Fall 2023 Course Schedule
Career-Training Certificate Programs

Healthcare

**Certified Nurse Aide, Cost $1,999.00**
Course approved for the SNAP and WIOA scholarships, and the CareerConneCT grant
9/26/23 - 11/17/23, Mon - Fri
Lecture 9:30 am - 12:30 pm, Lab 8:30 am - 1:30 pm, Clinical 8 am - 2 pm (CRN 80961)
10/24/23 - 12/15/23, Mon - Fri
Lecture 9:30am - 12:30pm, Lab 8:30 am - 1:30 pm, Clinical 8 am - 2 pm, (CRN 80962)
9/19/23 - 12/7/23, Mon - Thu
Lecture 6 pm - 9 pm, Lab 6 pm - 8:30 pm, Clinical 5 pm - 9 pm (CRN 80963)
*Students must provide a health form before the class starts. Uniforms and a watch with the second hand needed, and not included in the cost.

**CNA Refresher, Cost $599.00**
Course approved for the SNAP scholarship
Contact tellington@capitalcc.edu for more information

**Administrative Medical Assistant, Cost $2,899.00**
Course approved for the SNAP and WIOA scholarships, and the CareerConneCT grant
9/26/23 - 1/27/23, Tue - Thu (Campus), Sat (Remote), 9 am - 12 pm (CRN 80956)
10/24/23 - 2/22/24, Mon/Tue/Thu, 5:30 pm - 8:30 pm (CRN 80957)

**Patient Care Technician (PCT)**
Student must enroll for each of the following courses to complete the certificate
Course approved for the SNAP scholarship
**Advanced Nurse Aide Skills, Cost $999.00,**
9/19/23 - 11/14/23, Tue/Thur, 5:30 pm-8:30 pm (CRN 80964)
**PCT Phlebotomy Skills, Cost $699.00,**
10/2/23 - 12/11/23, Monday, 5:30 pm-8:30 pm (CRN 80958)
**EKG Technician, Cost $999.00,**
11/16/23 - 1/9/24, Tue/Thur, 5:30 pm-8:30 pm (CRN 80540)
(This course can be taken as a standalone class – SNAP scholarship available)

Sign up today!

950 Main St, Hartford, CT ca-learnmore@capitalcc.edu 860-906-5130
Information Technology

IT Bootcamp, Cost $475.00
Course approved for the SNAP scholarship, and the CareerConneCT grant
October 2023, Tue/Thu
5:30 pm - 8:30 pm, (CRN 80959)

MS Office Specialist, Cost $1,300.00
Course approved for the SNAP scholarship, and the CareerConneCT grant
9/9/23 - 1/6/24 Sat (Remote), 9 am - 12 pm, (CRN 80960)

Trades

Asplundh Utility Arborist Trainee, Cost TBD
Course approved for the SNAP and WIOA scholarships, and the CareerConneCT grant
Launching Fall 2023

Introduction to Manufacturing Certificate,
Course approved for the CareerConneCT grant, and other scholarships
9/25/23 - 11/15/23, Mon-Fri, 4 pm - 9:30 pm, (CRN 81113)

Payment Options

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

REFUND POLICY
A full refund for noncredit programs will only be considered when a student drops a class up to three business days prior to the first scheduled meeting. You may submit your written request to the office of Workforce and Community Education by mail 950 Main Street, Room 208, Hartford, CT 06103; e-mail (ca-learnmore@capitalcc.edu); or by fax (860) 906-5110. Students need to provide the following information: full name, address, date of birth, student identification number or social security number, and course reference number (CRN). In addition, we require a brief explanation for your withdrawal. Verbal withdrawals for noncredit programs are processed only through the office of Workforce and Community Education by phone, email, or in person.

If you do not receive a written confirmation, please message the office immediately to request a written confirmation. Refunds are mailed directly to you approximately two to four weeks from the processing date. No refunds or credit towards another program will be considered after the first class has begun.

Sign up today!

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