



CAPITAL
COMMUNITY
COLLEGE

THE SCHOOL OF
WORKFORCE &
CONTINUING
EDUCATION

FALL 2018

Letter from the Dean

Welcome to the School of Workforce & Continuing Education at Capital Community College. I would personally like to congratulate you on continuing your journey of lifelong learning and personal enrichment.

At Capital Community College, you can reach your goals. Whether you are learning new professional or technical skills to increase your value, or are enrolling in one of our career training programs to re-enter the workforce, our faculty and staff are prepared to support you every step of the way.

We are excited to have you here and hope you take advantage of all that Capital Community College has to offer. We look forward to celebrating your next accomplishment from student to successful graduate.

Dr. Linda Guzzo

DEAN OF WORKFORCE DEVELOPMENT & CONTINUING EDUCATION

LGUZZO@CAPITALCC.EDU

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Social Services Assistant

Professional Development

BLS for Healthcare Professionals
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Personal Development

Online courses in over 400 subjects
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CCAP / Apprenticeships

FIRST Center

Winter Intersession

Information Center

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4 Easy Ways to Register

Phone: 860-906-5130
Fax: 860-906-5110 / Attn: Damaris Torres
In-Person: Continuing Education
Capital Community College
950 Main Street, Room 316
Hartford, CT 06103
Mail: 950 Main Street, Room 316
Hartford, CT 06103

News and Notes

New Courses Added Monthly

Follow us on Facebook or visit our website for the most up to date information!

www.facebook.com/CCCE **OR**

<https://www.capitalcc.edu/>

Check Out Our New Programs

- * Accounting / Bookkeeping Clerk
- * Customer Service Representative
- * Cook's Helper / Preparation Cook
- * Entrepreneurship

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.

Bus Passes

Bus passes are available on a limited basis to students enrolled in our workforce development training programs. To purchase, please bring \$20, your student schedule and ID to the Business Office, Room 217.

* Subject to change

Calling All Employers

Do you want to bring the convenience of college credit courses to your worksite for your employees? Do you need meeting space for 10-250? Do you want a fun, creative, and customized team-building program for your employees? Do you need a trained facilitator for your next meeting? Call (860) 906-5028 today to learn more about these services and others offered through our Corporate and Professional Development Center. Consultations are FREE!

Funding Options

Do you need help finding ways to pay for your workforce development training program? You may be eligible for programs such as Veterans (VA) Benefits, Workforce Innovation and Opportunities Act (WIOA), SNAP-ET, employer tuition reimbursement, or a payment plan. To learn more about these programs, including the eligibility criteria, contact (860) 906-5130.

Community Advocate

A bilingual (Spanish / English) community advocate will be on campus to assist you with navigating legal & social service systems. Free and confidential. Every other Thursday 11-1pm FIRST Center, Room 319.



SNAP SCHOLARSHIPS AVAILABLE

Apply today!

Career Training Programs:

- Accounting / Bookkeeping Clerk
- Administrative Office Assistant
- Administrative Medical Assistant
- CNA Refresher
- Cook's Helper / Preparation Cook
- Community Health Worker
- Customer Service Representative
- ECG / EKG Technician
- Entrepreneurship
- Food & Hospitality Management
- Nurse Aide Certification (CNA)
- Patient Care Technician (PCT)
- Pharmacy Technician
- Social Service Assistant



If you are currently receiving SNAP benefits, you may be eligible for a scholarship in one of our career training programs. Contact the SNAP Information Line at (860) 906-5029 for more information regarding programs and eligibility.

WORKforce Training Programs

Accounting/ Bookkeeping Clerk

Do you like working with numbers, financial data, and computers? If so, then this may be the program for you. In this program you will learn how to compute, classify, record, and summarize financial data to maintain fiscal records according to established bookkeeping, accounting systems and procedures. Learn how to use accounting equations, post to journals and ledgers, understand adjusting and closing entries, payroll accounting, and how to develop worksheets and financial statements. You will also learn the basics of accounting and spreadsheet software applications.

Modules:

- Bookkeeping 1 & 2
- Quickbooks 1 & 2
- MS Excel Basics
- Understanding & Preparing Financial Statements
- Path from Training to Career

Prerequisites:

- High School Diploma or GED
- Basic Computer Skills
- English & Math Assessment

Course Code: BIS G5092

Dates: 9/25/18-1/17/19

Day & Time: Tues / Thur 6:00-9:00pm

(No classes 11/22, 12/25, 12/27, 1/1/19)

Room: 604

Cost: \$1,535

Course Code: BIS G5092

Dates: 10/1/18-12/12/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

(No classes 11/21, 11/23)

Room: 604

Cost: \$1,535

Administrative Medical Assistant

Administrative Medical Assistants play an important role in the doctor's office. Learn to perform administrative tasks in a medical office or facility. This course includes the American Heart Association Basic Life Support (BLS) Certification for Healthcare Providers.

Modules:

- How to greet patients, phone manners, schedule appointments / surgeries, update medical records, and process medical correspondence
- How to determine insurance coverage
- Accounting, filing procedures, and customer service
- Government regulations: HIPAA, OSHA, DEA & CLIA
- Introduction to medical terminology
- Introduction to Microsoft Word and Excel
- Path from Training to Career

Prerequisites:

- High School Diploma or GED
- Basic Computer Skills
- English & Math Assessment Test

Course Code: HMED G5333

Dates: 9/25/18-1/29/19

Day & Time: Tues / Thurs 6:00-9:00pm

(No classes 11/22, 12/25, 12/27, 1/1/19)

Room: 617

Cost: \$1,535

Course Code: HMED G5333

Dates: 10/1/18-12/19/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

(No classes 11/21, 11/23)

Room: 617

Cost: \$1,535

Administrative Office Assistant

Individuals who can efficiently and effectively manage small-to-mid-sized offices are in-demand. In this program, you will learn the tools and strategies to manage day-to-day tasks with confidence, including projects, people, and situations. You will develop time management and organizational skills that will build effective business relationships and exceed customer expectations.

Modules:

- MS Office Basics – Windows, Word, Excel, PowerPoint
- Business Communication
- Office Organization
- Business Math Refresher
- Record Keeping and Report Writing
- Exceptional Customer Service
- Time Management & Multi-tasking
- Problem-solving & Decision-making
- Professional Presence
- Introduction to Quickbooks
- Path from Training to Career

Prerequisites:

- High School Diploma or GED
- Basic Computer Skills
- English and Math Assessment Test

Course Code: AOP G5034

Dates: 9/25/18-1/17/19

Day & Time: Tues / Thurs 6:00-9:00pm

(No classes 11/22, 12/25, 12/27, 1/1/19)

Room: 616

Cost: \$1,125

Course Code: AOP G5034

Dates: 10/1/18-12/12/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

(No classes 11/21, 11/23)

Room: 616

Cost: \$1,125

Certified Nurse Aide (CNA)

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 144-hour course. In 2014 our CNA course became the first CNA program in CT to be awarded college credits! Upon successful completion, you will be eligible for 3 credits from Capital Community College or 4 credits from Charter Oak State College. Classroom and skills laboratory instruction are held at Capital. Clinical experience is held at area skilled nursing facilities.

Modules:

- Career Success
- The Health Care system
- Scope of Practice of the CNA
- Safety
- Infection control
- Basic nursing care
- Skills practiced in Lab and Clinical
- Body systems
- Caring for patients with special needs
- Path from Training to Career

Prerequisites:

- Participants must be 17 years of age or older
- English and Math Assessment Test
- High School Diploma or GED Recommended
- Provide documentation of a physical exam, Tuberculosis screening, immunizations, and flu vaccination (during flu season)

Other Information:

- Included in tuition: textbook, workbook and State Competency test
- Required, but not included in tuition: physical exam, nurses uniform and shoes, travel expense to clinical and the CT Nurse Aide Registry application fee

Course Code: HMED G5333

Dates: 9/5/18-10/30/18

Day & Time: Mon / Tues / Wed /Thur / Fri

Lecture: 9:30-12:30pm; Lab: 8:30-2:30pm

Clinical: 8:00-2:00pm

Room: 317/ 820

Cost: \$1,369

Course Code: HMED G5333

Dates: 9/11/18-11/29/18

Day& Time: Tues / Wed/ Thurs / Fri or Sat

Lecture: 6:00-9:00pm; Lab: 6:00-9:00pm weekdays or

Sat 8:30-2:30pm; Clinical: 6:00-9:00pm weekdays or

8:00-2:00pm Sat

Room: 317 / 820

Cost: \$1,369

Course Code: HMED G5333

Dates: 10/22/18- 12/18/18

Day & Time: Mon / Tues / Wed / Thurs / Fri

Lecture: 9:30-12:30pm; Lab: 8:30-2:30pm

Clinical: 8:00-2:00pm

Room: 317 / 820

Cost: \$1369

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.

Modules:

- Role and responsibilities of the CNA
- Infection control
- Basic human needs
- Personal care needs
- And more...

Prerequisites:

- CNA certification & entered in CT Nurse Aide Registry
- If you have an expired out-of-state certification, this course may not be appropriate for you. Please contact Ruth Krems at (860) 906-5142 for more info.

Course Code: HMED G5166

Dates:10/18/18- 11/9/18

Day & Time: Thurs / Fri 6:00-9:00pm

Room: 420

Cost: \$329

Community Health Worker

Community Health Workers (CHWs) have an important role in improving the healthcare system. CHWs help community members gain access to care and increase their knowledge to improve their health outcomes. In this program, you will learn how to provide culturally appropriate health education and outreach and advocate for your clients. You will also complete the Mental Health First Aid certification.

Modules:

- Introduction to the World of a CHW
- Communication & Health Literacy
- Use of Public Health Concepts & Application
- Coaching for Chronic Health Conditions
- Outreach & Advocacy
- Care Coordination and System Navigation
- Documentation, Reporting, and Outcome Management
- Legal, Ethical and Professional Conduct
- Path from Training to Career

Prerequisites:

- High School Diploma or GED
- Basic Computer Skills
- English & Math Assessment Test

Course Code: HMED G5382

Dates: 9/25/18-1/17/19

Day & Time: Tues / Thurs 6:00-9:00pm

(No classes 11/22, 12/25, 12/27, 1/1/19)

Room: 301

Cost: \$1,125

Course Code: HMED G5382

Dates: 10/1/18-12/12/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

(No classes 11/21, 11/23)

Room: 303

Cost: \$1,125

Cook's Helper / Preparation Cook

Learn basic hot and cold food preparation, sanitation and safety procedures and general food service operations.

Modules:

- Sanitation and Safety Fundamentals/ Servsafe
- Tools, Utensils and Equipment
- Cold Foods: Salads and Dressings
- Hot Foods: Vegetables, Starches, Pastas & Grains
- Terminology, Record Keeping & Service
- Hot Foods- Introduction to Breakfast, Meat & Fish
- Knife Skills
- Regulatory Issues
- Path from Training to Career

Prerequisites:

- High School Diploma or GED Recommended
- Basic Computer Skills
- English & Math Assessment Test

Course Code: FOOD G5166

Dates: 9/25/18-1/17/19

Day / Time: Tues / Thurs 6:00-9:00pm

(No classes 11/22, 12/25, 12/27, 1/1/19)

Room: 309

Cost: \$1,535 (incl. supplies & Servsafe certification exam)

Customer Service Representative

Customer Service Representatives with the right skills are in high demand in information technology, insurance, finance, healthcare, and retail call centers. Learn how to provide exceptional and professional telephone and in-person customer service, communicate effectively, and cultivate repeat business. In this program you will also receive hands-on experience in the College's state-of-the-art simulated Call Center training classroom.

Modules:

- Exceptional Customer Service 101
- Personal & Job Accountability
- Effective Communication
- Critical Thinking & Problem Solving
- Working with External & Internal Customers
- Handling Difficult Situations
- Business Ethics & Professional Presence
- Path from Training to Career

Prerequisites:

- High School Diploma or GED
- Basic Computer Skills
- English & Math Assessment Test

Course Code: AOP G5039

Dates: 9/25/18-1/17-19

Day & Time: Tues / Thurs 6:00-9:00pm

(No classes 11/22, 12/25, 12/27, 1/1/19)

Room: TBD

Cost \$1,155

Course Code: AOP G5039

Dates: 10/1/18-12/12/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

(No classes 11/21, 11/23)

Room: TBD

Cost: \$1,155

ECG / EKG Technician with CPR

Are you interested in working in an acute or out-patient healthcare setting? Do you think you would enjoy collecting valuable health data? Are you currently employed and looking to enhance your career mobility? Are you a current EKG Technicians seeking certification in this field? This 60 hour course may be for you! Students will explore real life scenarios in classroom and laboratory environments.

Modules:

- Key customer service concepts
- Basic anatomy & physiology of cardiovascular system
- How to calculate heart rate
- How to identify sinus atrial, AV junction, ventricular and AV block rhythms
- 12-lead ECG interpretation, including myocardial infarction
- Path from Training to Career

Prerequisites:

- High school diploma or GED Recommended
- Healthcare training and 1 year of experience preferred
- English & Math Assessment Test

Course Code: HMED G5385

Dates: 10/1/18-12/12/18

Day & Time: Mon / Wed 5:30-8:30pm

(No classes 11/22)

Room: 604

Cost: \$1,049

EMT-Basic

Emergency Medical Technicians (EMT) are the first responders on the scene in the event of an accident or illness. An EMT assesses injuries, administers emergency medical care, transports individuals who require medical care to healthcare facilities and provides other life-support services.

The course prepares students for the initial State of Connecticut Certified EMT examination and national board certification, which are a required qualification for EMT personnel. Students are responsible for the examination fees (approximately \$200) and the instructor will provide information on the application process. In addition to the classroom sessions, students will complete an additional 40 hours riding along in an ambulance and hospital observation. Students must provide their own transportation to the observation site. The student kit (stethoscope & blood pressure cuff) are included in the course fee.

Modules:

- Assessment & prioritization of care for illness / injury
- Administration of first-aid treatment and life-support care in pre-hospital setting
- Basic Life Support (BLS)/First Aid Certification
- Perform emergency diagnostic and treatment procedures during ambulance transport
- Maintain emergency vehicles, medical and communication equipment, and replenish first-aid equipment and supplies
- Communicate with the physician regarding the patient's condition or injury, the treatment provided, and reactions to drugs and treatment
- Operate equipment for airway management, resuscitation, and other advanced life-support situations
- Path from Training to Career

Prerequisite:

- High school diploma or GED
- English & Math Assessment Test

Course Code: HMED G5207

Dates: 9/18/18-12/20/18

Day & Time: Tues / Thurs 5:30-9:30pm / Sat 8:30-1pm

(No classes 11/22)

Room: 307

Cost: \$1,165

Entrepreneurship

Small businesses are the driving force to grow the global economy. If you have a strong interest to be your own boss, have the drive to implement your ideas, are highly motivated and creative, and want to determine your own destiny then this may be the program for you. Learn the skills to go from idea to business.

Modules:

- Entrepreneurship – Introduction & Planning
- Understanding Business Models & Develop Your Plan
- Finance and Funding a Start-up
- Accounting, Marketing, & Management
- Pitching Your Start-up

Prerequisite

- High School Diploma or GED Recommended
- Basic Computer Skills

Course Code: BIS G5000

Dates: 10/16/18-11/15/18

Day & Time: Tues / Thurs 6:00-9:00pm

Room: 613

Cost: \$975

Course Code: BIS G5000

Dates: 10/22/18-11/12/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

Room: 613

Cost: \$975

Hospitality & Food Service Management

This program is for individuals who have been working in the hospitality and food service industry and are interested in advancing to a management position. You will learn about procurement and purchasing, menu planning, nutrition, sanitation and safety, customer satisfaction and quality, financial management, and hiring and supervision. The program includes the ServSafe certification exam.

Modules:

- Introduction to Careers in Hospitality & Food Service Management
- Effective Communication
- Business Math Review
- Facilities Management
- Cost Control and Financial Management
- Hiring & Supervision
- Exceptional Customer Service & Quality
- Path from Training to Career

Prerequisites

- High School Diploma or GED
- Basic Computer Skills
- English & Math Assessment Test

Course Code: FOOD G5166

Dates: 10/1/18-12/12/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

(No classes 11/21, 11/23)

Room: 309

Cost: \$1,175

Patient Care Technician (PCT)

This 111 hour course builds upon your basic CNA knowledge and skill sets, and prepares you to work in a hospital or clinic environment.

Modules:

- Advanced Patient Care Skills
- Cultural Awareness
- Introduction to Computers
- Introduction to EKG
- Introduction to Phlebotomy
- Introduction to Health Careers and Educational
- Path from Training to Career
- Basic Life Support for Healthcare Providers (American Heart Association)
- First Aid (American Heart Association)

Prerequisites:

- Must possess a CNA certification
- High School Diploma or GED Recommended
- English & Math Assessment Test

Course Code: HMED G5228

Dates: 9/17/18-12/13/18

Day & Time: Mon / Tues / Thurs 6:00-9:00pm

(No classes 11/22)

Room: 317

Cost: \$1,099

Pharmacy Technician

Pharmacy Technicians in community hospitals, long-term care settings, or pharmacies are in-demand. This course offered in partnership with the Connecticut Pharmacists Association prepares students for entry-level positions.

The course is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Pharmacy Technicians work under the direction of a pharmacist measuring, mixing, counting, labeling, and recording amounts and dosages of medications. Students are responsible for the PTCB exam fee of approximately \$129 and the instructor will provide information on exam registration.

Modules:

- Medical terminology related to the pharmacy field
- Dosage calculations and dose conversion
- Proper storage, inventory control, drug security
- Interpreting prescriptions and defining drugs by generic and brand names
- Procedures for dispensing prescriptions
- Maintaining equipment & work areas through prescribed methods
- Customer service, billing, and insurance reimbursement
- Path from Training to Career

Prerequisites:

- High School Diploma or GED
- Basic Computer Skills
- English & Math Assessment Test

Course Code: HMED G5356

Dates: 9/24/18-11/7/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

Room: 318

Cost: \$1,199

Course Code: HMED G5356

Dates: 10/2/18-12/11/18

Day & Time: Tues / Thurs 6:00-9:00pm

(No classes 11/21, 11/23)

Room: 318

Cost: \$1,199

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.

Modules:

- Understanding
- Direct Service
- Facilitating Positive Behaviors
- Communication: Interpersonal Skills

(continued on next page)

- Cultural Awareness
- Physical Development Supports
- Person Centered Planning
- Services and Supports
- Regulations, Documentation and Reporting
- Path from Training to Career

Course Code: HREL-G5003

Dates: 9/25/18-1/17/19

Day & Time: Tues / Thurs 6:00-9:00pm

(No classes 11/22, 12/25, 12/27, 1/1/19)

Room: 303

Cost: \$1,155

Prerequisites:

- High School Diploma or GED
- English & Math Assessment Test

Course Code: HREL-G5003

Dates: 10/1/18-12/12/18

Day & Time: Mon / Wed / Fri 9:00-12:00pm

(No classes 11/21, 11/23)

Room: 301

Cost: \$1,155

Please Note:

Many employers and certification organizations require a criminal background check and in some cases drug screening. If you have a felony conviction or do not pass the required screenings your employment opportunities may be impacted.



Online Classes

Gain the skills necessary to acquire professional level positions for many in-demand occupations. It's simple to register and get started. Many classes start as low as \$99.00! Choose from over 400 classes and certification training programs without leaving home!

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.

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
- All materials, workbooks, and software are included

How to Register:

Locate the certificate or class of interest and contact our customer service team at (860) 906-5130 or ca-learnmore@capitalcc.edu to register.



Business & Community

In today's growing and competitive economy, your employees are your greatest assets. By developing your employees' knowledge, you gain a competitive edge and a versatile and productive workforce, resulting in a sustainable return for your organization.

To address the needs of our clientele, we have developed a spectrum of programs in key strategic areas. Our full staff of professionals will customize and tailor programs specifically for you and your industry. 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 can support and grow your business. Contact our Business Services Team at: (860) 906-5028.



We draw upon the expertise of professional business practitioners and facilitators who specialize in corporate training. Using proven training curricula and techniques, our staff is able to tailor the training to a company's specific learning objectives, goals and budget.

Our services include:

- Needs Assessment
- Customized Training Solutions
- Follow-up Evaluations & Recommendations
- Assistance with Department of Labor & Workforce Development Grant Applications
- Large Selection of Credit and Non-Credit Seminars, Workshops and Classes
- In-Person and Online Instruction

Contact: 860-906-5028 to discuss how we can help you!



Capital on the Road

Bringing our classes to your organization

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.

Variety of Courses Available

No need to start from scratch! Take advantage of our extensive list of course offerings.

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

Call the School of Workforce & Continuing Education to learn more at (860) 906-5028

The FIRST Center

(Financial Independence to Reach Success and Transformation)



The FIRST Center provides financial education, income tax assistance, information and referral services, and internships to students and community members. The services provided through the FIRST Center will help empower you to address short-term credit and savings challenges and develop a long-term strategy to achieve financial self-sufficiency for you and your family. You will gain the knowledge, skills, and confidence to take control of your finances, to better manage your money, and make decisions that will strengthen your financial future to achieve personal and professional success and transformation. Many of the courses are available at no charge due to the generous funding from Guardian Life Insurance Company of America.

Credit Personal Finance Course

Financial Literary Workshops

Budgeting with Apps
Financial Planning Toolkit
Tax Prep Essentials

Career Skill Clinics

Cover Letter Tips and Techniques
Interviewing Basics
Resume Writing for Results
The Online Job Search
Writing Professional Emails

Contact Program Coordinator,
Hannah Gregory at (860) 906-5080 or
hgregory@capitalcc.edu to learn more

Free Credit Personal Finance Class

Sponsored by the FIRST Center

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

Benefits include:

- Practical, real world financial education
- Learn from and connect with financial professionals
- Apply for a paid internship with Guardian Life Insurance Co.
- Open to students in all majors
- Earn 3 credits
- Student fees and books funded by Guardian Life Insurance Co.



Space is limited! To apply for this free personal finance course, contact Hannah Gregory at hgregory@capitalcc.edu or (860) 906-5080

Become a Volunteer Income Tax Assistance (VITA) Preparer

Ever wanted to be able to do your own taxes? Become a tax preparation expert by volunteering as an income tax preparer at the FIRST Center. You will learn valuable skills and develop experience that will look great on a resume! Minimum commitment is 4 hours/week and we will train you.

If interested, contact Hannah Gregory at hgregory@capitalcc.edu, 860-906-5080, Rm 314D.



Career Advancement Program

Capital's Career Advancement Program (CCAP) works with some of Hartford's largest corporations to connect classroom learning to industry experience and launch students into new careers. Corporate leaders including Travelers, United Healthcare, Aetna, and The Hartford are among our partners offering Capital students hands-on, on-the-job training that develops the next generation workforce while giving CCAP scholar-interns an up-close and extended look at career opportunities in fields that students might otherwise overlook.

Whether internship or apprenticeship, CCAP students are fully supported by program counselors, mentors, and the program's coordinator to ensure a smooth transition into the workplace and to facilitate a successful experience. Students completing the program with high marks and excellent performance evaluations create a strong likelihood of becoming a full time employee with that partner company.

New Registered Apprenticeship Programs Coming Spring 2019

- * Universal Banker
- * Cybersecurity
- * Customer Service

Learn more about Capital's Insurance Claims Representative Apprenticeship Program:
<http://www.hartfordbusiness.com/article/20180212/PRINTEDITION/302089925/the-hartford-aims-to-stem-worker-shortage-with-call-center-apprentices>

For additional information, contact John Thomas by email at jthomas@ccc.commnet.edu or phone at (860) 906-5234.



Professional Development

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 & tact.

Course Code: COMM G5020 Cost: \$90

Dates: 9/13/18 (1 day)

Day & Time: Thurs / 9:00-4:00pm

Basic Life Support (BLS)

This course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for healthcare providers, such as EMS personnel, nurses, respiratory therapists, physician assistants, certified nurse aides and others who must have a credential (card) documenting successful completion of a CPR course. Course content includes Basic Life Support (CPR, AED), adult and pediatric CPR, foreign-body airway obstruction and use of automated external defibrillation. Student manual will be available for students at time of registration and are to be reviewed prior to class.

Course Code: HMED G5245 Cost \$95

Dates: 9/12/18 (1 day)

Day & Time: Wed / 5:00-9:00pm

Course Code: HMED G5245 Cost \$95

Dates: 9/13/18 (1 day)

Day & Time: Thurs / 9:30-2:00pm

Course Code: HMED G5245 Cost \$95

Dates: 10/19/18 (1 day)

Day & Time: Fri / 9:30-2:00pm

Course Code: HMED G5245 Cost \$95

Dates: 10/24/18 (1 day)

Day & Time: Wed / 5:00-9:30pm

Building Rapport & Influencing Others

Dale Carnegie knew this well: Being able to connect with people and build rapport, no matter the industry, can help you attain your goals. Conflict is more easily resolved, and it can provide for stronger relationships, both in the workplace and your personal life. Rapport helps us work towards "Yes". "Yes" to company mission. "Yes" to shared goals and objectives. "Yes" to esprit de corps. When you have rapport with people, they are more interested in what you have to say and how they can help you. It can be easier for you to influence the decisions the person is making because of the rapport that you have mutually created.

Course Code: COMM G5026 Cost: \$90

Dates: 10/23/18 (1 day)

Day & Time: Tues / 9:00-4:00pm

Business Analytics: Introduction

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.

Course Code: BIS G5101 Cost: \$95

Dates: 9/14/18

Day & Time: Fri/ 9:00-4:00pm

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 core data analysis tool, to cover advanced Excel formula concepts, 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: COMP G7513 Cost: \$95

Dates: 10/5/18

Day & Time: Fri / 9:00-4:00pm

Capturing Knowledge Before it's Lost

There will be changes...and those will extend to transitions in the workforce. Whenever team members leave, for whatever reason, experience, work wisdom and institutional knowledge goes with them. Don't let this happen to you! Learn all about holding onto your organization's most valuable resource—institutional knowledge—when the inevitable happens. This riveting workshop will give you the tools you need for knowledge management and succession planning.

You will learn 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 you in preparing to fill vacancies and retain your knowledge.

Course Code: BIS G5103 Cost: \$90

Dates: 12/5/18 (1 day)

Day & Time: Wed / 9:00-4:00pm

Creativity and Problem Solving

Every organization, regardless of size, leadership, or competence, will face challenges. These challenges can prevent staff members from working together and keep projects from moving forward, which, in turn, can affect productivity and hamper mission effectiveness.

Creativity and problem solving are directly related.

When presented with a problem or challenge, we tend to think inside the box, which can prevent us from exploring novel and creative solutions. Developing creativity in the workplace provides your organization with a new set of tools to find solutions and improve productivity. Develop your creativity and learn to think outside the box.

Course Code: PRFD G5606 Cost \$90

Dates: 11/1/18 (1 day)

Day & Time: Thurs / 9:00-4:00pm

Creating Electronic Forms: Google Drive

In this digital era, electronic forms are a must. There are many programs available that you can use for this purpose. In this workshop you will learn about two of these programs: Google Drive and Microsoft Word. Google Drive Forms is a free form creator/data collection tool. You can create registrations, prepare polls, collect contact information, and more.

With a wide array of themes and the possibility of using your own pictures or logos, you can customize your forms any way you want. Let others help you by adding collaborators. Add random questions, question skipping, and YouTube videos. Invite an unlimited number of respondents by sharing the URL or emailing an embedded form. Analyze the responses that are collected automatically from your forms with Google Sheets and charts. For the second part of the workshop, you will learn how to create forms from scratch in Microsoft Word. Create user friendly forms that can be completed electronically and saved by the end-user. You will learn about Templates, which are pre-made documents that you can customize.

Course Code: COMP G7548 Cost: \$95

Dates: 9/28/18

Day & Time: Fri / 9:00-4:00pm

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?

Course Code: PRFD G5602 Cost: \$90

Dates: 9/26/18

Day & Time: Wed / 9:00-4:00pm

Cybersecurity: What You Don't Know Can Hurt You

Your personal and business information is at-risk every single day: phishing emails, viruses, Trojan horses, adware, malware, spyware, and more.

All looking to steal, reveal, and sometimes repeal your information. Cybersecurity attacks are on the rise. Every day, we see news stories from companies that have suffered a cyberattack, and how thousands of records have been exposed. Hackers are nimble and innovative. There is no end to their creativity when it comes to cracking your computer's security. Employees can, unknowingly, be an integral part of a cyber-attack. From stolen laptops and hacked smartphones to emails with viruses, there are many ways a company can become a victim. You need to know what to be on the lookout for and how to respond. This eye-opening workshop will give you the tools to take proven preventative measures, how to train employees to recognize these attacks, and what to do after they have identified it. We will explore many of the ways attackers can access your computer, and what you can do to prevent this. We will explore previous cyber-attack cases, their consequences and steps taken by the companies affected.

Course Code: COMP G7555 Cost: \$95

Dates: 12/7/18 (1 day)

Day & Time: Fri / 9:00-4:00pm

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 setting, 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.

Course Code: COMM G5051 Cost \$180

Dates: 11/13/18 & 11/20/18 (2 days)

Day & Time: Tues / 9:00-4:00pm

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 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 create business documents that say what you mean and achieve the results you want. This course not only covers the basics of how to improve your professional writing skills, but also how to achieve the right results from your written correspondence. Participants should be prepared to engage in hands-on, collaborative writing practice.

Course Code: COMM G5021 Cost: \$180

Dates: 10/9/18 & 10/16/18 (2 days)

Day & Time: Tues / 9:00-4:00pm

Excel 2016: Power Pivots, Tables & 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 even 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. Explore these amazing tools in Excel, and make the most of your data. 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

Dates: 10/19/18 (1 day)

Day & Time: Fri / 9:00-4:00pm

Feeling Great at Work

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

Course Code: PRFD G5554 Cost: \$180

Dates: 10/23/18 & 10/30/18 (2 days)

Day & Time: Tues / 9:00-4:00pm

Google Suite

Google offers a variety of free tools that will help you collaborate with others and be more efficient. This course provides an overview of the Google Suite of tools and their capabilities, so you can incorporate them into your daily tasks. Learn how to use Gmail, calendar, Google Drive, Google Docs, Google Sheets, and Google Slides and how they integrate with Microsoft Office. Includes tips and techniques to streamline your Gmail inbox and settings, share and organize documents and folder.

Course Code: PRFD G5607 Cost:

Dates:

Day & Time:

Grant Writing for Beginners

New to grant writing, or in need of a refresher? This course will teach you everything you need to get started as a grant writer. Develop unique persuasive proposal techniques that will give your proposals an extra boost that funders are looking for when considering your grant proposal. Learn the skills you need to become a successful grant writer and turn your ideas into funding opportunities.

Course Code: PRFD G5375 Cost: \$95

Dates: 9/14/18 (1 day)

Day & Time: Fri / 9:00-4:00pm

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.

Course Code: HMED G5247 Cost \$190

Dates: 12/14/18 (1 day)

Day & Time: Fri / 9:00-4:00pm

Human Resources Training & 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 an organization's policies and regulations. Legal issues, performance assessment, training, compensation, and labor relations will also be covered.

Course Code: MGMT G5001 Cost: \$90

Dates: 12/12/18 (1 day)

Day & Time: Wed / 9:00-4:00pm

Internet of Things (IoT): What is IoT and How it Affects Privacy & Security

The Internet of Things (IoT) is the concept of connecting any device to the Internet and, thus, to each other. Cellphones, refrigerators, tablets, house lighting, coffee makers, cars, watches, are all part of this trend and can now "speak" to each other. This allows for a more convenient and productive lifestyle. Think about Alexa and the wired house, or cellphone apps that tell you about traffic delays or severe weather alerts.

These are all examples of the Internet of Things. It's wonderful! But this new connectivity also comes with hazards. We must understand what IoT is, how it works, how these devices are connected together, and how this affects privacy and security within the workplace. This course will focus in the potential security risks and how to mitigate them.

Course Code: COMP G7559 Cost: \$95

Dates: 12/21/18 (1 day)

Day & Time: Fri / 9:00-4:00pm

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. This class focuses on strategies to keep your team engaged during times of change. Fundamentals of leadership, interpersonal and intercultural communication skills, conflict management, and managing organizational change will also be discussed.

Course Code: MGMT G5124 Cost: \$90

Dates: 11/8/18 (1 day)

Day & Time: Thurs / 9:00-4:00pm

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.

Course Code: PRFD G5564 Cost: \$90

Dates: 9/25/18 (1 day)

Day & Time: Tues / 9:00-4:00pm

Mastering Emotional Intelligence

Emotional Mastery goes beyond traditional emotional intelligence seminars—inviting participants to consider a lasting change of perspective that will make a real difference in how they read their emotions, and harness them towards making better choices, and communicating with more authenticity and effectiveness. More than the standard set of self-help dot-points and to-dos, the workshop inspires making new and better choices from the inside, out. Everything changes when we do. We change, when our perspective changes. Emotional Mastery improves upon the foundation of Developing Emotional Intelligence; adding additional depth for advanced students of EI. It is helpful, but not necessary, to take Developing Emotional Intelligence before taking Emotional Mastery.

The workshop is crafted so that attendees experience many "ah ha" moments, in an interactive blend of lecture and fun exercises that allows participants to view themselves and their emotional natures in a new, expanded way.

Course Code: COMM G5027 Cost \$90

Dates: 12/11/18 (1 day)

Day & Time: Tues / 9:00-4:00pm

Microsoft Excel 2016: Level 1

Improve data accuracy and consistency through the use of spreadsheets. Learn how to create, edit and format spreadsheets with Excel. Discover basic formulas including relative and absolute references, how to search for and replace data, modify columns and rows, and become more efficient with AutoFill and AutoComplete.

Course Code: COMP G7406 Cost: \$95

Dates:

Day & Time:

Microsoft Excel 2016: Level 2

Learn to work with functions, sort and filter data, analyze data, create tables, charts, and pivot tables.

Course Code: COMP G7409 Cost: \$90

Dates:

Day/Time:

Positive Assertiveness: Learn to Positively Achieve Your Goals & Influence People

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

Course Code: COMM G5010 Cost: \$90

Dates: 10/12/18 (1 day)

Day & Time: Fri / 9:00-4:00pm

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.

Course Code: PRFD G5015 Cost: \$90

Dates: 12/6/18 (1 day)

Day & Time: Thurs / 9:00-4:00pm

Working Across Generations

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. Learning the differences between each generation will allow you to understand how to work with your teammates.

Course Code: PRFD G5568 Cost \$90

Dates: 11/8/18 (1 day)

Day & Time: Thurs / 9:00-4:00pm





Tutoring Help

Enrolled in a workforce program and need to improve your career success skills? Our tutors are here to help! Tutoring support available in the following areas:

- Math Comprehension
- Study Skills
- Reading Comprehension
- Basic Computer Knowledge

Contact the School of Workforce & Continuing Education by phone at (860) 906-5130 or visit us in Room 316 for more information.

Capital Community College
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

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 **/D7CG;D76fi** ____/____/____

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: _____

How to Register

Registration Form

Mail or bring your completed registration form to the School of Workforce & Continuing Education, Capital Community College, Room 316, Hartford, CT 06103. You may also fax to (860) 906-5110 / Attn: Damaris Torres.

Late Registration

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

Minimum Enrollment

Continuing Education programs are self-supporting. All courses are operated on an instruction-fee-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.

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.

If you register for a course, you are responsible for payment. You will not automatically be de-registered for non-payment or non-attendance.

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

Third Party Tuition Authorization

If your employer, or another organization, will be paying for your class, a tuition authorization letter needs to be completed before you can enroll. It 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.

Information Center



Academic Success Center

Do you need help with your studies? The Academic Success Center can help you with our on-site 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.

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. Features include; 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. The bookstore also features electronic connectors and chargers and Capital-branded apparel and gifts. Normal operating hours are Monday, 9am-6pm, Tuesday-Thursday, 9am-4pm, and Friday, 9am-1pm. You can reach the bookstore at (860) 525-5956 or <http://cctc.bkstr.com/>

Cafeteria & Vending Machines

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

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 transition into the world of work or a new career. Stop by the Career Center to make an appointment. We are located in Room 209, or call us at (860) 906-5108. Our hours are Monday through Thursday 9am-5pm and Friday from 9am- 3pm.

Veteran Benefits

The federal government offers a wide variety of services to veterans through the Department of Veteran Affairs. The College is approved for training of veterans' education benefits by the Board of Regents of the Connecticut Colleges & University System. For more information, contact Libby Daniels, Veterans Coordinator, at (860) 906-5123, Rm 424.

CCC Photo Policy

Capital Community College's (CCC) Office of Marketing and Public Relations often takes or commissions photos and videotapes of students, faculty, staff, and campus visitors. These images are taken in classrooms and labs, in the library and study areas, at College events, and elsewhere around campus and at college off-site locations. CCC reserves the right to use these photographs / video clips as part of its publicity and marketing efforts. Students who enroll at CCC do so with the understanding that these photographs might include them and be used in College publications, both printed and electronic, and for publicity.

Non-Discrimination Policy

The Connecticut State Colleges and Universities System, under the Board of Regents for Higher Education, does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record., 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 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.. Inquires regarding this policy should be directed to Josephine Agnello-Veley. You can contact her by e-mail at Jagnello-vey@Capitalcc.edu or phone at (860) 906-5002.

Parking Information

Student parking is available at no cost in the Morgan Street Garage, located at 155 Morgan Street, behind the college. Please pull a ticket and bring to Room 316 for validation.

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

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 by phone at (860) 906-5040 or visit Suite 208.

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 each other 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 with 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

This document does not constitute a contract. The College reserves the right to make changes to the information presented.

Important Numbers / Closings

School of Workforce & Continuing Education Staff Directory

Customer Service Center

(860) 906-5130 / ca-learnmore@capitalcc.edu

SNAP Information Line

(860) 906-5029

Odile Dilone, Continuing Education Coordinator
odilone@capitalcc.edu

Ruth Krems, CNA/ Allied Health Coordinator
rkrems@capitalcc.edu

John Thomas, CCAP Coordinator
jthomas@capitalcc.edu

Hannah Gregory, FIRST Center Coordinator
hgregory@capitalcc.edu

Joette Johnson, SNAP Coordinator
jjohnson@capitalcc.edu

Rachel Koladis, Continuing Education Assistant
rkoladis@capitalcc.edu

Vivian McGuinness, Continuing Education Assistant
vmcguinness@capitalcc.edu

Heidi Michaud, LINKS Tutor
hmichaud@capitalcc.edu

Capital Community College Directory

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

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

Continuing Education Customer Service
(860) 906-5130

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

Academic Success Center / Tutoring
(860) 906-5200

Admissions / Enrollment Services
(860) 906-5140

Bookstore
(860) 525-5956



Career Center
(860) 906-5108

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

Counseling
(860) 906-5040

Counselors / Disabilities
(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

Emergency Closings

In the event of severe weather, power failure or any other extreme or unusual circumstances, updated information will be posted on www.capitalcc.edu and available by phone: (860) 906-5000. The College also provides the following television and radio stations with closing / delayed opening information.

Television:

- WFSB-TV Channel 3
- WVIT-TV NBC Connecticut

Radio:

- WTIC (1080 AM & 96.5 FM)
- WRCH (Lite 100.5 FM)
- WZMX (Hot 93.7 FM)
- WDRC (1360 AM & 102.9 FM)

Coming Soon: Winter Intersession December 26th- January 18th



Why not use your winter break as a chance to earn some extra credits from the comfort of home? Choose from a wide variety of online courses such as:

Art Appreciation, Basic Biology, Intro to Software Applications, Principles of Macroeconomics, Western Civilization II, U.S. History I, Intermediate Algebra, Principles of Statistics, College Algebra, Music History & Appreciation, Introduction to Philosophy, Ethics, General Psychology I, Lifespan Development, Child & Adolescent Development, Abnormal Psychology, Principles of Sociology, and Elementary Spanish

Contact Rachel Koladis at The School of Workforce & Continuing Education for more information at rkoladis@ccc.commnet.edu or (860) 906-5028