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STUDENTS WITH A DIAGNOSED DISABILITY

Students with Disabilities (including short-term impairments): If you are a student with a documented disability and you believe you will need accommodations or academic adjustments for this class, it is your responsibility to contact the Office of Disability Services at CA-Disabilities@capitalcc.edu. To avoid any delay in receipt of accommodations or academic adjustments, you should contact the Office of Disability Services as soon as possible. In response to your request, the Office of Disability Services may ask you to provide supporting medical documentation, diagnostic test results or professional prescriptions to evaluate your request for the accommodations or academic adjustments. The Office of Disability Services may also obtain its own professional determination of whether specific requested accommodations or academic adjustments are necessary. Please note that accommodations or academic adjustments cannot be provided until approved and an accommodation letter from the Office of Disability Services has been received by faculty and student. If you experience a temporary impairment, medical condition, or are pregnant, and it interferes with your schoolwork, contact us by email at CA-Disabilities@capitalcc.edu or call (860) 906-5040.

CONTINUING NOTICE OF NONDISCRIMINATION

**English** – Capital Community College 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.

**Spanish** – Capital Community College no discrimina por motivos de raza, color, credo religioso, edad, sexo, origen nacional, estado civil, origen, historia pasada o presente de trastorno mental, problemas de aprendizaje o discapacidad física, orientación sexual, identidad de género y expresión o información genética en sus programas y actividades. Además, el colegio no discrimina en el empleo por motivos de ser veterano de guerra o tener antecedentes penales. El colegio tomará las medidas necesarias para asegurar que la falta de conocimientos del idioma inglés no sea una barrera para la admisión y participación en programas educativos.

Contacts: Mr. Angelo Simoni, CSCU Title IX Coordinator, simonia@ct.edu, 860-723-0165.
Jason Scappaticci, Associate Dean of Student Affairs/Deputy Title IX Coordinator, jscappaticci@capitalcc.edu, 860-906-5086.

STATEMENT OF CHANGE

The text of this document does not constitute a contract. The college reserves the right to make changes in the information presented.
HOW TO ACCESS STUDENT EMAIL

1. Go to [www.capitalcc.edu](http://www.capitalcc.edu)

2. Click on Student Email

You can also access emails through MyCommnet.

1. Go to Capital Community College’s website: [www.capitalcc.edu](http://www.capitalcc.edu)
   Click on MyCommnet
   The below page appears:

2. Log in
   Enter: NetID (for example: 12345678@student.commnet.edu) and password (same ID and password used on college computers)
We offer several payment options for our career-training certificates. To learn more about the available payment options listed below contact our Customer Service at (860) 906-5130.

• **Payment Plans**

• **SNAP-ET Scholarships** – If you currently receive SNAP-ET benefits, you may be eligible to receive a scholarship to participate in a career training.

• **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 in the course.

• **Veterans’ Benefits** – For information on Veterans’ Benefits, please contact Milgrid Guzman, Veterans Coordinator, at (860) 906-5044, Room 424A.

• **Workforce Innovation and Opportunity Act (WIOA) Funds and the American Job Center (AJC)** – WIOA scholarships, as well as other grants, may be available for those who qualify. For more information contact the American Job Center closest to you.

**REFUND POLICY**

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.

A student who withdraws by the last business day prior to the class start date is entitled to a full refund. No refund will be made after the first class meeting of the course except in cases of documented serious illness, call to active military duty, or other extenuating circumstances. Students must withdraw in writing or in person, to: L.E.A.D. Center, 3rd Floor, 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. Nonpayment may prevent any future registrations in credit or non-credit courses and may initiate third party collections processes.
## Spring 2022 Career-Training Certificates

### Schedule Legend
- **Class Days:** Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, Saturday = S, Online = O
- **Format:** Remote = Class has online live meetings, Hybrid = Class has online live meetings & classes on campus, Online = Course is offered online with no live meetings, On Campus = Course has live meetings at the College
- **Times:** Asynchronous = Student learns on their own time. Dates: Open Enroll = Student starts anytime.

<table>
<thead>
<tr>
<th>Title</th>
<th>Format</th>
<th>Days</th>
<th>Times</th>
<th>Dates</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computers</strong></td>
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</tr>
<tr>
<td>Commercial Drone Operations Certif.</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>Open Enroll</td>
<td>$2,850</td>
<td>Online</td>
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<tr>
<td><strong>Healthcare</strong></td>
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<tr>
<td>Administrative Medical Assistant w/BLS</td>
<td>Hybrid</td>
<td>TRS</td>
<td>Remote: TR–9-11am, On Campus: 5-9-12:30pm</td>
<td>3/15-6/25</td>
<td>$2,499</td>
<td>J. Petillo</td>
</tr>
<tr>
<td>Administrative Medical Assistant w/BLS</td>
<td>Remote</td>
<td>MTR</td>
<td>5:30pm-7:30pm</td>
<td>3/21-6/30</td>
<td>$2,499</td>
<td>J. Petillo</td>
</tr>
<tr>
<td>CNA Refresher</td>
<td>On Campus</td>
<td>TR</td>
<td>5:30pm-8:30pm</td>
<td>1/25-2/17</td>
<td>$399</td>
<td>J. Gauthier</td>
</tr>
<tr>
<td>CNA Refresher</td>
<td>On Campus</td>
<td>TR</td>
<td>5:30pm-8:30pm</td>
<td>4/26-5/19</td>
<td>$399</td>
<td>J. Gauthier</td>
</tr>
<tr>
<td>Community Health Worker w/MHFA</td>
<td>Remote</td>
<td>TRS</td>
<td>TR–5:30-7:30pm, 5-9-12pm</td>
<td>2/15-5/10</td>
<td>$2,499</td>
<td>N. Bishop</td>
</tr>
<tr>
<td>EKG Technician w/BLS</td>
<td>On Campus</td>
<td>MW</td>
<td>5:30pm-8:30pm</td>
<td>4/11-6/29</td>
<td>$1,649</td>
<td>K. Ettienne</td>
</tr>
<tr>
<td>Nurse Aide Certification (CNA) w/BLS</td>
<td>On Campus</td>
<td>MTWRF</td>
<td>Lec 9:30am-12:30pm, Lab 8:30am-1:30pm, Clin 8am-2pm</td>
<td>2/22-4/21</td>
<td>$1,569</td>
<td>C. Bailey</td>
</tr>
<tr>
<td>Nurse Aide Certification (CNA) w/BLS</td>
<td>On Campus</td>
<td>MTWRF</td>
<td>Lec 9:30am-12:30pm, Lab 8:30am-1:30pm, Clin 8am-2pm</td>
<td>3/21-5/17</td>
<td>$1,569</td>
<td>C. Bailey</td>
</tr>
<tr>
<td>Nurse Aide Certif. (CNA) w/BLS</td>
<td>On Campus</td>
<td>MTWR</td>
<td>Lec/Lab/Clin 6pm-9pm</td>
<td>2/22-5/17</td>
<td>$1,569</td>
<td>C. Bailey</td>
</tr>
<tr>
<td>Patient Care Technician (PCT) w/MHFA w/First Aid &amp; BLS</td>
<td>Hybrid</td>
<td>MTWR</td>
<td>Lec 5:30pm-7:30pm, Lab 9:00am-1pm</td>
<td>1/16-6/4</td>
<td>Free*</td>
<td>L. Hornbecker</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>1/31-5/6</td>
<td>$1,599</td>
<td>T. Linwood</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td></td>
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</tr>
<tr>
<td>Safety &amp; Security Guard w/MHFA &amp; CPR</td>
<td>Hybrid</td>
<td>MTR</td>
<td>On Campus: TR–5:00pm-9:00pm, Remote: M–5:00pm-9:00pm</td>
<td>3/14-3/28</td>
<td>$1,599</td>
<td>J. Izzo</td>
</tr>
<tr>
<td><strong>Social Services</strong></td>
<td></td>
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<tr>
<td>Social Services Assistant w/MHFA</td>
<td>Hybrid</td>
<td>MWF</td>
<td>On Campus: MW–9.30am-12.30pm, Remote: F–9.30am-11.30pm</td>
<td>2/14-4/27</td>
<td>$2,299</td>
<td>N. Bishop</td>
</tr>
<tr>
<td>Social Services Assistant w/MHFA</td>
<td>Hybrid</td>
<td>TR</td>
<td>On Campus: T–5:30pm-7:30pm, Remote: R–5:30pm-7:30pm</td>
<td>3/15-6/23</td>
<td>$2,299</td>
<td>J. Johnson</td>
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<tr>
<td><strong>Trades</strong></td>
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<tr>
<td>Eversource Line Worker</td>
<td>Hybrid</td>
<td>TRS</td>
<td>Lec - TR–5:30-8:30pm, Lab - 5-8-2:30pm</td>
<td>4/5-6/16</td>
<td>$2,400</td>
<td>K. Lomax</td>
</tr>
<tr>
<td>Insulation Technician w(OSHA 10)</td>
<td>On Campus</td>
<td>MTWR</td>
<td>10:00am-4:00pm</td>
<td>4/4-5/5</td>
<td>$2,600</td>
<td>C. Sanson</td>
</tr>
</tbody>
</table>

*Student must apply with the American Job Center to see if qualified.

Accelerated training for careers that are in demand. Be career ready in as little as 2 months. SNAP-ET & WIOA scholarships available.
## Spring 2022 Professional Development Courses

**Schedule Legend**

- **Class Days:** Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, Saturday = S, Online = O
- **Format:** Remote = Class has online live meetings, Hybrid = Class has online live meetings & classes on campus, Online = Course is offered online with no live meetings, On Campus = Course has live meetings at the College
- **Times:** Asynchronous = Student learns on their own time

<table>
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<tr>
<th>Title</th>
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<th>Days</th>
<th>Times</th>
<th>Dates</th>
<th>Cost</th>
<th>Instructor</th>
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<tbody>
<tr>
<td><strong>Business</strong></td>
<td></td>
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</tr>
<tr>
<td>Business Analysis Introduction</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>3/16-5/6</td>
<td>$115</td>
<td>Online</td>
</tr>
<tr>
<td>Business Analytics Using Excel</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>4/1-4/30</td>
<td>$115</td>
<td>C. Walpole-Griffin</td>
</tr>
<tr>
<td>Business Finance for Non-Finance Personnel</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>4/13-6/3</td>
<td>$115</td>
<td>Online</td>
</tr>
<tr>
<td>Fundamentals of Supervision &amp; Management</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>3/16-5/6</td>
<td>$115</td>
<td>Online</td>
</tr>
<tr>
<td>High Speed Project Management</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>3/16-5/6</td>
<td>$115</td>
<td>Online</td>
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<tr>
<td>Six Sigma: Total Quality Applications</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>3/16-5/6</td>
<td>$115</td>
<td>Online</td>
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<tr>
<td><strong>Communication &amp; Interpersonal Skills</strong></td>
<td></td>
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<tr>
<td>Achieving Success with Difficult People</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>3/16-5/6</td>
<td>$115</td>
<td>Online</td>
</tr>
<tr>
<td>Certificate in Mindfulness</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>4/13-6/3</td>
<td>$90</td>
<td>Online</td>
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<tr>
<td>Conflict De-escalation Techniques</td>
<td>WebEx</td>
<td>F</td>
<td>9:00am-4:00pm</td>
<td>4/1/22</td>
<td>$90</td>
<td>N. Bishop</td>
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<tr>
<td>Individual Excellence</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>4/13-6/3</td>
<td>$115</td>
<td>Online</td>
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<tr>
<td>Working Across Generations</td>
<td>WebEx</td>
<td>F</td>
<td>9:00am-4:00pm</td>
<td>5/6/22</td>
<td>$90</td>
<td>J. Easmon</td>
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<tr>
<td><strong>Computers</strong></td>
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<tr>
<td>Excel: Functions and Formulas</td>
<td>WebEx</td>
<td>F</td>
<td>9:00am-4:00pm</td>
<td>4/1/22</td>
<td>$95</td>
<td>M. Montgomery</td>
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<tr>
<td>Google Analytics Introduction</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>4/13-6/3</td>
<td>$115</td>
<td>Online</td>
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<td>QuickBooks Online Introduction</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>3/16-5/6</td>
<td>$115</td>
<td>Online</td>
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<td>PC Security Introduction</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>3/16-5/6</td>
<td>$115</td>
<td>Online</td>
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<tr>
<td><strong>Foreign Language</strong></td>
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<tr>
<td>Speed Spanish I</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>4/13-6/3</td>
<td>$115</td>
<td>Online</td>
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<td>Speed Spanish III</td>
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<td>Online</td>
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<tr>
<td><strong>Grant Writing</strong></td>
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<tr>
<td>A To Z Grant Writing</td>
<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>3/16-5/6</td>
<td>$115</td>
<td>Online</td>
</tr>
<tr>
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<td>Online</td>
<td>O</td>
<td>Asynchronous</td>
<td>4/13-6/3</td>
<td>$115</td>
<td>Online</td>
</tr>
</tbody>
</table>
NON-CREDIT ONLINE COURSES

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

L.E.A.D. CENTER

For more information or to enroll:
(860) 906-5130
www.ed2go.com/Capitalcc
UPCOMING COURSES

AMAZON WEB SERVICES CERTIFICATION

The Amazon Web Services (AWS) Academy curriculum is designed to help students develop technical expertise in cloud computing and help them prepare for AWS Certification. Upon successful completion of an AWS Academy course, students get access to a free practice exam and serialized discounted certification coupon for AWS Certification exams. AWS Certifications recognize individuals with the technical skills and expertise to design, deploy, and operate applications and operations on AWS.

Courses:
- AWS Academy Cloud Foundations
- AWS Academy Cloud Architecture
- AWS Academy Cloud Development
- AWS Academy Cloud Operations

For more information, go to: www.ct.edu/aws

AUDIO PRODUCTION & BROADCAST

A new certificate in Audio Production & Broadcast is being developed at Capital. The course will be offered as a hybrid.

GOOGLE IT SUPPORT CERTIFICATE

Capital will be offering the Google IT Support Certification with a minimum of 150 hours online. The cost and scheduling are being finalized at this time.

In the Summer and Fall of 2022 we will offer the following additional Google Certifications:
- Google IT Support – key competencies and job mapping
- Data Analytics – key competencies and job mapping
- UX Design – key competencies and job mapping
- Project Management – key competencies and job mapping.

For more information, go to: www.ct.edu/google
COMMERCIAL DRONE OPERATIONS CERTIFICATE

Course approved for WIOA scholarship | This is a two-part program.

The first part of the program, Introduction to Commercial Drones, is designed for the beginner as a foundation for entry and prepares the student to successfully pass the FAA drone pilot examination.

The second part of the program, Cloud Connected Drone Operations, takes the beginner student on a path to learn about entrepreneurship highlighting industry use cases. Each course will take approximately 4 months; they are offered entirely online and can be started at any time.

For a full description, including modules covered and career statistics, go to www.capitalcc.edu/ce/continuing-education-courses

Prerequisites: None.

HEALTHCARE

ADMINISTRATIVE MEDICAL ASSISTANT WITH BLS

Course approved for SNAP and WIOA scholarships

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

Topics covered: how to greet patients, answer the phone, schedule appointments and surgeries, update medical records, and process medical correspondence. You will also learn how to determine insurance coverage and gain extensive insight on accounting, filing procedures and customer service. This training will also highlight government regulations including HIPAA, OSHA, DEA and CLIA; and introduce the student to medical terminology, computer basics, and Microsoft Office productivity tools. It covers creating and editing word processing documents, spreadsheets, and computerized visual presentations.

This certificate program has been enhanced to provide you with better preparation for the world of work and to make a successful transition from training to career. As part of your certificate, you will learn workplace and career planning skills.

This course includes the American Heart Association Basic Life Support (BLS) Certification. Textbooks are included in the tuition.

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

Course is offered online, via the student learning platform Blackboard. Continued
Prerequisite: High School Diploma, GED or equivalent. Math skills: includes solving word problems with basic algebra, ratios, decimals and metric measurements.

CNA REFRESHER

Course approved for SNAP scholarship

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

Textbook is included in the course cost.

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

Prerequisite: CNA Certification and entered in the CT Nurse Aide Registry. If you have an expired out-of-state certification, this course may not be appropriate for you. Please contact Ruth Krems at (860) 906-5142 for more info. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.

COMMUNITY HEALTH WORKER W/MENTAL HEALTH FIRST AID

Course approved for SNAP and WIOA scholarships

Community Health Workers are becoming an essential part of the healthcare system. They help community members gain access to care, increase their knowledge, help prevent disease and improve health outcomes. In this course, you’ll learn about the role of the Community Health Worker, how to provide culturally appropriate health education and outreach to advocate for your clients, motivational interviewing skills, self-awareness, and more. The course will also focus on job readiness and communication for use in health teams and future employment.

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

Course is offered online, via the student learning platform Blackboard.

Prerequisite: High School Diploma, GED or equivalent. Math skills: includes solving word problems with basic algebra, ratios, decimals and metric measurements.

EKG TECHNICIAN WITH BLS

Course approved for SNAP scholarship

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

Continued
Textbook, the American Heart Association Basic Life Support (BLS) Certification and one voucher for the certification test are included in the course cost.

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

**Prerequisite:** High school diploma, GED or equivalent. Healthcare training and one year of healthcare experience preferred. Basic Math: includes addition, subtraction, multiplication, division, and metric measurements. Basic English: includes oral, written and reading communication skills. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.

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**NURSE AIDE CERTIFICATION (CNA) WITH BLS**

*Course approved for SNAP and WIOA scholarships*

Build a career in healthcare while earning college credits! Capital Community College’s CNA program is the first program in CT to be awarded college credits! Upon successful completion of our Nurse Aide Certification (CNA) course you will be eligible for 3 college credits from Capital!

Certified nurse aides (CNAs) are valuable members of the healthcare team who provide basic nursing care in a variety of settings. Capital Community College is licensed by the CT Department of Public Health. Classroom, skills laboratory instruction and simulated clinical experience are held at the College.

Students will also take the American Heart Association Basic Life Support (BLS) Certification. The State competency testing is included at the end of the course. Textbooks are included in the tuition. The following required items are not included in tuition: uniform, travel expense to clinical site, physical exam, and CT Nurse Registry application fee.

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

**Prerequisite:** Must be 17 years of age or older. High School Diploma, GED or equivalent. Provide a physical exam including TB screening, immunization record and flu vaccine documentation (during flu season). Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.

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**PATIENT CARE TECHNICIAN WITH FIRST AID, BLS AND MENTAL HEALTH FIRST AID**

*Course approved for SNAP scholarship*

This intensive course builds upon your basic CNA knowledge and skill sets and prepares you to work in a hospital or clinic environment. Medical terminology, EKG and Phlebotomy basics will be explored.

This course includes the American Heart Association Heartsaver First Aid and Basic Life Support (BLS) Certifications and the National Council for Behavioral Health Mental Health First Aid Certification. Textbooks are included in tuition.

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

**Prerequisite:** Must possess a current CNA certification. High school diploma, GED or equivalent. Basic computer skills: including navigating Windows, writing and sending an email, searching the internet and saving and retrieving files. Basic Math: includes addition, subtraction, multiplication, division, fractions,
decimals, metric measurements and solving simple word problems. Basic English: includes oral, reading and written communication skills. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.

PHARMACY TECHNICIAN

Pharmacy Technicians in community hospitals, long-term care settings, or pharmacies are in-demand. This course offered in partnership with the Connecticut Pharmacists Association prepares students for entry-level positions. The course is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Pharmacy Technicians work under the direction of a pharmacists measuring, mixing, counting, labeling, and recording amounts and dosages of medications. Course includes a 50-hour online simulations module on dispensing pharmaceutical products.

Tuition includes the textbooks. Students are responsible for the PTCB exam fee of approximately $129 and the instructor will provide information on exam registration.

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

Prerequisite: High school diploma, GED or equivalent. Basic computer skills: including navigating Windows, writing and sending an email, searching the internet. Basic Math: includes addition, subtraction, multiplication, division, fractions, decimals, metric measurements and solving simple word problems. Basic English: includes oral, reading and written communication skills. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.

SECURITY

SAFETY AND SECURITY GUARD WITH MENTAL HEALTH FIRST AID AND CPR

Course approved for SNAP scholarship

This is not your average Security Guard card course. This program will provide the Connecticut State mandated security officer certification course and 2 additional certifications in Heartsaver CPR and Mental Health First Aid (MHFA). The additional CPR and MHFA certifications are a great addition to your 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. Tuition includes the textbooks, application fee, fingerprints, photos, and background checks.

Prerequisite: 18 years of age or older. HS diploma or GED equivalent. Basic English: includes oral, reading and communication skills. Applicants who have been convicted of a felony or sexual offense are not eligible for the Security Officer licensing. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.
SOCIAL SERVICES

SOCIAL SERVICE ASSISTANT WITH MENTAL HEALTH FIRST AID

Course approved for SNAP and WIOA scholarships

Social Services Assistants help social workers and healthcare workers provide services to individuals in their care. In this entry-level career-training certificate, you will learn how to evaluate client needs, assist clients with obtaining services including welfare, Medicaid and food stamps, and techniques for providing person-centered support. Techniques for organizing and facilitating group activities and providing daily living skills to prepare individuals living in halfway and supportive housing will be discussed. Textbooks are included in the tuition.

Mental Health First Aid Certification by the National Council for Behavioral Health is included in this certificate.

Prerequisite: High School Diploma, GED or equivalent. Basic English: includes oral, written and reading communication skills.

TRADES

INSULATION TECHNICIAN WITH OSHA 10

Course approved for WIOA scholarships

Students will have hands-on practical instruction with insulation installation within a residential home, proper use of Protective Personal Equipment (PPE) and small hand tools, OSHA 10-hr Construction Industry safety training, classroom training to prepare for the Building Performance Institute (BPI) Building Sciences Principles online exam, professionalism and career skills classroom training. Basic math skills and work ethic will be covered.

Included in the tuition are an OSHA 10-hr certification, a test voucher for BPI Building Sciences Principles exam, a PPE kit and a small hand tools kit.

Prerequisite: 18 years of age or older. High School Diploma, GED or equivalent. Driver’s license, or the ability to obtain one prior to potential employment. Starting Fall 2021, students must be vaccinated against Covid to participate in on campus classes.

EVERSOURCE LINEMAN CERTIFICATE PROGRAM

Course approved for WIOA scholarships

The utility industry is experiencing tremendous growth in meeting and serving the energy demands of homeowners, businesses and municipalities across CT. There is a high demand for skilled resources to construct, maintain and service the electric infrastructure. Eversource Energy is partnering with Capital Community College and IBEW Locals 420 and 457 to deliver a Lineman Certificate Program, which has been specifically designed to help develop the future workforce needed in this exciting field.

Continued
Students will develop the fundamental skills required to effectively install and maintain the Electric Distribution system, including the safe and effective use of common tools and equipment. Students will also build a strong working knowledge of accepted industry practices. Upon completion of the program, graduates will be ready for entry level employment as a Line Helper apprentice.

**Prerequisites:** Must be at least 18 years old. High School Diploma/GED (a college transcript can be used in lieu of the diploma). Driver’s license or the ability to obtain one. Students will be expected to get a CDL license if hired into a Line Helper position with Eversource. Ability to work at heights in nearly all-weather conditions. Must pass testing required for the program, background check and drug screen. Students must have a computer/laptop and access to the Internet.

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**We are open and here to help**

We provide the following services:
- Career Training
- Scholarship Verification
- Case Management
- Career Coaching
- And Much More...

To learn more or schedule an appointment with our SNAP Coordinator, Maritza Santos, please contact the LEAD Center at 860-906-5130 or by email at CA-learnmore@capitalcc.edu

This Institution is an Equal Opportunity Provider
Build Your Career

with

Capital’s Career Advancement Program (CCAP) is a leading-edge academics and workforce development program that fosters career exploration with major corporate partners in Hartford. Students enjoy leadership opportunities and hands-on work experience in business environments that integrate challenging academics with personal and professional development opportunities.

WHAT ARE THE BENEFITS?

- Paid Internships most starting at $17.00 per hour
- Tuition Assistance of at least $1,500 per semester
- Coaching from business and academic mentors
- Professional Development Training
- Expanded school and business networks

HOW CAN YOU QUALIFY?

- Meet required GPA standards
- At least 15 credits successfully completed (including ENG 101, MAT 137, CSA 105)
- Intend to graduate from CCC within 3 years and pursue a Bachelors degree
- Meet degree-path requirements. Eligible majors vary by business partner
- Eligible to work in the USA

“To skip an opportunity like this and never know the outcome would surely be a waste...CCAP is the perfect supporter for students who want to become more successful.”

Thi Nguyen, 2021 CCAP
Computer Science Major

For more information:
John Thomas
Room 314E
860.906.5234
jthomas@capitalcc.edu
Today's Date: ___/___/____  Social Security Number: ________________________  Date of Birth (required) ___/___/____

Last Name: __________________________________________ First Name: ________________________________  Middle Initial: ______

Home Address __________________________________________ Email 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 satisfied 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 a green card holder? ☐ Yes  ☐ No

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

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

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

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Where did you hear about this course?  ☐ College Staff  ☐ College Website  ☐ Friend/Relative
☐ Email ☐ Social Media ☐ Newspaper ☐ Radio/TV ☐ CT DMV ☐ Event ☐ Choose not to respond.
☐ Internet __________________________________________ ☐ Other __________________________________________

Signature (required) ____________________________________________________________

PAYMENT

☐ Visa ☐ Mastercard ☐ Check (Make payable to Capital Community College or CCC. No cash by mail.
Credit card number __________________________________________ CVC Security Code Number ________________________
(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 ____________________________________________________________