

# **SCHOOL OF WORKFORCE & CONTINUING EDUCATION**

**CAPITAL COMMUNITY COLLEGE**



**S P R I N G 2 0 1 8**



Welcome to Capital Community College's School of Workforce & Continuing Education—your resource for new and innovative programming to enhance your skills and knowledge.

The speed of change in the business world has increased vastly over the past decade. We want to help you keep up with these changes and improve your marketability.

Whatever your learning style, we can accommodate you—courses on campus and online, nights and weekends, accelerated career training certificate and private courses! Check us out!

## 4 EASY WAYS TO REGISTER



**By Phone:** (860) 906-5130  
 Mon.-Fri 9am to 4:30pm  
 American Express, Discover, Mastercard, Visa, or  
 Company PO



**By Mail:** Continuing Education  
 Capital Community College  
 950 Main Street, Hartford, CT 06103



**By Fax:** (860) 906-5110  
 ATTN: Damaris Torres



**In-Person:** Continuing Education  
 Capital Community College  
 Rm. 316 (3rd Floor)  
 950 Main Street, Hartford, CT

## Refund Policy For Credit-Free Courses

The College reserves the right to cancel courses with insufficient enrollment. If a course you have registered for is cancelled, you will be notified and offered the option of receiving a full refund of fees or applying your course fee to another credit-free course in the same semester. Refunds take at least 4-to-6 weeks.

No refunds are issued for credit-free courses unless you withdraw three (3) business days before the first class meeting, in writing or in person, to the office of 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 whether or not you attend. Do not assume you will be deregistered for a course if you do not pay. See above paragraph.

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## Need help selecting a program or course?

Call Odile Dilone, Continuing Education Coordinator, (860) 906-5141, or via email, [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu).

# STUDENT STORY

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## Frank Bennett

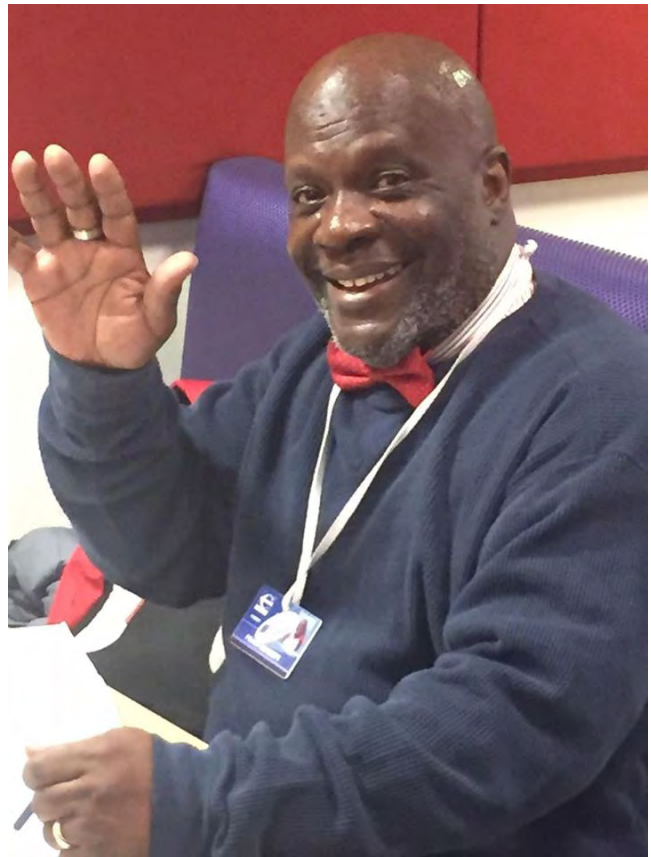
Passion for Learning Sparks Capital Student's Continuing Education!

To look at Frank now, with his calm, bright, and unassuming smile, you'd never suspect childhood traumas, substance abuse, and homelessness paved the rocky road leading to his current contentment.

For nine years Frank served as an Emergency Medical Technician and Licensed Practical Nurse (LPN), surgical instrument technician, and medical supplies quartermaster in the United States Air Force.

So when he retired after 34 years of U.S. military and government service, sitting on the couch and watching television proved unsatisfying. In an attempt to get back in the swing of things he enrolled in Capital's Continuing Education Community Health Worker Program.

“Without question, the Continuing Education Department at Capital Community College was certainly a big part of my journey. I was supported there. The staff and instructors care that you make it. I had the desire to learn and make a difference. They helped show me the way. I'm engaged and I'm enthused because learning is fun. Capital really reinvigorated my passion for learning. I love this place.”



We offer several payment options for our continuing education courses. To learn more about the available payment options listed below contact our Customer Service office at (860) 906-5130.

### Payment Plans

We have payment plans available for some of our career training certificates. For more information on the details for specific certificates, please call our Customer Service Center at 860-906-5130.

### SNAP-ET Scholarships

If you currently receive SNAP-ET benefits, you may be eligible to receive a scholarship to participate in a career training certificate program offered at Capital. Our experienced faculty are experts in their fields and provide the necessary strategies and skills to ready you for the workforce. Classes are offered at various times to work with your schedule. Refer to the course offerings in this catalog for full descriptions, days and times.

SNAP-ET eligible certificate programs include: Administrative Medical Assistant, Administrative Assistant, Bookkeeper Assistant, Certified Nurse Aide (CNA), Certified Nurse Aide Refresher, Community Health Worker, Culinary Arts & Food Service Management, Customer Service Specialist, Healthcare Customer Service Specialist, EKG Technician, Emergency Medical Technician (EMT-B), Medical Coding, Mobile Apps Developer, Patient Care Technician (PCT), Personal Care Assistant (PCA), Pharmacy Technician, Small Business Development & QuickBooks, Social Services Assistant, and Weatherization.

Reach out to Nurith Vidal , Program Coordinator, at (860) 906-5029 to learn more about eligibility requirements and class offerings.

### Third Party Tuition Authorization

Our career training certificates, short-term professional development and personal enrichment courses may be covered by employers, or other organizations. 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. The authorization letter 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.

### Veterans' Benefits

For information on Veterans' Benefits, please contact the Veterans OASIS Center at (860) 906-5044, Room 208.

### Workforce Innovation and Opportunity Act (WIOA) Funds

WIOA funds are available to those who qualify and will cover tuition on a variety of class offerings. For more information on how to apply for the program, visit the American Job Center at your local CT Department of Labor (for Hartford residents, go to 3580 Main Street).

Program information is also available at <http://www.ctdol.state.ct.us/wia/wia.htm>

For an overview of the WIOA program, please go to <http://www.doleta.gov/wioa/Overview.cfm>

Contact Continuing Education Coordinator Odile Dilone for more information on WIOA and WIOA-Eligible certificates, at (860) 906-5141.

## WANTED Teachers Who Inspire Greatness

Do you enjoy sharing your expertise with others? Are you passionate about what you do and know? Can you inspire a classroom filled with adult learners? Consider joining the adjunct faculty at Capital Community College. We are always looking for GREAT teachers to provide wisdom, knowledge and on the job expertise to our students in the School of Workforce & Continuing Education.

Connect with Odile Dilone, in our Professional Development Center, at [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu). I

## CCC Gets You Career Ready

Welcome to the Career Training Center at Capital Community College. We have assembled a dynamic array of training programs to help you develop your knowledge and skills to achieve your career goals. Led by subject matter experts, our certificate programs provide real-life experiences along with essential academic lessons.

Our certificate programs have been enhanced to provide you with better preparation for the world of work and successful transition from training to career. As part of your certificate, you will learn work readiness and career planning skills.

### TOPICS COVERED:

- Problem solving
- Decision making
- Time management
- Professional behavior in the workplace
- Financial literacy
- Job search strategies
- Resume and cover letter writing tips
- Interviewing techniques



## Administrative Medical Assistant with BLS

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, Microsoft Word and Excel.

This course includes the American Heart Association Basic Life Support (BLS) Certification for Healthcare Providers.

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

### Prerequisites:

- High school diploma or GED
- Basic computer skills
- Pass assessment tests for reading. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: HMED-G5333-1576 • Cost: \$1,799

Dates: February - February 23-May 25, 2018 (No classes 3/17, 3/30, 3/31)

Day/Time: Friday 9am-2pm/Saturday (9-12pm)

Room: 617

Instructor: Amy Koehler

Course Code: HMED-G5333-1580 • Cost: \$1,799

Dates: March 19-May 31, 2018 (No class 5/28)

Day/Time: Monday/Tuesday/Thursday (5:30pm to 8:30pm)

Room: 617

Instructor: Ann Patterson

## HEALTHCARE CERTIFICATES

### CNA Refresher

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 24-hour 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.

Prerequisites:

- Must have a CNA certification and be entered onto the CT Nurse Aide Registry

*\*Note: If you have an out-of-state certification that has expired, you may have to take the CNA course, instead of the CNA Refresher. Please contact Ruth Krems at (860) 906-5142 for more information.*

Course Code: HMED-G5166-1370 • Cost: \$329  
 Dates: February 6-March 1, 2018  
 Day/Time: Tuesday/Thursday, 5:30pm-8:30pm  
 Room: 420  
 Instructor: Jill Gauthier, BA, RN

Course Code: HMED-G5166-1628 • Cost: \$329  
 Dates: March 6-April 5, 2018  
 Day/Time: Tuesday/Thursday, 5:30pm-8:30pm  
 Room: 420  
 Instructor: Jill Gauthier, BA, RN



### Community Health Worker with Mental Health First Aid Certification

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 program, you'll learn about the role of the Community Health Worker, how to provide culturally appropriate health education and outreach, advocate for your clients and more.

This program includes a Mental Health First Aid Certification.

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

Prerequisite:

- None

Course Code: HMED-G3577-1385 • Cost: \$1,799

Dates: February 21-May 9, 2018  
 Day/Time: Monday/Wednesday/Thursday, 5:30pm to 8:30pm  
 Room: 307  
 Instructor: Joel Rivera/Nora Bishop

“The very capable instructors are seasoned in this field. They provide substance and context to their teaching. Pluck their brains (not their patience!) They will make themselves available to you if you are ready and willing to be taught. The topics taught during the course (Motivational interviewing, stages of change, client centered counseling, when to advocate for a client, understanding behavior change, cultural humility, developing an action plan, OARS – Open Ended Questions, I could go on....) are relevant and necessary in order to be effective. You will be marketable and in high demand if you get all that you can from this course.”

Gillian Walcott

## EKG Technician with BLS

Are you interested in working in an acute healthcare setting? Do you think you would enjoy collecting valuable health data? Capital Community College is offering a certificate training program to prepare you as an entry level Electrocardiogram (ECG/EKG) Technician.

This course is recommended for students considering employment in the acute care/outpatient healthcare setting or those currently employed in healthcare looking to enhance their career mobility or further knowledge in this field. This course is also appropriate for current EKG Technicians seeking certification in this field.

Students will learn key customer service concepts, basic anatomy and physiology of the cardiovascular system, calculating heart rate, identifying sinus atrial, AV junction, ventricular and AV block rhythms and 12-lead ECG interpretation including myocardial infarction. Students will explore real life scenarios in classroom and laboratory environments. This course requires the use of current ECG equipment in the skills lab.

Textbook, BLS for Healthcare Providers and the fee for a national 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.

### Prerequisites:

- High school diploma or GED
- Healthcare training and one year of healthcare experience preferred
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: HMED-G5385-1641 • Cost: \$1,019

Date: February 23-May 11, 2018

Day/Time: Wednesday/Friday, 5:30pm-8:30pm

Room: 304

Instructor: Kelson Ettienne-Modeste/Stephanie Solomon-Williams

## Emergency Medical Technician-Basic (EMT-B) with BLS

ONETOnline states that Emergency Medical Technicians: "Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities."

This training prepares students for the Connecticut state-certified EMT-B exam. Training includes hands-on instruction in administering first-aid and life-support functions including: patient assessment, airway management, shock and resuscitation, various medical emergencies, trauma, EMS operations; and more.

This training includes the Basic Life Support (BLS) for Healthcare Providers Certification, and student kit (stethoscope & blood pressure cuff).

The exam fees, uniform, and watch with the second hand are not included in the course cost. Students will be prepared to take the State written and practical exams upon successful completion of this course. Written exam will need to be scheduled with NREMT and the practical exam with an approved test provider.

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 or GED
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: HMED-G5207-1383 • Cost: \$1,799

Dates: February 27-May 24, 2018

Day/Time: Tuesday/Thursday, 5:30pm to 9:30pm; Saturday, 8:30am-1:00pm | Room: 318

Instructor: Kevin Ferrarotti



## Medical Coding with Medical Terminology Basics and Human Anatomy and Physiology Basics

Medical coders are essential team players in physician offices and clinics, working with accuracy and diligence to ensure health care providers are properly reimbursed.

In this course, you will learn ICD-10 CM, HCPCS Level II and CPT-4 codes, introduction to billing and medical terminology basics.

An online component, Human Anatomy and Physiology, is also included in this course. This component is 6 weeks long and will survey the anatomy and physiology of each of the 11 organ systems.

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

### Prerequisites

- High school diploma or GED
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.
- Basic computer skills

### Other Information:

- This course helps prepare students for the AAPC Certified Professional Coder – Apprentice (CPC-A status. A candidate with coding experience may apply for CPC certification status), <https://www.aapc.com/certification/cpc/>

Course Code: HMED-G5361-1568 • Cost: \$3,995

Dates: March 19-August 16, 2018

Day/Time: Monday/Wednesday/Friday, 5:30pm to 8:30pm

Room: 613

Instructor: Pierre Gourbourn

## Increase Your Skills With Online Courses!

Take a class without leaving home!

### 6-Week Skill Building Courses – Starting at \$99

#### Spanish for Medical Professionals I

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap. By the end of this course, you'll have a strong foundation in basic medical Spanish that you can build on for years to come.

#### Spanish for Medical Professionals II

Do you feel like you have a pretty good sense of introductory Spanish, but are ready to take it to the next level? This course picks up where Spanish for Medical Professionals left off. If you didn't take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need more medical vocabulary to sharpen their skills.

#### Medical Terminology: A Word Association Approach

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

We have an extensive variety of courses to choose from. For more information, please go to page 23. If you have questions about these courses, please contact Odile Dilone, Coordinator, at [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu) or (860) 906-5141.



## Nurse Aide Certification (CNA)

Build a career in healthcare while earning college credits! In 2014 our CNA course was evaluated for credit-worthiness, and was the first CNA program in Connecticut 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 Community College or 4 college credits from Charter Oak State College.

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 to present our 138-hour course. Classroom and skills laboratory instruction are held at Capital. Clinical experience is held at area skilled nursing facilities. NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

### Formats:

- 8-week weekday course
- 11-week evening course

### Prerequisites:

- Participants must be 17 years of age or older.
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.
- Provide a physical exam including TB screening, immunization record and flu vaccine documentation (during flu season).

### Other Information:

- State competency testing is included at the end of the course.
- Textbook and workbook are included in the course cost
- The following required items are not included in tuition: uniform, travel expense to clinical, physical exam, and CT Nurse Registry application fee.
- A class calendar outlining the days and times for the lectures, labs and clinical will be provided.

Course Code: HME-G5023-1361 • Cost: \$1,269

Dates: January 16-March 15, 2018

Day/Time: Monday/Tuesday/Wednesday/Thursday/Friday  
9:30am to 12:30pm (Lecture)

8:30am to 2:30pm (Skills Lab), 8am to 2pm (Clinical)

Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facilities (Clinical)

Instructor: Karen Ambrose, RN

Course Code: HMED-G5023-1634 • Cost: \$1,269

Dates: January 23-April 25, 2018

Day/Time: Tuesday/Wednesday/Thursday/Friday, 6pm to 9pm (Lecture/Skill Labs), and Saturday, 9:30am to 12:30pm (Lecture), 5pm to 9pm (Clinical)

Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facilities (Clinical)

Instructor: Cecilia Bailey, J.D., RN

Course Code: HMED-G5023-1364 Cost: \$1,269

Dates: March 2018

Day/Time: Monday/Tuesday/Wednesday/Thursday/Friday,  
9:30am to 12:30pm (Lecture, 8:20am to 2:30pm (Lab, 8am to 2pm (Clinical, 12:30pm to 2:30pm (Skills Review))

Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facility (Clinical)

Instructor: Karen Ambrose, RN

Course Code: HMED-G5023-1367 Cost: \$1,269

Dates: May 2018

Day/Time: Monday/Tuesday/Wednesday/Thursday/Friday,  
9:30am to 12:30pm (Lecture, 8:20am to 2:30pm (Lab, 8am to 2pm (Clinical, 12:30pm to 2:30pm (Skills Review))

Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facility (Clinical)

Instructor: Karen Ambrose, RN

Are you interested in continuing to  
update your CNA skills?  
We also offer EKG Technician and  
Patient Care Technician (PCT)

### Patient Care Technician (PCT) with BLS

Update your skillset as CNA and become an integral part of the health care team with a PCT certificate.

This course will build upon your CNA knowledge and skills. You will learn advanced patient care skills, HIPAA compliance, BLS for healthcare providers, introduction to EKG and pulse oximetry, introduction to computers and Microsoft Office, cultural awareness in healthcare and introduction to health careers and education pathways.

This course includes the American Heart Association Basic Life Support (BLS) for Healthcare Providers Certification.

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

Prerequisites:

- Must possess a CNA certification

Course Code: HMED-G5228 • Cost: \$1,059

Dates: Spring 2018

Day/Time: Monday/Tuesday/Thursday, 6pm to 9pm

Room: 316

Instructor: Cecilia Bailey, J.D., RN



## Increase Your Skills With Online Courses!

Take a class without leaving home!

### 6-Week Skill Building Courses – Starting at \$99

#### Certificate in Infectious Diseases & Infection Control

This certificate program offers insights into infectious diseases that are essential for medical professionals. The certificate consists of 13 contract hours, covering the following topics:

- Infection Control Basics
- Influenza: Symptoms, Treatment, and Prevention
- Pneumonia in Adults and Children
- Tuberculosis
- The ABCs of Hepatitis
- HIV/AIDS Education for Healthcare Professionals
- Zoonoses: Can Your Pet Make You Sick?
- Tickborne Diseases
- Emerging Global Infectious Diseases

#### Handling Medical Emergencies

This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse.

#### Certificate in Pain Assessment and Management

This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain. 12 contact hours.

We have an extensive variety of courses to choose from. For more information, please go to page 23. If you have questions about these courses, please contact Odile Dilone, Coordinator, at [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu) or (860) 906-5141.

## Pharmacy Technician

The need for quality pharmacy technicians is on the rise nationally and in Connecticut. Designed in partnership with the Connecticut Pharmacists Association, this comprehensive program will prepare you for an entry-level position in community, hospital, or long-term care settings.

Course highlights include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. Students will learn dosage calculation; I.V. flow rate; drug compounding; and dose conversion. Dispensing of prescriptions; inventory control; billing, and insurance reimbursement will also be discussed. This course is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. The fee for this exam is not included in the course cost.

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.

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

### Prerequisites:

- High school diploma or GED
- Basic computer skills
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

### Other Information:

- The course will prepare you to take the Pharmacy Technician Certification Board (PTCB) national certification exam, which is a separate cost. Those with a felony conviction may not be able to take the certification exam. Please contact PTCB for more information on felony convictions: <http://www.ptcb.org/>

Course Code: HMED- G5356-1572 • Cost: \$1,199

Dates: February 21-April 9, 2018 (No Classes 3/30)

Room 318

Day/Time: Monday/Wednesday/Friday, 9:30am to 12:30pm

Instructor: Peter Sposato

Course Code: HMED-G5356-1570 • Cost: \$1,199

Dates: March 20-May 24, 2018

Room: 303

Day/Time: Tuesday/Thursday, 5:30pm to 8:30pm

Instructor: Staff

## BUSINESS CERTIFICATES

### Administrative Secretary w/MS Office & QuickBooks Pro

Secretaries and office professionals are the welcoming face of an organization. They play a valuable part in an office setting and provide more than just office assistance. Secretaries coordinate events, keep track of inventory and orders, provide customer service and maintain scheduling.

This course will provide you with practical, hands-on office skills to allow you to handle the day to day activities in the most efficient manner. Topics include: customer service, planning and scheduling, time management, record-keeping, business documents, the Microsoft Office suite (Word, Excel, PowerPoint and Outlook) and introduction to QuickBooks Pro.

### Prerequisite:

- High school diploma or GED
- Basic computer skills
- Pass assessment tests for reading and math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: AOP-G5034-1623 • Cost: 1,499

Date: March 20-June 7, 2018

Day/Time: Tuesday/Thursday, 5:30pm to 8:30pm

Room: 613

Instructor: Bonnie Soucy |



## Small Business Development w/Word, Excel and QuickBooks Pro

Do you dream of owning your own business? Capital Community College has the small business start-up training you need to make it happen. A business leader who understands what it takes will guide you through the process will provide you with the tools needed to start your own business.

Course highlights include how to apply for financing, develop a marketing plan, prepare budget projections, write a business plan, understand government regulations and handle operations (human resources, accounting and bookkeeping). Computer basics, MS Word, MS Excel, as well as QuickBooks Pro will also be covered.

### Prerequisites:

- High school diploma or GED is recommended

Course Code: BIS-G5000-1575 • Cost:1,499

Dates: March 20-June 7, 2018

Day/Time: Tuesday/Thursday, 5:30pm to 8:30pm

Room: 616

Instructor: Juantray Easmon/Domenic Gugliotti

## CONSTRUCTION CERTIFICATES

### Weatherization

This training includes hands-on instruction in health and safety measures, safe work practices and instruction in theory, methods, techniques and tools for the installation of energy efficiency retrofits, including the most commonly installed measures, attic insulation, sidewall insulation, air sealing/infiltration, basement/crawlspace ceiling insulation, pipe and duct insulation, storm windows/doors and primary windows/doors.

### Prerequisite:

- Pass assessment test for math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Course Code: BLDG-G5000 •

Dates: Coming Soon

"I feel confident with the tools and resources provided that I will be able to start a successful business."

Ashlee Lagasse



## FOOD SERVICE CERTIFICATES

### Culinary Arts & Food Service Management

You will learn everything you wanted to know about food in this program. Topics include growing food and procurement methods, menu planning, quantity production and cost control, food delivery and production systems, kitchen layout and design, customer satisfaction and quality improvement, sanitation and safety, and the culinary art of preparing and presenting delicious, nutritious meals. You will take the ServSafe certification exam during this course.

**Prerequisite:**

- Pass assessment test for math. Call our Customer Service Center at (860) 906-5130 to schedule testing. Individuals with college experience may request the assessment tests be waived.

Dates: Coming Soon

### Urban Farming

Change the way you eat and learn how to grow your own food, starting right in your own backyard! Capital Community College, in collaboration with Hartford Food System, will be offering an Urban Farming Certificate this Spring.

Learn more about how to grow fruits and vegetables in the city. Topics covered: food justice, botany, soil, plant health, crop management, marketing, and business management.

Students are expected to complete an internship as part of this class.

**Prerequisite:**

- None

Dates: Coming Soon

“...have gained an incredible amount of skills and knowledge...I know how to differentiate locally grown and organic grown foods, the various types of and styles of cooking, using the correct measurement and reading menus...”



## SOCIAL SERVICE CERTIFICATES

### Social Services Assistant

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 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.

Prerequisite:

- Participants must have a high school diploma or GED

Course Code: HREL-G5003-1567 • Cost: \$1,099

Dates: February 20-May 3, 2018

Day/Time: Tuesday/Thursday, 9:30am to 12:30pm

Room: 303

Instructor: Nora Bishop

Course Code: HREL-G5003-1565 • Cost: \$1,099

Dates: March 20-May 31, 2018

Day/Time: Tuesday/Thursday, 5:30pm to 8:30pm

Room: 303

Instructor: Joette Johnson

“...[Social Service Assistant] opened the door for me to pursue my Associate in Social Service.”

Andre J.

## Private Lessons

### Now Available @ Capital

If you prefer to learn in an individualized setting, Capital Community College offers private lessons with some of our most sought after faculty. We can custom develop a program for you that works for your schedule and life.

Private lessons are now being offered in:

### Art

Get your creative juices flowing with some of our one-on-one offerings including drawing, painting, photography and more. Do something just for you!



### Computers

Get ahead in your career with private technology lessons in a variety of software programs, including MS Office (Word, Powerpoint & Excel), InDesign, Adobe Photoshop and more. The more you know, the more valuable you will be!

To find out more about our new private lessons program, contact Odile Dilone at [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu) and (860) 906-5141.

### Private Music Lessons at Capital

Capital Community College boasts some of the best music faculty in the area including piano professor Trista Hummel, and members of the renowned music ensemble Alturas Duo, Carlos Boltes and Scott Hill. Our prestigious staff will be offering private lesson starting in the Spring 2017 semester.

Stay tuned for more information.

## Project Management

Capital Community College, in partnership with Ed2Go, offers project management preparation courses online. These courses are preapproved for professional development units through the Project Management Institute (PMI). For more information on this certification, go to: <http://www.pmi.org/>

### PMP Certification Prep I

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam. Master the first seven chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 5th edition--the essential resource for the PMP certification exam. Find out about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. This course, the first part of a two-course series, will demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. The course will also bring clarity to such topics as precedence diagramming, estimating, and scope management.

### PMP Certification Prep I

Prepare to take--and pass--the Project Management Institute's PMP® certification exam. Master chapters seven through 13 of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), the most essential resource for the PMP certification exam. Learn all about the 10 Project Management Knowledge Areas, five Process Groups, and 47 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning techniques to help you absorb key terminology, concepts, and formulas.

In this, the second part of our two-part certification preparation series, your instructor will continue to demystify the PMBOK® Guide, including relationships between inputs, tools and techniques, and outputs. You'll also gain a strong understanding of such topics as earned value management, risk management, simulation, sensitivity analysis, and make-or-buy analysis. In addition to learning about the PMBOK® Guide, you'll gain insight into Project Management Institute's code of professional responsibility and discover powerful techniques you can use to continue preparing for the PMP exam after this course is over.

Prerequisite: None

Cost: \$124 per class

Format: 6-week Online course

A new session starts monthly

We have an extensive variety of courses to choose from. For more information, please go to page 28. If you have questions about these courses, please contact Odile Dilone, Coordinator, at [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu) or (860) 906-5141.



## ONLINE COURSES

Take a class without leaving home! We have an extensive variety of courses to choose from. From our 6-week skill building courses, to career training certificates, available entirely online. Please see a partial list below. For more information, please go to page 28.

### 6-week Skill Building Courses – Starting at \$115

Accounting Fundamentals  
 Business Finance  
 Discover Sign Language  
 Distribution and Logistics Management  
 Employment Law  
 Foreign Languages (French, Japanese, Italian, Spanish)  
 GMAT Preparation  
 GRE Preparation - Part 1 (Verbal and Analytical)  
 GRE Preparation - Part 2 (Quantitative)  
 HIPAA Compliance  
 Human Anatomy and Physiology  
 Keyboarding  
 LSAT Preparation  
 Programming Courses (C++, Java, Flash, Python)  
 Real Estate Investing  
 Real Estate Law  
 SAT/ACT Preparation  
 Teaching Courses

### Career Training Certificates – Starting at \$595

Administrative Dental Assistant  
 Building Analyst Quick Start  
 Chartered Tax Professional  
 Cisco® CCNA® Certification Training  
 CompTIA™ Training  
 Digital Arts Certificate  
 Event Management and Design  
 Fitness Business Management  
 Forensic Computer Examiner  
 Graphic Design With Photoshop CS5 Training  
 Help Desk Analyst: Tier 1 Support Specialist  
 Human Resources Professional  
 ICD-10 Medical Coding  
 Lean Mastery  
 Medical Terminology  
 Medical Transcription  
 Microsoft Office Certification Training  
 Payroll Practice and Management  
 Preston Bailey's Floral Design  
 Professional Interpreter  
 Project Management  
 Purchasing and Supply Chain Management  
 Video Game Design and Development

## New Courses Added Monthly

### Upcoming Certificates

- Human Resources Assistant

### Upcoming Courses

- Data Analysis & Decision Making

Call our Customer Service Center (860) 906-5130 to sign up for our mailing list.

Would you like to be the first to know about new courses? Like our Facebook page and stay up to date on what is happening at Capital:

[www.Facebook.com/CapitalCCCE/](http://www.Facebook.com/CapitalCCCE/)





## BUSINESS SKILLS

### Business Analytics Using Excel 2016

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 formulate, 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

Prerequisite: Students must have Excel intermediate level skills, and need to know how to use formulas and functions in Excel.

Course Code: COMP-G7513-1416 • Cost: \$95

Date: April 6, 2018

Day/Time: Friday, 9am to 4pm | Room: 616

Instructor: Cecilia Walpole-Griffin

### Business Analytics Introduction

Organizations are relying on business analytics or 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 covers the foundation and business use as well as a working model of capacity planning. You will learn the terms, techniques, and how business decisions are made using business analytics.

Prerequisite: None

Course Code: BIS-G5101- 1601 • Cost: \$95

Date: March 16, 2018

Day/Time: Friday, 9am to 4pm | Room: 616

Instructor: Cecilia Walpole-Griffin

### Human Resources Training and Development

Students learn the essentials of Human Resources, how to facilitate the growth of an organization through recruitment, training and development, and how to enforce and organization's policies and regulations. Legal issues, performance assessment, training, compensation labor relations will also be covered.

Prerequisite: None

Course Code : MGMT-G5051-1453 • Cost: \$90

Date: May 16, 2018

Day/Time: Wednesday 9am to 4pm | Room: 307

Instructor: Juantray Easmon

### 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 during times of change. Fundamentals of leadership, interpersonal and intercultural communication skills, conflict management, and managing organizational change will also be discussed.

Prerequisite: None

Course Code: MGMT-G5124-1614 • Cost: \$90

Date: April 4, 2018

Day/Time: Wednesday, 9am to 4pm/ Room 318

Instructor: Domenic Gugliotti

### Planning for the Apocalypse: Managing Knowledge when Employees Leave

Don't be left out in the cold. Knowledge is an organization's most valuable resource. As individuals leave the workforce and opt for retirement or other life changes, key knowledge and experience is lost. This workshop will cover how to identify critical documented and undocumented knowledge that needs to be retained, who processes the knowledge, and techniques to transfer and retain the knowledge. There will be a discussion of succession planning to aid organizations in preparations to fill vacancies and remain competitive in the market. Students will leave this course with a template to create their own knowledge management action plan.

Required text: None

Course Code: BIS-G5103-1617 • Cost: \$90

Dates: May 9, 2018

Day/Time: Wednesday, 9am to 4pm/Room 307

Instructor: Christopher Service, Sr

## COMMUNICATION/INTERPERSONAL SKILLS

### 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.

Prerequisite: None

Course Code: COMM-G5020-1597 • Cost: \$90  
Date: March 15, 2018  
Day/Time: Thursday, 9am to 4pm | Room: 616  
Instructor: Yasmin Shenoy

### 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.

Prerequisite: None

Course Code: COMM-G5026-1598 • Cost: \$90  
Date: April 24, 2018  
Day/Time: Tuesday, 9am to 4pm | Room: 307  
Instructor: Juantray Easmon

### 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.

Prerequisite: None

Course Code: PRFD-G5606-1603 • Cost: \$90  
Date: May 2, 2018  
Day/Time: Friday, 9am to 4pm | Room: 307  
Instructor: Domenic Gugliotti

### 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. But what is critical thinking exactly? How can you differentiate between critical thinking and non-critical thinking?

Prerequisite: None

Course Code: PRFD-G5602-1603 • Cost: \$90  
Date: May 2, 2018  
Day/Time: Wednesday, 9am to 4pm | Room: 307  
Instructor: Christopher Service, Sr

### 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 well as those around you, and use this information to manage your behavior and responses around others. This is a 2-day class.

Prerequisite: None

Course Code: COMM-G5051-1606 • Cost: \$180  
Date: May 8 and May 15, 2018  
Day/Time: Tuesday, 9am to 4pm | Room: 318  
Instructor: Mark Petrucci

### 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. This is a 2-day class.  
Prerequisite: None

Course Code: COMM-G5024 1355 • Cost: \$180  
Date: April 12 and April 19, 2018  
Time: Thursday, 9am to 4pm | Room: 613  
Instructor: Yasmin Shenoy

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### 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

Course Code: PRFD-G5554-1609 • Cost: \$180  
Date: April 10 and April 17, 2018  
Day/Time: Tuesday, 9am to 4pm | Room: 318  
Instructor: Mark Petruzzi

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### Grant Writing for Beginners

Learn the fundamentals of grant seeking and how to get started in grant writing. Topics include how to navigate the grant seeking process, understanding the request for proposal and how funding decisions are made. This course will teach you how to draft a well written grant proposal.  
\*Further your learning and join us for Grant Seeking &

Securing.

Prerequisite: None

Course Code: PRDF-G5375-1612 • Cost: \$90  
Date: March 23, 2018  
Day/Time: Friday, 9am to 4pm | Room: 604  
Instructor: Rebecca Tuttle

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### Grants Prospecting & Sustainability

Grant writing has become highly competitive in recent years. Learn to diversify your grant seeking and become more successful in grant writing and grant securing. This course will teach you about grant seeking for operational support and

help you identify a solid road map for long term funding.

Prerequisite: None

Course Code: PRFD-G5603-1611 • Cost: \$90  
Date: April 20, 2018  
Day/Time: Friday, 9am to 4pm | Room: 604  
Instructor: Rebecca Tuttle

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### Grant Performance, Accountability & Proposal Evaluation

Accountability and performance evaluation are important indicators of success when reporting grant proposal outcomes. This course will teach you how to design and achieve sustainable results by helping you identify outcomes that demonstrate a lasting impact on the community and contribute to the overall performance and evaluation of your proposed project or program.

Prerequisite: None

Course Code: PRFD-G5604 1610 • Cost: \$95  
Date: May 18, 2018  
Day/Time: Friday 9am to 4pm | Room: 604  
Instructor: Rebecca Tuttle

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### Managing Chaos: Setting Priorities & Making 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.

Prerequisite: None

Course Code: PRFD-G5018-1615 • Cost: \$90  
Date: March 20, 2018  
Day/Time: Tuesday, 9am to 4pm | Room: 318  
Instructor: Mark Petruzzi

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### 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. It is helpful, but not necessary, to take Developing Emotional Intelligence before taking Emotional Mastery.

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.

Prerequisite: None

Course Code: COMM-5027-1616 • Cost: \$90  
Date: May 22, 2018  
Day/Time: Tuesday, 9am to 4pm | Room: 318

Instructor: Mark Petruzzi

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### Positive Assertiveness: Positively Achieve your Goals and Influence People

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.

Prerequisite: None

Course Code: COMM-G5010-1618 • Cost: \$90  
Date: March 19, 2018  
Day/Time: Monday, 9am to 4pm | Room: 307

Instructor: Juantray Easmon

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## COMPUTER COURSES

### Adobe Acrobat Pro DC Introduction

This course will cover the basics of Adobe Acrobat Pro DC. Topics covered are: the Portable Document Format (PDF), the difference between Adobe Reader and Adobe Acrobat, navigating the menus and panels of the program, working with pages, combining PDFs, creating PDFs from other programs, scanning documents to PDF, printing to PDF, exporting data, and creating hyperlinks.

Course Code: COMP-G7512-1596 • Cost: \$95

Date: May 11, 2018

Day/Time: Friday, 9am to 4pm | Room: 617

Instructor: Michael Montgomery

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### Creating Electronic Forms with MS Word 2016 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 form creation/data collection 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.

Prerequisite: Basic computer skills. Knowledge of MS Word.

Course Code: COMP-G7548-1607 • Cost: \$95

Date: March 23, 2018

Day/Time: Friday, 9am to 4pm | Room: 616

Instructor: Michael Montgomery

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### Excel 2016: Pivot Tables, Pivot Charts & Power Pivots

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. Required text: None

Prerequisite: Students must have Excel intermediate level skills, and need to know how to use formulas and functions in Excel.

Course Code: COMP-G7478-1608 • Cost: \$95

Date: April 20, 2017

Day/Time: Friday, 9am to 4pm | Room: 616  
 Instructor: Michael Montgomery

## HEALTHCARE COURSES

### Heartsaver® First Aid CPR AED

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.

Prerequisite: None

Course Code: HMED G5247-1613 • Cost: \$190

Date: June 15, 2018

Day/Time: Friday, 9am to 4pm /Room: 303

Instructor: Kevin Ferrarotti

## Personal Interest or Fun Courses Available Online!

### 6-Week Skill Building Courses – Starting at \$115

#### Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

#### Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with Deaf people.

#### Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

#### Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

#### Introduction to Photoshop CC

Learn how to use Adobe Photoshop CC, the world's best graphics program, to edit and process photos and create original images.

#### Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

#### Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.

#### Stocks, Bonds, and Investing: Oh, My!

Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

We have an extensive variety of courses to choose from. For more information, please go to page 23.

## Business Analytics Series

Interested in data analysis? Our Business Analytics Series will give you a better understanding of business analytics and how it plays a role in decision making. Learn how Excel can help you analyze your data.

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### Introduction to Business Analytics - March 16, room 616

Organizations are relying on business analytics or 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 covers the foundation and business use as well as a working model of capacity planning. You will also learn the terms, techniques, and how business decisions are made using business analytics.

Prerequisite: None

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### Business Analytics Using Excel 2016 - April 6, room 616

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 formulae, 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, Power Pivots, and Macros.

Prerequisite: For the intermediate Excel user.

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### Excel 2016: Pivot Tables, Power Pivots & Pivot Charts - April 20, room 616

Pivot Tables allow you to analyze raw data for business analysis purposes, but they are limited. Due to Excel's own limitations 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 importing, merging and analyzing 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. V-Lookup is another neat tool found in Excel. It allows you to look at a value in one column, and finds its corresponding value on the same row in another column, based on a unique identifier. Explore these amazing tools in Excel, and make the most of your data.

Prerequisite: Students must have Excel intermediate level skills, and know how to use formulas and functions in Excel.

Cost: \$252

Dates: March 16, April 6 and April 20, 2016

Day/Time: Friday, 9am to 4pm

Instructor: Cecilia Walpole Griffin, Michael Montgomery

Enroll in these series and save 10%, or take a course individually. Please see pages 16 and 20 for the individual courses.

# ONLINE LEARNING @ CAPITAL

Capital Community College, in partnership with ED2GO, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. It's simple to register and get started. Many classes start at \$115. Locate the certificate or class of interest and contact Odile Dilone at [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu) or (860) 906-5141 to register.

## ED2GO 6-WEEK ONLINE COURSES

[www.ed2go.com/capitalcc](http://www.ed2go.com/capitalcc)

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors create warm and supportive communities of learners. You can complete any course entirely from your home or office, any time of the day or night.

### Features:

- Courses run for six weeks (with a 10-day grace period at the end)
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more
- Online sessions begin monthly

## CAREER TRAINING PROGRAMS

<http://careertraining.ed2go.com/capitalcommunitycollege/>

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

### Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- All materials, workbooks, and software are included
- Payment plans available, loans and other funding may be available

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development



# Capital on the Road

Our Classes Brought to You!

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.

## SUPPORT YOUR WORKFORCE

Would you like to see one of our classes offered in your own business or community organization? Do you have workforce development needs that have to be met? Does your team need to earn CEUs for advancement?

## VARIETY OF COURSE OFFERINGS

No need to start from scratch! Take advantage of our extensive offerings already available at the Capital Community College, School of Workforce & Continuing Education.

### CONSIDER SOME OF THE TOPIC AREAS AVAILABLE:

- Accounting
- Business Analytics
- Computer Applications
- English as a Second Language
- Financial Literacy
- Health Care & Medicine
- Human Resources
- Leadership & Management
- Marketing & Communication
- Music & the Arts
- Project Management
- Public Speaking
- Small Business Management
- Social Media
- Web Page Design

## CUSTOMIZED COURSES TO FIT YOUR NEEDS

We can even provide a needs assessment so a curriculum can be customized for you! No matter what the topic, our team of faculty and subject matter experts come to you at the location of your choice. Contact Odile Dilone at (860) 906-5141, or via email [odilone@capitalcc.edu](mailto:odilone@capitalcc.edu), to learn more about Capital on the Road and how you can make a worthwhile investment in your people.



# MEET WITH A COMMUNITY ADVOCATE

A bilingual (Spanish/English) community advocate will be here on campus to assist you with navigating legal and social service systems, including attorney and agency referrals, filling out court forms, and general legal information.

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**Free and Confidential  
Open to Everyone**

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Every other Wednesday  
12pm-2pm  
FIRST Center, Room 319



For more information or to schedule an appointment,  
contact Hannah Gregory  
860-906-5080 | Room 314D | [hgregory@capitalcc.edu](mailto:hgregory@capitalcc.edu)  
Sponsored by the FIRST Center



# REGISTRATION FORM

## School of Workforce and Continuing Education Credit-Free Registration Form

**BY FAX:** (860) 906-5110

**BY PHONE:** (860) 906-5130, Monday–Friday, 9am to 4 pm  
using MasterCard, Visa, Discover, American Express, or Company PO

**BY MAIL OR IN PERSON:**

School of Workforce & Continuing Education  
Capital Community College  
950 Main Street, Room 316  
Hartford, CT 06103

Today's Date: \_\_\_/\_\_\_/\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth (REQUIRED): \_\_\_/\_\_\_/\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Male  Female

Are you a U.S. citizen?  Yes  No If no, are you a permanent resident or green card holder?  Yes  No

**VOLUNTARY:** Ethnicity:  Hispanic/Latino  Non-Hispanic/Non-Latino

Race:  White  Black/African American  American Indian/Alaskan Native  Native Hawaiian/Other Pacific  Other

Course Code	Course Title	Date	Time	Cost
<b>Total:</b>				

Where did you hear about this course?  College Staff  College Website  Friend/Relative  Internet \_\_\_\_\_  
 Email  Social Media  Newspaper  Radio/TV  
 CT DMV  Community Event  DAS  Other \_\_\_\_\_

Signature (required): \_\_\_\_\_

### Payment

Visa, MasterCard, Discover, American Express  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 is the signature area on the card.)

Credit Card Holder's Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Holder's Address (required): \_\_\_\_\_

Credit Card Holder's Signature: \_\_\_\_\_

## COURSE INFORMATION

### Course Content

The material presented in each course is for information only and does not reflect the opinion of the College. The College assumes no responsibility for how the material presented is used outside of this course.

### Late Registration

Late registration will be accepted on a space-available basis by permission of instructor only

### Minimum Enrollment

Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment may be cancelled. We will notify you via phone if a class is cancelled. See refund policy for more information.

### Payment Policy

Please make payments to the College on the day you register. Payment options include cash, check, money order, American Express, MasterCard, Visa, or Discover Card. A check or money order should be made payable to CCC. Students owing the College money, library books or fines will not be allowed to register until all debts are settled. Registration is not final until payment is made in full or other satisfactory payment arrangements have been made. Any student paying with a check, which is not honored by a banking institution, will be obligated to pay a returned check fee of \$25. The student will be given 10 calendar days to make restitution with cash or a bank money order or the student will be deregistered and not permitted to return to class.

### Quality Matters

We believe lifelong learning is the key to success and to personal and professional growth. Your satisfaction with the learning opportunities we offer is important to us. If you have questions or concerns, please call our Workforce & Continuing Education Customer Service Center at (860) 906-5130.

## 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 cancelled, you will be notified by phone. You will have the option of receiving a full refund of fees or applying your course fee to another non-credit course in the same semester. Refunds can take between 4 to 6 weeks. 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 the School of Workforce & Continuing Education, 3rd Floor, 950 Main Street, Hartford, CT 06103.

If you register for a course, you are responsible for payment whether or not you attend. Please do not assume you will be deregistered for a course if you do not pay.

## Tutoring - LINKS to College & Career Success

The tutors at LINKS offer free CASAS prep workshops in math and English, as well as tutoring on math and academic skills (course content, study skills and test taking strategies) while you are taking classes at Capital Community College.

Located in room 316, there are walk-in, appointments and workshops available.

For a math appointment, call (860) 906-5232.

For an English appointment, call (860) 906-5183.

## PARKING INFORMATION

### Parking for Non-Credit Students

Student parking is available at no cost in the Morgan Street Garage. Please pull a ticket and bring it to room 316 for validation. The validated ticket can be used to exit the garage when handed to the attendant on duty.

#### Directions to Parking Garage

Capital Community College is located at 950 Main Street, Hartford. The Morgan Street Parking Garage is located behind the school at 155 Morgan Street. Look for the green glass windows.

#### From Interstate 91 North or South

Take Exit 32B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into the Morgan Street Garage entrance.

#### From Interstate 84 East

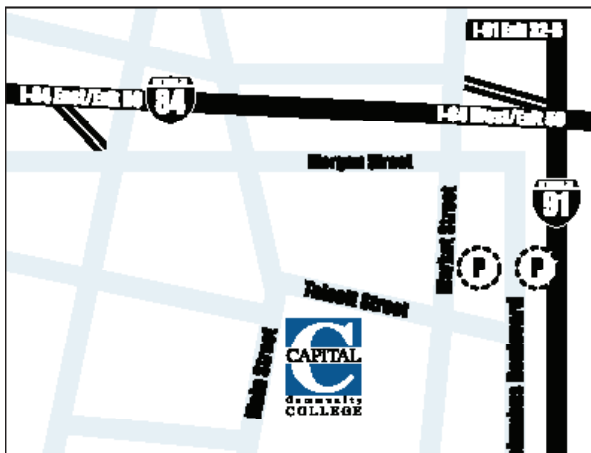
(from West Hartford, Farmington, etc.)

Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into the Morgan Street Garage entrance.

#### From Interstate 84 West

(from East Hartford, Manchester, Route 2)

Take Exit 50 (Main St.). At bottom of ramp, turn left onto Market St. Take second left onto Talcott St., then first left into the Morgan Street Garage entrance.



### Guest/Visitor Parking

Guests and visitors with prior authorization will be validated for parking in the Morgan Street Garage. Please note; if you park in the Morgan Street Garage without a college-authorized access ticket, it will be at your own expense.

### Parking Access Card

Registered students may be eligible for a free parking access card for the Morgan Street Garage. Students need to obtain an application from the Morgan Street Garage located on the corner of Market and Talcott Streets. Please refer to the student handbook for further information on parking regulations. You may obtain a handbook from the 2nd floor Welcome Center or Office of the Dean of Student Services. If your parking access card does not work, pull a ticket and bring it with your parking access card to room 316 for validation.

### Motorcycle Policy

The Hartford Parking Authority permits motorcycles to be housed at a specific location at the Morgan Street Garage. See garage for details.

## POLICIES

### Nondiscriminatory Policy

The Connecticut State Colleges and Universities System, under the Board of Regents for Higher Education, will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, genetic information, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to, blindness or prior conviction of crime, 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 for 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 Rita Kelley, Title IX and Section 504/ada Coordinator/Affirmative Action Officer, at (860) 906-5133.

## 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 at (860) 906-5204 for additional information and assistance.

## 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 one another, 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 in the conduct process. Please refer to the student handbook for the full student conduct policy. The Student Handbook is available at the Welcome Center on the 2nd floor, or online at: <http://capitalcc.edu/publications.htm>

## 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.

## Emergency Closings

In the event of severe weather, power failure or any other extreme or unusual circumstances, the College provides the following television and radio stations with closing/delayed opening information:

- WFSB-TV- Channel 3
- WVIT-TV NBC Connecticut
- WTIC (1080 AM & 96.5 FM)
- WRCH (Lite 100.5 FM)
- WZMX (Hot 93.7 FM)
- WDRC (1360 AM & 102.9 FM)

Emergency information will also be available at (860) 906-5000 and [www.capitalcc.edu](http://www.capitalcc.edu). Except under rapidly changing conditions, information on the status of day classes will be available by 6 am and for evening classes by 3:30 p.m



We have a variety of on-campus resources available to you. Take advantage of the expert staff we have managing each of our resource centers.

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## Academic Success Center

Do you need help with your studies? The Academic Success Center can help you with our onsite tutors and subject matter experts. We offer tutoring in math, writing and computers. You can find us on the 4th floor. Stop by the ASC reception desk to set up an appointment or call us at (860) 906-5200. Our tutoring hours are as follows:

Drop-in Tutoring ( No appointment necessary )

- Math Center • Room 412

Monday, Tuesday, Wednesday & Thursday,  
12:30 pm to 5:30 pm  
Friday: 11am to 3:00pm  
Saturday: 9:00 am to 1:00 pm

- Writing Center • Room 409

Monday, Tuesday, Wednesday & Thursday,  
12:30 pm to 5:30pm  
Friday: 11:00am to 3:00pm  
Saturday: 9:00am to 1:00pm

- Computer Center • Room 423

Monday, Tuesday, Wednesday & Thursday,  
12:30 pm to 5:30 pm  
Friday: 11:00am to 3:00 pm  
Saturday: 9:00am to 1:00pm

Tutoring by appointment:

Monday through Thursday: 9:30 am to 7:30 pm  
Friday: 10:00am to 3:00pm  
Saturday: 9:00am to 1:00pm

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## Arthur C. Banks, Jr. Library

Located on the 5th floor, the library provides a wide range of services and resources to students, faculty and staff. You will have access to a coin-operated copier, computers, TV/ DVD units and an expansive collection of books and research databases. You can reach the library at (860) 906-5020 or [www.capitalcc.edu/library](http://www.capitalcc.edu/library).

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## Campus Bookstore

Textbooks, reference books and other school supplies are available in the Follett Bookstore located on the 7th floor at 950 Main Street. The bookstore also features electronic connectors and chargers, and Capital-branded apparel and gifts. Normal bookstore operating hours are Monday 8:30 am to 6 pm, Tuesday-Thursday 8:30 am to 4 pm, and Friday 8:30 am to 1 pm You can reach the bookstore at (860) 525-5956 or <http://cctc.bkstr.com/>.

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## Cafeteria & Vending Machines

You can find the Campus Café and vending machines, featuring drinks and snacks, on the 7th floor. The Café features an array of options, including fruit, yogurt, cereal, sandwiches, pizza, soups, warm pretzels, beef patties, snacks and drinks. Hours are posted outside the Café.

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## Career Center

Are you looking for career advice? Do you need help writing your resume? We can help you figure out the steps you need to take to transition into the world of work or a new career.

Stop by to make an appointment at the Career Center located on the 2nd floor, Room 209, or call us at (860) 906-5108. Our hours are Monday through Thursday from 9 am to 5 pm and Friday from 9 to 3 pm.

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## Veterans

The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The College is approved for training of veterans' education benefits by the Board of Regents of the Connecticut Colleges & Universities System. Please contact the Veterans OASIS Center at (860) 906-5044, Room 424, for more information. You can also find more information online: <https://www.capitalcc.edu/student-services/veterans/>

**Dean, Workforce & Continuing Education**

Linda Guzzo, Ed.D.  
(860) 906-5131  
lguzzo@capitalcc.edu

**Customer Service Center**

Damaris Torres  
(860) 906-5130  
drtorres@capitalcc.edu

Rachel Koladis  
(860) 906-5028  
rkoladis@capitalcc.edu

Thu Nguyen  
(860) 906-5130  
tnguyen@capitalcc.edu

**Non-Credit Programs**

Odile Dilone  
(860) 906-5141  
odilone@capitalcc.edu

Ruth Krems  
(860) 906-5142  
rkrems@capitalcc.edu

**SNAP-ET Program**

Joette Johnson  
(860) 906-5036  
JJohsonson1@capitalcc.edu

Nurith Vidal  
(860) 906-5029  
nvidal@capitalcc.edu

**Tutors - LINKS**

Heidi Michaud  
Reading & Comprehension  
(860) 906-5183  
HMichaud@capitalcc.edu

Martin Caceres  
Math  
(860) 906-5232  
MCaceres@capitalcc.edu

**Money Management for Life FIRST Center**

Hannah Gregory  
(860) 906-5080  
hgregory@capitalcc.edu

**Capital's Career Advancement Program (CCAP) & Apprenticeships**

John Thomas  
(860) 906-5038  
jthomas@capitalcc.edu

Vivian McGuinness  
(860) 906-5261  
VMcGuinness@capitalcc.edu

**Institutional Advancement**

John McNamara  
(860) 906-5102  
jmcnamara@capitalcc.edu

**IMPORTANT NUMBERS  
EMERGENCY/PUBLIC SAFETY**

(860) 906-5075 or\*\* on any CCC phone

Main College Number  
(860) 906-5000 or  
1 (800) 894-6126 (toll free)

Continuing Education  
Customer Service Center  
(860) 906-5130

Academic Media Technology/  
Online Course Support  
(860) 906-5030

Academic Success Center/Tutoring  
(860) 906-5200

Admissions/Enrollment Services/  
Registrar  
(860) 906-5140

Bookstore  
(860) 525-5956

Career Center  
(860) 906-5108

Cashier/Bursar's Office  
(860) 906-5061

Counseling  
(860) 906-5040

Disabilities Counselor  
(860) 906-5204

English-as-a-Second Language (ESL)  
(860) 906-5203

Financial Aid  
(860) 906-5090

Library  
(860) 906-5020

Transcript Requests  
(860) 906-5140

Connect to college and careers with

# Links

Support for CASAS test-takers is available



**Math Schedule -316G**

Mondays & Tuesdays

10:00 am - 4:00 pm

Tutor: Martin Caceres

**English Schedule - 316F**

Tuesdays & Wednesdays

12:30pm - 3:00pm

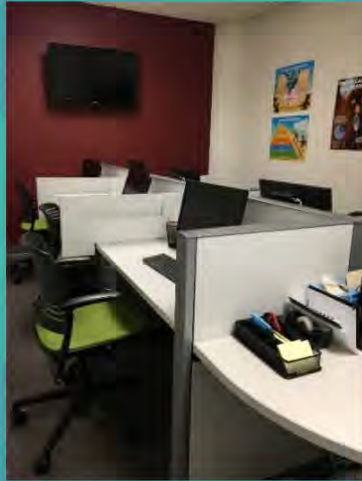
Tutor: Heidi Michaud

Contact Continuing Education at (860) 906 – 5131  
for more information



# The *FIRST* Center at Capital Community College

(Financial Independence to Reach Success and Transformation)



## Services

- Classes & Workshops
- Budget Coaching
- Information and Referral Services
- Community Advocate Services
- Resource Library
- Jobs & Internships
- Income Tax Assistance



Expand your financial know-how with free classes and services at the FIRST Center. Learn to develop financial plans and budget your personal expenses with free workshops and classes taught by professional financial service providers. We aim to empower students and community members to address short-term credit and savings challenges and develop long-term strategies to achieve financial self-sufficiency.

Located on the 3<sup>rd</sup> Floor at Capital Community College  
Contact Dan Gregory for more information  
860-906-5138 or [dgregory@capitalcc.edu](mailto:dgregory@capitalcc.edu)

With Generous Support From



In Partnership With



# Build Your Career

with



**CAPITAL'S  
CAREER  
ADVANCEMENT  
PROGRAM**

GREATER HARTFORD'S  
TALENT PIPELINE

**Capital's Career Advancement Program (CCAP)** is an innovative partnership between Capital Community College and insurance partner giants, Travelers and United HealthCare. CCAP is designed to give students leadership opportunities, real world work experience in a business environment integrated with a challenging academic and personal/professional development program.

## WHAT ARE THE BENEFITS?

- ◆ Tuition Assistance
- ◆ Paid Internship
- ◆ Guidance from corporate and academic mentors
- ◆ Professional Development Training
- ◆ Opportunity to meet and work with other high-performance students

## HOW CAN YOU QUALIFY?

- ◆ GPA of 3.0 or higher at Capital
- ◆ At least 15 credits successfully completed (including ENG 101, MAT 137, CSA 105)
- ◆ Intend to graduate from CCC within 3 years and go on to a Bachelors degree
- ◆ Degree program in one of the following: Accounting, Computer and Information Systems, Management, or Liberal Arts
- ◆ Eligible to work in the USA



*"Capital and the CCAP program have really opened up doors for me...Not only am I learning but I'm also gaining experience that employers really want"*

**Manny Perez, 2016 CCAP**

**Management Major**

### For more information:

John Thomas

Room 314E

860.906.5234

[jthomas@capitalcc.edu](mailto:jthomas@capitalcc.edu)