

# CAREER TRAINING THAT WORKS

Classes starting January through June



## Spring 2020

Non-Credit Courses

**L.E.A.D Center** | **School of Workforce & Continuing Education**



**#DestinationCapital**



School of Workforce and Community Education

# FIRST JOB A BETTER JOB YOUR CAREER

**IF YOU ARE SEARCHING FOR YOUR FIRST JOB OR A BETTER JOB OR TO BUILD YOUR CAREER; EXPLORE ALL THAT CAPITAL COMMUNITY COLLEGE HAS TO OFFER. BROWSE THE OPTIONS IN THIS COURSE CATALOG. NEED HELP DECIDING WHAT TO TAKE, HOW TO PAY FOR IT, HOW TO REGISTER, HOW TO FIND THAT FIRST JOB OR BETTER JOB OR NEXT CAREER MOVE? WE ARE HERE TO HELP WITH EXPERIENCED STAFF READY TO GUIDE YOU THROUGH THE RESOURCES AND CHOICES FROM CAREER EXPLORATION TO THE EDUCATION AND TRAINING YOU NEED, AND JOB SEARCH STRATEGIES.**

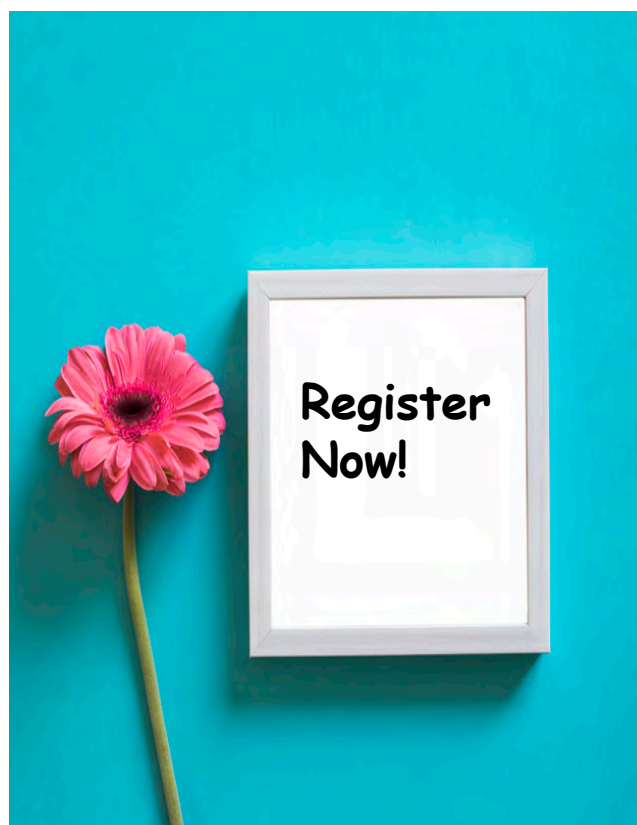
## **JOIN THE TEAM - FOR CAREER**



## **TRAINING THAT WORKS!**

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## QUESTIONS?

We are here to help.

Contact us-

By email:

[CA-learnmore@capitalcc.edu](mailto:CA-learnmore@capitalcc.edu)

By phone:

860-906-5130

See the Staff Directory on Page 53



# BUSINESS • Bookkeeper

## Certified Bookkeeper

Do you have an eye for detail and numbers? Bookkeepers and accounting clerks have a vital role in numerous business settings. Monitoring cash flow, profits and losses, payroll and inventory are at the heart of most businesses, no matter the size or number of employees. This program is designed to prepare the participant for professional certification by the American Institute of Professional Bookkeepers (AIPB). The program includes a voucher to sit for the AIPB certification exams at a nearby Prometric Test Center. The Certified Bookkeeper Designation is earned after you have completed all 4 exams successfully and compiled the equivalent of 2-3 years of full time experience in the occupation.

Learning modules within the program include: adjusting entries, correction of accounting errors, payroll, depreciation, inventory, internal controls and fraud prevention. All learning materials and access to Quickbooks on Campus will be included in the cost of the program.

AOP G5035, CRN TBA

Dates: **Coming in Fall 2020**

Days & Times: Evenings

Instructor: B. Soucy

Room: TBA

Cost: TBA

### Career Information

The Connecticut Department of Labor reports that employment in this occupation is expected to grow more slowly than average, but the number of annual openings will offer excellent job opportunities. As a certified Bookkeeper you may expect your entry-level rate to be approximately \$16.00 per hour and the average annual income is noted as \$47,280 in the Hartford region.



# **BUSINESS • Customer Service**

## **Customer Service Representative – Proficiency Certificate**

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.

Keys to Success  
Personal & Job Accountability  
Critical Thinking & Problem Solving  
Handling Difficult Situations  
Business Ethics

Exceptional Customer Service  
Effective Communication  
Working with External & Internal Customers  
Professional Presence

### **Prerequisites:**

- High School Diploma or GED
- Basic Computer Skills

**Course Code:** AOP G5034 CRN TBA

## **CLASS FORMING IN SPRING/SUMMER 2020.**

### **Career Information:**

The Connecticut Department of Labor reports that employment in this occupation is expected to grow more slowly than average, but the number of annual openings will offer excellent job opportunities. As a Customer Service Representative you may expect your entry-level rate to be approximately \$12.74 and the average annual income is noted as \$41,046 in the Hartford region.



# *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.



## **Customized Corporate Training** *Offering tailored, comprehensive*

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
- Your Facility or Ours

**Contact: 860-906-5141 to discuss how we can help you!**

## Onboarding: Creating an Effective Experience

New employees are pressed to prove themselves when first starting a job. The faster a new employee can integrate him/herself into the company's culture and learn their job, the faster they will be able to contribute to the company's goals. Properly collecting, recording and conveying information about key tasks for specific roles, can allow a new employee to hit the ground running. It will also save time and money, by freeing other employees who are involved in their training.

Topics:

- The role of knowledge management in the onboarding process.
- Gathering data for recording of key tasks.
- Recording and preparing the data for new employees.
- Preparing tools and information needed for new hires.
- Preparing a coaching/mentoring plan for new employees.

Required text: None

Prerequisite: None

CEUs: 0.6

MGMT G5130 CRN 1599P

Dates: 3/31

Days & Time: Tue., 9:00 am – 4:00 pm

Instructor: J. Easmon

Room: 307

Cost: \$90



## Human Resources Training and Development

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.

Objectives:

- Know the essentials of Human Resources in various organizational settings, including how to facilitate the growth of an organization through recruitment, training and development, and how to enforce an organization's policies and regulations.
- Understand legal issues, performance assessment, training, compensation, and labor relations in various organizational settings.
- Be familiar with HR practices through the lens of various organizational settings.

Required text: None

Prerequisite: None

CEUs: 0.6

MGMT G5011 CRN 1471P

Dates: 6/3

Days & Time: Wed., 9:00 am – 4:00 pm

Instructor: J. Easmon

Room: 307

Cost: \$90





## Ready to Refresh your Skills?

The L.E.A.D Center has opportunities. Please browse the workshops and courses offered here. If you do not see what you are looking for, please call us at 203-906-5141 to discuss other options that may be available to meet your learning needs.

### Business Analytics Using Excel®

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® formulas, 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.

#### Objectives:

- Have a better understanding of business analytics using MS Excel® as a data analysis tool.
- Be comfortable using more advanced Excel® formulae, concepts and applications like transferring data across applications, using built-in functions, and charting.
- Be able to use more advanced Excel® tools like if-then modeling, pivot tables, sparklines, slicers, and power pivots.

#### Prerequisites:

- Excel® intermediate level skills
- How to use formulas & functions

Required text: None

CEUs: 0.6

COMP G7513 CRN 1467

Dates: 4/17

Days & Time: Fri., 9:00 am – 4:00 pm

Instructor: C. Walpole-Griffin

Room: 613

Cost: \$95







## Capturing Knowledge Before It Is Lost

Employees are an organization's most valuable resource. The knowledge and experience employees possess is what enables operations to complete and grow. It is important that organizations recognize the importance of Knowledge Management, especially as the workforce changes due to retirements, job changes and other events. In this practical hands-on course you will learn to develop a knowledge management plan by identifying critical business or technical knowledge, who possess the knowledge, and techniques to capture and transfer the knowledge. Don't let valuable knowledge walk out the door.

Required text: None

Prerequisite: None

CEUs: 0.6

MGMT G5112 CRN 1600P

Dates: 5/6

Days & Time: Wed., 9:00 am – 4:00 pm

Instructor: C. Service, Sr.

Room: 307

Cost: \$90

## Project Management for Life and Work

This one-day program will cover common sense approaches a person can use to dramatically improve their probability of success in completing initiatives or projects. The goal of the workshop is to connect you with simple straight forward concepts that can be applied to both home and work situations. You will learn to drive better results, practice fundamentals of delivery and execution, and creatively rethink the way you can approach initiatives and targets.

Topics:

- Using clarity of purpose to engage your team.
- Why naming everything can be the difference between success and failure.
- Defining "done".
- The importance of run rates.
- How events can motivate.
- Understanding the degrees of freeze needed to implement change.
- Evaluating your ability to execute.
- How to plan in learning cycles.
- Applying these concepts to your situation.

Required text: None

Prerequisite: None

CEUs: 0.6

BIS G5114 CRN 1458P

Dates: 6/8

Days & Time: Mon., 9:00 am – 4:00

pm Instructor: D. Gugliotti

Room: 301

Cost: \$90



# BUSINESS • Workshops/Seminars

## Mental Health First Aid Certification

The adult Mental Health First Aid course is appropriate for adults who want to learn how to help a person who may be experiencing a mental health related crisis or problem. Topics covered include anxiety, depression, psychosis, and addictions. Learn a 5-step action plan to assessing risk, respectfully listening to and supporting the individual in crisis, and identifying appropriate professional help and other supports. Participants will receive a certification from Mental Health First Aid USA. Students must attend all 8 hours to receive certification.

Objectives:

- Recognize the signs of addictions and mental illnesses
- Discuss the impact of mental and health disorders
- List the 5-steps to assess a situation and help
- Describe local resources that are available to help
- Utilize techniques to support an individual until appropriate professional help arrives

Required text: *Mental Health First Aid USA, Included in the course cost and provided in class.*

Prerequisite: None

CEUs: 0.8

HMED G5392 CRN 1595P

Date: 3/23

Days & Time: Mon., 8:00 am – 5:00 pm **\*Must attend all 8 hours to receive certification**

Instructor: V. English Cooper

Room: 307

Cost: \$190

**Identify.  
Understand.  
Respond.**



## 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.

Objectives:

- Recognize your own generational paradigms and how they impact perceptions of and interactions with the other generations.
- Identify the needs and expectations for each generation.
- Practice techniques to help you work with each generation

Required text: None

Prerequisite: None

CEUs: 0.6

PRFD G5568 CRN 1477P

Date: 5/14

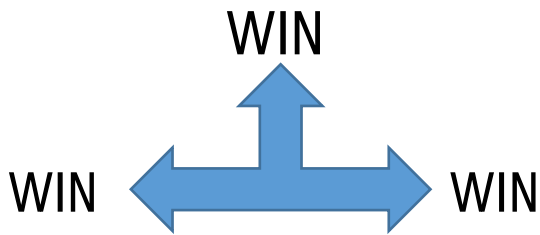
Days & Time: Thur., 9:00 am – 4:00 pm

Instructor: J. Easmon

Room: 307

Cost: \$90





## 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. Objectives:

- Better understand negotiation outcomes and the steps of a negotiation process.
- Be familiar with different behavioral styles and how to adapt as necessary.
- Know how to apply strategies to bargain successfully and ethically.

Required text: None

Prerequisite: None

CEUs: 0.6

BIS G5094 CRN 1473P

Dates: 3/12

Days & Time: Thur., 9:00 am – 4:00

pm Instructor: J. Easmon

Room: 307

Cost: \$90

## 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.

Objectives:

- Understand how to navigate difficult situations, build consensus, and manage change with diplomacy and tact.
- Be familiar with techniques to effectively receive and transfer information, ideas, thoughts, feelings and needs.

Required text: None

Prerequisite: None

CEUs: 0.6

COMM G5020 CRN 1459P

Date: 5/29

Day & Time: Fri., 9:00 am – 4:00 pm

Instructor: Y. Shenoy

Room: 307

Cost: \$90





## Developing & Mastering

### Emotional Intelligence

Emotional Intelligence (Ei) might be the missing ingredient you need to take your team from ordinary to extraordinary. 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 those around you, and use this information to manage your behavior and responses around others. This course was formerly named Developing Emotional Intelligence, and it includes advanced concepts from Mastering Emotional Intelligence.

#### Objectives:

- Understand the importance of emotions and emotional intelligence to effective leadership and achieving career goals.
- Learn techniques to increase your level of emotional intelligence through emotional self-awareness, self-regulation, self-motivation, and social awareness.
- Create "Ah-ha" moments so participants view themselves and their emotional natures in a new, expanded way.

Required text: None

Prerequisite: None CEUs: 1.2

COMM 5051 CRN 1465P

Dates: 5/12 & 5/19

Days & Time: Tue., 9:00 am – 4:00 pm

Instructor: M. Petruzzi

Room: 307

Cost: \$180



## 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.

#### Topics:

- Techniques to think more creatively.
- Divergent and convergent thinking strategies.
- 7 Steps To Problem Solving.
- Communication strategies for problem solving.

Required text: None

Prerequisite: None

CEUs: 0.6

PRFD G5606 CRN 1479P

Dates: 6/11

Days & Time: Thur., 9:00 am – 4:00

pm Instructor: D. Gugliotti

Room: 307

Cost: \$90



## 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. What is critical thinking exactly? How can you differentiate between critical thinking and non-critical thinking?

### Objectives:

- Understand critical thinking
- Recognize deceptive reasoning
- Detect emotional manipulation
- Differentiate critical vs non-critical thinking styles
- Recognize and evaluate arguments
- Develop and evaluate explanations

Required text: None

Prerequisite: None

CEUs: 0.6

PRFD G5602 CRN 1478P

Dates: 3/25

Days & Time: Wed., 9:00 am – 4:00 pm

Instructor: C. Service, Sr.

Room: 307

Cost: \$90

## Models of Critical Thinking: Overview of RED and 6 Thinking Hats

Employers consider critical thinking skills to be increasingly necessary 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 look at two of the more recognized models of critical thinking: Pearson's RED model and DeBono's 6 Thinking Hats.

### Objectives:

- Increase awareness of one's own critical thinking skills
- Discuss the elements of critical thinking
- Practice techniques to improve critical thinking
- Describe the importance of critical thinking to success in the workplace

Required text: None

Prerequisite: None

CEUs: 0.6

PRFD G5600 CRN 1602P

Dates: 5/20

Days & Time: Wed., 9:00 am – 4:00 pm

Instructor: C. Service, Sr.

Room: 301

Cost: \$90

## Cultural Awareness

Take a journey to understanding communication and trust. In this interactive workshop we will explore those things that divide and polarize us in both work and community. Then strategize on ways to break down obstacles and begin to build understanding.

Topics:

- Bias (conscious, unconscious, implicit)
- Culture
- Communication
- Trust

Required text: None

Prerequisite: None

CEUs: 0.6

PRFD G5032 CRN 1599P

Dates: 4/22

Days & Time: Wed., 9:00 am – 4:00 pm

Instructor: R. Gary

Room: 307

Cost: \$90

## Cultural Sensitivity in the Workplace

Organizations are comprised of employees with different backgrounds, beliefs and lifestyles. This course will delve deeper into intercultural communications and explore the tools necessary to become culturally competent. Gain an understanding of cultural and generational differences, disabilities in the workplace and working with members of the LGBTQ community.

Objectives:

- Enhance cultural sensitivity
- Improve communication skills to promote harmony in the workplace
- Learn techniques to reduce misunderstandings and improve relationships in the workplace.

Required text: None

Prerequisite: None

CEUs: 0.6

COMM G5489 CRN 1601P

Dates: 5/20

Days & Time: Wed., 9:00 am – 4:00 pm

Instructor: R. Gary

Room: 307

Cost: \$90

## Don't Debate, Persuade! Constructing the Velvet Argument

Never doubt this – persuasion is powerful. It's the plaything of lawyers, salespeople, contract negotiations, and agents to name a few talent higher profile professions. But, it is also used daily in the workplace by our leaders and colleagues alike. Persuasion is the fine art of influence and in this course you will learn not only how to persuade, but to recognize when you are being persuaded.

Topics:

- How reciprocity works.
- Why it's hard to take back "yes."
- Leveraging social proof.
- Keys to "likeability".
- Using authority.
- Scarcity and limited time offers.

Required text: None

Prerequisite: None

CEUs: 0.6

COMM 5031 CRN 1464P

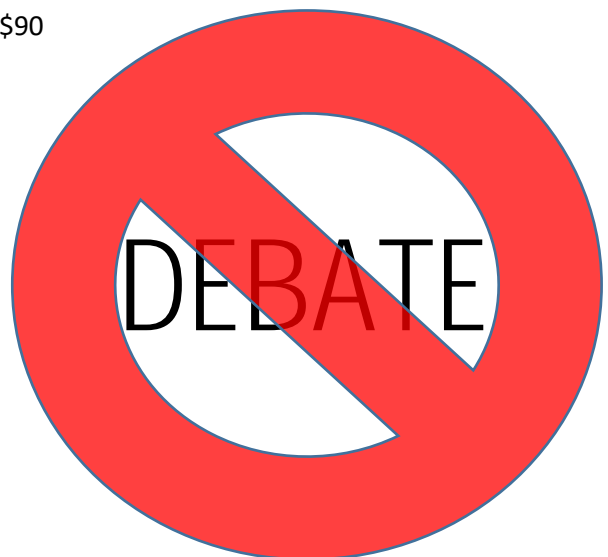
Dates: 5/28

Days & Time: Thur., 9:00 am – 4:00 pm

Instructor: D. Gugliotti

Room: 307

Cost: \$90





# BUSINESS • Workshops/Seminars

## 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.

### Objectives:

- Learn different strategies to sharpen and improve your writing skills by structuring ideas logically, exercising diplomacy in letters and reports, and shaping your arguments.
- Know how to write business documents to a professional standard and conform to acceptable formats.
- Understand how to use a business-like style and vocabulary, while displaying sensitivity to different levels of reader expertise.

Required text: None

Prerequisite: None

CEUs: 1.2

COMM G5024 CRN 1596P

Dates: 4/3 & 4/17

Days & Time: Fri., 9:00 am – 4:00 pm

Instructor: Y. Shenoy

Room: 616

Cost: \$180

## 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.

Required text: None

Prerequisite: None

CEUs: 0.6

PRFD G5554 CRN 1476P

Date: 4/21

Day & Time: Tue., 9:00 am – 4:00 pm

Instructor: M. Petruzzi

Room: 307

Cost: \$90

FROM



TO



# BUSINESS • Workshops/Seminars

## 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 that extra boost 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.

### Objectives:

- Learn how to get started in grant writing.
- Practice techniques for drafting a well written grant proposal.

Required text: None

Prerequisite: None

CEUs: 0.6

PRFD G5375 CRN 1475P

Date: 3/20

Day & Time: Fri., 9:00 am – 4:00 pm

Instructor: R. Tuttle

Room: 616

Cost: \$90

## Public Speaking in an Organizational Setting

The ability to speak on short notice and to shine at the same time empowers the audience and frees the speaker to connect naturally. A valuable skill for leadership development or employee growth is learning how to speak clearly. In this class, learn how to state facts and opinions in conversation or in a formal presentation. Discover tools to put your audience and yourself at ease in any environment.

Required text: None

Prerequisite: None

CEUs: 0.6

COMM G5012 CRN 1590P

Date: 6/12

Day & Time: Fri., 9:00 am - 4:00 pm

Instructor: Yasmin Shenoy

Room: 616

Cost: \$90





## Managing Chaos: Setting Priorities & Masking 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.

### Objectives:

- Identify what you can and cannot control.
- Develop strategies for positive outcomes with negative co-workers, anxious workplace situations, and communicating with supervisors and staff.
- Identify best practices to change the office atmosphere.
- When to take additional action.

Required text: None

Prerequisite: None

CEUs: 0.6

PFRD G5018 CRN 1474

Date: 3/17

Days & Time: Tue., 9:00 am – 4:00 pm

Instructor: M. Petruzzi

Room: 307

Cost: \$90

## Conflict De-escalation Techniques

Conflicts can escalate quickly. A simple disagreement, may sometimes go from raised voices to violent behavior in a very short time. Anticipating potential conflict and knowing proper de-escalation techniques can help you manage a conflict quickly and safely. Start by defining and identifying conflict and learn techniques to help you de-escalate and resolve conflicts before there is danger to the participants or bystanders. Join this interactive workshop and develop your de-escalation skills toolbox.

Required text: None

Prerequisite: None

CEUs: 0.6

PRFD G5606 CRN 1604

Dates: 4/24

Days & Time: Fri., 9:00 am – 4:00 pm

Instructor: N. Bishop

Room: 307

Cost: \$90





## Achieve Your Goals and Influence People with Positive Assertiveness

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

Required text: None  
Prerequisite: None  
CEUs: 0.6

COMM G5010 CRN 1589

Dates: 4/6

Days & Time: Mon., 9:00 am – 4:00 pm

Instructor: J. Easmon

Room: 307

Cost: \$90



## Spinning Your Yarn - A Non-profit's Guide to Storytelling

Well-presented stories can attract donors, win support and raise money; as well as provide a positive image of the organization in the public's eye. Stories can make a cause tangible and relatable for those involved.

Objectives:

- Choosing effective stories.
- Explore elements that will make the greatest impact in your story.
- Using emotion and urgency to motivate your audience.
- Basic elements of a compelling story.
- Learn about infographics, photos and graphics and how they fit into your story.
- Learn about different communication platforms to share your story.

Required text: None  
Prerequisite: None  
CEUs: 0.6

PRFD G5607 CRN 1605

Dates: 4/24

Days & Time: Fri., 9:00 am – 4:00 pm

Instructor: R. Tuttle

Room: 604

Cost: \$90



## Huddle Up! Bringing Our Heads Together for Maximum Results

Learning to work together is a must for a successful team. A collaborative team allows the organization to move their goals forward. But collaboration takes time and effort. This course provides the learner with tools for a successful collaboration process. Students learn conflict resolution skills, how to listen effectively, motivational factors, and emotional intelligence. This course also looks at effective meeting management techniques, like setting ground rules and time management techniques within a meeting.

### Objectives:

- Practice effective collaborative skills in group projects
- Run a successful meeting as a group project
- Design a process map
- Learn conflict resolutions skills
- Learn about emotional intelligence and its role in collaboration and conflict resolution
- Learn to listen effectively
- Study emotional factors in team collaboration

Required text: None

Prerequisite: None

CEUs: 0.6

COMM G5030 CRN 1458

Dates: 6/5

Day & Time: Fri., 9:00 am - 4:00 pm

Instructor: M. H. Kobayashi

Room: 307

Cost: \$90

## Heartsaver® CPR/AED/First Aid

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.

### Features:

- Video-based course ensures consistency
- Instructor-led, hands-on class format reinforces skills proficiency
- Student manual comes with a new Heartsaver® First Aid Quick Reference Guide that summarizes first aid actions for many injuries and illnesses
- Course is updated with the new science

Required text: None

Prerequisite: None

CEUs: 0.6

HMED G5247 CRN 1470

Dates: 6/12

Days & Time: Fri., 9:00 am – 4:00 pm

Instructor: B. Carrabbia

Room: 307

Cost: \$190



## **F**inancial **I**ndependence to **R**each **S**uccess and **T**ransformation

The Financial Independence to Reach Success and Transformation (**FIRST**) Center is a one-of-its-kind financial literacy center in Connecticut's higher education system. The goal of the center is to support students and community members with reaching their financial goals through a mix of education and hands-on services.

In partnership with several Hartford area non-profits, the FIRST Center offers the following free services to students and community members:

- Personal Finance (BFN110): A 3-credit course
- Financial literacy workshops
- Career exploration & preparation workshops
- Job Fairs
- Lending library and resources
- Volunteer Income Tax Assistance (VITA)

The **FIRST Center** is entering its third year and ready to forge ahead with renewed enthusiasm and dedicated staff. FIRST Center Coordinator, Hannah Gregory, has announced a number of new programs and workshops designed to deliver "just in time" services to support your financial independence and career success. Most are offered FREE with generous funding from Guardian Life Insurance Company. Located on the 3rd floor at Capital Community College, the FIRST Center features a computer lab, a lending library with numerous personal finance books on a variety of wide-ranging topics, as well as free pamphlets, resources, and information about services offered by partner organizations.



For information:  
Hannah Gregory  
Program Coordinator  
[hgregory@capitalcc.edu](mailto:hgregory@capitalcc.edu)  
(860) 906 - 5080



[CollegeCentral.com/CapitalCC](http://CollegeCentral.com/CapitalCC)

## **Your Job Search Starts Here!**

- Add the COLLEGE CENTRAL APP to your home page & mobile device
- Search our exclusive JOB LISTINGS & set up your JOB AGENT today
- Create your online RESUME with our RESUME BUILDER
- Build, update, and forward your online CAREER PORTFOLIO to employers
- Read our CAREER-RELATED ANNOUNCEMENTS
- Check out & register to attend our latest CAREER EVENTS
- Download our college's career advice DOCUMENTS & PODCASTS
- Read hundreds of career-related ARTICLES
- View & apply to jobs on the nation's largest entry-level JOB BOARD

Need help getting logged in? Contact [lknowlton@capitalcc.edu](mailto:lknowlton@capitalcc.edu)

**First Job,  
A Better Job,  
Your Career!**

Financial Independence to Reach Success and Transformation

# Capital Career Fair

Thursday  
April 2

Save the Date!  
Connect with over 45 of Hartford's top  
employers in a variety of fields.



## Financial Independence to Reach Success and Transformation

# Career & Talent Development



*Consider Career & Talent Development your partner in developing a plan for your future career.*

Free career-focused events and workshops are held regularly on campus throughout the year, as well as hiring events and career fairs. We are here to assist you with the skills and tools you need to be successful in your careers, whether with resumes, cover letters, mock interviewing, job search assistance, or one-on-one career guidance.

Contact us today to schedule an appointment with a member of our team!

If you need help with:

- Resume and Cover Letter Assistance
- Job Search
- Interview Preparation
- Full-time, part-time, and seasonal positions
- Career Fair Preparation

Please contact:

Lisa Knowlton

860-906-5266 or [lknowlton@capitalcc.edu](mailto:lknowlton@capitalcc.edu)

Capital Community College offers paid Internship and Apprenticeship programs at nationally recognized companies. These programs connect great student candidates with exciting employment opportunities and support degree completion.

If you are interested in paid internship and apprenticeship opportunities with Hartford's top insurance and financial institutions

Please contact:

John Thomas

860-906-5234 or [jthomas@capitalcc.edu](mailto:jthomas@capitalcc.edu).

# Computer Technology



## Excel® Introduction

Basic skills are taught in this introductory course using the new ribbon interface. Learn the difference between a workbook and a spreadsheet; how to enter data, select cells; modify row, columns and cells; format cells, freeze titles and create simple formulas and charts.

Prerequisite: Basic computer skills

CEUs: 0.6

COMP G7536 CRN 1492

Date: 3/20

Day & Time: Fri., 9:00 am – 4:00 pm

Instructor: M. Montgomery

Room: 613

Cost: \$95

## Excel® Formulas and Functions

Apply advanced analytical concepts using formulas and functions. Topics covered include logical operators, VLOOKUP function, string-manipulation, date, sum, financial functions, Goal Seek Tool, and many others.

Prerequisite: Excel Intermediate level skills

CEUs: 0.6

COMP G7470 CRN 1591

Date: 5/8

Day & Time: Fri., 9:00 am – 4:00 pm

Instructor: M. Montgomery

Room: 613

Cost: \$95



# Computer Technology

## Computer Skills Workshops

Improve Your Technology Know-how!



*Looking to refresh your computer skills in preparation for entering the workplace or want to expand your skills with a new specialty software application?*

Capital Community College offers numerous course choices that are instructor-facilitated, affordable, effective, and can be completed in the comfort of your home on your computer or in one of our campus computer labs. Browse the options on pages XX-XX and XX. If you need assistance to determine which course is right for you please contact the Program Coordinator, Odile Dilone, at [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu).

## Creating Electronic Forms with MS Word® and Google Drive® Forms

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 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® 2016. Create user-friendly forms that can be completed electronically and saved by the end-user. You will learn about Templates, which are premade documents that you can customize.

### Objectives:

- Learn what is Google Drive®.
- Create a Google Drive® account.
- Create forms and collect information from Google Drive®.
- Create a new electronic form in MS Word®.

Required text: None

Prerequisite: Basic Computer Skills. Knowledge of MS Word®.

CEUs: 0.6

COMP G7548 CRN 1498P

Dates: 3/27

Days & Time: Fri., 9:00 am – 4:00 pm

Instructor: M. Montgomery

Room: 613

Cost: \$95

# Computer Technology

## Excel® 2016: Time-saving Intermediate and Advanced Functions

Ever find yourself wondering if there is an easier or faster way to do this? There are many ways to accomplish tasks within Excel spreadsheets. Learn a variety of functions that will increase your productivity by saving you time.

The topics covered are:

- setting up and using multiple sheets,
- "3D" formulas,
- linking to other spreadsheets,
- protection,
- absolute references,
- charting,
- Pivot tables,
- database features (sorting, subtotaling, filtering),
- selected functions such as financial, lookups, IF statements, counting, and text conversions.

Required text: Bring a USB Flash Drive to class

Prerequisite: Basic Excel skills

CEUs: 0.6

COMP G7451 CRN 1594P

Date: 6/16

Time: Wed., 9:00 am - 4:00 pm

Instructor: J. Easmon

Room: 613

Cost: \$95

## 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 even be limitations in analyzing data from two or more spreadsheets. The PowerPivot Add-In allows 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.

### Objectives

- Learn the difference between Pivot Tables and PowerPivot
- Learn how to use a Pivot Table
- Learn how to use a Pivot Chart
- Learn how to use the PowerPivot tool

Required text: None

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

CEUs: 0.6

COMP G7478 CRN 1466P

Date: 4/17

Time: Fri., 9:00 am - 4:00 pm

Instructor: M. Montgomery

Room: 617

Cost: \$95



# HEALTHCARE • Administrative Medical Assistant

## Administrative Medical Assistant – Proficiency Certificate

Administrative Medical Assistants play a vital role in any healthcare provider office or setting. 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.

### Topics:

- College Success Workshop
- Professional Communications & Customer Service
- Office Organization & Procedures
- Reimbursement Processes
- Confidentiality
- Government Regulations: HIPAA, OSHA, DEA & CLIA.
- Medical Terminology.
- Microsoft Word® and Excel® Basics.

### Prerequisites:

- High School Diploma or GED
- Basic Computer Skills

*Choose a section below.*

Course Code: HMED G5333 CRN

Dates: 2/21 - 5/22

(No class: 3/21, 4/10, 4/11, & 5/23)

Day & Time: Fri. 9:00 am - 2:00 pm & Sat., 9:00 am-12:00 pm

Instructor: A. Koehler

Room: TBA

Cost: \$1,749

Course Code: HMED G5333 CRN 3526

Dates: 10/15 - 1/27/20

(No class: 11/11, 11/22, 11/29, 12/23, 12/25, 12/27, 1/1, & 1/20) Day

& Time: Mon., Tue., & Fri., 6:00 pm – 9:00 pm

Instructor: Staff

Room: 617

Cost: \$1,749



### Career Information

The Connecticut Department of Labor reports employment in this occupation is expected to grow much faster than average, and the number of annual openings will offer very good job opportunities. As an Administrative Medical Assistant you may expect your entry-level rate to be approximately \$16.35 and the average annual income is noted as \$45,396 in the Hartford region.

# HEALTHCARE • Basic Life Support

## 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. 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 registration and should be reviewed prior to class.

*Choose a section below.*

HMED G5245 CRN 3548

Date: 9/7

Day & Time: Sat., 8:30 am – 12:30 pm

Instructor: Staff

Room: TBA

Cost: \$105

HMED G5245 CRN 3549

Date: 10/18

Day & Time: Fri., 8:30 am – 12:30 pm

Instructor: Staff

Room: TBA

Cost: \$105

HMED G5245 CRN 3397

Date: 9/19

Day & Time: Thu., 5:30 pm – 9:30 pm

Instructor: Staff

Room: TBA

Cost: \$105

HMED G5245 CRN 3546

Date: 11/7

Day & Time: Thur., 5:30 pm – 9:30 pm

Instructor: Staff

Room: TBA

Cost: \$105

HMED G5245 CRN 3421

Date: 10/10

Day & Time: Thur., 5:30 pm – 9:30 pm

Instructor: Staff

Room: TBA

Cost: \$105

HMED G5245 CRN 3547

Date: 12/9

Day & Time: Mon., 5:30 pm – 9:30 pm

Instructor: Staff

Room: TBA

Cost: \$105

Space is limited to provide ample time to practice the skills, so register early.





# HEALTHCARE • Certified Nurse Aide (CNA)

## Certified Nurse Aide (CNA) – Proficiency Certificate/State Certification

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 four credits from Charter Oak State College. Classroom and skills laboratory instruction are held at on site at Capital Community College. Clinical experience is hosted at area skilled nursing facilities.

### Topics:

Keys to Success	Infection Control
Health Care System	Basic Nursing Care Skills
Scope of Practice	Body Systems
Safety Practices	Patients with Special Needs

### Prerequisites:

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

### Other Information:

- Tuition includes the textbook, workbook and State Competency test.
- Required, but not included in the tuition: a physical exam within 1 year, a nurse's uniform and shoes, a watch with a second hand, travel expenses to clinical, and the CT Nurse Aide Registry application fee.

### Choose a section below.

HMED G5023 CRN 1371

Dates: 1/9 – 3/6

Day & Time: Mon., Tue., Wed., Thur., & Fri.

Lecture: 9:30 am – 12:30 pm

Lab: 8:30 am – 2:30 pm

Clinical: 8:00 am – 2:00 pm

Instructor: Gina Bailey, JD, RN & staff

Room: 317/820

Cost: \$1,469

HMED G5023 CRN 1377

Dates: 3/23 – 5/19

Day & Time: Mon., Tue., Wed., Thur., & Fri.

Lecture: 9:30 am – 12:30 pm

Lab: 8:30 am – 2:30 pm

Clinical: 8:00 am – 2:00 pm

Instructor: Gina Bailey, JD, RN & staff

Room: 317/820

Cost: \$1,469

HMED G5023 CRN 1374

Dates: 1/21 – 4/16

Day & Time: Mon., Tue., Wed., & Thur.

Lecture 6:00 pm – 9:00 pm,

Lab: 6:00 pm – 9:00 pm,

Clinical: 5:00 pm – 9:00 pm

Instructor: Gina Bailey, JD, RN & staff

Room: 317/820

Cost: \$1,469



# HEALTHCARE • Certified Nurse Aide (CNA)

## Certified Nurse Aide Refresher

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

### Topics:

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

### Prerequisites:

- Prior Connecticut CNA certification & entered in CT Nurse Aide Registry
- Successful completion of State approved CNA Program within the last 2 years

### Special Notes:

This course may not be appropriate for those with expired out-of-state certification. Please contact Ruth Krems, Program Coordinator, at [RKrems@capitalcc.commnet.edu](mailto:RKrems@capitalcc.commnet.edu) or (860) 906-5142 for more info.

Please choose a section below.

Course Code HMED G5166 CRN 1397

Dates: 1/13 - 2/10

Days & Times: Mon. & Thur., 5:30 pm - 9:30 pm

Instructor: J. Gauthier

Room: TBA

Cost: \$349

Course Code HMED G5166 CRN 1571

Dates: 4/27 - 5/21

Days & Times: Mon. & Thur., 5:30 pm - 9:30 pm

Instructor: J. Gauthier

Room: TBA

Cost: \$349

### Career Information

The Connecticut Department of Labor reports employment in this occupation is expected to grow slower than average, but the number of annual openings will offer excellent job opportunities. As an CNA, you may expect your entry-level rate to be approximately \$13.10 and the average annual income is noted as \$33,913 in Connecticut.



# HEALTHCARE • EKG Technician



## EKG Technician with BLS for Healthcare Providers

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 in healthcare and looking to enhance your career mobility? Are you a current EKG Technician seeking certification in this field? This 72-hour course may be for you! Students will explore real life scenarios in classroom and laboratory environments.

### Topics:

College Success Workshop  
Cardiovascular System  
Heart Rhythm  
Identification Basic Life  
Support

Concepts of Customer Service  
Heart Rate Calculations  
Lead Placement  
12-lead EKG interpretation

### Prerequisites:

- High school diploma or GED Recommended
- Healthcare training and 1 year of experience preferred

Course Code: HMED G5385 CRN 1392

Dates: 3/16 - 5/27

Day & Time: Mon. & Wed., 5:30 pm – 8:30 pm

(No class: TBA)

Instructor: K. Ettienne-Modeste, MD, S.

Solomon-Williams Room: 307

Cost: \$1,343

# HEALTHCARE • Pharmacy Technician

## Pharmacy Technician – Proficiency Certification

Pharmacy Technicians in community hospitals, long-term care settings, or pharmacies are in-demand. This comprehensive, 146-hour course prepares students for an entry-level position in any of these settings. Class time is divided between 87 classroom hours and 50 hours of web-based computer simulation assignments. (These may be completed at home or in our computer labs on campus.) The Connecticut Pharmacists Association partners with the College to provide the most relevant programming and expert instructors.

The curriculum provides excellent preparation for the Pharmacy Technician Certification Board (PTCB) national certification exam. Students are responsible for the PTCB exam fee of approximately \$129 and the instructor will provide information on exam registration.

### Topics:

Professionalism  
Dosage Calculations and Conversion  
Proper Storage, Inventory Control, Drug  
Security Prescription Dispensing Procedures  
Customer Service

Pharmacologic Terminology  
Generic and Brand Names  
Interpreting Prescriptions  
Billing and Insurance Reimbursement  
Maintaining Equipment & Work Areas

### Prerequisites:

- High School Diploma or GED
- Basic Computer Skills
- Strong math skills including single-variable algebra

### Notes:

- PTCB reserves the right to evaluate on a case-by-case basis, anyone convicted of a felony.
- This course is a PTCB-recognized education/training program.

*Choose a section below.*

Course Code: HMED G5356 CRN 1380

Dates: 2/19 - 4/27

No class: 4/10

Day & Time: Mon., Wed., & Fri., 9:30 am - 12:30 pm

Instructor: P. Sposato

Room: TBA

Cost: \$1,399

Course Code: HMED G5356 CRN 1388

Dates: 3/19 - 7/2

No class: 5/7, 5/21

Day & Time: Tue. & Thur., 5:30 pm - 8:30 pm

Instructor: D. Pacitti

Room: 604

Cost: \$1,399



## Career Information

Pharmacy Technicians work under the direction of a pharmacist measuring, mixing, counting, labeling, and recording amounts and dosages of medications. The Connecticut Department of Labor reports that employment in this occupation is expected to grow faster than average, and the number of annual openings will offer very good job opportunities. As a Pharmacy Technician you may expect your entry-level rate to be approximately \$12.48/hour and an average annual income of \$35,501 in Connecticut.



## Pain Assessment & Management - Completion Certificate

Pain assessment and management is a crucial part of compassionate and effective patient care. This certificate program is designed to enhance the knowledge and skills of health care professionals who work with patients who are in pain. By providing an educational experience that examines key issues related to pain assessment and management, this certificate program will give you the relevant and practical information you'll need to improve your practice and provide the most effective care to your patients.

Your *Certificate in Pain Assessment and Management* will distinguish you as a knowledgeable, skilled, and committed professional in the field of health care. The program:

- provides sound knowledge about the newest methods of pain assessment and management,
- builds skills and competencies,
- fulfills continuing education requirements for many professionals, and
- enhances professional marketability.

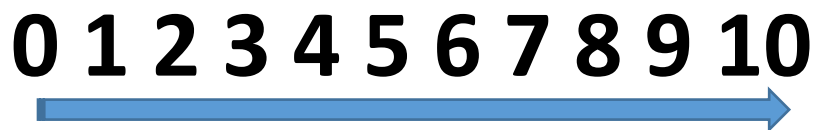
### Course Modules

The Certificate in Pain Assessment and Management program includes 6 modules, each 2 contact hours in length, for a total of 12 contact hours.

1. Pain Theory and Assessment Principles
2. Interventions and Treatment of Pain
3. Pain Management in the Adult: Acute and Chronic Pain
4. Pain Management in Special Populations: Children and the Elderly
5. Pain Management in Special Populations: Surgery, Cancer, and HIV
6. Treatment of Pain at the End of Life

This course is presented in an Online Learning format only. This permits learning at your own pace and at your own time. Please see page 39 for registration and course requirement information.

**Cost: \$75**



## End of Life Care – Proficiency Certificate

End-of-life care presents health care professionals as well as patients and family members with many challenges and dilemmas. Education in the holistic and integrative care of individuals at the end of life builds on and expands professional competencies and brings healing and transformation. The Certificate in End-of-Life Issues represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience. This Certificate in End of Life Care distinguishes you as a knowledgeable, skilled, and committed professional in this special field of health care.

This certificate is relevant for registered nurses, nurse practitioners, licensed vocational or practical nurses, nursing assistants, social workers, occupational therapists, recreation therapists, physical therapists, respiratory therapists, administrators, psychologists, personal care assistants, volunteers, physicians, chiropractors, clergy, physical fitness professionals, adult children of aging parents, and individuals currently working with or planning to work with the terminally ill.

### Course Modules:

The Certificate in End of Life Care includes 8 modules, each 2 contact hours in length, for a total of 16 contact hours.

- End-of-Life Issues: Ethical Issues
- End-of-Life Issues: Hospice and Palliative Care
- End-of-Life Issues: Pain Assessment and Management
- End-of-Life Issues: Physiologic Changes
- End-of-Life Issues: Death, Dying, and Grief
- Cultural Considerations at the End of Life
- Pediatric End of Life Care: Compassion and Caring
- Caregiving at the End of Life: Issues and Considerations

This course is presented in an Online Learning format only. This permits learning at your own pace and at your own time. Please see page 39 for registration and course requirement information.

**Cost: \$114**

# INTERIOR DESIGN

Modern Architecture DECORATE

Color Texture Minimalist

Style Mid-Century Shabby-Chic

Antiques Bold Feng Shui

Online  
Learning

## Interior Design – Completion Certificate

Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms.

Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You'll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you'll explore a range of careers in interior design and get insider tips for entering this exciting field.

Because interior design is constantly evolving, you'll also learn about some of the latest trends affecting the industry. You'll investigate "green" sustainable design, and you'll find out how to modify your designs for people with special needs.

As you master design skills step-by-step, you'll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

### About The Instructor

Sarah Smallwood is a licensed interior designer and design strategist. She has a bachelor's degree in interior design and a minor in architecture and is currently pursuing her MFA in Design Management. Sarah's passion lies in the area of hospitality design, and her work encompasses a wide range of projects ranging from small independent hotels to large international hospitality chains (such as Marriott International) to the Cosmopolitan casino on the Las Vegas strip. She has worked for leading design and architecture firms in Dallas, Seattle, and New York City, as well as retail clients including Nordstrom. In addition, she has designed interiors for corporations, senior housing projects, and urban condominium projects. She independently works with individuals and families to help them create uniquely personalized homes.

This course is presented in an Online Learning format only. This permits learning at your own pace and at your own time. Please see page 39 for registration and course requirement information.

**Cost: \$115**

# ONLINE LEARNING • 6-Week

Online Learning offers options for learning in a multitude of interest areas. You may learn a new skill or enhance exiting skills for professional development or personal enrichment. Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. You can complete any course entirely from your home or office, any time of the day or night. BUT, Online learning is not for everyone. Before registering for a course with an online format read the information below carefully and consider what type of learner you are and if the computer you will be using has internet connectivity and the appropriate software to succeed.

- Are you self-motivated to learn on your own and at your own pace or do you require the structure of regular classroom meetings and an instructor to hold you to task?
- Do you have access to a computer with internet connectivity when and where you can study the course materials?
- Browse the Course Catalog at **[ed2go.com/capitalcc](http://ed2go.com/capitalcc)**

## How our 6-Week online courses work.

- A new session starts monthly with lessons and assignments released weekly. Once a session starts, two lessons will be released each week, for the six-week duration of your course. You will have access to all previously released lessons until the course ends.
- Study 2-4 hours a week in a convenient six-week format. (For most courses and most students)
- Interactive learning environment. Classroom built around discussion areas where you can engage with classmates and instructors. Keep in mind that the interactive discussion area for each lesson automatically closes 2 weeks after each lesson is released, so you're encouraged to complete each lesson within two weeks of its release.
- Expert instructors develop, lead, and interact with students in each course.
- The Final Exam will be released on the same day as the last lesson. Once the Final Exam has been released, you will have 2 weeks plus 10 days to complete the Final and finish any remaining lessons in your course. No further extensions can be provided beyond these 10 days.
- A Capital Community College Completion Certificate will be awarded with a passing score.

### Session Start Dates:

January 15  
February 12  
March 18  
April 15

### 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](mailto:ca-learnmore@capitalcc.edu) to register.

### Course Descriptions & More Information:

Browse the catalog insert on the next pages.

## Technology Requirements

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- [Adobe PDF](#) plug-in (a free download obtained at [Adobe.com](http://Adobe.com))
- Other software applications may be required for some technology courses

# NON-CREDIT ONLINE COURSES



**350+ COURSES**  
TO CHOOSE FROM!

**24/7 ACCESS**  
ANYTIME, ANYWHERE!

**FLEXIBLE**  
MONTHLY START DATES!

**AFFORDABLE**  
AS LOW AS \$115



## COMPLETE YOUR COURSES ANYTIME ANYWHERE!

Our fundamentals online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

**Instructor-Facilitated**

**6-week format**

**Flexible Pace**

**Affordable**

**Student Friendly**

**Effective**



# Welcome

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

## Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.



**Learn from the comfort of home!**

- 24-Hour Access
- Discussion Areas
- 6 Week Format

Our online courses are informative, fun, convenient, affordable, and highly interactive. We focus on creating supportive communities for our learners. New course sessions begin monthly.

**Complete any of these courses entirely from your home or office and at any time of the day or night.**

## POPULAR ONLINE COURSES

### Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

### Introduction to SQL

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

### Project Management Fundamentals

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

### Speed Spanish

Learn shortcuts to help you engage in conversational Spanish, as you build your language skills and develop fluency.

### Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills.

### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

### A to Z Grant Writing

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

### Introduction to Microsoft Excel

Become proficient in using Microsoft Excel and discover how to create worksheets, workbooks, charts, and graphs quickly and efficiently.

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions.

### Creating WordPress Websites

Discover how to easily create blogs and websites with WordPress, the world's most popular Web publisher.

### Human Anatomy and Physiology

Learn the basic characteristics of the four main types of tissues, the general and special senses, cellular metabolism, body chemistry, and significant events in the life span, from fertilization through old age.

### SAT/ACT Prep Course

Master the reading, writing, English, and science questions on the ACT and new SAT.

### Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

### Medical Terminology:

#### A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

**Visit our website for more courses and view start dates for the courses that interest you!**

**Instructor-Facilitated**

**6-week format**

**Flexible Pace**

**Affordable**

**Student Friendly**

**Effective**

ONLINE COURSE CATEGORY  
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## ARTS AND DESIGN

Creating WordPress Websites	Introduction to Photoshop CC
Designing Effective Websites	Introduction to Photoshop CS5
Discover Digital Photography	Introduction to Photoshop CS6
Drawing for the Absolute Beginner	Mastering Your Digital SLR Camera
How to Get Started in Game Development	Music Made Easy
Intermediate Dreamweaver CS6	Photographing Nature with Your Digital Camera
Intermediate InDesign CC	Photographing People With Your Digital Camera
Intermediate Photoshop CC	Photoshop CC for the Digital Photographer
Intermediate Photoshop CS5	Photoshop CC for the Digital Photographer II
Intermediate Photoshop CS6	Photoshop Elements 12 for the Digital Photographer
Intermediate WordPress Websites	Photoshop Elements 12 for the Digital Photographer II
Introduction to Digital Scrapbooking	Photoshop Elements 13 for the Digital Photographer
Introduction to Dreamweaver CS6	Photoshop Elements 13 for the Digital Photographer II
Introduction to Guitar	Secrets of Better Photography
Introduction to Illustrator CS6	Travel Photography for the Digital Photographer
Introduction to InDesign CC	
Introduction to InDesign CS6	
Introduction to Interior Design	
Introduction to Lightroom 5	
Introduction to Lightroom CC	

## Adobe Online Course Value Suite



Each course within the Value Suite will introduce you to the features and functionality of Adobe's latest creative software.

### Introduction to InDesign CS6

Learn how to use Adobe InDesign CS6 to design professional-quality letterheads, brochures, eBooks, and more.

### Introduction to Illustrator CS6

Learn to design and draw vector art, work with shape gradients, and manipulate color images.

### Introduction to Photoshop CS6

Learn how to use Photoshop CS6 to edit photos and create original images.

**3 ONLINE COURSES**  
— for —  
**1 DISCOUNTED PRICE**

**Enroll Today and Save!**

## BUSINESS

A to Z Grant Writing	Fundamentals of Supervision and Management II	Marketing Your Nonprofit
A to Z Grant Writing II -Beyond the Basics	Get Assertive!	Mastering Public Speaking
Accounting Fundamentals	Get Grants!	Mastery of Business Fundamentals
Accounting Fundamentals II	Growing Plants for Fun and Profit	Nonprofit Fundraising Essentials
Achieving Success with Difficult People	High Performance Organization	Personal Finance
Achieving Top Search Engine Positions	High Speed Project Management	Professional Sales Skills
Administrative Assistant Applications	Individual Excellence	Project Management Applications
Administrative Assistant Fundamentals	Interpersonal Communication	Project Management Fundamentals
Advanced Grant Proposal Writing	Introduction to Business Analysis	Project Management Fundamentals II
Becoming a Grant Writing Consultant	Introduction to Google Analytics	Purchasing Fundamentals
Building Teams That Work	Introduction to Nonprofit Management	Pursuing Professional Development
Business and Marketing Writing	Introduction to Stock Options	Real Estate Investing
Business Finance for Non-Finance Personnel	Keys to Effective Communication	Resume Writing Workshop
Computer Skills for the Workplace	Keys to Successful Money Management	Six Sigma: Total Quality Applications
Creating a Successful Business Plan	Leadership	Skills for Making Great Decisions
Distribution and Logistics Management	Learn to Buy and Sell on eBay	Small Business Marketing on a Shoestring
Effective Business Writing	Listen to Your Heart, and Success Will Follow	Start and Operate Your Own Home-Based Business
Effective Selling	Managing Customer Service	Start Your Own Arts and Crafts Business
Fundamentals of Supervision and Management	Marketing Your Business on the Internet	Start Your Own Edible Garden

### PROJECT MANAGEMENT COURSES

PMI approved courses for professional development in project management!



[Visit our website to learn more!](#)

**PMP Certification Prep 1**  
Begin a well-paying career as a project manager by preparing to take—and pass—the PMP® certification exam.

**PMP Certification Prep 2**  
Prepare to take—and pass—the Project Management Institute's PMP® certification exam.

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

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

**Project Management Fundamentals**  
Gain the skills you'll need to succeed in the fast-growing field of project management.

**Project Management Applications**  
Experienced project manager teaches you tricks of the project management trade.

Start Your Own Gift Basket Business
Start Your Own Online Business
Start Your Own Small Business
Starting a Consulting Practice
Starting a Nonprofit
Stocks, Bonds, and Investing: Oh, My!
Supply Chain Management Fundamentals
Talent and Performance Management
The Analysis and Valuation of Stocks
Total Quality Fundamentals
Twelve Steps to a Successful Job Search
Understanding the Human Resources Function
Using Social Media in Business
Where Does All My Money Go?
Writing Effective Grant Proposals
Advanced Microsoft Excel 2007
Advanced Microsoft Excel 2010

## COMPUTER APPLICATIONS

Advanced Microsoft Excel 2013  
 Advanced Microsoft Excel 2016  
 Intermediate Microsoft Access 2010  
 Intermediate Microsoft Access 2013  
 Intermediate Microsoft Access 2016  
 Intermediate Microsoft Excel 2007  
 Intermediate Microsoft Excel 2010  
 Intermediate Microsoft Excel 2013  
 Intermediate Microsoft Excel 2016  
 Intermediate Microsoft Word 2007  
 Intermediate Microsoft Word 2010  
 Intermediate Microsoft Word 2013  
 Intermediate Microsoft Word 2016  
 Intermediate Oracle  
 Intermediate QuickBooks 2013  
 Intermediate QuickBooks 2014  
 Intermediate QuickBooks 2015  
 Intermediate QuickBooks 2016  
 Intermediate QuickBooks 2017  
 Introduction to Adobe Acrobat X  
 Introduction to Crystal Reports  
 Introduction to Microsoft Access 2010  
 Introduction to Microsoft Access 2013  
 Introduction to Microsoft Access 2016  
 Introduction to Microsoft Excel 2007  
 Introduction to Microsoft Excel 2010  
 Introduction to Microsoft Excel 2013  
 Introduction to Microsoft Excel 2016  
 Introduction to Microsoft Outlook 2010  
 Introduction to Microsoft Outlook 2013  
 Introduction to Microsoft PowerPoint 2010

Introduction to Microsoft PowerPoint 2013  
 Introduction to Microsoft PowerPoint 2016  
 Introduction to Microsoft Project 2010  
 Introduction to Microsoft Project 2013  
 Introduction to Microsoft Project 2016  
 Introduction to Microsoft Publisher 2010  
 Introduction to Microsoft Publisher 2013  
 Introduction to Microsoft Word 2007  
 Introduction to Microsoft Word 2010  
 Introduction to Microsoft Word 2013  
 Introduction to Microsoft Word 2016  
 Introduction to Oracle  
 Introduction to PC Troubleshooting  
 Introduction to QuickBooks 2013  
 Introduction to QuickBooks 2014  
 Introduction to QuickBooks 2015  
 Introduction to QuickBooks 2016  
 Introduction to QuickBooks 2017  
 Introduction to QuickBooks Online  
 Introduction to Windows 10  
 Introduction to Windows 8  
 Keyboarding  
 Microsoft Excel - Pivot Tables  
 Performing Payroll in QuickBooks 2013  
 Performing Payroll in QuickBooks 2014  
 Performing Payroll in QuickBooks 2015  
 QuickBooks 2013 for Contractors  
 QuickBooks 2015 for Contractors  
 QuickBooks for Contractors 2014  
 What's New in Microsoft Office 2013

## Microsoft Office Online Courses



### Learn Microsoft Office in Six Weeks From Home!

#### Intro to Microsoft Word 2016

Learn to use the basic features of Word 2016 (now available through Office 365) to type, edit, format, spell check, and print professional-looking documents, letters, and reports.

#### Intro to Microsoft Excel 2016

Learn to use basic, intermediate, and advanced features of Microsoft Excel.

#### Intro to Microsoft PowerPoint 2016

Learn how to use Microsoft PowerPoint 2016 (now available through Office 365) to create professional-looking presentations using slide and layout masters that make global changes in a snap.

#### Intro to Microsoft Access 2016

Learn to build, edit, and maintain a database in Microsoft Access 2016, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information.

#### Intro to Microsoft Outlook 2016

Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

#### Intro to Windows 10

Learn to use this powerful new operating system, including how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser.

Visit our Website to find more courses!

## Keyboarding



Learn how to touch-type or improve your existing typing skills using Keyboarding Pro 5.

There's Still Time to Enroll:

Instructor-Facilitated

6-week format

Flexible Pace

Affordable

Student Friendly

Effective



## Blogging and Podcasting for Beginners



Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

**There's Still Time to Enroll**

## COMPUTER PROGRAMMING

Advanced CSS3 and HTML5  
Advanced Web Pages  
Blogging and Podcasting for Beginners  
Creating Mobile Apps with HTML5  
Creating Web Pages  
Intermediate C# Programming  
Intermediate CSS3 and HTML5  
Intermediate Java Programming  
Intermediate PHP and MySQL  
Intermediate SQL  
Intermediate Visual Basic  
Introduction to ASP.NET  
Introduction to C# Programming  
Introduction to C++ Programming  
Introduction to CSS3 and HTML5  
Introduction to Database Development

Introduction to Java Programming  
Introduction to JavaScript  
Introduction to PHP and MySQL  
Introduction to Programming  
Introduction to Python 2.5 Programming  
Introduction to Python 3 Programming  
Introduction to SQL  
Introduction to Visual Basic  
Introduction to XML  
Mac, iPhone, and iPad Programming  
Responsive Web Design

## CONSTRUCTION AND TRADES

Manufacturing Applications  
Manufacturing Fundamentals

## Web Design Value Suite

This series of courses take you through the art of building web pages to coding in JavaScript, CSS3 and HTML5. You'll learn to plan content and structure including formatting text, building links, adding color, including graphics and tables, and developing areas of interactivity.



ONLINE LEARNING

### Creating Web Pages

If you've always wanted to learn how to create your own website, this course is for you! Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. Learn about the capabilities of the web and the fundamentals of web design.

### Introduction to CSS3 and HTML5

In this course, you will learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques! Take your existing HTML skills to the next level and start building sites like the pros.

### Introduction to JavaScript

This programming language lets you add interactivity to your pages by creating features such as buttons, picture carousels, and collapsible panels to your Web pages. The course begins with the basics of JavaScript code and then moves on to more advanced topics.

24/7 Access • All classes start new every month • Certificate of completion • 6-week format • Average 24 work hours • Discussion boards • Mobile accessible



Enroll or view all our online courses at:

Instructor-Facilitated

6-week format

Flexible Pace

Affordable

Student Friendly

Effective



## HEALTH AND FITNESS

Become a Physical Therapy Aide  
 Become a Veterinary Assistant  
 Become a Veterinary Assistant II: Canine Reproduction  
 Become a Veterinary Assistant III: Practical Skills  
 Become an Optical Assistant  
 Certificate in Brain Health  
 Certificate in Complementary and Integrative Health  
 Certificate in End of Life Care  
 Certificate in Energy Medicine  
 Certificate in Food, Nutrition, and Health  
 Certificate in Gerontology  
 Certificate in Global Healing Systems  
 Certificate in Healing Environments for Body, Mind, and Spirit  
 Certificate in Healthy Aging  
 Certificate in Holistic and Integrative Health  
 Certificate in Holistic and Integrative Health: Foundations 1  
 Certificate in Holistic and Integrative Health: Foundations 2  
 Certificate in Holistic and Integrative Health: Foundations 3  
 Certificate in Infectious Diseases and Infection Control  
 Certificate in Integrative Mental Health  
 Certificate in Legal and Ethical Issues in Healthcare  
 Certificate in Meditation  
 Certificate in Mindfulness  
 Certificate in Music Therapy and Sound Healing  
 Certificate in Nutrition, Chronic Disease, and Health Promotion  
 Certificate in Pain Assessment and Management  
 Certificate in Perinatal Issues  
 Certificate in Spirituality, Health, and Healing  
 Certificate in Starting Your Own Business in Health and Healing  
 Certificate in Stress Management

Certificate in Violence Prevention and Awareness  
 Certificate in Womens Health Issues  
 Explore a Career as a Pharmacy Technician  
 Explore a Career as an Administrative Medical Assistant  
 Explore a Career in Medical Coding  
 Explore a Career in Medical Transcription  
 Explore a Career in Medical Writing  
 Explore a Career in Nursing  
 Genealogy Basics  
 Handling Medical Emergencies  
 Happy and Healthy Pregnancy

Helping Elderly Parents  
 HIPAA Compliance  
 Introduction to Natural Health and Healing  
 Lose Weight and Keep It Off  
 Luscious, Low-Fat, Lightning-Quick Meals  
 Marriage and Relationships: Keys to Success  
 Medical Math  
 Medical Terminology II: A Focus on Human Disease  
 Medical Terminology: A Word Association Approach  
 Spanish for Medical Professionals  
 Spanish for Medical Professionals II



**SAVE!**

## Explore a Career in Healthcare

### ONLINE COURSE SUITE

If you're considering a career in healthcare, this group of online courses will introduce you to three different opportunities within the industry.

**Explore a Career in Medical Coding**  
 Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

**Explore a Career as an Administrative Medical Assistant**  
 Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

**Explore a Career in Medical Transcription**  
 Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

**3 ONLINE COURSES**  
 —for—  
**1 DISCOUNTED PRICE**

**Enroll Today and Save!**

HOSPITALITY

Secrets of the Caterer  
Start a Pet Sitting Business  
Wow, What a Great Event!

INFORMATION TECHNOLOGY

Advanced PC Security  
CompTIA Security+ Certification Prep 1  
CompTIA Security+ Certification Prep 2  
Intermediate Networking  
Introduction to Networking  
Introduction to PC Security  
Understanding the Cloud  
Wireless Networking

Introduction to Networking



Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

There's Still Time to Enroll

LANGUAGE

Beginning Conversational French  
Content-Based Instruction for Language Learners  
Conversational Japanese  
Discover Sign Language  
Easy English 1  
Easy English 2  
Easy English 3  
Get Funny!  
Grammar for ESL  
Instant Italian  
Making the Most of Learner Dictionaries (American Edition)  
Making the Most of Learner Dictionaries (British Edition)  
Spanish for Law Enforcement  
Spanish for Medical Professionals  
Spanish in the Classroom  
Speed Spanish  
Speed Spanish II  
Speed Spanish III

LEGAL

Employment Law Fundamentals  
Explore a Career as a Paralegal  
Introduction to Criminal Law  
Legal Nurse Consulting  
Real Estate Law  
Workers' Compensation

Speed Spanish



Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in Spanish in no time.

There's Still Time to Enroll

MATH AND SCIENCE

Human Anatomy and Physiology  
Human Anatomy and Physiology II  
Introduction to Algebra  
Introduction to Biology  
Introduction to Chemistry  
Introduction to Statistics  
Math Refresher

Introduction to Statistics



Improve your understanding of data and learn how to develop graphs and charts so you can use this information to make better decisions.

There's Still Time to Enroll:

# Suites and Series Bundles

LEARN FROM HOME



- 6 Week Format
- 24-Hour Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new.

SAVE!

## SUITE BUNDLES

Accounting with Excel Suite	Health and Well-Being Bundle	Presentation Skills Suite
Administrative Assistant Suite	Health Care Entrepreneurship Bundle	Project Management Suite
Adobe Value Suite	Healthy Living Suite	Reading Strategies Suite
Aging and Health Bundle	Healthy Relationships Suite	Real Estate Suite
Animal Lover Suite	Leadership Suite	Sales Training Suite
Basic Computer Skills Suite	Medical Office Basics Suite	Self-Improvement Suite
Computer Networking Suite	Microsoft Office 2016 Value Suite	Small Business Suite
Creative Writing Value Suite	Mind-Body Therapies Bundle	Soft Skills Suite
Digital Marketing Suite	New Career Suite	Stock Trading Suite
Easy English Bundle	New Manager Suite	Supply Chain Suite
Entrepreneurship Suite	Nonprofit Management and Grant Writing Suite	Web Design Value Suite
Event Planning Suite	Nonprofit Suite	Women's Health Bundle
Explore a Career in Healthcare Suite	Nutrition and Health Bundle	Workplace Law Essentials Value Suite
Financial Analyst Suite	Pain Management and End of Life Bundle	Writing and Editing Value Suite
Global Health and Healing Bundle	Photography Suite	
Grant Writing Suite		

## SERIES BUNDLES

A to Z Grant Writing Series	Medical Spanish Series	QuickBooks 2016 Series
Accounting Fundamentals Series	Medical Terminology Series	QuickBooks 2017 Series
C# Programming Series	Microsoft Access 2016 Series	SAT/ACT Prep Series
Creating WordPress Websites Series	Microsoft Excel 2016 Series	Speed Spanish Series
Educator's Fundamentals Series	Microsoft Word 2016 Series	SQL Series
Grammar Refresher Series	Oracle Series	Supervision and Management Series
GRE Prep Series	PHP and MySQL Series	Teaching ESL Series
HTML and CSS Series	Project Management Fundamentals Series	Veterinary Assistant Series
Human Physiology Series	Project Management Professional (PMP) Prep Series	Visual Basic Series
Java Programming Series		

Instructor-Facilitated

6-week format

Flexible Pace

Affordable

Student Friendly

Effective

## TEACHER PROFESSIONAL DEVELOPMENT

An Introduction to Corpora in English Language Teaching

An Introduction to Language Assessment in the K-12 Classroom

An Introduction to Task-based Teaching

An Introduction to Teaching English to Young Learners

An Introduction to Teaching ESL/EFL

Assessing Language Ability in Young Adults and Adults

Common Core Standards for English Language Arts K-5

Communicative Teaching for the ESL/EFL Classroom

Content Literacy: Grades 6-12

Creating a Classroom Website

Creating Classroom Centers

Creating the Inclusive Classroom: Strategies for Success

Developing ESL/EFL Listening Comprehension

Differentiated Instruction in the Classroom

Differentiating K-12 Assessments

Empowering Students With Disabilities

Enhancing Language Development in Childhood

Guided Reading and Writing: Strategies for Maximum Student Achievement

Guided Reading: Strategies for the Differentiated Classroom

Homeschool With Success

Integrating Technology in the Classroom

Language Learning Technologies for K-12 Teachers

Merrill Ream Speed Reading

Microsoft PowerPoint 2013 in the Classroom

Practical Ideas for the Adult ESL/EFL Classroom

Ready, Set, Read!

Response to Intervention: Reading Strategies That Work

Singapore Math Strategies: Advanced Model Drawing for Grades 6-9

Singapore Math Strategies: Model Drawing for Grades 1-6

Singapore Math: Number Sense and Computational Strategies

Solving Classroom Discipline Problems

Solving Classroom Discipline Problems II

Spanish in the Classroom

Survival Kit for New Teachers

Teaching Adult Learners

Teaching High School Students

Teaching Lexically

Teaching Math: Grades 4-6

Teaching Preschool: A Year of Inspiring Lessons

Teaching Science: Grades 4-6

Teaching Smarter With SMART Boards

Teaching Students With ADHD

Teaching Students With Autism: Strategies for Success

Teaching Students With Learning Disabilities

Teaching Writing: Grades 4-6

Teaching Writing: Grades K-3

The Creative Classroom

The Differentiated Instruction and Response to Intervention Connection

Understanding Adolescents

Using the Internet in the Classroom

## WRITING

Advanced Fiction Writing

Beginner's Guide to Getting Published

Beginning Writer's Workshop

Fundamentals of Technical Writing

Grammar Refresher

Grammar Refresher II

How to Make Money From Your Writing

Introduction to Internet Writing Markets

Introduction to Journaling

Introduction to Screenwriting

Mystery Writing

Publish and Sell Your E-Books

Research Methods for Writers

Romance Writing

The Craft of Magazine Writing

The Keys to Effective Editing

Travel Writing

Write and Publish Your Nonfiction Book

Write Effective Web Content

Write Fiction Like a Pro

Write Your Life Story

Writeriffic: Creativity Training for Writers

Writing Essentials

Writing for Children

Writing for ESL

Writing the Fantasy Novel

Writing Young Adult Fiction

## TEST PREP

Advanced CompTIA A+ Certification Prep

Basic CompTIA A+ Certification Prep

CompTIA Network+ Certification Prep

GMAT Preparation

GRE Preparation - Part 1 (Verbal and Analytical)

GRE Preparation - Part 2 (Quantitative)

Intermediate CompTIA A+ Certification Prep

LPI Linux Essentials Exam Prep

LSAT Preparation - Part 1

LSAT Preparation - Part 2

Praxis Core Preparation

Prepare for the GED Math Test

Prepare for the GED Test

Project Management Professional (PMP) Prep I

Project Management Professional (PMP) Prep II

SAT/ACT Prep Course - Part 1

SAT/ACT Prep Course - Part 2



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## ONLINE COURSE CATALOG

**COMPLETE YOUR COURSES ANYTIME ANYWHERE!**



# ONLINE LEARNING • Careers

## CAREER TRAINING PROGRAMS - ONLINE LEARNING

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

- Are you self-motivated to learn on your own and at your own pace or do you require the structure of regular classroom meetings and an instructor to hold you to task?
- Do you have access to a computer with internet connectivity when and where you can study the course materials?
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Arts and Design

Hospitality

Business

Information Technology

Career Online High School

Language

Computer Applications

Legal

Computer Programming

Teacher Professional Development

Construction and Trades

Writing

Health and Fitness

### Features:

- Facilitators and mentors are available to answer your 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](mailto:ca-learnmore@capitalcc.edu) to register.

# SECURITY • SAFETY & SECURITY GUARD

## SAFETY & SECURITY GUARD CERTIFICATE

**This is not your average Security Guard course.** This 24-hour program will provide the Connecticut State mandated security officer certification course and additional 2 additional certifications in Basic Life Support(BLS) and Mental Health First Aid(MHFA). The additional BLS and MHFA certifications are a great addition to your safety and security resume and are often required by security employers. Certified instructors will discuss basic first aid, CPR, AED, search and seizure, use of force, basic criminal justice, and public safety issues. Students who successfully complete the required exams will be eligible for application for Connecticut State Guard Identification Card. See below for everything that is included in this certification package. Instructors: J. Izzo, J. Dubowsky, B. Carrabbia, P. Graham, C. Bourke, & L. Knowlton

### Prerequisites:

- CASAS testing for assessment of resource needs
- HS diploma or GED equivalent
- Background check with zero tolerance for felonies, misdemeanors or sexual offenders
- Minimum of 18 years of age

All-Inclusive Certification Package:

- **Includes:** instructional materials/ textbook
- **Includes:** CT Security Officer Identification Card Application Fee, 1 set of fingerprints, 2 photos, Background Check Fee, & Federal Criminal Background Check Fee (\$225 approximate value)
- BLS Certification
- Mental Health First Aid Certification
- **Does not** include transportation to photo location, a short walk may be required

*Please choose a section below. All sections cost: \$999. All sections in Room TBA*

SFTY G0001, CRN: 1574

Dates: 2/13-3/3

Day & Time: Tue. & Thu., 5:00-9:00pm

SFTY G0001, CRN: 1579

Dates: 4/16-5/5

Day & Time: Tue. & Thu., 5:00-9:00pm

SFTY G0001, CRN: 1577

Dates: 3/17-4/2

Day & Time: Tue. & Thu., 5:00-9:00pm

SFTY G0001, CRN: 1581

Dates: 3/14-5/2

Day & Time: Sat., 8:30am-12:30pm

### Career Information

Typical tasks for Safety and Security Guards include: Lock doors and gates of entrances and exits to secure buildings; Respond to medical emergencies by administering basic first aid or by obtaining assistance from paramedics; Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates; Answer alarms and investigate disturbances; Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises; Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences; Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.

Safety and Security Guards must be licensed with the Department of Emergency and Public Protection, Division of State Police, Special Licensing and Firearms Unit ([ct.gov/despp](http://ct.gov/despp)).

The Connecticut Department of Labor notes the starting wage for Safety and Security Guards in the Hartford area at \$12.13 per hour and the average annual salary as \$36,917. Employment in this occupation is expected to grow more slowly than average, but the number of annual openings will offer excellent job opportunities.

# SOCIAL SERVICES • Assistant

## Social Services Assistant – Proficiency Certificate

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 SNAP benefits, 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. This program also includes Mental Health First Aid Certification.

### Course Topics:

Understanding Direct Service  
Communication: Interpersonal Skills  
Physical Developmental Supports  
Services and Supports  
Documentation and Reporting

Facilitating Positive Behaviors  
Cultural Awareness  
Person-Centered Planning  
Regulations  
College Success Workshop

### Prerequisite:

- High School Diploma or GED

Please choose a section below.

Course Code: HREL G5003 CRN 1502

Dates: 2/19 - 4/24

(No class: 4/10)

Day & Times: Mon., Wed. & Fri., 9:30 am – 12:30 pm

Instructor: N. Bishop

Room: TBA

Cost: \$1,349

Course Code: HREL G5003 CRN 1386

Dates: 3/17 - 6/25

(No class: 4/10)

Day & Times: Tue. & Thu., 5:30 pm - 8:30pm

Instructor: J. Johnson

Room: TBA

Cost: \$1,349



### Career Information:

The Connecticut Department of Labor reports that employment in this occupation is expected to grow faster than average, and the number of annual openings will offer excellent job opportunities. As a Social Services Assistant you may expect your entry-level hourly rate to be approximately \$13.75 and the average annual income is noted as \$41,441 in Connecticut.

# SOCIAL SERVICES • 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.

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

## CAREER INFORMATION

The Connecticut Department of Labor reports employment in this occupation is expected to grow faster than average, and the number of annual openings will offer good job opportunities. As a Community Health Worker, you may expect your entry-level rate to be approximately \$13.81 per hour and the average annual income is noted as \$38,090 in Connecticut.

## TOPICS

- 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

## PREREQUISITES

- High school diploma, GED or equivalent
- Basic Computer skills: including navigating windows, writing and sending email, searching the Internet and data entry
- Basic English including oral, written and reading skills

Course Code: HMED G5382 CRN 1572

Dates: 2/18 - 5/14

(No class: 3/21, 4/11 & 5/7)

Day & Times: Tue., Thur., & Sat.. 9:30 am – 12:30 pm

Instructor: N. Bishop

Room: 318

Cost: \$1,599



# STUDIO PRODUCTION & TECHNOLOGY

Music touches all of our lives and the need to create and promote music is more in demand than ever. This course will introduce students to the techniques used in commercial recording studios and enable them not only to get quality recordings on their own home systems, but also obtain the skills necessary to work in established recording studios locally and beyond. The students will learn from an experienced instructor in the industry and will focus on studio technology and software, but will also touch on live sound techniques and music distribution. Students will record, produce and mix their own projects and/or outside projects as they become available.

Modules will include:

- History of Recording Techniques
- Input and Output Signal Flow & Gain Staging
- Basic Acoustic Principles
- Recording with a DAW (Pro Tools, Reason)
- Sampling and sample editing (Ableton, Reason)
- Microphones (and how to choose one)
- Planning a demo session
- Tracking and Overdubbing Audio
- Adding effects (Time-Based/Dynamic)
- Mixing Your Demo and Objective Criticism in Mixing
- Final Tracking and Polish
- Final Mix (and Master)
- Digital Distribution and Uploading (and understanding digital revenue streams and copyright)



Prerequisites:

- 16 years of age
- Basic Computer skills
- Knowledge of music is a plus, but not required

**Course Code: COMM 5032 CRN 1575**

**Coming MARCH 2020**

**Instructor: J. McDonald**

**Room: Artists Collective, Inc**

**Cost: \$1,499.**

**This course is offered on location at:**

**Artists Collective, Inc.**

1200 Albany Avenue, Hartford

860-527-3205

Free parking in the adjacent lot.

## MEET YOUR INSTRUCTOR

**Jaeme Brennan McDonald** is a multi-instrumentalist, songwriter, composer, and mix engineer. He received his Bachelor's degree in music production from Berkley College of Music, and is a teaching artist at the CREC Academy of the Arts. Mr. McDonald has toured internationally with blues dub project Little Axe, and mixed for a variety of local and national acts such as The Bandshes, TangSauce, Jeff Pitchell, The Unforgettable Fire, Living Colour, FreekBass and Unlocking The Truth. He has also provided tour support as a back line instrument technician for Janelle Monae, Eddie Money, and BB King, and served as production manager for bassist Doug Wimbish's WIMBASH Festival series. Mr. McDonald's company, Mixed by Soundchild, has provided training and recording services for all levels of musicians, from beginner to professional. He writes and performs music under the stage name JME Strchild, and is also the founder and musical director of Purple Luscious Love, a tribute to the music of Prince.

**Odile Dilone**

**Program Coordinator**

**odilone@capitalcc.edu**

**860-906-5141**

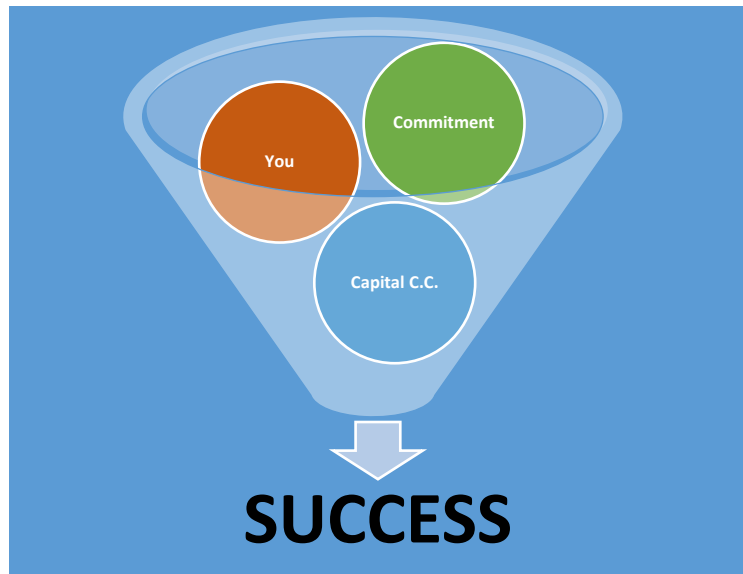


# INFORMATION • Contact Us

School of Workforce &  
Continuing Education  
[Ca-learnmore@capitalcc.edu](mailto:Ca-learnmore@capitalcc.edu)  
(860) 906-5130

SNAP Information Line  
(860) 906-5029

**YOUR SUCCESS  
IS  
OUR  
SUCCESS!**



<b>Linda Guzzo, RD., Ed.D.</b> Dean, School of Workforce & Continuing Education <a href="mailto:lguzzo@capitalcc.edu">lguzzo@capitalcc.edu</a> 860-906-5051	<b>Laurie Hornbecker, M.S., RN.</b> Program Consultant <a href="mailto:lhornbecker@capitalcc.edu">lhornbecker@capitalcc.edu</a> 860-906-5074	<b>Maritza Santos, A.S.</b> Continuing Education Aide <a href="mailto:msantos@capitalcc.edu">msantos@capitalcc.edu</a> 860-906-5028
<b>Wendy I. Andino-Williams, M.A.</b> Data & Career Specialist <a href="mailto:Wandino-williams1@capitalcc.edu">Wandino-williams1@capitalcc.edu</a> 860-906-5205	<b>Lisa Knowlton, M.Ed.</b> Workforce Development Advisor <a href="mailto:lknowlton@capitalcc.edu">lknowlton@capitalcc.edu</a> 860-906-5266	<b>John Thomas, B.S.</b> CCAP Coordinator <a href="mailto:jthomas@capitalcc.edu">jthomas@capitalcc.edu</a> 860-906-5234
<b>Odile Dilone, M.S.</b> Continuing Education Coordinator <a href="mailto:odilone@capitalcc.edu">odilone@capitalcc.edu</a> 860-906-5141	<b>Ruth Krems, B.S.N., RN</b> Allied Health Coordinator <a href="mailto:rkrems@capitalcc.edu">rkrems@capitalcc.edu</a> 860-906-5142	<b>Barbara Thornton, M.S</b> LINKS Instructor <a href="mailto:bthornton@capitalcc.edu">bthornton@capitalcc.edu</a> 860-906-5138
<b>Hannah Gregory</b> FIRST Center Coordinator <a href="mailto:hgregory@capitalcc.edu">hgregory@capitalcc.edu</a> 860-906-5080	<b>Thu Nguyen, B.A.</b> Continuing Education Aide <a href="mailto:tnguyen@capitalcc.edu">tnguyen@capitalcc.edu</a> 860-906-5130	<b>Damaris Torres, M.S.</b> Secretary I <a href="mailto:dtorres@capitalcc.edu">dtorres@capitalcc.edu</a> 860-906-5282
<b>Joette Johnson, M.S.W., L.C.S.W.</b> SNAP Scholarship Coordinator <a href="mailto:Jjohnson1@capitalcc.edu">Jjohnson1@capitalcc.edu</a> 860-906-5244	<b>Rajashri Paricharak</b> Continuing Education Aide <a href="mailto:rparicharak@capitalcc.edu">rparicharak@capitalcc.edu</a> 860-906-5299	<b>Mary C. Volpe, B.S.</b> Continuing Education Aide <a href="mailto:mvolpe@capitalcc.edu">mvolpe@capitalcc.edu</a> 860-906-5261

# INFORMATION • Resources

## **ACADEMIC SUCCESS CENTER (TUTORING)**

**(860) 906-5200 4th Floor**

Tutoring available in math, writing and computers. Visit the Academic Success Center.

Writing and student skills assistance are also available by appointment in **Room 316**, (860-906-5130).

## **BOOKSTORE, (860) 525-5956, 7th Floor, Room 705**

Monday 9AM - 6PM · Tuesday, Wednesday & Thursday 9AM - 4PM · Friday 9AM - 1PM (Hours are subject to change.)

## **BUSINESS OFFICE, (860) 906-5061, Room 217**

Monday, Wednesday & Thursday 9AM - 5PM

Tuesday 9AM - 6PM · Friday 9AM - 3PM

Business Office has a drop box for after hour payments. Put your check or money order in an envelope, and make sure that your name and Student/Net ID is on your check and envelope.

## **BUS PASSES**

Bus passes are available on a limited basis to students pursuing a Career-Training Certificate. The cost is \$20 and they are good through the semester. Please bring a copy of your Student Schedule and ID to the Business Office, room 217 in the 2<sup>nd</sup> floor, to get a pass.

## **CAFETERIA, (860) 906-5126, 7th Floor**

Monday – Thursday 7:45AM-5:00PM

Fridays 7:45AM-1:00PM.

Vending machines and microwaves available.

## **CAREER SERVICES, Room 312**

For help with resumes and interview preparation and much more! Contact: Lisa Knowlton, lknowlton@capitalcc.edu or 860-906-5266. See pages 23-25 for more detailed information and workshops.

## **COLLEGE CENTRAL**

Log in and launch your job search here.

CollegeCentral.com/CapitalCC

For login help contact: Lisa Knowlton,

lknowlton@capitalcc.edu or 860-906-5266.

## **GREATER HARTFORD CAMPUS MINISTRY, Student Activity Suite, 2nd Floor, 860-906-5088**

Bible study, Capital messengers, Holy Communion Service, and Coffee hour.

## **LIBRARY, (860) 906-5027, 5th Floor**

Monday - Thursday 8:30 AM - 8PM \* Friday 8:30 AM - 4:30 PM \* Saturday 10AM - 2PM

## **OFFICE OF SUPPORT SERVICES FOR ACADEMIC SUCCESS**

**Suite 208, second floor - (860) 906-5040**

The Office of Student Support Services for Academic Success at Capital Community College provides academic adjustments to qualified students with disabilities. Students may seek services, support, and advising throughout the academic year.

## **MICROSOFT OFFICE 365® ACCESS FOR STUDENTS**

MS Office 365® is a subscription-based service to use Microsoft Office® tools including Word®, Excel®, Outlook®, and OneDrive®. Students can access these tools from home free, for up to 3 months after their class. Login to your Student E-mail using your NetID and password. For instructions go to:

[http://supportcenter.ct.edu/service/Office365\\_ProPlus.asp](http://supportcenter.ct.edu/service/Office365_ProPlus.asp).

## **MYCOMMNET**

[www.my.commnet.edu](http://www.my.commnet.edu) is your single stop for all college information, with direct access to student self-service. You can print copies of your "Detailed Schedule" (needed to obtain parking permits, and student IDs), and you can sign up for MyCommNet Alerts.

## **MyCommNet Alert**

This is a free\* emergency alert service for staff and students. Students need to update their contact preferences upon accessing Banner Self-Service to get these alerts.

\*Text message costs will follow your calling plan's terms for text messages. In some cases, a message may result in 2 or more texts received.



# INFORMATION • Resources

## OPEN COMPUTER LABS, 6th Floor

Open labs rooms are:

**Rooms 611, 612, 614, 615, 619 & 620**

**Rooms 602 & 618** for AUTOCAD users.

Please check the schedule posted outside of each room for pre-scheduled classes.

**Lab Hours:** Mon.-Fri. 7:30 am – 9:00 pm & Saturday 8:00 am–3:00 pm. Lab Assistance can be found at the 6th floor **Center Isle**. Or call x65252 from room phone for the IT HelpDesk.

## PARKING

Free parking is only available at the **Morgan St Garage**. Pull out a ticket, and have it validated at the Continuing Education office, room 316. To obtain a parking permit, bring a copy of your student schedule (printed from MyCommnet), photo ID and parking form to the main office of the garage.

## PRINTING

Students have a \$15 (.05 per page\300 pages) print balance at the start of the semester. Additional pages can be purchased at the Business Office in increments of \$5.

## PUBLIC SAFETY, (860) 906-5075

**Main Lobby, 1<sup>st</sup> Floor, Rooms 101 & 102**

Please report any public safety incidents or concerns to Public Safety.

Monday – Friday, 6:30 am - 10:00 pm

Saturday, 7:30 am - 4:00 pm

## STUDENT I.D.'S

Student photo ID's are available free to students in Room 714. The current schedule is posted on the door. Students will need to provide their student ID # to get the photo ID. To look up your student ID #, please go to <http://supportcenter.ct.edu/netid/lookupnetid.asp>, or any of the reset stations in the school.

## STUDENT POLICIES

The CCC Student Handbook is available online for your review, in the Publications section of our website (<https://www.capitalcc.edu/about/publications/>). Please refer to section 3.1 of the Handbook, for the *Student Code of Conduct*, which is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education.

## WEATHER CANCELLATION INFORMATION

To see if your class is cancelled, visit the college website, [www.capitalcc.edu](http://www.capitalcc.edu); or call the main line at 860-906-5000.

For a list of radio and TV stations to check, go to <http://capitalcc.edu/weather.htm>.

Sign up for My CommNet alerts sent directly to your phone. See page XX for more information on how to get started with this valuable resource.

## WIFI ACCESS, COMPUTER ACCESS & MyCommNet WEBSITE

Students will need to use their Student/Net ID # to access the MyCommNet website, login to student computers, and access Wi-Fi.

To look up your student ID please go to the self-service kiosks (Floors 2, 3, 4, 5 & 6). First-time login instructions will be provided in class. The IT HelpDesk may be reached from a classroom phone at x65252.



# INFORMATION • Safety

## Know What To Do - Your Safety Matters

### PUBLIC SAFETY

(860) 906-5075

**Main Lobby, 1<sup>st</sup> Floor, Rooms 101 & 102**

Please report any public safety incidents or concerns to Public Safety.

Monday – Friday, 6:30 am - 10:00 pm

Saturday, 7:30 am - 4:00 pm

### SHELTER-IN-PLACE PROCEDURES

In the event of a school LOCK DOWN or SHELTER-IN-PLACE event, students and staff must either run, get out of the building or hide.

Follow these procedures:

1. Immediately upon an announcement or text advising of an event. Go to the nearest room and out of open public space. Lock the door behind you. Turn cell phones to silent or vibrate. You may go to the nearest office space or a college public restroom. Assist mobility challenged persons. Just get out of plain sight. As a last resort hide behind a pillar. If in a public place stay out of groups.
2. Close the blinds, turn off the lights.
3. If your door does not lock you may want to barricade it or stick a pant belt folded under the door to prevent entry.
4. Hide under a desk or behind furniture out of a potential line from windows and doors. Remain quiet.
5. Wait for instructions on your phone or a UNIFORM OFFICER. Do not open the door for anyone else.

**Follow the OFFICER's directions. Do exactly as s/he tells you to, quickly and quietly. The perpetrator may be a fellow employee or student. The Officer may not know who the "bad guy" is yet.**

# INFORMATION • Policies

## **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. Inquiries regarding this policy should be directed to Josephine Agnello-Veley. You can contact her by e-mail at [jagnello-veley@capitalcc.edu](mailto:jagnello-veley@capitalcc.edu) or phone at (860) 906-5002.

## **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 [capitalcc.edu/publications.htm](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.



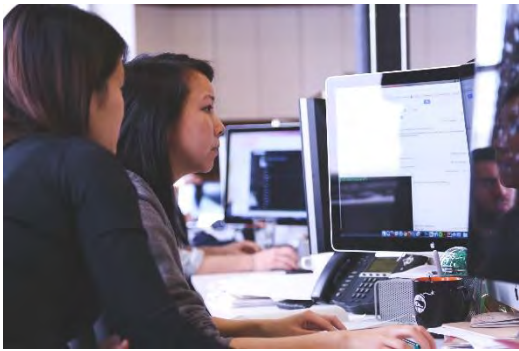
# INFORMATION • Funding Assistance

## 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.

## 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.



## SNAP SCHOLARSHIPS = FREE JOB/CAREER TRAINING

### Career Training Programs

Accounting/Bookkeeping Clerk  
Administrative Medical Assistant  
CNA Refresher  
Community Health Worker  
EKG Technician  
Nurse Aide Certification (CNA)

Patient Care Technician Pharmacy  
Technician Prep Cook  
Safety & Security Guard Social  
Services Assistant Studio  
Production & Technology



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.

**Receive Free Help with Resume Writing, Cover Letters and other Career Services**

# INFORMATION • Work and Learn

## Capital's 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.

To join the program or obtain more information contact:

John Thomas

Program Coordinator

[jthomas@capitalcc.edu](mailto:jthomas@capitalcc.edu)

(860) 906-5234.



**Insurance Claims Specialist • Universal Banker • Cybersecurity Technician**





# 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.

A variety of courses are 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 So Many More...

**Call the School of Workforce & Continuing Education to learn more at (860) 906-5141**



# STUDENT RESOURCES



## Buried In Your Studies? Need Assistance?

### HELP IS AVAILABLE

Our instructors are here to help. They can provide assistance with:

- \*Reading Comprehension
- \*Study Skills
- \*Basic Computer Knowledge
- \*Communicating with Instructors
- \*Math Skills & Computations
- \*Test Taking Skills
- \*Workforce Readiness Skills
- \*Subject Matter Tutoring

The dedicated instructional support faculty are dedicated to providing all students with the academic study methods and techniques for success.

**Contact the School of Workforce & Continuing Education at (860) 906-5130 or Visit us in Room 316 for more information or to make an appointment.**

# REGISTRATION

## How to Register:

### Registration Form

**By Phone:** 860-906-5130, Mon.-Fri. 9am to 4:30pm, MasterCard, Visa or Company PO

**By Mail:** Send your registration form with your check, money order or credit card information to:  
School of Workforce & Continuing Education, Capital Community College, Room 316, 950 Main St., Hartford, CT 06103. (Do not send cash in the mail.)

**Fax to:** (860) 906-5110 / Attn: Damaris Torres.

**In Person:** School of Workforce & Continuing Education, Capital Community College, Room 316, 950 Main St., Hartford, CT 06103.

### 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 canceled. We will notify you via phone if a class is canceled. See refund policy for more information.

### 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 canceled, you will be notified and offered the option of receiving a full refund of registration fees or applying your course fee to another non-credit course within the same semester. Refunds take 4-6 weeks for processing. 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 School of Workforce and 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. Not providing payment at registration or failing to attend class does not remove you from the course and you are still responsible for full payment. Non-payment may prevent any future registrations in credit or non-credit courses and may initiate third party collections processes.**

### Payment for Non-Credit Courses

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.



# REGISTRATION

## REGISTRATION FORM

**BY FAX:** (860) 906-5110, ATTN: Damaris Torres

**BY PHONE:** (860) 906-5130, Monday–Friday, 9 am to 4 p.m.,  
Mastercard, Visa or Company PO

**BY MAIL OR IN PERSON:** School of Workforce & Continuing Education, Capital Community College, 950 Main St., Room 316, Hartford, CT 06103

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

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_ Date of Birth (required): \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_ Mobile Phone: ( ) \_\_\_\_\_

☐ Male   ☐ Female   ☐ Yes, I certify that I am a legal resident of CT and have met the 12-month residency requirement

☐ No, I am not a legal resident of CT. State of legal residence:

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

Please provide the following race and ethnic data. This information is requested on a **VOLUNTARY** basis for the U.S. Department of Education, Center for Educational Statistics. Your answer will not affect enrollment to, or registration in the college.

Ethnicity: ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino ☐ Choose not to respond

Race: ☐ White ☐ Black/African American ☐ American Indian/Alaskan Native ☐ Native Hawaiian/Other Pacific  
☐ Other ☐ Choose not to respond

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 ☐ Event ☐ Other \_\_\_\_\_ ☐ Choose not to respond

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

Signature (required): \_\_\_\_\_

## Payment

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

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

Credit Card Holder's Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Holder's Address (required): \_\_\_\_\_

Credit Card Holder's Signature: \_\_\_\_\_