A Community Health Worker (CHW) is a frontline public health worker who has a close understanding of the community he or she serves. CHWs help individuals, families, groups, and communities develop access to resources, including health insurance, food, housing, and quality care. The program consists of 120 hours of lecture, an 8-hour Mental Health First Aid Certification (MHFA) training, including outreach, community...
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Welcome to Continuing & Professional Education at Housatonic Community College.

We are committed to student success and community enrichment by offering accessible, affordable and quality education to a diverse student population who are pursuing specialized training, career advancement and pathways to college.

We employ professional staff and qualified instructors who are dedicated to serve the community. These courses enhance professional skills, improve job performance, work towards job promotion, change careers, and improve résumés. Our non-credit programs and courses are designed to fit your busy schedules, and provide the short-term pathways to reach your goals.

The focus of Workforce Development at HCC is to serve internal stakeholders, faculty and administration, as well as meeting the needs of the community. The non-credit programs and courses offered are diverse from pre-collegiate for high school students to professional advancement and certification, contract programs for employers, economic development initiatives and are targeted to specific groups.

Programs and Courses are offered in the Fall, Spring, Summer Semesters

Housatonic Community College
Continuing & Professional Education
900 Lafayette Boulevard
Bridgeport, CT 06604
Beacon Hall, Room 116

Call Us: (203) 332-5057
Fax: (203) 332-8558

Email: continuing-ed@housatonic.edu
Website: www.Housatonic.edu/ce
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- **ALLIED HEALTH**
- **CPC Certified Professional Coder**
- **Ophthalmic Assistant Certification**
- **Sterile Processing Technician**
- **ESL**
- **BUSINESS**
- **ART**

HHC Office of Continuing & Professional Education  900 Lafayette Boulevard, Bridgeport, CT 06604  Beacon Hall Room 116  203.332.5057
<table>
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<tr>
<th>CRN</th>
<th>Course Title</th>
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<th>Dates</th>
<th>Times</th>
<th>Location</th>
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**HEALTH, FITNESS, AND RECREATION**

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**HOSPITALITY**

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**INFORMATION TECHNOLOGY/COMPUTERS**

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<td>8:00am - 5:00pm</td>
<td>BH 136</td>
<td>$129</td>
</tr>
</tbody>
</table>

* Eligible for Transportation U-Pass Program

---

Housatonic Community College  
Continuing & Professional Education  
900 Lafayette Boulevard  
Bridgeport, CT 06604  
Beacon Hall, Room 116  
Call Us: (203) 332-5057  
Fax: (203) 332-8558  
Email: continuing-ed@housatonic.edu  
Website: www.Housatonic.edu/ce
Certified Nurse Aide (CNA) - New

The Certified Nurse Aide program prepares students to work in long-term care facilities, hospitals, and private duty. The program consists of 120 hours of classroom theory, hands-on skills in laboratory setting, CPR certification and beneficial clinical experiences in an extended care facility. The students will learn to deliver all aspects of personal care to patients. After successfully completing the nurse aide program, graduates will be eligible to take the State of Connecticut Certified Nurse (Aide) Exam.

After earning the Nurse Aide Certification, students are eligible to continue their training in the Patient Care Technician Certificate program by learning additional skills in acute/hospital patient care, basic phlebotomy and electrograms.

Contact Continuing & Professional Education for more information.

Community Health Worker (CHW)

A Community Health Worker (CHW) is a frontline public health worker who has a close understanding of the community he or she serves. CHWs help individuals, families, groups, and communities develop access to resources, including health insurance, food, housing, and quality care. The program consists of 120 hours of lecture, an 8-hour Mental Health First Aid Certification (MHFA) training, along with a required internship experience. The program will prepare student to perform a wide range of activities to increase the community’s health knowledge and self-sufficiency, including outreach, community education, informal counseling, social support, and advocacy. Students will also learn how to make home visits to chronically ill patients, pregnant women and nursing mothers, individuals at high risk of health problems, and the elderly. Tuition includes textbook.

Emergency Medical Technician (EMT)

The EMT program is a State of CT OEMS and National Registered approved course. This course covers CPR, AED, basic life support skills, medical legal issues, medical, pediatric and respiratory emergencies, and patient assessment. EMS and ambulance operations, as well as disaster management, trauma, extrication, hazardous materials, mass casualty incidents, and proper documentation, including HIPAA components are also covered. After the successful completion of this course, students will be eligible to take both the National Registry practical skills exam and the written exam, which combined, will result in a State of Connecticut EMT certification for passing scores.

<table>
<thead>
<tr>
<th>CRN: 2159</th>
<th>2/26/2020 – 5/13/2020</th>
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</thead>
<tbody>
<tr>
<td>Mondays, Wednesdays &amp; Sats* 3/7, 3/14, 4/4, 4/18, 5/9</td>
<td>6:00 PM – 10:00 PM</td>
</tr>
<tr>
<td>Room: BH 221</td>
<td>Sats – 8:00AM – 4:00PM</td>
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<tr>
<td>Instructor: Aimee Roberts (AMR)</td>
<td></td>
</tr>
<tr>
<td>Tuition: $1,105</td>
<td>Certifications: EMT</td>
</tr>
<tr>
<td>Textbooks: Included In Tuition</td>
<td>Additional Fees: Exam</td>
</tr>
<tr>
<td>Funding Assistance: SNAP E&amp;T, Health CareerRx Academy</td>
<td>Prerequisites: High School Diploma/GED</td>
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</tbody>
</table>

Course will include field observation with ambulance personnel. Tuition includes textbook.

*SNAP E&T = Supplemental Nutritional Assistance Employment and Training Program
**CPC Certified Professional Coder**

A Certified Professional Coder translates a healthcare provider’s analysis and procedural phrases into codes, or alpha numeric designations. It is necessary for CPC’s to understand the health records and their content in order to conduct proper research and provide the correct coding.

With five required courses, individuals will become Certified Professional Coders. Students will learn medical language, terminology, and abbreviations, the basics of biology and anatomy, and the overall guidelines for coding.

The program also includes a review for the CPC exam, an Advanced Coding workshop, and a mock CPC exam. Students are eligible to take the American Academy of Professional Coders (AAPC) exam after completion of the Medical Coding courses.

**Program Course Sequence:**
- Medical Terminology – Online
- Human Anatomy & Biology
- ICD-10 Diagnosis Coding & HCPCS
- Medical Coding CPT
- CPC Exam Review

**Medical Terminology – Online**

Students will learn the medical language, terminology, and abbreviations used by physicians. An overview of diseases of the human body includes discussion of possible causes and cures. All students must have their own home personal computer with internet access. *Textbook not included.*

*Parallel: Human Anatomy and Biology*

**ICD-10 Diagnosis Coding & HCPCS**

This course emphasizes the basic transformation of verbal descriptions of diseases, injuries, and procedures into numeric designations (coding) by the provider rendering medical care. Today medical codes are utilized to facilitate payment of health services to evaluate utilization patterns and to study the appropriateness of health care costs. To be fairly and adequately reimbursed in a timely fashion by third party payers, physicians and their reimbursement specialists must understand and correctly use these codes.

Upon successful completion of this course students will understand and list the purpose of the ICD10-CM and HCPCS, apply coding conventions when assigning codes, identify characteristics of Vol. 1 & 2. Students will also gain further knowledge and understanding of coding as it applies to all body systems. *Textbooks not included.*

*Prerequisite: Medical Terminology & Human Anatomy and Biology*

**Human Anatomy & Biology**

Throughout this course, students will be presented with a general survey of the anatomy and physiology of 10 human body organ systems including skeletal, cardiovascular, respiratory, nervous, digestion, and reproduction. In addition, there will be an overview of selected associated human diseases including discussion of the biology of cancer. *Textbooks not included*

*Parallel: Medical Terminology*

**CRN: 2163**

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<tr>
<td>Mondays &amp; Wednesdays</td>
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<tr>
<td>Room: BH 136</td>
</tr>
<tr>
<td>Tuition: $195</td>
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<tr>
<td>Textbooks: Not Included</td>
</tr>
<tr>
<td>Funding Assistance: WIOA, SNAP E&amp;T, Health Carenx Academy</td>
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<tr>
<td>Prerequisites: High School Diploma/GED</td>
</tr>
<tr>
<td>Instructor: Arian Pagan</td>
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<tr>
<td>Certificate of Completion</td>
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</table>

**ICD-10 Diagnosis Coding & HCPCS**

This course emphasizes the basic transformation of verbal descriptions of diseases, injuries, and procedures into numeric designations (coding) by the provider rendering medical care. Today medical codes are utilized to facilitate payment of health services to evaluate utilization patterns and to study the appropriateness of health care costs. To be fairly and adequately reimbursed in a timely fashion by third party payers, physicians and their reimbursement specialists must understand and correctly use these codes.

Upon successful completion of this course students will understand and list the purpose of the ICD10-CM and HCPCS, apply coding conventions when assigning codes, identify characteristics of Vol. 1 & 2. Students will also gain further knowledge and understanding of coding as it applies to all body systems. *Textbooks not included.*

*Prerequisite: Medical Terminology & Human Anatomy and Biology*

**CRN: 2164**

<table>
<thead>
<tr>
<th>3/24/2020 – 4/30/2020</th>
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<td>Tuesdays &amp; Thursdays</td>
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<tr>
<td>Room: LH - B246</td>
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<tr>
<td>Tuition: $495</td>
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<td>Textbooks: Not Included</td>
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<tr>
<td>Funding Assistance: *WIOA, *SNAP E&amp;T, Health Carenx Academy</td>
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<tr>
<td>Prerequisites: High School Diploma/GED</td>
</tr>
<tr>
<td>Instructor: Erica Murphy</td>
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<tr>
<td>Certificate of Completion</td>
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</tbody>
</table>
Medical Coding CPT

Medical coding is the use of procedure codes that relate to what the physician does or when he sees a patient. Coding is done by hospitals, physicians, dentist, nursing homes, insurance carriers, government and many more areas. The codes are used to “paint the picture of what is being done” this is used on claims forms to be sent to the insurance carriers so that payment can be made. This is Outpatient and Inpatient coding-----CPT is strictly outpatient coding, but is the major coding skill for most job positions. There are codes for each area or specialty that a physician is trained in, such as anesthesia codes, surgical, medicine specialties, radiology, Durable Medical Equipment and pathology and visit codes. The student will learn the concept of assigning a code, purpose for using modifiers, how to support the proper CPT code with the ICD-10 codes and prep themselves for the CPC (Certified Professional Coders) Exam. Each CPT code allows a fee to be paid to the physician. The CPT book has guidelines for using each code which will also be learned. Knowing how to pick up details is important. Coding can be fun and rewarding. **Textbooks not included.**

*Prerequisite: ICD-10 Diagnosis Coding & HCPCS.

**CPC Exam Review**

- **Part 1: Operative reports (Advanced Coding)** – Students will use the advanced coding knowledge they have acquired to code Operative Reports, Emergency Department Reports, Discharge Summaries, Clinic and Office Chart Notes, Radiology Reports, and CT Scan Reports. Students will practice reading doctor’s notes and then apply a code. Local review policies will be reviewed to understand why a Dx code will support a procedure.

- **Part 2: CPC Exam Review** – A comprehensive review of medical terminology, abbreviations, anatomy, coding, and guidelines will be completed with understanding of application of guidelines for coding.

**Mock CPC Exam** – Mock CPC exams will be taken to improve understanding of guidelines and timing in preparation for the actual exam.

- **Part 3:** CPC Exam – Students with satisfactory completion of the Medical Coding course will be eligible to take the Certified Professional Coder (CPC) exam. This exam is required for those students who wish to become Certified Professional Coders. Students must score a passing rate of 71% or better. The exam fee is in addition to the course fee. The instructor will provide information for exam payment and membership. **Additional textbooks are not required.**

*Prerequisite: ICD-10 Diagnosis Coding & HCPCS and Medical Coding CPT

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<tr>
<td>Tuesdays &amp; Thursdays</td>
<td>6:00 PM – 9:30 PM</td>
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<tr>
<td>Room: LH - B246</td>
<td>Instructor: Erica Murphy</td>
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<td>Tuition: $525</td>
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<td>Textbooks: Not Included</td>
<td>Additional Fees: Textbooks</td>
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<td>Funding Assistance: WIOA, SNAP E&amp;T, Health Careerx Academy</td>
<td>Prerequisites: High School Diploma/GED</td>
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</table>

**Upon successful completion of all five (5) classes and National Exam**

**AAPC = American Association of Professional Coders**
Medical Billing & Reimbursement Specialist

Learn to increase revenue and apply compliance by guidelines. Certified Medical Reimbursement Specialists (CMRS) are skilled in facilitating the claims paying process from the time a service is rendered by a health care provider until the balance is paid. CMRS billers play a critical role in a health care provider’s daily business operations. Students will learn the responsibilities of departments within the insurance company, claims processing, how to interpret insurance contracts, how to calculate UCR and create fee schedules utilizing RBRVS, and how to process health claim forms. The student will learn to differentiate between basic comprehensive and major benefits, understanding benefits, eligibility, coverage, COBRA, contract provisions, investigate third party liability. The student will learn reasonable fees, to understand, create, and evaluate physician fee schedules, compliance, electronic data exchange, HIPPA, OIG, and billing guidelines. Major health insurance programs and government sponsored programs will be discussed with an emphasis on Federal and State plans: Medicare, Medicaid, and commercial carriers. Students will become familiar with insurance terminology. This course prepares students to take the CMRS certification exam, which is awarded by the Certifying Board of the American Medical Billing Association (AMBA). Textbooks included.

Medical Records Auditor - New

A medical records auditor audits, examines, verifies, adjusts, and corrects medical records and bills to ensure accuracy and consistency. They report discrepancies to personnel and ensure corrective action is taken in a timely manner. They audit physician billing practices against documentation in the medical record to ensure compliance with all federal, state, and third-party billing requirements, rules, and regulations. Medical records auditors go through medical records to make sure everything is in compliance and all the codes match up for billing purposes.

In this class students will learn to audit progress notes, hospital records, radiology notes, pharmacy records and nursing home records. Participants who successfully complete this course will be eligible to take the Certified Professional Medical Auditor (CPMA) exam through the American Association of Professional Coders (AAPC). The exam will be taken at HCC.

CRN: 2355
5/5/2020 – 6/11/2020
Tuesdays And Thursdays 5:30 PM – 9:00 PM
Room: LH - A217
Instructor: Linda Dixon
Tuition: $755
Textbooks: Included In Tuition
Funding Assistance: WIOA*
Prerequisites: High School Diploma/GED

CRN: 2352
1/28/2020 – 4/23/2020
No Class – 3/17, 3/19
Tuesdays & Thursdays 5:30 PM – 9:00 PM
Room: BH 221
Instructor: Linda Dixon
Tuition: $849
Textbooks: Not Included
Funding Assistance: Eligible for Scripps Textbooks Scholarship
Prerequisites: High School Diploma/GED
Carnegie STEM Excellence Pathway Training: Emerging Workshop
(Part 1 of 3)

SATURDAY JANUARY 11

9:00 am - 3:00 pm
Housatonic Community College
900 Lafayette Blvd.
Bridgeport, CT
Beacon Hall Event Center
CRN: 2378
Cost: $150 (Part 1)
All materials will be supplied, and lunch will be served.
Part 2 - Progressing Workshop, additional fees apply.

Focus areas in the workshop:
STEM Leadership, Curriculum Integration, Building Business/Community Partnerships, STEM Family Engagement, STEM Professional Development/Educator Training, STEM Career Awareness and more!

Goals of the STEM Emerging Workshop:
1. Create a common understanding of high-quality STEM education
2. Enable Pathway Partners to reflect on current conditions of STEM education in their schools/districts/organizations
3. Identify key Priority Areas for STEM improvement
4. Create an Action Plan and Implementation Plan using the Workbook and Online Pathway Tools
5. Participants will receive a certificate of completion.

The Emerging Workshop is intended for schools/districts and organization who have a focus in STEM and STEAM areas. The STEM Training is dedicated toward evaluating and improving current STEM education within your organization. Participants will be given time to work collaboratively within their STEM Leadership Teams for the purposes of creating an Action Plan and Implementation Plan to put into place at their educational institution. Participants will also gain access to the online tools provided by the Carnegie STEM Pathway. Successful participants will receive a certificate of completion.

For more details or to register contact:
RAvant@Housatonic.edu
Provide in the email subject line: STEM Pathway
Or, visit: www.Housatonic.edu/STEM
The Progressing Workshop is intended for Pathway Partners who have been consistently working for several months to implement the Action Plans created during the Emerging Workshop. Partner schools and/or districts will have the opportunity to collaborate with one another specifically in breakout sessions designed around common Action Plan goal areas. STEM Leadership Teams will review their progress toward completing their Action Plans and identify further support and resources that can be used to achieve their goals. The workshop is designed to be a 3-6-hour session. Cost is $150 (materials will be supplied). Food will be served.

Focus areas in the workshop:
STEM Leadership, Curriculum Integration, Building Business/Community Partnerships, STEM Family Engagement, STEM Professional Development/Educator Training, STEM Career Awareness and more!

Goals of the Progressing Workshop:
1. Review Action Plan goals of collaborating Pathway Partners
2. Share Best Practices through collaboration
3. Review of progress on Action Plans and Implementation Plans
4. Identify further support and resources

For more details or to register contact:
RAvant@Housatonic.edu
Provide in the email subject line: STEM Progressing
Or, visit: www.Housatonic.edu/STEM
Mental Health First Aid: EMS & Firefighters – New

The 8-hour Mental Health First Aid professional development course is taught to help EMS and Firefighters understand mental illnesses and substance use disorders.

The goals of mental health first aid for public safety include:

- Discussion of first responder culture, stigma and their relevance to the topic of mental health.
- Outreach tactics to respond to individuals experiencing a mental health crisis.
- Discussion of the specific risk factors faced by many first responders and their families.
- Review of common mental health resources for first responders, their families and those who support them.

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<tr>
<th>CRN: 4055</th>
<th>1/14/2020</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>8:00 AM – 4:00 PM</td>
</tr>
<tr>
<td>Room: BH 135</td>
<td>Instructor: Dawn M. Roy, LCSW</td>
</tr>
<tr>
<td>Tuition: $105</td>
<td>Certification of Completion</td>
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<tr>
<td>Textbooks: Included In Tuition</td>
<td>Additional Fees: None</td>
</tr>
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</table>

Mental Health First Aid: Law Enforcement, Correction Officers, and 911 Dispatch Staff – New

The 8-hour Mental Health First Aid professional development course is taught to help law enforcement, first responders, corrections officers, 911 dispatch staff, and other public safety professionals better understand mental illnesses and addictions. In addition, it provides training that helps to deescalate incidents so they can respond to mental health related calls appropriately without compromising safety.

The goals of mental health first aid for public safety include:

- Defuse crises
- Promote mental health literacy
- Combat stigma of mental illness
- Enable early intervention
- Connect people to care
- Most important, MHFA for public safety introduces first responders to a discussion around the mental health of their own and provides a safe zone in which to begin the conversation about accessing mental health services within their culture.

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<tr>
<td>Tuesday</td>
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<tr>
<td>Room: BH 135</td>
<td>Instructor: Dawn M. Roy, LCSW</td>
</tr>
<tr>
<td>Tuition: $105</td>
<td>Certification of Completion</td>
</tr>
<tr>
<td>Textbooks: Included In Tuition</td>
<td>Additional Fees: None</td>
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</table>

Ophthalamic Assistant Certification

Course sequence:

- Ophthalamic Assistant I - Fall
- Ophthalamic Assistant II - Spring

**Please call for application details (203) 332-5057 or visit http://www.housatonic.edu/continuing-professional-education/ophthalamic-program**

Ophthalamic Assistant II

This course is a continuation of the development of the knowledge and skills acquired in Ophthalamic Assistant I. Skills relevant to assist an ophthalmologist in the diagnosis and care of patients will be taught in context of the major disorders of the eye. Students will enhance their patient care, education, communication and use of equipment as they learn more details about disorders of the eye. Learning activities will include attending lectures; active learning with case histories; participating in hands-on learning; observing in an ophthalmology office and out of class assignments.

Tuition includes textbook.

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<tr>
<th>CRN: 2216</th>
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<tr>
<td>Mondays</td>
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</tr>
<tr>
<td>Room: LH - C278</td>
<td>Instructor: Dr. Scott Spector</td>
</tr>
<tr>
<td>Tuition: $950</td>
<td>Certifications: JCAHPO</td>
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<tr>
<td>Textbooks: Included In Tuition</td>
<td>Additional Fees: Not Applicable</td>
</tr>
<tr>
<td>Funding Assistance: Scholarships Available Upon Eligibility</td>
<td>Prerequisites: High School Diploma/GED</td>
</tr>
</tbody>
</table>

Patient Care Technician (PCT)

The Patient Care Technician program prepares students to function as a multi-skilled health care provider, gaining skills to perform routine patient care treatments including simple lab tests, EKG’s, simple dressing changes, and phlebotomy. This 154-hour program prepares students to work in care facilities, hospitals, and private settings. This program is taught with a combination of lecture, hands-on practical lab exercises, and real-world clinical experience conducted off-campus at an actual medical facility. The student will receive education on standard and universal health care precautions, therapeutic communication techniques, English and math skills, customer service, patient care delivery systems, current technology usage, Physical and Occupational Therapy safety.

Program Requirements: Current Connecticut CNA license and CPR certification

Students must be able to pass a background check including criminal records, and be capable of meeting physical exam and related requirements to successfully complete the program. Tuition includes textbook.
Pharmacy Technician

This course is a pre-certification course to prepare students for the official Pharmacy Technician Certification exam. This comprehensive, 84-hour course will prepare students for an entry level position in a community pharmacy, hospital, or long term care setting. During this course, students will receive an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Tuition includes textbook/workbook.

Prerequisites: Basic Math and Algebra is required to be able to perform pharmaceutical calculations for this course.

Exam: The exam cost is included in the course fee. For information about the exam, visit: www.ptcb.org You will need a GED or high school diploma to be eligible for the exam. Any person convicted of a felony is not permitted to sit for the exam.

Sterile Processing Technician

The Sterile Processing Technician is a vital member of the healthcare team contributing to the delivery of safe patient care by ensuring that all instruments and equipment are ready for patient use. Most often, the technician works in a centralized department at a medical institution. This program provides individuals with education in Sterile Processing using the guidelines established by the Certification Board of Sterile Processing and Distribution. The course is comprised of both clinical and classroom education for 60 hours over an 8-week period. Students will be eligible to sit for the Sterile Processing Technician certification examination following the successful completion of the course. Tuition includes textbook/workbook.

Program Requirements: In addition to academic requirements, students must meet non-academic essentials and technical standards in order to complete the program, to include: Must have the ability to lift and/or push 50 pounds or greater, must have full range of body motion and ability of extended reach for overhead shelving units. Other Considerations: Technicians are often required to stand and/or walk for extensive periods of time, physically demanding in high stress environment, frequent pushing and pulling of heavy objects, employment opportunities require the candidate to pass a criminal background check. Students must be able to pass a criminal background check.

Sterile Processing Review Course

The review course will provide Sterile Processing Technicians with information and hands-on lab exposure prior to taking the SPD exam through Certification Board for Sterile Processing and Distribution (CBSPD). The course is tailored to SP Technicians who have been working in the field or who have successfully completed the SPT program and are looking for additional training before taking the SPB exam to be Nationally Certified.
Admissions Requirements:
Successful completion of an approved Sterile Processing Course in the last five (5) years (2014-2019) OR Work experience as Sterile Processing Technician in past 2 years (Resume required)

TEAS Exam Prep
This course serves as a review for the materials covered in the TEAS Nursing Entrance Exam, commonly required for admission into Connecticut State Community College nursing programs. Subjects such as English, grammar and sentence structure, biology, chemistry, earth science, and mathematics will be covered for exam preparation. *Textbook and exam fee not included.*

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<tr>
<td>Room: LH - L208</td>
<td>Instructor: Stephanie Annicelli</td>
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<td>Tuition: $149</td>
<td>Certificate of Completion</td>
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<td>Textbooks: None</td>
<td>Additional Fees: Book/Workbook and Exam Fee</td>
</tr>
<tr>
<td>Funding Assistance: Health CareerRx Academy</td>
<td>Prerequisite: See Program Requirements Above</td>
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Articulated with AIPB
AIPB Certification

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<th>CRN: 2134</th>
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<tr>
<td>Room: TBD</td>
<td>Instructor: TBD</td>
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<td>Tuition: $100</td>
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<td>Funding Assistance: None</td>
<td>Prerequisites: Not Required</td>
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</table>

National Certified Bookkeeper – AIPB Certification

Course Sequence:
- Bookkeeping Practices
- Mastering Correcting and Adjusting Entries
- Mastering Depreciation and Payroll
- Mastering Inventory, Internal Controls & Fraud Prevention

Whether you have limited bookkeeping experience or several years under your belt, there’s always time to become certified. The Certified Bookkeeper (CB) designation, awarded by the American Institute of Professional Bookkeepers, demonstrates an individual’s skills and knowledge in all bookkeeping functions. This program prepares students for the six-part Certified Bookkeeping (CB) exam through the American Institute of Professional Bookkeepers. *Textbook not included.*

Bookkeeping Practices
Accounting is the “language of business,” and bookkeeping plays an essential role in the operation of every successful business. In this course, students learn the accounting concepts and practices that underlie all accounting systems, whether manual or software-based. They receive an introduction to the entire accounting cycle, from transactions analysis to preparation of journals, ledgers, trial balances and financial statements, including the Balance Sheet, Income Statement and Statement of Owner’s Equity. This course is often taken by business owners and managers, and is a prerequisite for students planning to take the Bookkeeping Certification courses. *Textbooks not included.*

Acrylic Painting for Seniors
An exploration of the particular attributes of acrylics. A full range of acrylic techniques will be explored from traditional procedures to contemporary experiments. The course is offered to the senior citizens.

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<tr>
<td>Mondays and Wednesdays</td>
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<tr>
<td>Room: 144</td>
<td>Instructor: Arian Pagan</td>
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<tr>
<td>Tuition: $199</td>
<td>Prep Course</td>
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<td>Additional Fees: Textbook and Exam</td>
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<th>1/13/2020 – 3/17/2020</th>
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<td>Mondays and Wednesdays</td>
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<tr>
<td>Room: BH 133</td>
<td>Instructor: Gina Palacio</td>
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<td>Tuition: $570</td>
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<td>Textbooks: Not Included</td>
<td>Additional Fees: Textbook and Exam Fee</td>
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<tr>
<td>Funding Assistance: WIOA, SNAP E&amp;T</td>
<td>Prerequisites: High School Diploma/GED</td>
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Mastering Correcting and Adjusting Entries
This course is part of the AIPB/Bookkeeping Certification. It covers everything students need to know for error corrections, bank reconciliation, accruals and deferrals.
QuickBooks

Through hands-on training, students learn how to create a QuickBooks company and chart of accounts to suit individual needs. They also become familiar with features that automate accounting functions, such as bank account reconciliations, invoicing customers, receiving payments, making deposits, writing checks, assigning expenses to specific accounts, setting up inventory, and paying sales tax.

No textbooks required.

CRN: 2135

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<tr>
<th>Tuesdays and Thursdays</th>
<th>5:30 PM – 8:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: BH 133</td>
<td>Instructor: Gina Palacio</td>
</tr>
<tr>
<td>Tuition: $485</td>
<td>Certifications: AIPB</td>
</tr>
<tr>
<td>Textbooks: Not Included</td>
<td>Additional Fees: Textbook and Exam Fee</td>
</tr>
<tr>
<td>Funding Assistance: WIOA, SNAP E&amp;T</td>
<td>Prerequisites: High School Diploma/GED</td>
</tr>
</tbody>
</table>

*Prerequisite: Bookkeeping Practices or on-the-job bookkeeping experience

Mastering Depreciation and Payroll

This course is part of the National Bookkeeping Certification. It covers everything students need to know about paying wages, withholding, depositing and reporting taxes, correct use of government forms, and depreciation on financial statements, straight line, GAAP, production method, etc.

CRN: 2136

<table>
<thead>
<tr>
<th>Tuesdays and Thursdays</th>
<th>5:30 PM – 8:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: BH 133</td>
<td>Instructor: Gina Palacio</td>
</tr>
<tr>
<td>Tuition: $550</td>
<td>Certifications: AIPB</td>
</tr>
<tr>
<td>Textbooks: Not Included</td>
<td>Additional Fees: Textbook and Exam Fee</td>
</tr>
<tr>
<td>Funding Assistance: WIOA, SNAP E&amp;T</td>
<td>Prerequisites: High School Diploma/GED</td>
</tr>
</tbody>
</table>

*Prerequisite: Bookkeeping Practices or on-the-job bookkeeping experience

Mastering Inventory, Internal Controls & Fraud Prevention

This course is part of the AIPB Bookkeeping Certification. It covers everything students need to know about accounting for inventory, inventory recordkeeping using the perpetual method, using the periodic method, and inventory cost.

CRN: 2137

<table>
<thead>
<tr>
<th>Tuesdays and Thursdays</th>
<th>5:30 PM – 8:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: BH 133</td>
<td>Instructor: Gina Palacio</td>
</tr>
<tr>
<td>Tuition: $415</td>
<td>Certifications: AIPB</td>
</tr>
<tr>
<td>Textbooks: Not Included</td>
<td>Additional Fees: Textbook and Exam Fee</td>
</tr>
<tr>
<td>Funding Assistance: WIOA, SNAP E&amp;T</td>
<td>Prerequisites: High School Diploma/GED</td>
</tr>
</tbody>
</table>

*Prerequisite: Bookkeeping Practices or on-the-job bookkeeping experience
Grant Writing

This course offers an overview of grant writing basics, including general guidelines, language, statement of need, cover letter, executive summary, evaluation, budget, etc. It will cover sample grants and discuss researching of funding opportunities. The course is recommended for individuals involved in grant procurement and grant preparation. 

No textbooks required.

Friday  9:00 AM – 3:30 PM
Room: BH 144  Instructor: Beverly Salzman
Tuition: $149  Certificate of Completion
Textbooks: Not Required  Additional Fees: Not applicable
Funding Assistance: Not applicable  Prerequisites: Not Applicable

Real Estate Principles & Practices

Learn what it’s like to be a real estate sales agent and even become one yourself! This course prepares individuals for the real estate licensing exam to become licensed and certified real estate sales agents. Here you will need to complete the mandatory 60 hours of class sessions and pass the final classroom exam with a 70 or better to be eligible for the state real estate license exam. By passing this course, you will meet the minimum educational requirements of the Connecticut Real Estate Commission. 

Textbooks not included.

CRN: 2351  5/21/2020 – 5/21/2020
Thursday  9:30 AM – 3:30 PM
Room: BH 145  Instructor: Beverly Salzman
Tuition: $149  Certificate of Completion
Textbooks: Not Required  Additional Fees: Not applicable
Funding Assistance: Not applicable  Prerequisites: Not applicable

ENGLISH AS A SECOND LANGUAGE

ESL Level 10

Listening and Speaking – Listen for main ideas and take notes; understand key vocabulary; listen for details and recognize examples; agree and disagree; make suggestions; link words; and organize information to explain and present.

Reading and Writing – Develop nouns, verbs, and adjectives; work out meaning and recognize main ideas and read for details; organize sentences into paragraph and support sentences by giving examples.

CRN: 2151  2/10/2020 – 5/11/2020
Mondays and Wednesdays  6:30 PM – 9:00 PM
Room: BH – 131/320  Instructor: Angel Alcantara
Tuition: $260  Certificate of Completion
Textbooks: Included In Tuition  Additional Fees: None

ESL Level 20

Listening and Speaking – Listen to language text for main ideas, opinions, organization and details. Understand key vocabulary for explanations and taking notes. Use knowledge to identify cause and effect. Organize information to introduce examples and express general beliefs in brief presentation.

Reading and Writing – Read for main ideas and details; express through use of visuals; combine sentences; identify and evaluate problems and solutions; write summaries and personal response. 

Tuition includes the textbook.

Mondays and Wednesdays  6:30 PM – 9:00 PM
Room: BH – 140/360  Instructor: Joan Neves
Tuition: $260  Certificate of Completion
Textbooks: Included In Tuition  Additional Fees: None

ESL Level 30

Listening and Speaking – Create student interest with visuals and serves as a prompt for key vocabulary. Listening is based on conversations where students relate vocabulary to meaning and written forms of new theme related vocabulary. Practice language in communicative activities, either orally with a partner or individually in a writing activity.

Reading and Writing – Develop reading skills that expands vocabulary. Read exercises that are designed to activate prior knowledge and checks comprehension. Use picture
dictionary that includes a word bank to identify and recognize word families; select definitions based on context; practice writing within context of reading; follow a model that presents punctuation or paragraph organization when writing. **Tuition includes the textbook.**

### ESL Level 40

**Listening and Speaking** – Create student interest with visuals and serves as a prompt for key vocabulary. Listening is based on conversations where students relate vocabulary to meaning and written forms of new theme related vocabulary. Practice language in communicative activities, either orally with a partner or individually in a writing activity.

**Reading and Writing** – Develop reading skills that expands vocabulary. Read exercises that are designed to activate prior knowledge and checks comprehension. Use picture dictionary that includes a word bank to identify and recognize word families; select definitions based on context; practice writing within context of reading; follow a model that presents punctuation or paragraph organization when writing. **Tuition includes the textbook.**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Tuesdays &amp; Thursdays</td>
<td>6:30 PM – 9:00 PM</td>
</tr>
<tr>
<td>Room: BH – 145/320</td>
<td>Instructor: Stacey-Ann Bennett</td>
</tr>
<tr>
<td>Tuition: $260</td>
<td>Certificate of Completion</td>
</tr>
<tr>
<td>Textbooks: Included In Tuition</td>
<td>Additional Fees: None</td>
</tr>
</tbody>
</table>

### ESL Conversation Circles

This program engages students in familiar and unfamiliar topics and situations using their acquired English speaking skills to participate in conversations. This is an Instructor led program in which students gain valuable practice and real-world experience in various English language activities and exercises.

<table>
<thead>
<tr>
<th>CRN: 2356</th>
<th>2/22/2020 – 4/25/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturdays</td>
<td>9:00 AM – 11:00 AM</td>
</tr>
<tr>
<td>Room: BH – 133</td>
<td>Instructor: Matthew Hurlburt</td>
</tr>
<tr>
<td>Tuition: $189</td>
<td>Certificate of Completion</td>
</tr>
<tr>
<td>Textbooks: Not Required</td>
<td>Additional Fees: None</td>
</tr>
</tbody>
</table>

### BLENDED COURSE OFFERINGS:

**ENGLISH AS A SECOND LANGUAGE**

### Grammar I

An intensive language course for high-beginner and low-intermediate, non-native students who want to develop competency in the use of basic grammatical structures in everyday situations. The course provides students the opportunity to learn these structures through daily reading and language analysis exercises, speaking and writing practice.

### Combined Skills II

A high beginner-level language course for non-native students who need to develop confidence and fluency in speaking and writing practical English for everyday use. Includes listening comprehension and speaking skills, general vocabulary, basic grammar, and simple reading and writing practice. Two hours of laboratory/tutorial practice required per week.

### Combined Skills III

An academically-oriented language course for non-native students who have a simple knowledge of spoken and written English. Emphasizes intensive general academic vocabulary development, extensive reading and listening comprehension, major aspects of sentence structure and grammar, and speaking and writing improvement using linguistically controlled materials. Two hours of laboratory/tutorial practice required per week.

### Combined Skills IV

Helps intermediate level ESL students improve their reading and writing skills and provides practice in listening and speaking. Reading assignments stress comprehension and vocabulary building. Writing skills focus on developing basic sentence structure and simple paragraphs. Students listen to taped lectures, practice dictation and note-taking, and participate in structured group discussions. All activities focus on expanding knowledge of English and developing fluency in all skills. Two hours of laboratory/tutorial practice required per week.

### Combined Skills V

An advanced language course for non-native students who have developed basic fluency in written and spoken English and who wish to further improve their language skills for academic or career purposes. Emphasizes intensive academic vocabulary development, extensive reading practice using short and long selections of general interest from academic subjects and literary works, individual pronunciation and oral presentations. Elements of effective writing, including problems in advanced syntax and sentence structure, are applied in short essays and longer writings such as autobiographies and book reports. Two hours of laboratory/tutorial practice required per week.

For more information, contact: Anna C. Cruz-203.332.5214
Personal Trainer National Certification

Two Nationally Certified Personal Trainer Certifications for 1 Price! Whether for a career move or for personal knowledge, get all the information needed to become a Certified Personal Trainer. This course is a great way to prepare to be a successful nationally Certified Personal Trainer. The collegiate course is for candidates wanting in-depth instruction and hands-on experience with a top veteran instructor to master the career skills & knowledge to be a successful trainer. The course consists of 16 hours of lecture with key topics that include biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. Students will also be provided with 16 hours of hands-on practical training labs with role playing drills on exercises, presentation skills, etc. to professionally master the position.

Level 1 – Nationally Certified Personal Trainer: Successfully complete the written and practical exams. CPR/AED required. Tuition includes textbook.

Level 2 - Nationally Certified Personal Trainer: Successfully complete your Level 1 exams followed by a 30-hour internship that will help connect to local employers. **Tuition includes textbook.**

Safe Boating / PWC Certification (Offered in Spring Semesters ONLY)

Become certified to operate a recreational vessel with this complete and basic, safe boating certification course. Successful completion will allow the student to obtain a Connecticut Certificate of Personal Watercraft Operation, which enables them to operate recreational vessels up to 65 feet in length, including Jet Skis. THIS COURSE IS APPROVED BY THE STATE, NASBLA, AND RECOGNIZED BY THE US COAST GUARD. An easy to understand classroom format is designed for students ages 10 and over.

Our state certified instructors have many years of experience and are ready to make learning both fun and easy! Topics include: Choosing the right boat, equipment requirements, state boating laws, safety regulations, navigation rules, buoy systems, tailoring, safe fueling, weather, accident prevention, special topics, and much more! All students receive an official diploma and state certificate application upon successful completion of the course. No textbooks required.

**HEALTH, FITNESS, AND RECREATION**
HOSPITALITY

S.M.A.R.T. Professional Bartending Certification

Learn how to shake, stir, strain, and pour! Learn how to make special shots, highball drinks, cocktails, and tropical drinks. In addition to mixing drinks, this professional Bartending course also includes the Servers and Managers Alcohol Responsibility Training certification (S.M.A.R.T.) (State and National SMART Certification) recognized by the Connecticut Department of Liquor Control and police departments. Upon successful completion of the course, students will be qualified to work in any environment that serves liquor, including restaurants, clubs, hotels, and catering companies. Students will receive both a certificate of completion and the SMART certification. Prerequisite: Must be 18 years of age and provide a license or picture ID with date of birth. No textbooks required.

CRN: 2149  2/22/2020 – 2/29/2020

<table>
<thead>
<tr>
<th>Saturdays</th>
<th>8:00 AM – 4:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: BH 119</td>
<td>Instructor: Paul Rich</td>
</tr>
<tr>
<td>Tuition: $295</td>
<td>Certifications: S.M.A.R.T.</td>
</tr>
<tr>
<td>Textbooks: Not Required</td>
<td>Additional Fees: None</td>
</tr>
</tbody>
</table>

ServSafe® Food Handler

This class will train you in the principles of food safety. Administered by the National Restaurant Association, the ServSafe® training course teaches responsible food service measures and regulatory requirements to prepare the student to become certified and meet any food handler training need. Food handler topics covered include: basic food safety, cleaning and sanitation, personal hygiene, cross contamination, allergens, and time and temperature. Alcohol training topics include regulations and responsibilities, intoxication evaluation, difficult customers and checking identification. Passing Grade: Students must achieve at least a grade of 75% to receive the ServSafe® Food Handler Certificate of Achievement.

CRN: 2345  4/14/2020 – 4/16/2020

<table>
<thead>
<tr>
<th>Tuesdays &amp; Thursdays</th>
<th>11:00 AM – 3:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: LH - L307</td>
<td>Instructor: Raquel Rivera-Pablo</td>
</tr>
<tr>
<td>Tuition: $250</td>
<td>Certifications: ServSafe®</td>
</tr>
<tr>
<td>Textbooks: Included In Tuition</td>
<td>Additional Fees: None</td>
</tr>
<tr>
<td>Funding Assistance: WIOA*</td>
<td>Prerequisites: Not Applicable</td>
</tr>
</tbody>
</table>

ServSafe® Food Safety Manager

The ServeSafe program helps prepare you for the ServeSafe Food Protection Manager Certification exam. Training covers these concepts:

- The Importance of Food Safety
- Good Personal Hygiene
- Time and Temperature Control
- Preventing Cross-Contamination
- Cleaning and sterilizing
- Safe Food Preparation
- Receiving and Storing Food
- Methods of Thawing; Cooking; Coding; and Reheating Food
- Hazard Analysis and Critical Control Points (HACCP)
- Food Safety Regulations and more!

CRN: 2346  4/21/2020 – 5/7/2020

<table>
<thead>
<tr>
<th>Tuesdays &amp; Thursdays</th>
<th>11:00 AM – 3:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room: LH - L307</td>
<td>Instructor: Raquel Rivera-Pablo</td>
</tr>
<tr>
<td>Tuition: $300</td>
<td>Certifications: ServSafe®</td>
</tr>
<tr>
<td>Textbooks: Included In Tuition</td>
<td>Additional Fees: None</td>
</tr>
<tr>
<td>Funding Assistance: WIOA*</td>
<td>Prerequisites: Not Applicable</td>
</tr>
</tbody>
</table>

INFORMATION TECHNOLOGY

CompTIA A+ Certification Preparation

The CompTIA A+ certification is the starting point for a career in IT. This course prepares students for the industry-recognized certification and covers all topics related to the CompTIA A+ 220-1001 and 220-1002 exams, including the maintenance of PCs, mobile devices, laptops, operating systems, and printers.

Students will obtain the knowledge required to assemble components based on customer requirements, install, configure and maintain devices, PCs and software for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills.

Candidates will be able to provide appropriate customer support; understand the basics of virtualization, desktop imaging, and deployment. **Tuition includes CompTIA exam vouchers, LabSim simulation product, and computer repair kit.**
CompTIA Network+ Certification Preparation

The CompTIA Network+ certification is the sign of a qualified networking professional. This course prepares students for the industry-recognized certification and covers all topics related to the CompTIA Network+ N10-007 exam, including network communication using the OSI model, network technologies, installation and configuration, media and topologies, management, and security. After completing this course, the student will understand the principles and concepts underlying computer networking. Tuition includes textbook.

**Tuition includes CompTIA exam voucher and LabSim simulation product. Recommended experience: CompTIA A+ Certification**

**Microsoft Office - Beginner**

Make your technology skills current with the 2016 version of MS Word, Excel and PowerPoint. Even if you are using an earlier version of MS Office or using a Mac, this class is helpful. Students will learn the basics of folders and file management. In Word, you’ll create a resume, business letters, reports, and more. Students will learn spelling and grammar checking, fonts, setting margins and tabs, using bullets and numbering, and searching for and replacing text. In PowerPoint you will learn how to create professional presentations that incorporate text, graphics, charts, and tables. In Excel, discover the fundamentals of working with spreadsheets, create formulas; select cells and ranges; change column widths and row heights; insert and delete rows and columns; format numbers; copy and move data, use the fill-handle and print worksheets. Students will be provided with handouts. Bring a flash drive to class.

Microsoft Word & Excel - Intermediate

For those already familiar with the basics of Excel, this course will teach you to enhance charts and worksheets, exchange data with other programs, and share Excel files. It will also give you an opportunity to work with some more advanced features of Excel, including using templates, sorting and filtering, importing and exporting, using advanced formulas and analysis tools, and collaborating. Previous experience with Windows and MS Excel is required. Students must provide their own storage device (flash drive). No textbook required.
CNC Precision Machine Level 1
This training specializes in enhancing manufacturing workforce employees with varied experience in precision machining. The program is designed to fast track the improvement of critical knowledge and skills required in modern manufacturing. The curriculum is divided into three levels which build upon each other. The program will simultaneously train students in level 1 in shop math, print reading, GD&T, machining principles, CNC programming, machine setup, precision measurement and Lean manufacturing concepts. The unique approach of the program design is to offer a training environment that mimics an actual manufacturing floor thus increasing an employee’s knowledge, experience and confidence. Upon registering for the class, each student will be tested to determine their knowledge and will be assigned to the appropriate level.

CNC Precision Machine Level 2 & 3
Level 2 and 3 training specializes in the use of advanced technologies in precision manufacturing common to aerospace, medical and tooling industries. The program will train students who have surpassed the knowledge and skills of levels 1. The curriculum includes interpreting complex engineering assembly drawings, solids, introduction of CMM’s with PC Dimas Software, advanced CNC programming utilizing sub-programming techniques, 3+2 programming and live tooling, and 4 & 5 axis MasterCam 2020, 2D, 3D & Lathe software programming and advanced lean manufacturing concepts related to machining.

Coordinate Measuring Machine
A coordinate measuring machine (CMM) is a device that measures the geometry of physical objects by measuring discrete points on the surface of the object with a probe. Various types of probes are used in CMMs, including physical, optical, laser, and white light. PC-DMIS is the CAD enabled software which drives the CMM. PC-DMIS gives users the tools they need to measure any kind of geometry on any kind of part using a wide range of measurement techniques. Students will learn the basic operation of the CMM, the operator interface. Programming techniques will include programming with and without electronic files. Textbooks included in tuition.

Introduction to Precision Machining Processes - New
This NEW program is a unique and intensive training experience that improves a manufacturing employee’s effectiveness on the shop floor. The program works simultaneously in multiple content areas in an all-in-one model. Incumbent manufacturing employees will experience an actual production machining environment that culminates in a finished multi-component product. The program will increase knowledge & skills in: Basic Machining Operations on Manual Machines; Manual Milling; Manual Turning; Hole Making Processes; Precision Grinding; Cutting Tool Basics; Interpretation of Engineering Drawings; Precision Inspection; and Shop Mathematics.
Introduction to Solidworks

In this course you will learn the fundamental tools and concepts for the SOLIDWORKS engineering and design software. SOLIDWORKS is one of the largest computer aided design (CAD) software globally used across numerous industries including manufacturing, automotive, aerospace, defense, medical devices, robotics & automation, consumer products, construction, and many more! This course will run through the core concepts and tools available within SOLIDWORKS to help you design and build any parts, drawings, and assemblies.

Course Objectives:

- Ability to accurately sketch and apply constraints of mechanical parts using Solidworks
- Ability to create basic 3D models including common features using Solidworks
- Ability to apply basic dimensioning practices based on ASME / ANSI standards.
- Ability to create basic “Working Detail” drawings.
- Ability to insert and mate individual parts into an Assembly using Solidworks

PUBLIC SAFETY

Security Officer ID Card Training

This course is the required official State of CT course that applicants for a security guard identification card must complete. The course is taught by an approved instructor by the state and covers such topics as Criminal Justice, Basic First Aid, Use of Force, and other related subjects relevant to security. Students are NOT certified in First Aid or CPR. The total course length is 8 hours and an exam is administered that students must pass. Adequate time for review and questions will be provided. The class is primarily lecture based with time for breaks.

Additional fees and requirements apply at the time of submitting your application to the State. These fees and other items will be discussed in class by the instructor and are NOT due during the class. Students will also have the opportunity to be fingerprinted in class if they wish to do so. Fingerprinting is included in the program at no additional charge. Reference materials will be provided and students should bring note taking materials such as pen and paper.

CRN: 2353 1/25/2020 – 1/25/2020
Saturdays 8:00 AM – 5:00 PM
Room: L136  Instrucor: Mark Basil
Tuition: $129 Certifications: Security Officer
Textbooks: Not required Additional Fees: State Application fee
Funding Assistance: WIOA, Prerequisites: High School Diploma/GED

Saturdays 8:00 AM – 5:00 PM
Room: L136  Instructor: Mark Basil
Tuition: $129 Certifications: Security Officer
Textbooks: Not required Additional Fees: State Application fee
Funding Assistance: WIOA, Prerequisites: High School Diploma/GED
HOW TO REGISTER

By Phone
Call us during office hours with credit card information to complete registration: (203) 332-5057

By Mail
Mail your registration form along with check or credit card information to:

Housatonic Community College
Continuing & Professional Education
Beacon Hall 116
900 Lafayette Boulevard
Bridgeport, CT 06604

By Fax
Fax your registration form along with credit card information to: (203) 332-8558

In-Person
Drop off your registration to Continuing and Professional Education (Beacon Hall, 116) or Registrar (Lafayette Hall, L113).

STUDENT SUPPORT SERVICES

Continuing & Professional Education students have full access to all support services and resources available at Housatonic Community College, including career counseling, advising, academic support centers, the library, media services, the wellness center and much more.

WIOA
Workforce Innovation and Opportunity Act (WIOA) scholarships are available to adults and dislocated workers who meet income and other guidelines, and who need training to be competitive in today’s workplace. To find out if you qualify, please contact American Job Center (formerly CTWorks) at (203) 333-5129, or visit www.AJCSWCT.COM.

Supplemental Nutritional Assistance Program (SNAP)
Please contact Loretta Lloyd-Ebron at (203) 332-5145 LLloyd-Ebron@housatonic.edu for more information.

The WorkPlace’s Health CareeRx Academy
The Southwestern Connecticut Health CareeRx Academy provides no cost training and support to help participants get a career in the growing healthcare field. To see if you qualify, please contact The WorkPlace at (203) 930-1637, or visit www.workplace.org.

WITHDRAWAL POLICY

Students must contact the Continuing & Professional Education Office or submit a written withdrawal before the start of the first class. Courses that a student drops will be removed from the student’s schedule and will not appear on his/her transcript.

REFUND POLICY (NON-CREDIT COURSES)

A student who withdraws by the last business day before the first class meeting is entitled to a full refund.

No refund will be made after the first class meeting of the course except in the case of serious illness or other extenuating circumstances, at the discretion of Housatonic Community College administration.

Requests must be made by Friday for courses starting Saturday-Monday.

If a non-credit class is cancelled, a full refund will be made.

STATEMENT OF NON-DISCRIMINATION

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.
Check appropriate boxes 1 through 7.

1. Citizenship Status:
   - U.S. Citizen
   - Not a U.S. Citizen
   - Permanent Resident

2. Gender:
   - Male
   - Female

3. Please indicate the race(s) you consider yourself to be:
   - White
   - African American
   - American Indian/Alaska Native
   - Native Hawaiian/other Pacific Islander
   - Other Race: (please print)
   - Choose not to respond (none)

4. Ethnicity:
   - Hispanic/Latino
   - Non-Hispanic/Latino
   - Choose not to respond (none)

5. Have you previously taken any courses at a CT community college?
   - Yes
   - No

6. Do you have a High School Diploma or GED?
   - Yes
   - No

7. How did you hear about us?
   - Newspaper/Magazine Ad
   - Radio Ad
   - Facebook
   - Google
   - Other: (please print)

Please choose your payment method:

- I AM PAYING BY CREDIT CARD
  - Accepted if payment is made by mail, fax, phone, or in-person.
    - VISA
    - AMEX
    - MASTERCARD
    - DISCOVER
    - Card Number
    - Card Expiration Date
    - Signature

- I AM PAYING BY CHECK/MONEY ORDER
  - Accepted if payment is made by mail or in-person.
  - Check/Money Order # ___________________________
  - Amount enclosed: _____________________________

- I AM PAYING WITH CASH
  - Accepted if payment is made in-person only.
  - Note: Students must register in the Continuing and Professional Education Office (Beacon Hall Room 116) before bringing cash payments to the Bursar/Cashier in Lafayette Hall.

After completing the registration form, you may mail, fax or drop off the form at HCC’s Office of Continuing & Professional Education office 116 on the first floor in Beacon Hall. Further questions and inquiries call 203-332-5057.
HCC Continuing and Professional Education ESL REGISTRATION FORM

Housatonic Community College
Continuing Education
900 Lafayette Boulevard, BH-116,
Bridgeport, CT 06604
Fax: 203-332-8558
Questions Call: 203-332-5057

ESL Scholarships may be available to support students entering into any one (1) ESL course: Beginners, Level 10 - 40; Conversation Circles or ESL for families.

CONTINUING EDUCATION OFFICE USE ONLY
Processed By:      Date:

STEPS

1. Citizenship Status:
   - U.S. Citizen
   - Not a U.S. Citizen
   - Permanent Resident

2. Gender:
   - Male
   - Female

3. Please indicate the race(s) you consider yourself to be:
   - White
   - African American
   - American Indian/Alaska Native
   - Asian
   - Native Hawaiian/other Pacific Islander
   - Other Race: ____________________________
   - Choose not to respond

4. Ethnicity:
   - Hispanic/Latino
   - Non-Hispanic/Latino
   - Choose not to respond (none)

5. Have you previously taken any courses at a CT community college?
   - Yes
   - No

6. Do you have a High School Diploma or GED?
   - Yes
   - No

7. How did you hear about us?
   - Newspaper/Magazine Ad
   - Radio Ad
   - Facebook
   - Google
   - Other: ____________________________

Check appropriate boxes 1 through 7.

CRN# START DATE: FEES:

NOTE: NOT ALL CLASS PRICES INCLUDE BOOKS

(COMPLETE PAYMENT METHOD BELOW) TOTAL DUE:

Please choose your payment method:

- I AM PAYING BY CREDIT CARD
  - Accepted if payment is made by mail, fax, phone, or in-person.
  - Select which card you are using.
  - VISA, AMEX, MASTERCARD, DISCOVER
  - Card Number
  - Card Expiration Date
  - Signature ____________________________

- I AM PAYING BY CHECK/MONEY ORDER
  - Accepted if payment is made by mail or in-person.
  - Please make checks and money orders payable to Housatonic Community College.
  - Check/Money Order # ____________________________
  - Amount enclosed ____________________________

- I AM PAYING WITH CASH
  - Accepted if payment is made in-person only.
  - Note: Students must register in the Continuing and Professional Education Office (Beacon Hall Room 116) before bringing cash payments to the Bursar/Cashier in Lafayette Hall.

Office Use Only

- Stamps and Validation
- Scholarship approved: Y / N
- Amount: ____________________________
- Approved: ____________________________
  - Initials ____________________________

After completing the registration form, you may mail, fax or drop off the form at HCC’s Office of Continuing & Professional Education office 116 on the first floor in Beacon Hall. Further questions and inquiries call 203-332-5057

- Paying Out of Pocket
  - (No financial aid or assistance)

- Company/Employer Pay
  - (Company reimbursement / write-off)
**Getting to Housatonic**

**From Fairfield and points south:** Connecticut Tpk., I-95 north to exit 27 (Lafayette Blvd., Downtown). At bottom of ramp, continue straight and take left onto Lafayette Blvd., going under I-95. Garage entrance is on your right about 1 1/2 blocks from underpass.

**From Milford, Stratford, and points north:** Connecticut Tpk., I-95 south to exit 27 (Lafayette Blvd.) Use right exit ramp onto Lafayette Blvd. Continue to garage on your right.

**From Trumbull, Huntington, Monroe, the Valley and points north:** Route 8-25 south to exit 2. From ramp go straight, bearing left to Lafayette Blvd. Continue past 2 lights. Entrance to garage is on left at the third traffic light.

**Or:** Take Rte. 8-25 south to exit 1. Left at bottom of ramp. At end of street, go left onto Lafayette Blvd. Entrance to garage is on right.
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