



**HOUSATONIC
COMMUNITY COLLEGE**
Continuing & Professional Education

Continuing and Professional Education

2019 NON-CREDIT CATALOG

#CommunityCollegeProud



 NAMED AMONG
TOP 150
COMMUNITY COLLEGES IN U.S.



TABLE OF CONTENTS

ALLIED HEALTHCARE

Community Health Worker.....	3
EMT (Emergency Medical Technician)	3
Medical Insurance and Reimbursement Specialist.....	3
Ophthalmic Assistant I.....	3
Ophthalmic Assistant II	3
NCTI-Springfield Paramedic Program.....	4
Certified Professional Coder.....	5
Medical Terminology-Online	5
Human Anatomy & Biology	5
ICD-10 Diagnosis Coding & HCPCS.....	5
Medical Coding CPT.....	5
CPC Exam Review.....	5
Patient Care Technician (PCT).....	6
Sterile Processing Technician.....	6
Pharmacy Technician Training Certificate.....	6
TEAS Exam Prep.....	6

BUSINESS

Microsoft Office Beginner.....	6
Microsoft Word & Excel Intermediate.....	6
National Certified Bookkeeper.....	7
NEW! Small Business Management.....	8
QuickBooks.....	8
Grant Writing.....	8
Real Estate Principles & Practices.....	8

ENGLISH as a SECOND LANGUAGE

ESL BEGINNERS 01.....	9
ESL LEVEL 10.....	9
ESL LEVEL 20.....	9
ESL LEVEL 30.....	9
ESL LEVEL 4.....	9
ESL for Families.....	9
ESL Conversational Circles - Conversational/Structure.....	9

HEALTH, FITNESS AND RECREATION

Personal Trainer National Certification.....	10
Safe Boating /PWC Certification.....	10

HOSPITALITY

S.M.A.R.T. Professional Bartending Certification.....	10
ServSafe Food Handler Training.....	10
ServSafe Food Safety Management Training.....	10

MANUFACTURING

CNC Machining Technology Level 1	10
CNC Precision Machining Level 2 & 3.....	11
Occupational Safety & Hazard Administration 30 Hour Programs.....	11
Mechatronics.....	11
Coordinate Measuring Machine.....	11
Introduction to Solidworks.....	11

INFORMATION TECHNOLOGY

CompTIA A + Certification Preparation	12
CompTIA Network + Certification Preparation.....	13
CompTIA Security + Certification Preparation.....	13

ALLIED HEALTHCARE

Community Health Worker

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 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. Fee includes the textbook.

EMT (Emergency Medical Technician)

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. Students will earn American Heart Association certifications for BLS-C, CPR and AED.

Course will include field observation with ambulance personnel.

Medical Insurance and 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, HIPAA, 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).

This course is recommended for students who have a CPC certification.



Ophthalmic Assistant

Sequence of Courses for Certification:

- ↳ Ophthalmic Assistant I
- ↳ Ophthalmic Assistant II
(*Prerequisite - Ophthalmic Assistant I)

Ophthalmic Assistant I

This first course prepares students for careers as ophthalmic assistants. The role and responsibilities of the ophthalmic assistant will be introduced. Students will develop entry-level knowledge and skills in office and administrative procedures; patient communication and education; ethical, legal and regulatory aspects of patient care; practices essential for patient and personal safety; medical terminology; basic general and ocular anatomy and physiology; ocular microbiology; ocular pharmacology; and introduction to major disorders of the eye; as well as use and maintenance of relevant clinical equipment, instruments and supplies. 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.

Ophthalmic Assistant II

This course is a continuation of the development of the knowledge and skills acquired in Ophthalmic 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.



New! NCTI-Springfield Paramedic Program Satellite Campus at Housatonic Community College

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Upon successful completion of this course, graduates are eligible to take the National Registry of EMT exam, the final step towards certification as a Paramedic.

The program consists of four components:

Term 1: Paramedic 101: Didactic (Scheduled for two eight-hour days per week)

Paramedic 101: Lab (Scheduled according to the Advanced Life Support (ALS) provider agency availability)

Term 2: Paramedic 102: Hospital Clinical (Scheduled according to hospital availability)

Term 3: Paramedic 103: Field Internship

Admission Qualifications: Applicants must be at least 18 years of age and possess a high school diploma or equivalent. Applicant must also hold Connecticut EMT or AEMT certification that is current and must have a current CPR card. Students who are accepted into the program must provide proof of successfully completing an approved anatomy and physiology course which fulfills this prerequisite. Prior experience as an EMT or AEMT with an ambulance or fire service provider is preferred, but not required.

Applicants are required to complete a pre-entrance assessment and interview. A background check, which includes a drug screen, is required prior to admission. The drug screen must be negative, regardless of prescriptions the candidate/student may possess. Some clinical sites may require an additional background check and drug screen prior to clinical assignment. NCTI accepts alternates per program, provided students have successfully completed the pre-entrance assessment and submitted a completed application packet.

Prerequisites:

- Applicant must be at least 18 years of age
- Applicant must possess a high school diploma or equivalent
- Applicant must possess a current American Heart Association Healthcare Provider card prior to the first day of class
- Applicant must possess health insurance
- Applicant must complete a background check to include drug screen
- Applicant must provide proof of required immunizations and/or titer
- Specific prerequisites may apply depending on the program selected
- Applicant must complete required TB testing prior to attending clinical or field internship rotations

**** Please call for application details (203) 332-5057**

Certified Professional Coder

Sequence of Courses for Certification:

- ↳ Medical Terminology (online)
- ↳ Human Anatomy and Biology
- ↳ ICD-10 Diagnosis Coding & HCPCS
**Prerequisite: Medical Terminology & Human Anatomy & Biology*
- ↳ Medical Coding CPT
**Prerequisite: ICD-10 Diagnosis Coding & HCPCS.*
- ↳ CPC Exam Review
**Prerequisite: ICD-10 Diagnosis Coding & HCPCS and Medical Coding CPT*

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. The textbook is required at an additional cost.

**Parallel: Orientation to Human Anatomy and Biology*

Human Anatomy & Biology

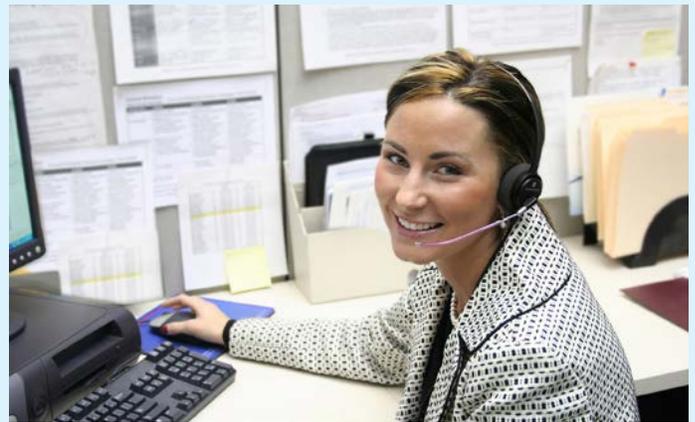
Throughout this course, students will be presented with a general survey of the anatomy and physiology of 10 human body organ systems including skeletal, cardiovascular, respiratory, nervous, digestion, and reproduction. In addition, there will be an overview of selected associated human diseases including discussion of the biology of cancer. The textbook is required at an additional cost.

**Parallel: Medical Terminology*

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. The textbook is required at an additional cost.

**Prerequisite: Medical Terminology & Human Anatomy and Biology*



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. The textbook is required at an additional cost.

**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.

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

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.

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 a 6-8 week period. Students will be eligible to sit for the Sterile Processing Technician certification examination following the successful completion of the course.

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.

Pharmacy Technician Training Certificate

This course is a pre-certification course to prepare students for the official Pharmacy Technician Certification exam. This comprehensive, 60-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.

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.

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 are not included.



BUSINESS

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).



National Certified Bookkeeper – AIPB Certification

Sequence of Courses for Certification:

- ↳ Bookkeeping Practices
- ↳ Mastering Correcting and Adjusting Entries
**Prerequisite: Bookkeeping Practices
(May waive with industry experience)*
- ↳ Mastering Depreciation and Payroll
**Prerequisite: Bookkeeping Practices
(May waive with industry experience)*
- ↳ Mastering Inventory, Internal Controls & Fraud Prevention
**Prerequisite: Bookkeeping Practices
(May waive with industry experience)*

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. Tuition does not include textbooks and exam fee.

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 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.

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, and accruals and deferrals.

**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, straightline, GAAP, production method, etc.

**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.

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



NEW! Small Business Management

This course is a general survey of operating a small business including: choosing a business structure; location; marketing and target audience; pricing strategies; capital financing; management; and cash flow analysis. Emphasis will be placed on the understanding of a Business Plan. A computer lab account or personal computer with internet access will be required.

**Textbooks: Additional Cost (depending on new, used, or rental) range between: \$197.50 (digital) and \$296.00 (new) hardcover.*

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.

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. If required, the textbook is an additional cost.

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.



English as a Second Language

ESL Beginners 01

Listening and Speaking – Students will learn to listen for main ideas and details; follow directions and understand key vocabulary; take notes; learn to make brief introductions and presentations; choose visuals for a talk and classroom discussions.

Reading and Writing – Find information; read for details and main ideas; use knowledge. Write simple sentences and profile of a person or place; organize thoughts to describe in details.

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.

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.

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.

ESL Level 40

Listening and Speaking – Discuss study habits and strategies by listening to people talk; asking questions to be able describe personal strengths, express opinions, and agree and disagree. Focus on grammar and vocabulary; nouns, verbs, adjectives and adverbs. Talk about past, present and future events and experiences.

Reading and Writing – Read paragraphs and articles; understand visual diagrams, bar graphs and charts regarding locations and other information. Notice words that repeat to understand what reading is about. Write descriptive paragraphs using a topic sentence and support details. Make writing more interesting by including details in an organized fashion.

ESL For Families

The parent is a child's first teacher in life. ESL for Families is a Family Literacy Program that teaches English to both parents and their children. Families participate in real-life situations that take place at schools, doctors' offices, banks, department of motor vehicle offices, and courthouses, among others. The goal is to provide parents and their children with English language skills to bond as a family, reduce language barriers, build confidence, and support each other through life.

ESL Conversation Circles Conversational/Structure

Listening/Speaking: Listening and following instructions for "community engaging discussions"; having daily conversation practice using simple question-answer sentence structures, basic verb tenses, and an expanded range of verb tense and sentence structures, survival level English.

Reading/Writing: Basic phonetic/spelling patterns, daily practice in oral reading of simplified news articles and stories, extensive vocabulary building; and controlled writing of sentences related to readings and discussions.

HEALTH, FITNESS, AND RECREATION

Personal Trainer National Certification NEW! 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.

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.



Safe Boating /PWC Certification

Become certified to operate a recreational vessel with this complete and basic, safe boating certification course taught in one 8-hour day. 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.

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 state and national SMART certification (Servers and Managers Alcohol Responsibility Training) 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.

ServSafe Food Handler Training

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.

ServSafe® Food Safety Management Training

The ServSafe program helps prepare you for the ServSafe 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!

MANUFACTURING

CNC Precision Machining 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 levels 1 & 2 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 Machining Level 2 & 3

This 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 & 2. The curriculum includes interpreting complex engineering assembly drawings, solids, introduction of CMM's with PC Dimas Software, advanced CNC programming utilizing sub-programming techniques, 4 & 5 axis 3+2 Programming and live tooling, MasterCam 2D, 3D & Lathe software programming and advanced Lean manufacturing concepts related to machining.

Level 3 Chess Set Project Overview

The level 3 chess set project will require the students to complete a long series of tasks that are all connected through a manufacturing process plan. The project encompasses the programming of the 32 chess pieces, the upper & lower board and 12 accessories to complete the set. Though the chess pieces are small, the designs are complex and will require the use of computer aided manufacturing software and multi-axis (4&5 axis) CNC machines to manufacture each piece.

With the entire project requiring 46 individual components, each student will be required to record initial run times, alter machining parameters and improve run times. This part of the project will be tied to the class content on Lean Manufacturing concepts and also to production costs.

The complexity of the chess pieces will require an in-depth effort to inspect every component, record each dimension and determine conformity. Students will be required to address surface finishes and cosmetics of the completed chess set.

Occupational Safety & Hazard Administration 30 Hour Programs

Construction Training Program - is for the Construction Industry, it teaches construction workers about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job related hazards. The OSHA 30 Hour Training is essential to anyone planning to be employed in the construction trades or to manage, supervise or consult construction projects or companies that do construction projects. Engineers, Architects, General Contractors, Building Owners and Trade Sub Contractors can benefit from OSHA 30 Training.

General Industry Training Program - is for the manufacturing industry, retail, office and other building workers. The OSHA General Industry program will teach employees about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid, and prevent job related hazards. The OSHA General Industry 30 Hour Program is also essential for business owners, managers, building supervisors, safety or compliance officers and general managers.

Mechatronics

Mechatronics is the study of electro-mechanical systems used in today's modern manufacturing settings. Students enrolled in this program are given instruction in and demonstrate skills and knowledge of how mechanical and electrical energy is produced, controlled, and utilized. Safety practices, trade specific tools and digital multi-meter use are demonstrated and practiced. Coursework includes; mechanisms, electrical, and electronic control, AC/DC motors and motor control, fluid power, robotics, and PLCs. Students are instructed in troubleshooting, interpretation and application of schematics, and proper service techniques.

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.

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:

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

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY

CompTIA A+ Certification Preparation

Sequence of Courses for Certification:

↳ CompTIA A+ PC Fundamentals

↳ CompTIA A+ Essentials

Prerequisite: CompTIA A+ PC Fundamentals (May be waved with industry experience)

CompTIA A+ Practical Applications

**Prerequisite: CompTIA A+ Essentials*

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+ 220-901 and 220-902 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. Successful 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 A+ PC Fundamentals – Students will engage in key terminology and acronyms consistent with the nine (9) domains as designated by the following CompTia exam objectives: 220-901 and 220-902.

CompTIA A+ Essentials – Students will above engage in practice questions consistent with the nine (9) domains as designated by the above CompTia exam objectives.

**Prerequisite: CompTIA A+ PC Fundamentals (May be waved with industry experience)*

CompTIA A+ Practical Applications – Students will engage in simulations consistent with the nine (9) domains as designated by the above CompTia exam objectives.

**Prerequisite: CompTIA A+ Essentials*

CompTIA Network+ Certification Preparation

Sequence of Courses for Certification:

- ↳ CompTIA Network+ Essentials
- ↳ CompTIA Network+ Practical Applications

**Prerequisite: CompTIA Network+ Essentials*

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+ N10-006 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.

Companies such as Dell, HP, Ricoh, Sharp and Xerox recommend or require CompTIA Network+ for their networking technicians. It is a technical prerequisite option for IT technicians seeking to join the Apple Consultants Network, and is recognized by the U.S. Department of Defense.

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

CompTIA Network+ Essentials – Students will engage in key terminology and acronyms as well as exposed to practice questions consistent with the five (5) domains as designated by the CompTia exam objective: N10-007.

**Prerequisite: CompTIA Network+ Essentials Applications*

CompTIA Network+ Practical Applications – Students will engage in practice simulations consistent with the five (5) domains as designated by the above exam CompTia objective.

**Prerequisite: CompTIA Network+ Essentials*

CompTIA Security+ Certification Preparation

Sequence of Courses for Certification:

- ↳ CompTIA Security+ Essentials
- ↳ CompTIA Security+ Practical Applications

**Prerequisite: CompTIA Security+ Essentials*

The CompTIA Security+ certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT. This course prepares students for the industry-recognized certification and covers all topics related to the CompTIA Security+ SY0-401 exam, including the most important foundational principles for securing a network and managing risk. Access control, identity management, and cryptography will also be covered in the course, as well as appropriate mitigation and deterrent techniques to address network attacks and vulnerabilities. Security concerns associated with cloud computing, BYOD and SCADA will be covered.

*** Tuition includes CompTIA exam voucher and LabSim simulation product. Network+ Certification is recommended before taking the Security+ exam, but not required.*

CompTIA Security+ Essentials – Students will engage in key terminology and acronyms as well as exposed to practice questions consistent with the six (6) domains as designated by the CompTia exam objective: SY0-501:

CompTIA Security+ Practical Applications

– Students will engage in practice simulations consistent with the six (6) domains as designated by the above exam CompTia objective.

**Prerequisite: CompTIA Security+ Essentials*

HOW TO REGISTER

By Phone (203) 332-5057

Call us during office hours with credit card information to complete registration (see back for office hours).

By Mail

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

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

By Fax (203) 332-8558

Fax your registration form along with credit card information.

In-Person Registrar

Drop off your registration to Continuing 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 HCC, including career counseling, advising, academic support centers, the library, media services, the wellness center and much more.

FINANCIAL ASSISTANCE

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 LLloyd-Ebron@hcc.commnet.edu for more information.

The WorkPlace's Health CareerRx Academy

The Southwestern Connecticut Health CareerRx 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 workplace.org.

REFUND POLICY (non-credit courses only)

- 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 the Associate Dean or Director of Continuing and Professional Education.
- Requests must be made by Friday for courses starting Saturday-Monday.
- If a non-credit class is cancelled, a full refund will be made.

HCC Continuing and Professional Education REGISTRATION FORM



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

PROGRAM REQUIREMENTS

The Certified Nurse Aide, Patient Care Technician and Sterile Processing Programs require students to pass a criminal background check, and meet physical exam and related requirements to successfully complete the program.

- Term: Fall
 Spring
 Summer

Banner ID Number:

(First-time registrants please leave blank)

After completing the registration form, you may mail, fax or drop off the form at the Office of Continuing & Professional Education in Beacon Hall Room 116. Should you have any further questions or need additional information, call (203) 332-5057.

STEP 1

Last _____ First _____ Middle Initial _____

Street Address or PO Box _____

City _____ State _____ Zip _____

Social Security Number _____ Date of Birth _____

Telephone _____ Cellphone _____

Email Address _____ Today's Date _____

STEP 2

Check appropriate boxes 1 through 7.

1. Citizenship Status:

- U.S. Citizen
 Not a U.S. Citizen
 Permanent Resident

3. Please indicate the race(s) you consider yourself to be:

- White African American
 Asian American Indian/Alaska Native
 Native Hawaiian/other Pacific Islander
 Other Race: _____
(please print)
 Choose not to respond

4. Ethnicity:

- Hispanic/Latino
 Non-Hispanic/Latino
 Choose not to respond (none)

6. Do you have a High School Diploma or GED?

- Yes No

2. Gender:

- Male
 Female

5. Have you previously taken any courses at a CT community college?

- Yes (if applicable, please enter your Banner ID at the end of this application)
 No

7. How did you hear about us?

- Newspaper/Magazine Ad
 Radio Ad Facebook
 Google Other: _____
(please print)

STEP 3

Note: Certain certification programs require placement testing in math and/or reading comprehension.

CRN#	List Course Title(s) You Are Registering For:	Start Date:	Fees:
TOTAL DUE:			

STEP 4

Please choose your payment method:

I will be paying with a credit card

Accepted if payment is made by mail, fax, phone, or in-person.
 Please select which card you are using.

VISA AMEX MASTERCARD DISCOVER

Card Expiration Date -

Card Number

Signature _____

I will be paying with a 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 will be 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

CONTINUING AND PROFESSIONAL EDUCATION

2019 Non-Credit Catalog

Housatonic Community College Continuing & Professional Education

900 Lafayette Boulevard
Bridgeport, CT 06604
Beacon Hall, Room 116
(203) 332-5057
Housatonic.edu/CE

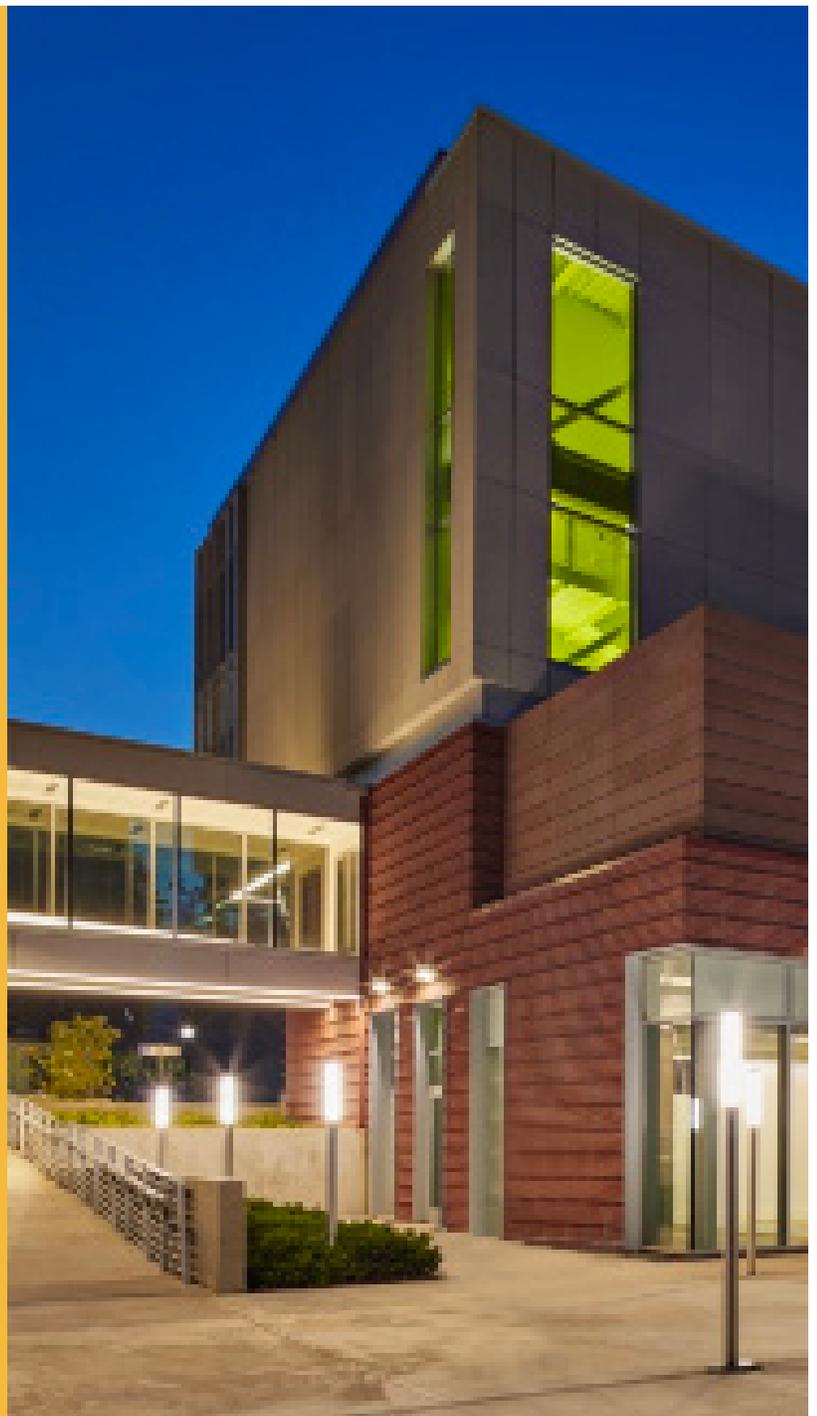
Continuing & Professional Education Office

Hours:

Monday – Friday: 8:30 am to 5:00 pm
Closed Weekends and All State Holidays

Statement of Non-Discrimination

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources/Equal Employment Opportunity Officer/Title IX, Mrs. Theresa Eisenbach Room LH-A203, phone (203) 332-5013; Federal and State Regulations Coordinator/Title IX Coordinator Marilyn Albrecht Room LH-A202, phone (203) 332-8521; and Section 504/ADA Coordinator, Dean of Students Office, Room LH-A110, phone (203) 332-5183; Housatonic Community College, 900 Lafayette Boulevard, Bridgeport, CT 06604.



**HOUSATONIC
COMMUNITY COLLEGE**

Continuing & Professional Education

HCC is an Achieving the Dream Leader College, ranked by the Aspen Institute among nation's top 150 community colleges for 2017



NAMED AMONG
TOP 150
COMMUNITY COLLEGES IN U.S.

