESS CERTIFICATES

Administrative Assistant

Running a small to mid-sized office is rewarding work, especially if you have the right skills to manage effectively. In this course, you will be provided with the tools and strategies to help you manage day-to-day tasks with confidence, including projects, people and situations. You will be armed with time management and organizational skills so that you can build effective business relationships and exceed customer expectations.

This course features MS Office basics, office organization, record keeping, report writing, customer service training, time management, math strategies and professional tips.

Prerequisite:

- High school diploma or GED
- Basic computer skills
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: AOP G5034 • Cost: \$999
 Dates: March 2–May 18, 2017
 Day/Time: Tuesday/Thursday, 5:30pm to 8:30pm
 Instructor: Bonnie Soucy | Room: 613

"I think it (Pharmacy Technician) was definitely worth my time and it helps to be certified when it comes to getting hired. I feel that I've learned so much in that course in such short time. The professor Sposato was very dedicated to teaching and getting us ready to pass the PTCB exam."

Magdalena Kalata

Small Business Development w/Word, Excel and QuickBooks

Do you dream of owning your own business? Capital Community College has the small business start-up training you need to make it happen. A business leader who understands what it takes will guide you through the process.

Course highlights include how to apply for financing, develop a marketing plan, prepare budget projections, write a business plan, understand government regulations and handle operations (human resources, accounting and bookkeeping). Computer basics, MS Word, MS Excel, as well as QuickBooks Pro will also be covered.

Prerequisites:

- High school diploma or GED is recommended

Courses required to complete the certificate:

Small Business Development
Microsoft Word & Excel
QuickBooks Skills

Course Code: BIS G5000 • Cost: \$999

Dates: March 2–May 30, 2017

Day/Time: Tuesday/Thursday, 5:30pm to 8:30pm | Room: 616

Instructor: Staff

CONSTRUCTION CERTIFICATES

Weatherization

This training includes hands-on instruction in health and safety measures, safe work practices and instruction in theory, methods, techniques and tools for the installation of energy efficiency retrofits including the most commonly installed measures, attic insulation, sidewall insulation, air sealing/infiltration, basement/crawlspace ceiling insulation, pipe and duct insulation, storm windows/doors and primary windows/doors.

Prerequisite:

- Pass assessment test for math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: BLDG G5000 • Cost: \$1,599

Dates: Course Starting Summer 2017

"I feel confident with the tools and resources provided that I will be able to start a successful business."

Ashlee Lagasse



FOOD SERVICE CERTIFICATES

Culinary Arts & Food Service Management

You will learn everything you wanted to know about food in this program. Topics include growing food and procurement methods, menu planning, quantity production and cost control, food delivery and production systems, kitchen layout and design, customer satisfaction and quality improvement, sanitation and safety, and the culinary arts of preparing and presenting delicious, nutritious meals. You will take the ServSafe certification exam during this course.

Prerequisite:

- Pass assessment test for math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: FOOD G5160 • Cost: \$1,999

Dates: Course Starting Soon

Day/Time: Tuesday/Wednesday/Thursday, 5:30pm to 8:30pm

Room: 309

Instructor: Staff

"...have gained an incredible amount of skills and knowledge...I know how to differentiate locally grown and organic grown foods, the various types of and styles of cooking, using the correct measurement and reading menus..."

Urban Farming

Change the way you eat and learn how to grow your own food, starting right in your own backyard! Capital Community College, in collaboration with Hartford Food System, will be offering an Urban Farming Certificate this Spring.

Learn more about how to grow fruits and vegetables in the city. Topics covered: food justice, botany, soil, plant health, crop management, marketing, and business management.

Students are expected to complete an internship as part of this class.

Prerequisite:

- None

Course Code: FOOD G5163 • Cost: \$899

Dates: March 18-June 17, 2017 (No Classes 4/15, 5/27)

Day/Time: Saturdays, 10:00am to 2:00pm

(Internship dates to be assigned)

Room: 316

Instructor: Daniel Gregory



SOCIAL SERVICE CERTIFICATES

Social Services Assistant

Social Services Assistants help social workers and healthcare workers provide services to individuals in their care. In this course, you will learn how to evaluate client needs, assist clients with obtaining services including welfare, Medicaid and food stamps, and techniques for providing person-centered support.

Techniques for organizing and facilitating group activities and providing daily living skills to prepare individuals living in halfway and supportive housing will be discussed.

Prerequisite:

- Participants must have a high school diploma or GED

Course Code: HREL-G5003 • Cost: \$1,099

Dates: February 13-May 10, 2017 (No Classes 2/20)

Day/Time: Monday/Wednesday, 9:30am to 12:30pm

Room: 303

Instructor: Joette Johnson

Course Code: HREL-G5003 • Cost: \$1,099

Dates: March 6-May 31, 2017 (No Classes 5/29)

Day/Time: Monday/Wednesday, 5:30pm to 8:30pm

Room: 303

Instructor: Joette Johnson

"...opened the door for me to pursue my Associate in Social Service."

Andre J.

Private Lessons

Now Available @ Capital

If you prefer to learn in an individualized setting, Capital Community College offers private lessons with some of our most sought after faculty. We can custom develop a program for you that works for your schedule and life. Private lessons are now being offered in:

Art

Get your creative juices flowing with some of our one-on-one offerings including drawing, painting, photography and more. Do something just for you!



Computers

Get ahead in your career with private technology lessons in a variety of software programs, including MS Office (Word, Powerpoint & Excel), InDesign, Adobe Photoshop and more. The more you know, the more valuable you will be!

To find out more about our new private lessons program, contact Odile Dilone at odilone@capitalcc.edu and (860) 906-5141.

Private Music Lessons at Capital

Capital Community College boasts some of the best music faculty in the area including piano professor Trista Hummel, and members of the renowned music ensemble Alturas Duo, Carlos Boltes and Scott Hill. Our prestigious staff will be offering private lesson starting in the Spring 2017 semester.

Stay tuned for more information.

Project Management

Capital Community College, in partnership with Ed2Go, offers project management preparation courses online. These courses are preapproved for professional development units through the Project Management Institute (PMI). For more information on this certification, go to: <http://www.pmi.org/>

PMP Certification Prep I

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 5th edition--the essential resource for the PMP certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. This course, the first part of a two-course series, will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

PMP Certification Prep I

Prepare to take--and pass--the Project Management Institute's PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), the most essential resource for the PMP certification exam. Learn all about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.

In this, the second part of our two-part certification preparation series, your instructor will continue to demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK® Guide, you'll gain insight into Project Management Institute's code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP exam after this course is over.

Prerequisite: None

Cost: \$124 per class

Format: 6-week Online course

A new session starts monthly

We have an extensive variety of courses to choose from. For more information, please go to page 28. If you have questions about these courses, please contact Odile Dilone, Coordinator, at odilone@capitalcc.edu or (860) 906-5141.



ONLINE COURSES

Take a class without leaving home! We have an extensive variety of courses to choose from. From our 6-week skill building courses, to career training certificates, available entirely online. Please see a partial list below. For more information, please go to page 28.

6-week Skill Building Courses – Starting at \$99

Accounting Fundamentals
 Business Finance
 Discover Sign Language
 Distribution and Logistics Management
 Employment Law
 Foreign Languages (French, Japanese, Italian, Spanish)
 GMAT Preparation
 GRE Preparation - Part 1 (Verbal and Analytical)
 GRE Preparation - Part 2 (Quantitative)
 HIPAA Compliance
 Human Anatomy and Physiology
 Keyboarding
 LSAT Preparation
 Programming Courses (C++, Java, Flash, Python)
 Real Estate Investing
 Real Estate Law
 SAT/ACT Preparation
 Teaching Courses

Career Training Certificates – Starting at \$499

3DS Max
 Administrative Dental Assistant
 Android Application Developer
 Building Analyst Quick Start
 Chartered Tax Professional
 Cisco® CCNA® Certification Training
 CompTIA™ Training
 Digital Arts Certificate
 Event Management and Design
 Fitness Business Management
 Forensic Computer Examiner
 Graphic Design With Photoshop CS5 Training
 Help Desk Analyst: Tier 1 Support Specialist
 Human Resources Professional
 ICD-10 Medical Coding
 Lean Mastery
 Medical Terminology
 Medical Transcription
 Microsoft Office Certification Training
 Payroll Practice and Management
 Preston Bailey's Floral Design
 Professional Interpreter
 Project Management
 Purchasing and Supply Chain Management
 Video Game Design and Development

New Courses Added Monthly

Upcoming Certificates

- Customer Service Specialist
- Human Resources Assistant
- Mobile Apps Development

Upcoming Courses

- Data Analysis & Decision Making

Call our Customer Service Center (860) 906-5130 to sign up for our mailing list.

Would you like to be the first to know about new courses? Like our Facebook page and stay up to date on what is happening at Capital:

www.Facebook.com/CapitalCCCE/



BUSINESS SKILLS

Business Analytics Using Excel 2016

In today's business world, understanding business analytics can give your organization a competitive advantage. This course uses MS Excel, the foundational data analysis tool, to cover advanced Excel formulate, concepts, and applications using larger and more professional worksheets, and focuses on the data modeling approach using Excel vs. the calculator approach. Topics include if-then modeling, built-in functions, charting, transferring data across applications, PivotTables, Spark Lines, Slicers, and Power Pivots

Prerequisite: Students must have Excel intermediate level skills, and need to know how to use formulas and functions in Excel.

Course Code: PRFD G5015-3651 • Cost: \$90

Date: March 17, 2017

Day/Time: Friday, 9am to 4pm | Room: 616

Instructor: Cecilia Walpole-Griffin

Business Process Improvement Basics

A process is a series of steps taking place to yield a specific product or result. Business process improvement changes processes into an organized system to produce better results. Topics include: Define the process to be improved, understand what the process purpose and objectives are, create a common language to define steps taken in the process, indentify improvement options, develop and implement process improvements.

Prerequisite: None

Course Code: BIS-G5113 Cost: \$90

Date: June 21, 2017

Day/Time: Wednesday 9am to 4pm | Room: 316

Instructor: Domenic Gugliotti

Change Management for Managers and Supervisors

Change is something that cannot be prevented. We have to deal with change in both our professional and personal lives. Through this workshop, you will be guided through the steps that will help you understand and manage your staff during change. Learn to motivate others in the face of uncertainty, build trust and use communication for maximum productivity.

Prerequisite: None

Course Code: MGMT-G5105 • Cost: \$90

Date: May 17, 2017

Day/Time: Wednesday, 9am to 4pm | Room: 301

Instructor: Christopher Service, Sr.

Delivery and Execution Workshop

Too many companies have smart people and good intentions, but don't deliver. This one day program will cover common sense approaches a team can use to dramatically improve their probability of success. The goal of the workshop is to connect you with simple straight forward concepts that can be applied to an existing situation. You will learn to drive better results, practice fundamentals of delivery and execution, and creatively rethink ways you can approach initiatives and targets.

Prerequisite: None

Course Code: BIS-G5114 • Cost: \$90

Date: March 27, 2017

Day/Time: Wednesday 9am to 4pm | Room: 307

Instructor: Domenic Gugliotti

Human Resources Training and Development

Students learn the essentials of Human Resources, how to facilitate the growth of an organization through recruitment, training and development, and how to enforce and organization's policies and regulations. Legal issues, performance assessment, training, compensation labor relations will also be covered.

Prerequisite: None

Course Code :MGMT-G5001 • Cost: \$90

Date: June 16, 2017

Day/Time: Friday 9am to 4pm | Room: 301

Instructor: Amy Blackwood

Introduction to Business Analytics

Organizations are relying on business analytics or the use of data, statistical and quantitative analysis, exploratory and predictive models, and fact-based management to make decisions and develop action plans. This course covers the foundation and business use as well as a working model of capacity planning. You will learn the terms, techniques, and how business decisions are made using business analytics.

Prerequisite: None

Course Code: BIS G5101 • Cost: \$90

Date March 10, 2017

Day/Time: Friday, 9am to 4pm | Room: 616

Instructor: Cecilia Walpole-Griffin

Knowledge Management (KM) & Succession Planning

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

Prerequisite: None

Course Code: BIS-G513 • Cost: \$90

Date: June 23, 2017

Day/Time: Friday, 9am to 4pm/ Room: 301

Instructor: Christopher Service, Sr.

Leading Through Change: How to Keep Your Team Engaged

Most managers are faced with the challenges and demands of a job that requires multi-tasking within an accelerated pace of change. Despite this workplace reality and its related challenges, leaders at all levels need to ensure a consistently high level of employee engagement during times of change. Fundamentals of leadership, interpersonal and intercultural communication skills, conflict management, and managing organizational change will also be discussed.

Prerequisite: None

Course Code: MGMT-G5124 • Cost: \$ 90

Date: May 5, 2017

Day/Time: Friday, 9am to 4pm/ Room: 301

Instructor: Amy Blackwood

Managing Chaos: Setting Priorities & Making Decisions Under Pressure

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

Prerequisite: None

Course Code: PRFD-G5604 • Cost: \$ 90

Date: May 24, 2017

Day/Time: Wednesday, 9am to 4pm/Room: 307

Instructor: Staff

Managing for High Performance

Students learn the basic functions of management, Emotional Intelligence (EI), leadership skills, goal setting, techniques to motivate and increase morale, and enhance productivity, building and leading effective teams, shared values, and other factors to support organizational goals.

Prerequisite: None

Course Code: MGMT-G5031 • Cost: \$90

Dates: June 9, 2017

Day/Time: Friday, 9am to 4pm/Room 301

Instructor: Amy Blackwood

Managing Risk in Project Management

The Merriam-Webster dictionary defines risk as:
 “:the possibility that something bad or unpleasant (such as an injury or a loss) will happen
 :someone or something that may cause something bad or unpleasant to happen
 :a person or thing that someone judges to be a good or bad choice for insurance, a loan, etc.”

In this course participants will learn how to identify, analyze and manage risk that may affect their project. Risk management needs to be continuous process, which will allow for the project to be brought to its completion. Learn about the categories of risk, including financial and non-financial risks, controllable and non-controllable risks, and internal risks.

Prerequisite: None

Course Code: BIS-G5112 • Cost: \$90

Date: May 10, 2017

Date/Time: Wednesday, 9am to 4pm/Room: 301

Instructor: Cristopher Service, Sr.

Supervising the Multi-Generational Workforce

Today's workplace is a mixed batch of generations. Five generations are currently working together: iGen, Millennials, Generation X, Baby Boomers, and Traditionalists. Each of these generations have different expectations and needs. Managers need to understand these differences, in order to make the most impact on their teams. This course is for workforce supervisors looking to bridge the gap between a

multi-generational workforce and build a cohesive unit for increased productivity.

Prerequisite: None

Course Code: PRFD-G5568 • Cost: \$90

Date: May 31, 2017

Date/Time: Wednesday, 9am to 4pm/ Room: 301

Instructor: Amy Blackwood

Win-Win Negotiation Skills

Negotiation skills are important when selling a product, providing customer service, or obtaining resources for projects. Individuals with effective negotiation skills work more productively with customers, colleagues, partners, vendors, and others. Successful negotiators possess the knowledge and skills that will leave everyone in a win-win situation. In this workshop, individuals will learn the tactics used by successful negotiators, develop their personal negotiating style, and understand strategies to bargain successfully and ethically. The material will be delivered through lectures, group exercises, and individual feedback.

Prerequisite: None

Course Code: • Cost: \$90

Date: May 31, 2017

Day/Time: Wednesday 9am to 4pm | Room: 301

Instructor: Domenic Gugliotti

COMMUNICATION/INTERPERSONAL SKILLS

Art of Tact & Diplomacy

Learn how to choose and use the most appropriate words and emotional tone for positive results. Practice techniques for receiving and transferring information, ideas, thoughts, feelings, and needs. Participants will understand how to navigate difficult situations, build consensus, and manage change with diplomacy and tact.

Prerequisite: None

Course Code: • Cost: \$90

Date: April 28, 2017

Day/Time: Friday, 9am to 4pm | Room: 301

Instructor: Yasmin Shenoy

Critical Thinking: Understanding Critical Vs. Non-Critical Thinking

Critical thinking skills are increasingly becoming a necessity for employees. The U.S. Department of Labor has identified critical thinking as the raw material essential for problem solving, decision making, organizational planning and risk management. But what is critical thinking exactly? How can you differentiate between critical thinking and non-critical thinking?

Prerequisite: None

Course Code: PRFD-G5602 • Cost: \$90

Date: April 3, 2017

Day/Time: Wednesday, 9am to 4pm | Room: 301

Instructor: Christopher Service, Sr.

Developing Accountability Measures & Grant Proposal Evaluation

Course Description: Accountability and performance evaluation are important indicators of success when reporting grant proposal outcomes. This course will teach you how to design and achieve sustainable results by helping you identify outcomes that demonstrate a lasting impact on the community and contribute to the overall performance and evaluation of your proposed project or program.

Prerequisite: None

Course Code: PRFD-G5604 • Cost: \$90

Date: May 17, 2017

Day/Time: Wednesday, 9am to 4pm | Room: 604

Instructor: Rebecca Tuttle

Developing Emotional Intelligence

Everything you need to know to take your team from ordinary to extraordinary. Emotional Intelligence (EI) is cutting edge knowledge that sets the savvy business professional apart from the rest. Learn the five aspects of EI and how to integrate this knowledge into your leadership style for goal settings, supervising, coaching, motivating and leading your team towards organizational goals. Learn to read your own emotions, as well as those around you, and use this information to manage your behavior and responses around others. This is a 2-day class.

Prerequisite: None

Course Code: • Cost: \$180

Date: March 14 & March 21, 2017

Day/Time: Tuesdays, 9am to 4pm | Room: 301

Instructor: Mark Petrucci

Effective Business Writing in Plain English

Do you struggle with writing emails and business correspondence? Would you like to learn better ways to streamline your writing, get to the point, but still maintain appropriate professionalism and courtesy? Do you worry if you have a grammar and punctuation mistakes? Then this two-day class is for you! In this class, you will learn the importance of effective business writing, how to identify your audience and customize your messaging, and how to achieve the right results from your written correspondence. Participants should be prepared to engage in hands-on, collaborative writing practice.

Prerequisite: None

Course Code: PRFD G5375-3664 • Cost: \$180

Date: March 31 & April 7, 2017

Day/Time: Friday, 9am to 4pm | Room: 613

Instructor: Yasmin Shenoy

Grant Seeking & Securing

Grant writing has become highly competitive in recent years. Learn to diversify your grant seeking and become more successful in grant writing and grant securing. This course will teach you about grant seeking for operational support and help you identify a solid road map for long term funding.

Prerequisite: Grant Writing Basics or equivalent experience

Course Code: PRFD G5603 • Cost: \$90

Date: May 5, 2017

Day/Time: Friday, 9am to 4pm | Room: 604

Instructor: Rebecca Turtle

Grant Writing For Beginners

Learn the fundamentals of grant seeking and how to get started in grant writing. Topics include how to navigate the grant seeking process, understanding the request for proposal and how funding decisions are made. This course will teach you how to draft a well written grant proposal. *Further your learning and join us for Grant Seeking & Securing.

Prerequisite: None

Course Code: • Cost: \$90

Date: April 7, 2017

Time: Tuesday, 9am to 4pm | Room: 604

Instructor: Rebeca Tuttle

Managing with Positive Discipline

Discipline = punishment. Its been like that for ages. But that old formula wastes time and money. The focus for leaders needs to be on solving the problem behavior, not punishing it. This workshop focuses on how to work with the staff member with respect, creating a dialogue and platform for the employee to take personal responsibility for solving the issue.

Prerequisite: None

Course Code: PRFD G5594 • Cost: \$90

Date: April 5, 2017

Day/Time: Wednesday, 9am to 4pm | Room: 301

Instructor: Christopher Service, Sr.

Models of Critical Thinking: Overviews of RED and 6 Thinking Hats

Employers consider critical thinking skills to be increasingly important in the workplace and the U.S. Department of Labor has identified critical thinking as the raw material essential for problem solving, decision making, organizational planning and risk management. This workshop will introduce you to two of the more recognized models of critical thinking: Pearson's RED model and DeBono's 6 Thinking Hats.

Prerequisite: None

Course Code: PRFD G5600 • Cost: \$90

Date: April 12, 2017

Day/Time: Wednesday, 9am to 4pm | Room: 301

Instructor: Christopher Service, Sr.

COMPUTER COURSES

Adobe Acrobat Pro Introduction

This course will cover the basics of Adobe Acrobat Pro. Topics covered are: what a Portable Document Format (PDF) is, difference between Adobe Reader and Adobe Acrobat, navigating the menus and panels of the program, working with pages, combine PDFs, create PDFs from other programs, scanning documents to PDF, print to PDF, exporting data, and creating hyperlinks and bookmarks. Also, learn about headers, footers, page numbers, dates, comments, sticky notes, PDF portfolios, protecting documents, creating forms, emailing forms, embedding multimedia objects, creating watermarks, and optimizing file size.

Prerequisite: Students need to have basic computer skills, which include opening and closing programs, creating, saving and opening documents, and using a mouse.

Course Code: COMP G7512 • Cost: \$95
 Date: April 21, 2017
 Day/Time: Friday, 9am to 4pm | Room: 617
 Instructor: Michael Montgomery

Adobe Acrobat Pro Advanced

In this follow-up course, students will explore the more advanced features of Adobe Acrobat Pro. Topics include: making documents accessible and flexible, creating PDFs from Word, combining PDFs, creating portfolios, editing text from scanned PDFs; adding interactivity, annotations, bookmarks, hyperlinks, digital signature, and security settings. We will also explore using calculations and JavaScript calculations in forms, submitting forms to a web server, shared folder and by email; streamline collaborative workflow, using barcodes, and extend reader features.

Prerequisite: Adobe Acrobat Pro Basic or equivalent experience is required.

Course Code: COMP G7544 • Cost: \$95
 Date: April 28, 2017
 Day/Time: Friday, 9am to 4pm | Room: 617
 Instructor: Michael Montgomery

Access 2016: Intermediate

You are familiar with the basics of creating an Access data base, but you are looking to learn about the advanced functions in Access. With Access forms and reports, you can create automatic letters (without having to use the mail merge function in Word), or labels from a customer database; you can create a form that pulls information in order to send an email directly from your database. Create reports that calculate totals from your queries. And using query parameters, you can filter your data by adding parameters (for example, in an inventory table, you can show only records that are valued over a certain amount, or records that show only if they are made in certain country). Access is a great tool for your data analysis, and it can help you save time with all of its features.

Prerequisite: Access 2013: Introduction, or equivalent experience. You need to know how to create tables and queries.

Course Code: • Cost: \$95
 Date: June 19, 2017
 Day/Time: Monday, 9am to 4pm | Room: 613
 Instructor: Michael Montgomery

Access 2016: Introduction

Learn the basics of creating and updating Access database. You will learn how to create tables and queries, and prepare a basic form and a report based on your queries and tables. Use queries to pull information from different tables, and help you in your data analysis.

Prerequisite: Students need to have basic computer skills, which include opening and closing programs, creating, saving and opening documents, and using a mouse. Familiarity with other Office programs is recommended.

Course Code: • Cost: \$95
 Date: June 12, 2017
 Day/Time: Monday, 9am to 4pm | Room: 613
 Instructor: Michael Montgomery

Cloud Computing

Noun-The practice of using a network of remote servers hosted on the internet to store, manage, and process data, rather than a local server or a personal computer.

If a dictionary definition doesn't cut it for you, this class will! Get up and running on your own clouds: Google Drive, Dropbox, iCloud, OneDrive and more. This class will explain what cloud computing is and how it works and will even get you started with your own accounts! Use online apps (which are free) to create and store documents, spreadsheets and presentations without having to buy expensive software for your computer. Then access them from other computers, tablets, pads and phones that have Internet connections. We'll even look at collaborating and sharing files and answering your questions.

Prerequisite: Students must have basic computer skills, including opening and closing programs, creating, saving and opening documents, and using a mouse.

Course Code: COMP G7508 • Cost: \$95
 Date: April 5, 2017
 Day/Time: Friday, 9am to 4pm | Room: 613
 Instructor: Michael Montgomery

Excel 2016: Pivot Tables, Power Pivots & Pivot Charts

Pivot Tables allow you to analyze raw data for business analysis purposes, but they are limited. Due to Excel's own limitations of 1048576 Rows, you cannot analyze more than 1048576 rows of data, and there may be limitations in analyzing data from two or more spreadsheets.

The PowerPivot Add-In allows you to import, merge and analyze data from several data sources at once, with barely

any limitations. Turn your raw data into a Pivot Table to help you gather business analytics. Create a Pivot Chart from your Pivot Table.

Prerequisite: Students must have Excel intermediate level skills and need to know how to use formulas and functions in Excel.

Course Code: COMP G7478 • Cost: \$95

Date: May 12, 2017

Day/Time: Friday, 9am to 4pm | Room: 613

Instructor: Michael Montgomery

Tips and Tricks for Presenting Data Using Excel and PowerPoint

Data informs but it's the stories that convey message. This workshop is designed for individuals who would like to enhance their presentation skills using PowerPoint and Excel. It is critical to be able to distill your data into meaningful information that is easily digestible and captures your audience's attention. Participants will learn how to format tables, highlight data using conditional formatting, create different kinds of charts and Pivot Tables, and use SmartArt diagrams, charts, and animation. If you're interested in learning how to create a compelling data-driven presentation, this workshop is for you.

Prerequisite: Working familiarity with Excel and PowerPoint.

Course Code: COMP G7510 • Cost: \$95

Date: May 19, 2017

Day/Time: Friday, 9am to 4pm | Room: 613

Instructor: Laura Higgins

HEALTHCARE

Heartsaver® First Aid CPR AED

This course is a classroom, video-based, instructor-led course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use.

Prerequisite: None

Course Code: HMED G5247 • Cost: \$190

Date: June 2, 2017

Day/Time: Friday, 9am to 4pm /Room: 301

Instructor: Cecile Bailey

Personal Interest or Fun Courses Available Online!

6-Week Skill Building Courses – Starting at \$99

Achieving Success with Difficult People

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

Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people.

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Introduction to Natural Health and Healing

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

Introduction to Photoshop CC

Learn how to use Adobe Photoshop CC, the world's best graphics program, to edit and process photos and create original images.

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.

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

Real Estate Investing

Build and protect your wealth by investing in real estate.

Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

We have an extensive variety of courses to choose from. For more information, please go to page 23.

Business Analytics Series

Interested in data analysis? Our Business Analytics Series will give you a better understanding of business analytics and how it plays a role in decision making. Learn how Excel can help you analyze your data.

Introduction to Business Analytics - March 10, room 616

Organizations are relying on business analytics or the use of data, statistical and quantitative analysis, exploratory and predictive models, and fact-based management to make decisions and develop action plans. This course covers the foundation and business use as well as a working model of capacity planning. You will also learn the terms, techniques, and how business decisions are made using business analytics.

Prerequisite: None

Business Analytics Using Excel 2016 - March 17, room 616

In today's business world, understanding business analytics can give your organization a competitive advantage. This course uses MS Excel, the foundational data analysis tool, to cover advanced Excel formulae, concepts, and applications using larger and more professional worksheets, and focuses on the data modeling approach using Excel vs. the calculator approach. Topics include if-then modeling, built-in functions, charting, transferring data across applications, PivotTables, Spark Lines, Slicers, Power Pivots, and Macros.

Prerequisite: For the intermediate Excel user.

Excel 2016: Pivot Tables, Power Pivots & Pivot Charts - May 12, room 616

Pivot Tables allow you to analyze raw data for business analysis purposes, but they are limited. Due to Excel's own limitations you cannot analyze more than 1048576 rows of data, and there may even be limitations in analyzing data from two or more spreadsheets. The PowerPivot Add-In allows importing, merging and analyzing data from several data sources at once, with barely any limitations. Turn your raw data into a Pivot Table to help you gather business analytics. Create a Pivot Chart from your Pivot Table. V-Lookup is another neat tool found in Excel. It allows you to look at a value in one column, and finds its corresponding value on the same row in another column, based on a unique identifier. Explore these amazing tools in Excel, and make the most of your data.

Prerequisite: Students must have Excel intermediate level skills, and know how to use formulas and functions in Excel.

Cost: \$252

Date: March 10, 17 and May 12, 2017

Day/Time: Friday, 9am to 4pm

Instructor: Cecilia Walpole Griffin, Michael Montgomery

Enroll in these series and save 10%, or take a course individually. Please see pages 16 and 20 for the individual courses.

ONLINE LEARNING @ CAPITAL

Capital Community College, in partnership with ED2GO, 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. Many classes start at \$99. Locate the certificate or class of interest and contact Odile Dilone at odilone@capitalcc.edu or (860) 906-5141 to register.

ED2GO 6-WEEK ONLINE COURSES

www.ed2go.com/capitalcc

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors 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
- Online sessions begin monthly

CAREER TRAINING PROGRAMS

<http://careertraining.ed2go.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, loans and other funding may be available

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development



Capital on the Road

Our Classes Brought to You!

Capital Community College brings the learning to you! Small businesses, corporations and government agencies can take advantage of our Capital On The Road program, by bringing our programs directly to your organization.

SUPPORT YOUR WORKFORCE

Would you like to see one of our classes offered in your own business or community organization? Do you have workforce development needs that have to be met? Does your team need to earn CEUs for advancement?

VARIETY OF COURSE OFFERINGS

No need to start from scratch! Take advantage of our extensive offerings already available at the Capital Community College, School of Workforce & Continuing Education.

CONSIDER SOME OF THE TOPIC AREAS AVAILABLE:

- Accounting
- Business Analytics
- Computer Applications
- English as a Second Language
- Financial Literacy
- Health Care & Medicine
- Human Resources
- Leadership & Management
- Marketing & Communication
- Music & the Arts
- Project Management
- Public Speaking
- Small Business Management
- Social Media
- Web Page Design

CUSTOMIZED COURSES TO FIT YOUR NEEDS

We can even provide a needs assessment so a curriculum can be customized for you! No matter what the topic, our team of faculty and subject matter experts come to you at the location of your choice. Contact Odile Dilone at (860) 906-5141, or via email odilone@capitalcc.edu, to learn more about Capital on the Road and how you can make a worthwhile investment in your people.

FREE 3 CREDIT PERSONAL FINANCE CLASS NOW ENROLLING

SPRING
SEMESTER
2017

Sponsored by the FIRST Center



BFN 110 Personal Finance
MONDAYS & WEDNESDAYS
11:30AM – 1:10PM

Learn how to budget,
how to manage your credit and debt,
about insurance, and investing

Benefits include:

- Practical, real world financial education
- Learn from and connect with financial professionals
- Apply for a paid internship with Guardian in Summer 2017

Class runs from February 13th to May 8th

Student fees and books funded by Guardian Life Insurance

Open to students in all majors!



To apply for this free money management
course, contact Dan Gregory
860-906-5138 | ROOM 312
DGREGORY@CAPITALCC.EDU



REGISTRATION FORM

School of Workforce and Continuing Education Credit-Free Registration Form

BY FAX: (860) 906-5110

BY PHONE: (860) 906-5130, Monday–Friday, 9am to 4 pm
using MasterCard, Visa, Discover, American Express, or Company PO

BY MAIL OR IN PERSON:

School of Workforce & Continuing Education
Capital Community College
950 Main Street, Room 316
Hartford, CT 06103

Today's Date: ____/____/____

Social Security Number: _____ Date of Birth (**REQUIRED**): ____/____/____

Last Name: _____ First Name: _____ Middle Initial: ____

Home Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Home Phone: (____) _____ Business Phone: (____) _____ Cell Phone: (____) _____

Male Female

Are you a U.S. citizen: Yes No If no, are you a permanent resident or green card holder? Yes No

VOLUNTARY: Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino

Race: White Black/African American American Indian/Alaskan Native Native Hawaiian/Other Pacific Other

Course Code	Course Title	Date	Time	Cost
Total:				

Where did you hear about this course? College Staff College Website Friend/Relative Internet _____
 Email Social Media Newspaper Radio/TV
 CT DMV Community Event DAS Other _____

Signature (required): _____

Payment

Visa, MasterCard, Discover, American Express 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: _____

COURSE INFORMATION

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.

Late Registration

Late registration will be accepted on a space-available basis by permission of instructor only

Minimum Enrollment

Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment may be cancelled. We will notify you via phone if a class is cancelled. See refund policy for more information.

Payment Policy

Please make payments to the College on the day you register. Payment options include cash, check, money order, American Express, MasterCard, Visa, or Discover Card. A check or money order should be made payable to CCC. Students owing the College money, library books or fines will not be allowed to register until all debts are settled. Registration is not final until payment is made in full or other satisfactory payment arrangements have been made. Any student paying with a check, which is not honored by a banking institution, will be obligated to pay a returned check fee of \$25. The student will be given 10 calendar days to make restitution with cash or a bank money order or the student will be deregistered and not permitted to return to class.

Quality Matters

We believe lifelong learning is the key to success and to personal and professional growth. Your satisfaction with the learning opportunities we offer is important to us. If you have questions or concerns, please call our Workforce & Continuing Education Customer Service Center at (860) 906-5130.

Refund Policy for Non-Credit 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. You will have the option of receiving a full refund of fees or applying your course fee to another non-credit course in the same semester. Refunds can take between 4 to 6 weeks. No refunds are issued for non-credit courses unless you withdraw three (3) business days before the first class meeting, in writing or in person, to the School of Workforce & Continuing Education, 3rd Floor, 950 Main Street, Hartford, CT 06103.

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

Tutoring - LINKS to College & Career Success

The tutors at LINKS offer free CASAS prep workshops in math and English, as well as tutoring on math and academic skills (course content, study skills and test taking strategies) while you are taking classes at Capital Community College.

Located in room 316, there are walk-in, appointments and workshops available.

For a math appointment, call (860) 906-5232.

For an English appointment, call (860) 906-5183.

PARKING INFORMATION

Parking for Non-Credit Students

Student parking is available at no cost in the Morgan Street Garage. Please pull a ticket and bring it to room 316 for validation. The validated ticket can be used to exit the garage when handed to the attendant on duty.

Directions to Parking Garage

Capital Community College is located at 950 Main Street, Hartford. The Morgan Street Parking Garage is located behind the school at 155 Morgan Street. Look for the green glass windows.

From Interstate 91 North or South

Take Exit 32B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into the Morgan Street Garage entrance.

From Interstate 84 East

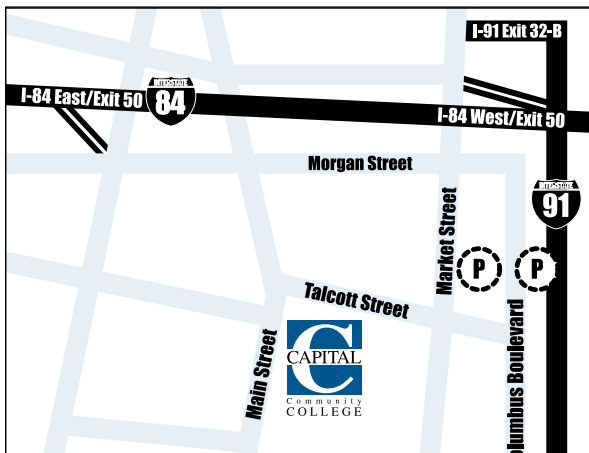
(from West Hartford, Farmington, etc.)

Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into the Morgan Street Garage entrance.

From Interstate 84 West

(from East 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 the Morgan Street Garage entrance.



Guest/Visitor Parking

Guests and visitors with prior authorization will be validated for parking in the Morgan Street Garage. Please note; if you park in the Morgan Street Garage without a college-authorized access ticket, it will be at your own expense.

Parking Access Card

Registered students may be 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 2nd floor Welcome Center or Office of the Dean of Student Services. If your parking access card does not work, pull a ticket and bring it with your parking access card to room 316 for validation.

Motorcycle Policy

The Hartford Parking Authority permits motorcycles to be housed at a specific location at the Morgan Street Garage. See garage for details.

POLICIES

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 Statutes 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 Rita Kelley, Title IX and Section 504/ada Coordinator/Affirmative Action Officer, at (860) 906-5133.

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 the Student Disability Coordinator at (860) 906-5204 for additional information and assistance.

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 college 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 Welcome Center on the 2nd floor, or online at <http://capitalcc.edu/publications.htm>

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.

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)

Emergency information will also be available at (860) 906-5000 and www.capitalcc.edu. Except under rapidly changing conditions, information on the status of day classes will be available by 6 am and for evening classes by 3:30 p.m



We have a variety of on-campus resources available to you. Take advantage of the expert staff we have managing each of our resource centers.

Academic Success Center

Do you need help with your studies? The Academic Success Center can help you with our onsite tutors and subject matter experts. We offer tutoring in math, writing and computers. You can find us on the 4th floor. Stop by the ASC reception desk to set up an appointment or call us at (860) 906-5200. Our tutoring hours are as follows:

- **Math Center • Room 412**

Monday, Tuesday, Wednesday & Thursday,
11:30 am to 6 pm
Friday & Saturday, 10 am to 2 pm

- **Writing Center • Room 409**

Monday, Tuesday, Wednesday & Thursday,
11:30 am to 6 pm
Friday & Saturday, 10 am to 2 pm

- **Computer Center • Room 423**

Monday, Tuesday, Wednesday & Thursday,
11:30 am to 6 pm
Friday & Saturday, 10 am to 2 pm

Tutoring by appointment:

Monday through Thursday: 9:30 am to 7:30 pm

Friday/Saturday: 10 am to 3 pm

Arthur C. Banks, Jr. Library

Located on the 5th floor, the library provides a wide range of services and resources to students, faculty and staff. You will have access to a coin-operated copier, computers, TV/ DVD units and an expansive collection of books and research databases. You can reach the library at (860) 906-5020 or www.capitalcc.edu/library.

Campus Bookstore

Textbooks, reference books and other school supplies are available in the Follett Bookstore located on the 7th floor at 950 Main Street. The bookstore also features electronic connectors and chargers, and Capital-branded apparel and gifts. Normal bookstore operating hours are Monday 9 am to 6 pm, Tuesday-Thursday 9 am to 4 pm, and Friday 9 am to 1 pm. You can reach the bookstore at (860) 525-5956 or <http://cctc.bkstr.com/>.

Cafeteria & Vending Machines

You can find the Campus Café and vending machines, featuring drinks and snacks, on the 7th floor. The Café features an array of options, including fruit, yogurt, cereal, sandwiches, pizza, soups, warm pretzels, beef patties, snacks and drinks. Hours are posted outside the Café.

Career Center

Are you looking for career advice? Do you need help writing your resume? We can help you figure out the steps you need to take to transition into the world of work or a new career.

Stop by to make an appointment at the Career Center located on the 2nd floor, Room 209, or call us at (860) 906-5108. Our hours are Monday through Thursday from 9 am to 5 pm and Friday from 9 to 3 pm.

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.

Dean, Workforce & Continuing Education

Linda Guzzo, Ed.D.
(860) 906-5131
lguzzo@capitalcc.edu

Workforce & Continuing Education Customer Service Center

Damaris Torres
(860) 906-5130
dtorres@capitalcc.edu

Rachel Koladis
(860) 906-5028
rkoladis@capitalcc.edu

Thu Nguyen
(860) 906-5130
tnguyen@capitalcc.edu

Non-Credit Programs

Odile Dilone
(860) 906-5141
odilone@capitalcc.edu

Ruth Krems
(860) 906-5142
rkrems@capitalcc.edu

Learn to Earn Program

Randall Ward
(860) 906-5036
rward@capitalcc.edu

SNAP-ET Program

Nurith Vidal
(860) 906-5029
nvidal@capitalcc.edu

Capital's Career Advancement Program (CCAP)

John Thomas
(860) 906-5038
jthomas@capitalcc.edu

Money Management for Life FIRST Center

Daniel Gregory
(860) 906-5138
dgregory@capitalcc.edu

Vivian McGuinness
(860) 906-5261
VMcGuinness@capitalcc.edu

Institutional Advancement

John McNamara
(860) 906-5102
jmcmamara@capitalcc.edu

**IMPORTANT NUMBERS
EMERGENCY/PUBLIC SAFETY**

(860) 906-5075 or** on any CCC phone

Main College Number
(860) 906-5000 or
1 (800) 894-6126 (toll free)

Continuing Education
Customer Service Center
(860) 906-5130

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

Academic Success Center/Tutoring
(860) 906-5200

Admissions/Enrollment Services/
Registrar
(860) 906-5140

Bookstore
(860) 525-5956

Career Center
(860) 906-5108

Cashier/Bursar's Office
(860) 906-5061

Counseling
(860) 906-5040

Disabilities Counselor
(860) 906-5204

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

Financial Aid
(860) 906-5090

Library
(860) 906-5020

Transcript Requests
(860) 906-5140

Build Your Career



with



GREATER HARTFORD'S
TALENT PIPELINE

Capital's Career Advancement Program (CCAP) is an innovative partnership between Capital Community College and insurance partner giants, Travelers and United HealthCare. CCAP is designed to give students leadership opportunities, real world work experience in a business environment integrated with a challenging academic and personal/professional development program.

WHAT ARE THE BENEFITS?

- Tuition Assistance
- Paid Internship
- Guidance from corporate and academic mentors
- Professional Development Training
- Opportunity to meet and work with other high-performance students



HOW CAN YOU QUALIFY?

- GPA of 3.0 or higher at Capital
- At least 15 credits successfully completed (including ENG 101, MAT 137, CSA 105)
- Intend to graduate from CCC within 3 years and go on to a Bachelors degree
- Degree program in one of the following: Accounting, Computer and Information Systems, Management, or Liberal Arts
- Eligible to work in the USA

"Capital and the CCAP program have really opened up doors for me...Not only am I learning but I'm also gaining experience that employers really want"

Manny Perez, 2016 CCAP

Management Major

For more information:

John Thomas

Room 314E

860.906.5234

jthomas@capitalcc.edu