Spring 2023 Course Schedule

Career Training Certificate Programs

Computers

Aquiline Drones Commercial Drone Operations Certificate
*Course approved for WIOA scholarship
This is a two-part program. The first part focuses on passing the FAA drone pilot exam. The second part focuses on entrepreneurship and industry cases. Each part takes about 4 months to complete. FAA exam cost is not included.

IT Support Certificate
IT Bootcamp: 5/9/23-6/4/23, Tue/Thu, 5:30pm-8:30pm, On campus, Free*
MS Office Specialist: 6/3/23-8/26/23, Mon/Wed, 5:30pm-8:30pm, Remote, Free*
*Course approved for SNAP scholarship. Other grants in process for students who qualify
Learn skills including how to build a computer and install an operating system, system administration and security, networking, and troubleshooting. Courses include: IT Bootcamp (prerequisite); Google IT Support Certificate; CompTIA A+ Certification; CompTIA Network + Certification; Microsoft Office Specialist; AWS Cloud Foundations Certification.

Information Security Certificate
IT Bootcamp: 5/9/23-6/4/23, Tue/Thu, 5:30pm-8:30pm, On campus, Free*
*Course approved for SNAP scholarship. Other grants in process for students who qualify
A security certificate is needed to provide the security level of a website to general visitors, Internet service providers (ISPs) and Web servers. Courses include: IT Bootcamp (prerequisite); Google IT Support Certificate; CompTIA A+ Certification; CompTIA Network + Certification; CompTIA Security+ Certification; Business Continuity/Disaster Recovery; Certified Ethical Hacker (EC-Council); Certified Information Systems Security Professional (CISSP).

Course descriptions and registration available at:

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

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Web Developer Certificate
IT Bootcamp: 5/9/23-6/4/23, Tue/Thu, 5:30pm-8:30pm, On campus, Free*
*Course approved for SNAP scholarship. Other grants in process for students who qualify
A web developer is responsible for ensuring websites aesthetics and function. Web developers collaborate with website and graphic designers, monitor website traffic, troubleshoot website problems, and update websites. Courses include: IT Bootcamp (prerequisite); Web Design; Google Data Analytics Certificate; Google UX Design Certificate; JAVA; PHP/MYSQL.

Healthcare

Administrative Medical Assistant
4/17/23-8/3/23, Mon/Tue/Thu, 5:30pm-8:30pm, On Campus, Cost $2,699.00
*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.

Asistente de Cuidados Personal (PCA) con Resuscitacion Cardiopulmonar (RCP)
Fall 2023
*Curso aprobado para la beca de SNAP. Curso en Español.
Una PCA trabaja en un entorno de cuidado domiciliario y se dedica a ayudar a las personas con actividades de la vida diaria, como preparar comidas, alimentarse, higiene personal, y completar las tareas domésticas, entre otras responsabilidades.

CNA Refresher
Open Enrollment – Contact tellington@capitalcc.edu for more information, *Cost $399.00
*Course approved for SNAP and WIOA scholarships
This course is designed to help you get up to speed on CNA basics. Review principles of care, lab skills, test taking strategies, and prepare for the State CNA Competency Exam.

Community Health Worker (CHW) with Mental Health First Aid Certification
5/15/23-8/1/23, Hybrid: Tue/Thu, 5:30pm-8:30pm, On Campus. Saturday Remote, 9:00am-12:00pm, Cost $2,699.00
*Course approved for SNAP and WIOA scholarships
CHWs help community members gain access to care, increase knowledge about disease prevention and improve health outcomes. Learn to provide culturally appropriate health education and outreach to advocate for clients, motivational interviewing skills, self-awareness, and more.

EKG Technician with Basic Life Support (BLS) Certification
5/25/23-7/6/23, Mon/Tue/Thu, 5:30pm-8:30pm, On Campus, Cost $1,730.00
*Course approved for SNAP scholarship
Practice with EKG equipment, perform hands-on labs, including lead placement, and study the heart’s anatomy. Students will analyze EKG test strips, measure “cardiac intervals and complexes” and determine normal vs. abnormal EKG. Certification exam voucher and test guide included in the tuition.

Nurse Aide Certification (CNA) with Basic Life Support (BLS) Certification
5/16/23-7/7/23, Mon/Tue/Wed/Thu/Fri, Lecture 9:30am-12:30pm, Lab 8:30am-1:30pm, Clinical 8am-2pm, On Campus, Cost $1,650.00. Health forms due by 5/5/23.
*Course approved for SNAP and WIOA scholarships
Learn basic patient care through lectures and labs, combined with clinical experiences at a local skilled nursing facility. Upon successful completion of the CNA Competency Exam, students will become eligible for the CT State Nurse Aide Registry. Certification exam included in the tuition. Registry fee, uniforms and physical exam is not included in the tuition. Health forms and COVID vaccination cards due 10 days before classes start.

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Patient Care Technician (PCT)

3/20/23-7/6/23, Mon/Tue/Thu, 5:30pm-8:30pm, On Campus, Cost $3,500.00
*Course approved for SNAP scholarship
Certified Nurse Aides will advance their skills with this certificate. This course includes advanced Nurse Aide, phlebotomy and EKG skills. Course prepares students for national certification as Patient Care Technician and EKG Technician. Certification exam vouchers for EKG Technician and Patient Care Technician and test guides are included in the tuition.

Pharmacy Technician

Fall 2023
This comprehensive course will teach and prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board (PTCB) National Exam. Textbook costs included. The certification exam is not included in the tuition.

Trades

Asplundh Utility Arborist Trainee Program

Summer 2023
*Course approved for SNAP and WIOA scholarships
This Utility Arborist Trainee program teaches basic safety and training techniques in tree trimming and felling, traffic control, and electrical basics. Upon completion, students will be able to apply for employment at Asplundh Tree Services, LLC.

Introduction to Manufacturing Certificate

Summer 2023
*Course approved for SNAP scholarship. Other grants in process for students who qualify
The program provides students with the basic skills necessary to begin a career in manufacturing. Modules include CNC and manual machines, shop math, metrology and blueprint reading. Graduates also earn an OSHA 10 Certification, and a Six Sigma White Belt Certification.

New programs and employer partnerships in early childhood education, healthcare and social services coming soon!

PAYMENT OPTIONS:
• Payment plans
• Scholarships:
  o BOOST program scholarships, https://www.capitalcc.edu/ce/boost-program/
  o SNAP Employment & Training Scholarships, https://www.capitalcc.edu/ce/snap-education-training-scholarship/
  o Workforce Innovation & Opportunity Act (WIOA) Scholarships, https://www.ctdol.state.ct.us/wia/WhatIsWIoA.htm
• 3rd Party Payments
• Other grants/scholarships

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 fees 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 Workforce and Continuing Education, 2nd Floor, Room 208, 950 Main Street, Hartford, CT 06103, or via email at ca-learnmore@capitalcc.edu.

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.

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