CAREER TRAINING THAT WORKS

FALL 2019 Non-Credit Courses

CAPITAL Community COLLEGE

SCHOOL OF WORKFORCE & CONTINUING EDUCATION

(860) 906-5130 · **capitalcc.edu/ce**

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!

WINTER BREAK COURSES

Get ahead, catch up, and finish strong by earning 3 college credits during winter break!

Earn college credits in these fields:

- **Art**
- **Biology**
- **Business Management**
- **Computer**
- **Economics**
- **History**
- **Mathematics**
- **Music**
- **Philosophy**
- **Political Science**
- **Psychology**
- **Sociology**
- **Spanish**

CAPITAL
Community
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Classes run December through January

capitalcc.edu/winter

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QUESTIONS?

We are here to help.
Contact us-
By email:
CA-learnmore@capitalcc.edu
By phone:
860-906-5130
See the Staff Directory on Page 55

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 3541
Dates: 10/8 - 3/26/20
Days & Times: Tue. & Thu., 5:30 pm - 8:30 pm
Instructor: B. Soucy
Room: TBA
Cost: $3,200

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	Exceptional Customer Service
Personal & Job Accountability	Effective Communication
Critical Thinking & Problem Solving	Working with External & Internal Customers
Handling Difficult Situations	Professional Presence
Business Ethics	

Prerequisites:

- High School Diploma or GED

- Basic Computer Skills

Course Code: AOP G5034 CRN TBA

CLASS FORMING IN SPRING 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 3545
Dates: 12/11
Days & Time: Wed., 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 3330
Dates: 12/19
Days & Time: Thur., 9:00 am – 4:00 pm
Instructor: J. Easmon
Room: 307
Cost: $90

Business Analytics Introduction

Organizations are relying on business analytics for the use of data, statistical and quantitative analysis, exploratory and predictive models, and fact-based management to make decisions and develop action plans. This course will cover the foundation and business uses as well as a working model of capacity planning. You will learn the terms, techniques, and how business decisions are made with business analytics.
Objectives:
- Understand the basic concepts and terminology of business analytics and how it can be a competitive advantage to a business
- Have a better understanding of different analytics domains for accounting and finance professionals
- Be familiar with how to use data, statistical analysis, exploratory and predictive models, and fact-based management to make decisions and develop action plans

Required text: None
Prerequisite: Basic Excel® skills
CEUs: 0.6

BIS G5101 CRN 3269
Dates: 9/13
Days & Time: Fri., 9:00 am − 4:00 pm
Instructor: C. Walpole-Griffin
Room: 616
Cost: $95

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.

Prerequisite: Must have Excel® intermediate level skills, and need to know how to use formulas and functions.
Required text: None
CEUs: 0.6

COMP G7513 CRN 3389
Dates: 10/4
Days & Time: Fri., 9:00 am − 4:00 pm
Instructor: C. Walpole-Griffin
Room: 616
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 3512
Dates: 10/16
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 3515
Dates: 12/19
Days & Time: Thur., 9:00 am – 4:00 pm
Instructor: D. Gugliotti
Room: 301
Cost: $90

Leading Through Change:
How to Keep Your Team Engaged

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

Required text: None
Prerequisite: None
CEUs: 0.6

MGMT 5124 CRN 3516
Dates: 9/12
Days & Time: Thur., 9:00 am – 4:00 pm
Instructor: D. Gugliotti
Room: 307
Cost: $90

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
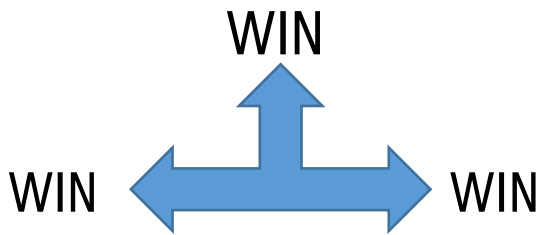CEUs: 0.6

PRFD G5568 CRN 3424
Date: 10/10
Days & Time: Thur., 9:00 am – 4:00 pm
Instructor: J. Easmon
Room: 307
Cost: $90

WIN

WIN ⟷ WIN

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 3426
Dates: 11/7
Days & Time: Thur., 9:00 am – 4:00 pm
Instructor: D. Gugliotti
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 3517
Date: 10/24
Day & Time: Thur., 9:00 am – 4:00 pm
Instructor: Y. Shenoy
Room: 307
Cost: $90

TACT
&
DIPLOMACY

Building Rapport & Influencing Others

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

Objectives:
- Define and recognize rapport.
- Understand the importance of building rapport.
- Understand the relationship between building rapport and influencing others.
- Skills and strategies for building rapport.

Required text: None Prerequisite:
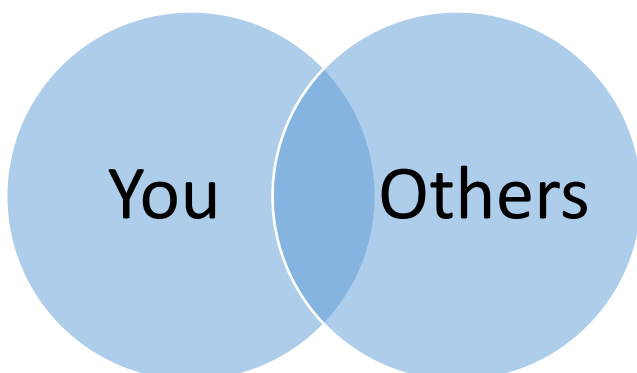None
CEUs: 0.6

COMM G5026 CRN 3430
Date: 10/29
Days & Time: Tue., 9:00 am – 4:00 pm
Instructor: J. Easmon
Room: 301
Cost: $90

You Others

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 3326
Dates: 12/27
Days & Time: Fri., 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 3327
Dates: 9/25
Days & Time: Wed., 9:00 am – 4:00 pm
Instructor: C. Service, Sr.
Room: 307
Cost: $90

Developing Emotional Intelligence

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

Required text: None Prerequisite: None
CEUs: 1.2

COMM 5051 CRN 3268
Dates: 10/1 & 10/8/8
Days & Time: Tue., 9:00 am – 4:00 pm
Instructor: Staff
Room: 307
Cost: $180

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 3539
Dates: 11/13
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
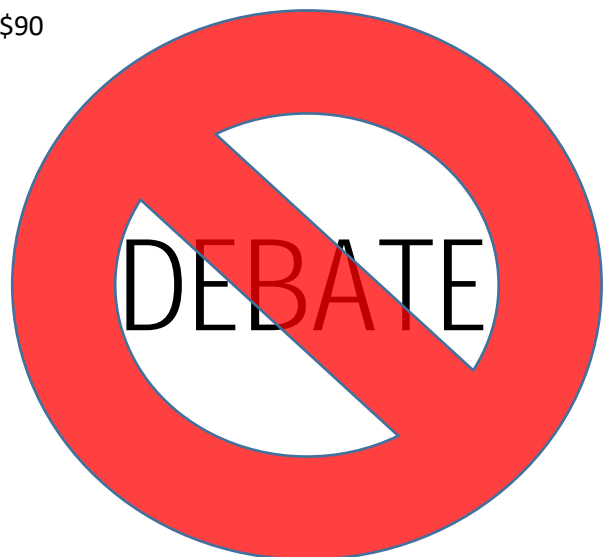CEUs: 0.6

COMM 5031 CRN 3518
Dates: 11/21
Days & Time: Thur., 9:00 am – 4:00 pm
Instructor: D. Gugliotti
Room: 301
Cost: $90

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 3259
Dates: 9/12 & 9/19
Days & Time: Thur., 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. This is a 2-day class.

Required text: None
Prerequisite: None
CEUs: 1.2

PRFD G5554 CRN 3328
Dates: 11/21
Days & Time: Tue., 9:00 am – 4:00 pm
Instructor: M. Petruzzi
Room: 307
Cost: $90

FROM

TO

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 3272
Date: 9/27
Day & Time: Fri., 9:00 am – 4:00 pm
Instructor: R. Tuttle
Room: 613
Cost: $90

Grant Writing in Real Time

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

Required text: None
Prerequisite: Basic knowledge of grant writing is recommended.
CEUs: 0.6

COMM G5008 CRN 3521
Date: 10/25
Day & Time: Fri., 9:00 am - 4:00 pm
Instructor: Rebecca Tuttle
Room: 307
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 3512
Date: 11/14
Day & Time: Thur., 9:00 am - 4:00 pm
Instructor::Yasmin Shenoy
Room: 307
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 3331
Dates: 10/16
Days & Time: Wed., 9:00 am – 4:00 pm Instructor: M. Petruzzi
Room: 318
Cost: $90

Mastering Emotional Intelligence

Emotional Mastery goes beyond traditional emotional intelligence seminars—inviting participants to consider a lasting change of perspective that will make a real difference in how they read their emotions, and harness them towards making better choices, and communicating with more authenticity and effectiveness. More than the standard set of self-help dot-points and to-dos, the workshop inspires making new and better choices from the inside, out. Everything changes when we do. We change, when our perspective changes.
Emotional Mastery builds on the learnings of Developing Emotional Intelligence; adding additional depth for advanced students of EI.
The workshop is crafted so that attendees experience many "ah ha" moments, in interactive blend of lecture and fun exercises that allow them to view themselves and their emotional natures in a new, expanded way.

Required text: None
Prerequisite: It is helpful, but not necessary, to take Developing Emotional Intelligence before taking this course. See page 14.
CEUs: 0.6

COMM G5027 CRN 3428
Dates: 11/5
Days & Time: Tue., 9:00 am – 4:00 pm
Instructor: M. Petruzzi
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 3522
Dates: 9/30
Days & Time: Mon., 9:00 am – 4:00 pm
Instructor: J. Easmon
Room: 307
Cost: $90

Engaging Community! The Power of Non-Profit 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 3543
Dates: 11/22
Days & Time: Fri., 9:00 am – 4:00 pm
Instructor: R. Tuttle
Room: 613
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 3524
Dates:: 12/17
Day & Time:: Tue., 9:00 am - 4:00 pm
Instructor: Staff
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 3329
Dates: 12/13
Days & Time: Fri., 9:00 am – 4:00 pm
Instructor: B. Carrabbia
Room: 307
Cost: $190

Financial Independence to Reach Success and Transformation

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
(860) 906 - 5080

Financial Independence to Reach Success and Transformation

Personal Finance – 3 College Credits

Learn how to budget, manage your credit and debt, insurance and investing! Financial professionals will provide practical, real world education while you earn 3 College credits. Successful completion makes you eligible for a paid internship with Guardian Life Insurance Co.

BFN 110 CRN TBA
Dates: 8/29 - 12/12
Days & Time: Thur. 5:30pm - 8:12pm
Instructor: S. Tillona
Room: 318
Cost: **FREE!** Student fees and books are funded by Guardian Life Insurance Co.

$$$$$$$$$$$

Making Your First Budget

Household budgets are an important aspect in making informed financial decisions. They help you save, make goals, and avoid taking on excess debt. In this workshop, you will learn to develop and use a budget that makes sense for your household.

Date: 10/2
Day & Time: Wed., 2:00 pm – 3:00 pm
Instructor: Staff
Room: TBD
Cost: **FREE!** Funded by Guardian Life Insurance Co

Understanding Credit

Credit reports and scores are helpful for understanding our personal financial situation. Maintaining a healthy relationship with credit is important for your overall financial health. In this workshop, we will cover the components of credit scores and what that means for obtaining new lines of credit, including credit cards and mortgages. We will also go over how to fix low credit scores and reports.

Date: 10/30
Day & Time: Wed., 2:00 pm – 3:00 pm
Instructor: Staff
Room: TBD
Cost: **FREE!** Funded by Guardian Life Insurance Co.

For information or to register contact:
Hannah Gregory
Program Coordinator
hgregory@capitalcc.edu
(860) 906 - 5080

CollegeCentral.com/CapitalCC

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- **Check out & register to attend our latest CAREER EVENTS**
- **Download our college's career advice DOCUMENTS & PODCASTS**
- **Read hundreds of career-related ARTICLES**
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First Job, A Better Job, Your Career!

Financial Independence to Reach Success and Transformation

Capital Career Weeks
Improve Your Career Skills!

Open to current and former Capital students, Capital Career Weeks are designed to help you navigate the job search process and succeed in the workforce.

Each week will have workshops and activities focused around a specific career-related topic. Attend 3 or more workshops during a week to receive a free gift and a certificate.

For more information and workshop schedules, visit **Capital Career Weeks**.

Career Fair Preparation: September 3 - 6

Impress companies at the Fall Job Fair on Thursday, September 12 with this week of activities and workshops. Workshops will focus on resume development, how to research companies, and how to network with hiring managers. This week will culminate in a mock networking session, where you will have the opportunity to practice networking before the job fair.

Career Exploration: October 14 - 18

Curious about what to do with your certificate or degree? Are you wondering about what jobs are in the most demand? This Capital Career Week will help you to research job trends, how to select courses and degrees that align with in-demand jobs, and how to make the most out of your academic career at Capital.

Job Search Strategies: November 18 - 22

This week of workshops will focus on giving you a variety of tactics to assist you in your job search, such as making your resume stand out, matching job openings with your degree or certificate, and creating a standout portfolio or LinkedIn profile.

Financial Independence to Reach Success and Transformation

Pre-Interview Preparation

This workshop will help you become prepared for our mock interview sessions by going over
techniques for answering interview questions, and what to expect in the interview process.

Date: 9/18
Day & Time: Wed., 2:00pm - 3:00pm
Instructor: Staff
Room: TBD
Cost: FREE! Funded by Guardian Life Insurance Co.

Interview Follow-Up

Have you ever interviewed with a company and wondered what was going on after your interview was over? This workshop will go over what the hiring process looks like from an employer's perspective, and we will go over the steps that you need to take to help secure a job after an interview.

Date: 11/13
Day & Time: Wed., 2:00pm - 3:00pm
Instructor: Staff
Room: TBD
Cost: FREE! Funded by Guardian Life Insurance Co.

First 30 Days

Learn how to make the most of the first 30 days on a new job and develop a plan for your long-term success. This workshop will help you to make a strong first impression on your co-workers and supervisors.

Date: 12/4
Day & Time: Wed., 2:00pm - 3:00pm
Instructor: Staff
Room: TBD
Cost: FREE! Funded by Guardian Life Insurance Co.

Crafting a Resume and Cover Letter
1 to 1 Guidance

Polish your current resume and cover letter or develop your first ones with one-on-one assistance from our career service experts.
Dates: 9/3 - 12/17
Days & Times: Every Mon. & Tue., 10:00 am - 12:00 pm or 2:00 pm - 4:00 pm or by appointment & space available drop-in basis. For an appointment contact: lknowlton@capitalcc.edu or call (860) 906-5266
Room: 312.

Mock Interview Sessions

Each month, we will offer mock interview dates with HR professionals to help you hone your interview techniques. Times TBD and are dependent on volunteers' availability. To schedule a mock interview time, contact Lisa Knowlton at 860-906-5266, lknowlton@capitalcc.edu, or in Room 312, within a week of the following dates.

Thursday, September 19
Thursday, October 24
Thursday, November 14
Thursday, December 5

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 42-45 and 48. If you need assistance to determine which course is right for you please contact the Program Coordinator, Odile Dilone, at 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 3542
Dates: 9/20
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 3505
Date: 11/21
Time: Thur., 9:00 am - 4:00 pm
Instructor: Jauntray 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 3271
Date: 10/11
Time: Fri., 9:00 am - 4:00 pm
Instructor: Michael Montgomery
Room: 613
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 3528
Dates: 9/20 - 1/24/20
(No class: 11/9, 11/29, 11/30, 12/21, 12/27, 12/28, 1/4, 1/11, & 1/18)
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.

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.

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 3315	HMED G5023 CRN 3317
Dates: 9/5 – 11/5	Dates: 9/16 – 12/19
Day & Time: Mon., Tue., Wed., Thur., & Fri.	Day & Time: Mon., Tue., Wed., & Thur.
Lecture: 9:30 am – 12:30 pm	Lecture 6:00 pm – 9:00 pm,
Lab: 8:30 am – 2:30 pm	Lab: 6:00 pm – 9:00 pm,
Clinical: 8:00 am – 2:00 pm	Clinical: 5:00 pm – 9:00 pm
Instructor: Staff RN's	Instructor: Staff RN's
Room: 317/820	Room: 317/820
Cost: $1,469	Cost: $1,469

Patient Care Technician Certification

Are you looking to grow your health care career? Capital Community College's Patient Care Technician program is being updated to provide you with the most current knowledge and skills employers are seeking. Add your name to our "Interested" List and receive notice when more info is available for our new program expected for March 2020.
Email: CA-Learnmore@capitalcc.edu or
Call: 860-906-5130

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 or (860) 906-5142 for more info.

Course Code HMED G5166 CRN 3522
Dates: 10/1 - 10/24
Days & Times: Tue. & Thur., 6:00 pm - 9:00 pm
Instructor: Staff RN's
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.

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	Concepts of Customer Service
Cardiovascular System	Heart Rate Calculations
Heart Rhythm Identification	Lead Placement
Basic Life Support	12-lead EKG interpretation

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

Course Code: HMED G5385 CRN 3263
Dates: 10/16 - 1/27/20
Day & Time: Mon. & Wed., 5:30 pm – 8:30 pm
(No class: TBA)
Instructor: K. Ettienne-Modeste, MD, S. Solomon-Williams Room: 604
Cost: $1,343

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 96 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	Pharmacologic Terminology
Dosage Calculations and Conversion	Generic and Brand Names
Proper Storage, Inventory Control, Drug	Interpreting Prescriptions
Security Prescription Dispensing Procedures	Billing and Insurance Reimbursement
Customer Service	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 3530
Dates: 10/16 - 1/10/20
(No class: 11/11, 11/29, 12/23, 12/25, 12/27, & 1/1)
Day & Time: Mon., Wed., & Fri., 9:30 am - 12:30 pm
Instructor: P. Sposato
Room: TBA
Cost: $1,399

Course Code: HMED G5356 CRN 3532
Dates: 11/19 - 3/19/20
(No class: 11/28, 12/24, 12/26, & 12/31)
Day & Time: Tue. & Thur., 5:30 pm - 8:30 pm
Instructor: D. Pacitti
Room: 318
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

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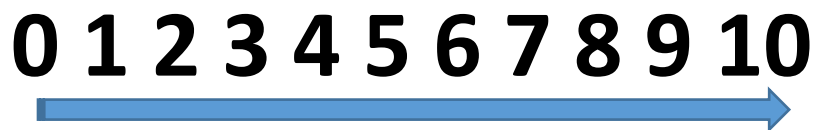
End of Life Care – Proficiency Certificate

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

LANGUAGE & CULTURE

Center for Language and Culture

OUR MISSION
The mission of Capital Community College's Center for Language and Culture is to expand educational and cultural opportunities for the Capital Community College and Greater Hartford communities by providing quality language, educational and cultural programs and services.

OUR COLLEGE
Embracing our community's diversity, the college recently created the Center for Language and Culture to serve as an umbrella for our existing language and cultural programming with the intent of providing additional programming to reflect the needs and desires of our students and surrounding community. An emphasis will be on language in all its celebrated forms.

Located in downtown Hartford, Capital Community College is one of the most diverse colleges in New England. We have students from more than 50 different countries attending our college. We are also one of the area's first Hispanic Serving Institutions (HSI), a designation granted to those institutions of higher education where more than 25 percent of its students are of Hispanic or Latino decent. Hartford is also home to a large and diverse West Indian population, adding to the community's linguistic and cultural variety.

Elementary Chinese I
This course introduces students to the essentials of Modern Standard Mandarin Chinese. Instruction focuses on developing communicative competence in listening, speaking, reading and writing skills at the elementary level as well as an understanding of Chinese culture and society. Book is a separate cost.
Prerequisites: None
Course Code: FLAN G5015 CRN TBA
Dates: 8/27 - 12/15,
Days & Time: Tue. & Thur., 5:35 pm - 6:56 pm
Room TBA
Cost: $200

Spanish for Spanish Speakers
This course is for speakers of Spanish who have a familiarity with spoken Spanish but have little or no formal education in the reading or writing of the language. Designed to build upon students' existing listening and oral skills to further develop skills necessary for reading and writing. Students will enhance all skills through the reading of a variety of cultural topics and discussing and writing about relevant themes. Book is a separate cost.
Prerequisites: None

Choose a section below:

Course Code: FLAN G5040 CRN TBA
Dates: 8/27 - 12/15
Days & Time: Tue. & Thur., 11:40 am - 1:01 pm
Room: TBA
Cost: $200

Course Code: FLAN G5040 CRN TBA
Dates: 8/31 - 12/10
Day & Times: Sat., 9:00 am - 11:42 am
Room: TBA
Cost: $200

LANGUAGE & CULTURE

Elementary Spanish I
Introduction to the fundamentals of Spanish grammar, with emphasis on the development of listening, speaking, reading and writing skills. Designed for students with one year or less of satisfactory completion of high school Spanish. Not intended for native speakers of Spanish. Book is a separate cost.
Prerequisites: None   *Choose a section below:*
Course Code: FLAN G5041

CRN 1TBA
Dates: 8/27 -12/15
Days & Time: Mon. & Wed., 8:30 am - 9:54 am
Room 1120

CRN 2TBA
Dates: 8/27 -12/15
Days & Time: Tue. & Thur., 10:05 am - 11:26 am
Room 1004

CRN 3TBA
Dates: 8/27 -12/15
Days & Time: Fri., 5:30 pm - 8:12 pm
Room: 413

CRN 4TBA
Dates: 8/27 -12/15
Days & Time: Online

Cost: $200

Elementary Spanish II
A continuation of Elementary Spanish I. Further development of basic oral and writing proficiency. Prerequisite; SPA* 101 or equivalent, i.e., two years of satisfactory completion of high school Spanish. Not intended for native speakers of Spanish.

Prerequisites: None
Course Code: FLAN G5041
CRN TBA
Dates: 8/27 - 12/15
Days & Time: Tue. & Thur., 11:40 am - 1:01 pm
Room 1004
Cost: $200

Intermediate Spanish
Introduction to advanced grammar and structure to further develop reading, writing and speaking skills. Book is a separate cost.
Prerequisites: *Elementary Spanish II*
Course Code: FLAN G5044
Dates: 8/27 - 12/15
Days & Time: Tue. & Thur., 11:40 am - 1:01 pm
Room TBA
Cost: $200

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**

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:
September 11
October 16
November 13
December 11

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

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)
- Other software applications may be required for some technology courses

NON-CREDIT ONLINE COURSES

350+ COURSES
TO CHOOSE FROM!

24/7 ACCESS
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FLEXIBLE
MONTHLY START DATES!

AFFORDABLE
AS LOW AS $115

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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.

POPULAR ONLINE COURSES

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.

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!

0816-07

Instructor-Facilitated   **6-week format**   **Flexible Pace**   **Affordable**   **Student Friendly**   **Effective**

ONLINE COURSE CATEGORY
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CAPITAL Community COLLEGE

ARTS AND DESIGN

Creating WordPress Websites

Designing Effective Websites

Discover Digital Photography

Drawing for the Absolute Beginner

How to Get Started in Game
Development

Intermediate Dreamweaver CS6

Intermediate InDesign CC

Intermediate Photoshop CC

Intermediate Photoshop CS5

Intermediate Photoshop CS6

Intermediate WordPress Websites

Introduction to Digital Scrapbooking

Introduction to Dreamweaver CS6

Introduction to Guitar

Introduction to Illustrator CS6

Introduction to InDesign CC

Introduction to InDesign CS6

Introduction to Interior Design

Introduction to Lightroom 5

Introduction to Lightroom CC

Introduction to Photoshop CC

Introduction to Photoshop CS5

Introduction to Photoshop CS6

Mastering Your Digital SLR Camera

Music Made Easy

Photographing Nature with Your
Digital Camera

Photographing People With Your
Digital Camera

Photoshop CC for the
Digital Photographer

Photoshop CC for the
Digital Photographer II

Photoshop Elements 12 for the
Digital Photographer

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Digital Photographer II

Photoshop Elements 13 for the
Digital Photographer

Photoshop Elements 13 for the
Digital Photographer II

Secrets of Better Photography

Travel Photography for the Digital
Photographer

Adobe Online Course Value Suite

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

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.

Enroll Today and Save!

Instructor-Facilitated   **6-week format**   **Flexible Pace**   **Affordable**   **Student Friendly**   **Effective**

BUSINESS

A to Z Grant Writing

A to Z Grant Writing II -Beyond the Basics

Accounting Fundamentals

Accounting Fundamentals II

Achieving Success with Difficult People

Achieving Top Search Engine Positions

Administrative Assistant Applications

Administrative Assistant Fundamentals

Advanced Grant Proposal Writing

Becoming a Grant Writing Consultant

Building Teams That Work

Business and Marketing Writing

Business Finance for Non-Finance Personnel

Computer Skills for the Workplace

Creating a Successful Business Plan

Distribution and Logistics Management

Effective Business Writing

Effective Selling

Fundamentals of Supervision and Management

Fundamentals of Supervision and Management II

Get Assertive!

Get Grants!

Growing Plants for Fun and Profit

High Performance Organization

High Speed Project Management

Individual Excellence

Interpersonal Communication

Introduction to Business Analysis

Introduction to Google Analytics

Introduction to Nonprofit Management

Introduction to Stock Options

Keys to Effective Communication

Keys to Successful Money Management

Leadership

Learn to Buy and Sell on eBay

Listen to Your Heart, and Success Will Follow

Managing Customer Service

Marketing Your Business on the Internet

Marketing Your Nonprofit

Mastering Public Speaking

Mastery of Business Fundamentals

Nonprofit Fundraising Essentials

Personal Finance

Professional Sales Skills

Project Management Applications

Project Management Fundamentals

Project Management Fundamentals II

Purchasing Fundamentals

Pursuing Professional Development

Real Estate Investing

Resume Writing Workshop

Six Sigma: Total Quality Applications

Skills for Making Great Decisions

Small Business Marketing on a Shoestring

Start and Operate Your Own Home-Based Business

Start Your Own Arts and Crafts Business

Start Your Own Edible Garden

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

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.

Instructor-Facilitated   **6-week format**   **Flexible Pace**   **Affordable**   **Student Friendly**   **Effective**

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

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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

⊜ed2go   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

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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

Instructor-Facilitated   6-week format   Flexible Pace   Affordable   Student Friendly   Effective

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:

Instructor-Facilitated   6-week format   Flexible Pace   Affordable   Student Friendly   Effective

Suites and Series Bundles

- 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
Administrative Assistant Suite
Adobe Value Suite
Aging and Health Bundle
Animal Lover Suite
Basic Computer Skills Suite
Computer Networking Suite
Creative Writing Value Suite
Digital Marketing Suite
Easy English Bundle
Entrepreneurship Suite
Event Planning Suite
Explore a Career in Healthcare Suite
Financial Analyst Suite
Global Health and Healing Bundle
Grant Writing Suite

Health and Well-Being Bundle
Health Care Entrepreneurship Bundle
Healthy Living Suite
Healthy Relationships Suite
Leadership Suite
Medical Office Basics Suite
Microsoft Office 2016 Value Suite
Mind-Body Therapies Bundle
New Career Suite
New Manager Suite
Nonprofit Management and Grant Writing Suite
Nonprofit Suite
Nutrition and Health Bundle
Pain Management and End of Life Bundle
Photography Suite

Presentation Skills Suite
Project Management Suite
Reading Strategies Suite
Real Estate Suite
Sales Training Suite
Self-Improvement Suite
Small Business Suite
Soft Skills Suite
Stock Trading Suite
Supply Chain Suite
Web Design Value Suite
Women's Health Bundle
Workplace Law Essentials Value Suite
Writing and Editing Value Suite

SERIES BUNDLES

A to Z Grant Writing Series
Accounting Fundamentals Series
C# Programming Series
Creating WordPress Websites Series
Educator's Fundamentals Series
Grammar Refresher Series
GRE Prep Series
HTML and CSS Series
Human Physiology Series
Java Programming Series

Medical Spanish Series
Medical Terminology Series
Microsoft Access 2016 Series
Microsoft Excel 2016 Series
Microsoft Word 2016 Series
Oracle Series
PHP and MySQL Series
Project Management Fundamentals Series
Project Management Professional (PMP) Prep Series

QuickBooks 2016 Series
QuickBooks 2017 Series
SAT/ACT Prep Series
Speed Spanish Series
SQL Series
Supervision and Management Series
Teaching ESL Series
Veterinary Assistant Series
Visual Basic 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

Instructor-Facilitated   **6-week format**   **Flexible Pace**   **Affordable**   **Student Friendly**   **Effective**

ONLINE COURSE CATALOG

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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?
- Browse the Course Catalog at www.careertraining.ed2go.com/capitalcommunitycollege

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 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: $675   All sections in Room 307

SFTY G0001, CRN: 3507
Dates: 9/17-10/3
Day & Time: Tue. & Thu., 5:00-9:00pm

SFTY G0001, CRN: 3509
Dates: 11/5-11/21
Day & Time: Tue. & Thu., 5:00-9:00pm

SFTY G0001, CRN: 3508
Dates: 10/8-10/24
Day & Time: Tue. & Thu., 5:00-9:00pm

SFTY G0001, CRN: 3510
Dates: 12/2-12/12
Day & Time: Mon, Tue. & Thu., 5:00-9:00pm

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).

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	Facilitating Positive Behaviors
Communication: Interpersonal Skills	Cultural Awareness
Physical Developmental Supports	Person-Centered Planning
Services and Supports	Regulations
Documentation and Reporting	College Success Workshop

Prerequisite:

- High School Diploma or GED

Choose a section below.

Course Code: HREL G5003 CRN 3534
Dates: 10/16 - 1/6/20
(No class: 11/11, 11/22, 11/29, 12/25, 12/27, & 1/1)
Day & Times: Mon., Wed. & Fri., 9:30 am – 12:30 pm
Instructor: N. Bishop
Room: 301
Cost: $1,349

Course Code: HREL G5003 CRN 3536
Dates: 11/19 - 3/10/20
(No class: 12/24, 12/26)
Day & Times: Tue. & Thur., 5:30 pm – 8:30 pm
Instructor: N. Bishop
Room: 301
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.

STUDIO PRODUCTION & TECHNOLOGY

COMING SOON!

Contact the Program Coordinator for more information and to add your name to the "I'm Interested" List.
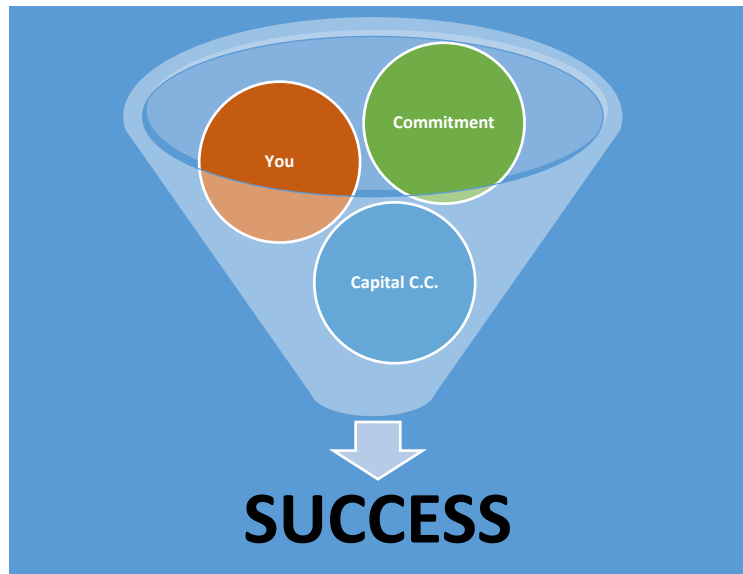
Odile Dilone
odilone@capitalcc.edu
860-906-5141

INFORMATION • Contact Us

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

SNAP Information Line
(860) 906-5029

YOUR SUCCESS IS OUR SUCCESS!

SUCCESS

Linda Guzzo, RD., Ed.D. Dean, School of Workforce & Continuing Education lguzzo@capitalcc.edu 860-906-5051	**Laurie Hornbecker, M.S., RN.** Program Consultant lhornbecker@capitalcc.edu 860-906-5074	**Maritza Santos, A.S.** Continuing Education Aide msantos@capitalcc.edu 860-906-5028
Wendy I. Andino-Williams, M.A. Data & Career Specialist Wandino-williams1@capitalcc.edu 860-906-5205	**Lisa Knowlton, M.Ed.** Workforce Development Advisor lknowlton@capitalcc.edu 860-906-5266	**John Thomas, B.S.** CCAP Coordinator jthomas@capitalcc.edu 860-906-5234
Odile Dilone, M.S. Continuing Education Coordinator odilone@capitalcc.edu 860-906-5141	**Ruth Krems, B.S.N., RN** Allied Health Coordinator rkrems@capitalcc.edu 860-906-5142	**Barbara Thornton, M.S** LINKS Instructor bthornton@capitalcc.edu 860-906-5138
Hannah Gregory FIRST Center Coordinator hgregory@capitalcc.edu 860-906-5080	**Thu Nguyen, B.A.** Continuing Education Aide tnguyen@capitalcc.edu 860-906-5130	**Damaris Torres, M.S.** Secretary I dtorres@capitalcc.edu 860-906-5282
Joette Johnson, M.S.W., L.C.S.W. SNAP Scholarship Coordinator Jjohnson1@capitalcc.edu 860-906-5244	**Colin Osborn, M.F.A.** Data & Career Specialist Cosborn@capitalcc.edu 860-906-5269	**Mary C. Volpe, B.S.** Continuing Education Aide mvolpe@capitalcc.edu 860-906-5261

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

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 2nd 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.

MYCOMMNET
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, 1st 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; 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, 1st 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.

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 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

Statement of Change

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

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.
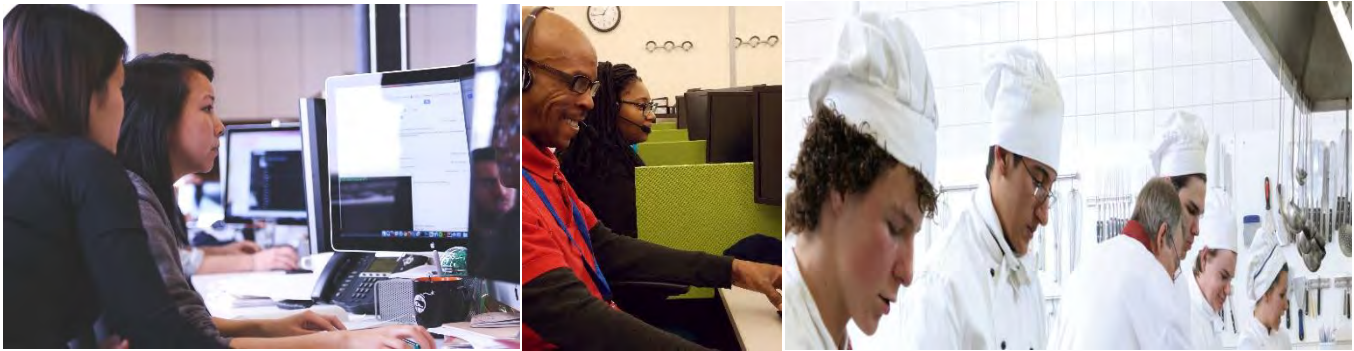
SNAP SCHOLARSHIPS = FREE JOB/CAREER TRAINING

Career Training Programs

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

Patient Care Technician
Pharmacy Technician
Prep Cook
Safety & Security Guard
Social Services Assistant
Sound Engineer

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

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

(860) 906-5234.

CAPITAL'S CAREER ADVANCEMENT PROGRAM
GREATER HARTFORD'S TALENT PIPELINE

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

Buried In Your Studies? Need Assistance?

HELP IS AVAILABLE

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

*Reading Comprehension	*Math Skills & Computations
*Study Skills	*Test Taking Skills
*Basic Computer Knowledge	*Workforce Readiness Skills
*Communicating with Instructors	*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.

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

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: _____