

# 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](mailto: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 - 1/27/24, 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!**

## 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:
  - o BOOST program scholarship, <https://www.capitalcc.edu/ce/boost-program/>
  - o CareerConneCT scholarship, <https://portal.ct.gov/careerconnect>
  - o SNAP Employment & Training Scholarship, <https://www.capitalcc.edu/ce/snap-education-training-scholarship/>
  - o 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](mailto: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!**