CONTINUING & PROFESSIONAL EDUCATION OFFERINGS

Certification Programs That Lead To Job Opportunities

Register Today!

900 Lafayette Boulevard, Bridgeport CT 06604
www.Housatonic.edu/ce (203) 332-5057
Housatonic Community College’s Continuing & Professional Education Department offers affordable, fast-track, and high-quality non-credit courses and certification programs.

HOW TO REGISTER

Simply print out the registration form (pg. 7) and mail, fax, phone, or deliver in-person along with your payment as shown below:

By Phone
Call us during office hours with credit card information to complete registration:
(203) 332-5057 (office hours are listed on the back cover)

By Mail
Mail your registration form along with check or credit card information to:
Housatonic Community College
Continuing & Professional Education
900 Lafayette Blvd.
Bridgeport, CT 06604

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

In-Person
Drop off your registration form along with check, credit card, money order, or cash to:
900 Lafayette Boulevard, Bridgeport, CT 06604
Beacon Hall (BH) Room 278 (Second Floor)

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.

FINANCIAL ASSISTANCE

WIOA:
Workforce Innovation and Opportunity Act 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 your nearest American Job Center (formerly CTWorks) at (203) 333-5129, or visit www.ctworkssw.org.

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.

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 the Associate Dean 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.
ALLIED HEALTHCARE

Certified Nurse Aide (CNA)
This program prepares students to work in long-term care facilities, hospitals, and private duty. The 7-week program consists of 40 hours of classroom instruction, combined with 36 hours of lab, 36 hours of practical hands-on training in a clinical setting, and 8 hours of exam review. Housatonic Community College’s program prepares the students for the State of Connecticut’s Certification to practice as a Certified Nurse Aide (CNA). The students will learn to deliver all aspects of personal care to patients under the supervision of a registered nurse (RN).

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.

CRN: 2227 | Fee: $1,194 | 7 Weeks | WIOA
Lecture | 6/19/17 - 7/24/17
Mondays & Tuesdays
9:00am - 1:00pm | LH A208
Instructor: Sherri McGinley

Lab | 6/21/17 - 7/7/17
Wednesdays, Thursdays & Fridays
9:00am - 1:00pm | LH A208
Instructor: Jenifer Coulson

Clinical | 7/12/17 - 7/28/17
Wednesdays, Thursdays & Fridays
7:30am - 12:00pm
Lord Chamberlain, Stratford, CT
Instructor: Jenifer Coulson

Review | 7/31/17 - 8/1/17
Monday & Tuesday
9:00am - 1:00pm | LH A208

Patient Care Technician Certification (PCT)
The Patient Care Technician is a multi-skilled health care worker who initially earns a Certified Nursing Assistant (CNA) certification and then gains additional skills to perform routine patient care treatments including simple lab tests, EKG’s, simple dressing changes, phlebotomy.

This 154 hour, 14 week program prepares students to work in long term care facilities, hospitals, and private duty. 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. This program is designed to prepare Patient Care Technicians (PCTs) to function as multi-skilled care providers in a variety of health-care settings and to increase employers’ abilities to meet their workforce needs. It is designed to prepare an individual to work in a hospital, long-term care setting or a skilled nursing facility. The technician 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, and Physical Therapy and Occupational Therapy safety.

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.

CRN: 2228 | Fee: $2,000 | 12 Weeks | WIOA
Lecture | 06/12/17 - 08/21/17
Mondays & Tuesdays
4:00pm - 7:00pm | LH C202

Lab | 6/14/17 - 8/3/17
Wednesdays & Thursdays
4:00pm - 8:20pm | LH A208

Clinical | 7/15/17 - 8/19/17
Saturdays
8:30am - 3:00pm
Bridgeport Hospital, 267 Grant Street
Bridgeport, CT

Review | 8/22/17, 8/23/17, 8/24/17
4pm - 7:20pm | LH A208

Exam | 8/29/17
Time and Location TBD

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. This course will also certify the student in the American Heart certification for BLS-C, CPR and AED. This course requires field observation time, which will be done with working ambulance personnel, and requires an extensive amount of reading comprehension and skills competency.

CRN: 2229 | Fee: $995 | WIOA
6/5/17 - 8/8/17
Monday, Wednesday, Friday
6:00pm - 10:00pm | BH 144
Instructor: AMR Instructor
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.

Parallel: Medical Terminology

CRN: 2213 | Fee: $195 | 7 Weeks | WIOA√
6/12/17 - 7/26/17
Mondays & Wednesdays
5:30pm - 8:30pm | BH 136
Instructor: Arian Pagan

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.

CRN: 2212 | Fee: $195 | 7 Weeks | WIOA√
6/12/17 - 7/26/17
Online
Instructor: Sharon Jenkins

COMPUTER PROGRAMMING AND NETWORKING

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+ N10-005 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.

Recommended experience: CompTIA A+ certification

**Tuition includes the CompTIA exam voucher and a LabSim simulation product.

CRN: 2216 | Fee: $995 | 12 Weeks | WIOA√
6/5/2017 - 8/23/2017
Mondays & Wednesdays
6:30pm - 9:30pm | BH 360
Instructor: Mya Bowen

CompTIA Security+ Certification Preparation

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.

While there is no required prerequisite, Network+ certification is recommended before taking the Security+ exam.

**Tuition includes the CompTIA exam voucher and a LabSim simulation product

CRN: 2217 | Fee: $995 | 12 Weeks | WIOA√
6/6/2017 - 8/29/2017
Tuesdays & Thursdays
6:30pm - 9:30pm | BH 360
Instructor: Mya Bowen

New! MS Office 2016 Basics

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. Recommended text book: “Teach Yourself VISUALLY Office 2016” by Elaine Marmel, ISBN 1119074779, list price $34.99

CRN: 2218 | Fee: $250 | 5 Weeks
6/20/2017 - 7/6/2017
Tuesdays & Thursdays
2:00pm - 5:00pm | BH 319
Instructor: Alan Weaver

BUSINESS

Starting Your Successful New Business in Southern Connecticut

A program that immerses students in the launch methodology for creating a new business venture. Students create business models around products and services, validate market hypotheses, produce financial statements, and learn about support resources for entrepreneurs. This summer entrepreneurial program will be conducted during three evening sessions held over a two-week period at Housatonic Community College. The following topics will be covered:

Monday, June 12, 2017
6:00 – 9:00 PM
Starting and Growing Your Business
Tuesday, June 13, 2017
6:00 – 9:00 PM
Marketing is the Key

Wednesday, June 14, 2017
6:00 – 9:00 PM
Finance: Why Cash is “King”

Monday, June 19, 2017
6:00 – 9:00 PM
Making Your Website Work for Your Business

Tuesday, June 20, 2017
6:00 – 9:00 PM
Importance of Business Accounting

Wednesday, June 21, 2017
6:00 – 9:00 PM
Managing Your Business for Success

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.

CRN: 2214 | Fee: $250 | 2 Weeks
6/12/2017 - 6/21/2017
Monday, Tuesday, Wednesday,
6:00pm - 9:00pm | BH 329

GED
This class is a preparation course to prepare students for the GED High School Equivalency Test. The GED course includes a semester of writing, reading, and mathematics. A pretest for acceptance into the GED class is not required for enrollment. However, a pretest will be administered on the first day of class for instructional purposes. Please register early, as limited seating for students is available. Information about the GED exam and where to take this exam will be discussed during the GED prep course. If textbooks are required, they are an additional cost.

CRN: 2219 | Fee: $199 | 5 Weeks
6/5/2017 - 7/5/2017
Mondays & Wednesdays
6:00pm - 9:00pm | LH B121
Instructor: George Millianos

CRN: 2220 | Fee: $199 | 5 Weeks
7/17/2017 - 8/16/2017
Mondays & Wednesdays
6:00pm - 9:00pm | LH B121
Instructor: Joan Neves

ESL Level 2
ESL for Everyday Life
This course offers a basic understanding of the English language. The focus of this course will be on basic conversation and reading real-life stories.

CRN: 2222 | Fee: $259 | 9 Weeks
6/5/2017 - 8/9/2017
Mondays & Wednesdays
6:30pm - 9:30pm | BH 266
Instructor: John Drapp III

ESL Level 3
ESL for Experienced Learners
This course provides overall advancement of English skills with emphasis on English expression both verbally and literally with strong emphasis on writing as well as an introduction to speaking in public.

CRN: 2223 | Fee: $259 | 10 Weeks
6/6/2017 - 8/15/2017 No class 7/4/2017
Tuesdays & Thursdays
6:30pm - 9:30pm | BH 145/320
Instructor: Matt Hurlburt

ESL Level 4
ESL for Your Future-
Preparing for the Next Step
Whether you want to advance your career, continue your studies in the university environment, or increase your opportunities in the U.S.A., ESL Level 4 will give you the skills you need.

CRN: 2224 | Fee: $259 | 10 Weeks
6/6/2017 - 8/15/2017 No class 7/4/2017
Tuesdays & Thursdays
6:30pm - 9:30pm | BH 145/320
Instructor: Matt Hurlburt

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 State Real Estate Commission.

CRN: 2230 | Fee: $549 | 11 Weeks
6/5/2017 - 8/16/2017
Mondays & Wednesdays
6:30pm - 9:30pm | BH 266
Instructor: John Drapp III

ENGLISH AS A SECOND LANGUAGE

ESL Level 1
Essentials of English in the USA
Course will cover beginner level ESL at the most basic level. “True beginner” level students will receive instruction on speaking, listening, reading and writing.

CRN: 2221 | Fee: $259 | 10 Weeks
6/5/2017 - 8/9/2017
Mondays & Wednesdays
6:30pm - 9:30pm | BH 145/320
Instructor: TBD
THE ARTS

Art Handling & Collections Emergencies
The course will introduce handling principles and exercises and then adapt them to recovery techniques after water events, severe weather, and man-made incidents. The workshop will consist of presentations, exercises, and practice scenarios. Participants are encouraged to bring and share their own experiences.

CRN: 2232 | Fee: $530 | 2 Days
6/15/2017 - 6/16/2017
Thursday & Friday
9:00am - 5:00pm
Instructor: Brent Powell

Advanced Art Handling
Advanced Art handling techniques for curators and museum staff. Receiving, storage, display and tracking of fine art pieces is presented by a subject matter expert.

CRN: 2233 | Fee: $530 | 2 Days
6/22/2017 - 6/23/2017
Thursday & Friday
9:00am - 5:00pm
Instructor: Brent Powell

Basic Digital Photography
This is an introductory course on digital camera operation. Students will learn the fundamentals of photography using their own digital cameras. This will provide a foundation that covers menu navigation, exposure modes (manual, aperture priority, shutter priority, and program), metering options (center weighted and spot meter), exposure compensation, sensitivity and ISO, types of saved images (RAW or JPEG).

Two features on digital cameras will be stressed: exposure and histogram use with images. You will learn how to shoot, evaluate and adjust the exposure to obtain the best image using Photoshop.

The class will include lessons in Photoshop and image improvement. Students should bring all their gear: camera, lenses, etc. and operating manuals. Please provide email address when registering for the class. 4 sessions of 3 hours each.

CRN: 2237 | Fee: $119 | 4 Sessions
6/6/2017 - 6/27/2017
Tuesdays
9:00am - 12:00pm | LH A209
Instructor: Janet Hayes

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.

CRN: 2231 | Fee: $749 | 6 Weeks
6/13/17 - 7/25/17
Tuesdays & Thursdays
6:30pm - 9:30pm | BH 136
Instructor: WITS

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. Our personal trainer 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, 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.

CRN: 2225 | Fee: $295 | 2 Weeks
6/20/2017 - 6/29/2017
Tuesdays & Thursdays
5:00pm - 9:00pm | LH B229
Instructor: Paul Rich

CRN: 2226 | Fee: $295 | 2 Weeks
8/1/2017 - 8/10/2017
Tuesdays & Thursdays
5:00pm - 9:00pm | LH B229
Instructor: Paul Rich
**Registration Form**

**HCC Continuing and Professional Education REGISTRATION FORM**

After completing the registration form, you may mail, fax or drop the form off at the Office of Continuing & Professional Education in Beacon Hall Room 274. Should you have any further questions or need additional information, call (203) 332-5057.

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__________

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
   - [ ] 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)

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)

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

**CRN#** | **List Course Title(s) You Are Registering For:** | **Start Date:** | **Fees:**
---|---|---|---

**TOTAL DUE:**

Please choose your payment method:

- [ ] I will be paying with a credit card
  - [ ] VISA
  - [ ] MASTERCARD
  - [ ] DISCOVER

- [ ] I will be paying with a check/money order
  - [ ] Check/Money Order #
  - [ ] Amount enclosed

- [ ] I will be paying with cash

**OFFICE USE ONLY**

Stamps and Validation

Banner ID Number: ____________ (First-time registrants please leave blank)
Housatonic Community College
Continuing & Professional Education
900 Lafayette Boulevard
Bridgeport, CT 06604
Beacon Hall, Second Floor, Room 278
(203) 332-5057

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.