

L₂LEARN

learn to earn
JOB TRAINING COURSES

Fall 2015
September - December
Register Today!



Career training for today's in-demand jobs!



Come to a Free Information Session!

Find the new career that's right for you.

- Tuesday, 7/14, 4:00 pm
- Tuesday, 8/11, 1:00 pm
- Wednesday, 8/26 (*welding only*), 6:30 pm
- Wednesday, 9/9, 4:00 pm
- Wednesday, 10/14 (*Danbury*), 1:00 pm
- Monday, 11/9, 12:00 pm
- Thursday, 12/10 (*Danbury*), 4:00 pm
- Wednesday, 12/16 (*welding only*), 6:30 pm

See inside for specific details.

N Naugatuck
Valley
Community
College

750 Chase Parkway • Waterbury, CT 06708
183 Main Street • Danbury, CT 06810

nv.edu/nc
Non-credit Lifelong Learning

Naugatuck Valley Community College



Welcome! Jobs start here! nv.edu/nc

Getting a job in today's employment market requires knowledge and skills. Our non-credit programs can help you gain knowledge and develop the skills that employers are looking for right now. We offer a wide variety of courses, seminars and workshops for professional development, career training and new technologies. Courses start throughout the year and prepare you for positions in high growth fields! Career certificate programs vary from 8 hours to 15 months; most are less than 4 months.

Mission Statement:

Our mission is to support community and economic development by effecting positive change in our communities. We collaborate with community partners to respond actively to the changing workforce needs of our region. We empower individuals and businesses through quality education and training. We enrich lives with lifelong learning personal and professional development opportunities.

Accreditation:

Naugatuck Valley Community College is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.



Need Information, Help or Advice?

Waterbury Campus

Contact: Non-Credit Lifelong Learning Registration
Email: nc@nv.edu
Phone: 203-575-8029
In Person: Kinney Hall, Room K407
Monday - Friday, 8:00 am to 5:00 pm

Danbury Campus

Contact: Martha Charris
Email: mcharris@nv.edu
Phone: 203-797-9361
In Person: 183 Main Street
Monday - Friday, 8:00 am to 5:00 pm

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Look for the E-Learning logo throughout our catalog for online, distance learning courses.

Paying for Lifelong Learning



We offer a number of options that can help you pay for your education. Tuition is due at the time of course registration. Non-credit lifelong learning courses are self-supporting and are not funded by taxpayer dollars. Costs vary and state law does not allow us to exempt senior citizens.

NVCC Payment Plans

Payment plans are available for most job training programs. The plans divide the total cost into two or three payments. Tuition must be paid in full prior to completion of the course and is subject to a \$25 fee for plan initiation and \$15 late fees when payments are not received on time. Please check the individual programs at nv.edu/nc or contact 203-575-8029 for payment plan availability and details.

Tuition Authorization

Some employers, professional organizations, and religious groups will pay for an employee or member to enroll in a lifelong learning program. A tuition authorization letter must accompany the student registration. This letter must be on the organization's letterhead and include: the student name, course(s) title(s) and number(s), name of the responsible party, where the invoice should be sent, and a statement of promise to pay noting the tuition amount.

Employer Reimbursement

Your employer may provide educational reimbursement programs to their employees. Check with your human resources director to see if you qualify for tuition reimbursement within your organization.

Federal & State Financial Aid

Federal financial aid does not support non-credit programming. The Department of Labor and the Northwest Regional Workforce Investment Board administer a variety of programs for unemployed, underemployed, displaced workers, youth, and others. Please contact the American Job Center in your area directly to see if you qualify. Waterbury: 203-574-6971 or Danbury: 203-730-0451

Veterans' Benefits

Veterans' benefits vary. If you are interested in using veterans' benefits for your non-credit program please contact: Debbie DiCicco at 203-575-8006 or ddicicco@nv.edu.

Private Lending Institutions

Personal student loans may be offered through private banks and credit unions. You will want to check with your own lenders about specific plans and loan rates and be sure this will meet your needs.



Program Information • Job Placement

Program Information Sessions **FREE!**

These free sessions are offered to provide you a chance to come explore the numerous short-term job training programs that are offered at NVCC. Programs range from 8 hours to 15 months in length and meet on varying day and evening schedules. Payment options and resources may also be discussed. Registration is requested to be sure that appropriate staffing is available and in case of emergency cancellation of a session. Learn about the following certificate programs:

- Administrative Office Professional
- Agriculture
- Bartending
- Bookkeeper
- Central Sterile Processing Technician
- Food Safety
- Manufacturing
- Medical Administrative Assistant
- Medical Coding & Billing Specialist
- Microsoft Office® Essentials
- Nurse Aide Certification (CNA)
- OSHA 10
- Patient Care Technician (PCT)
- Personal Fitness Trainer
- Pharmacy Technician
- Phlebotomy Technician
- Real Estate
- Security Officer
- Welding*

**Free Welding Information Session with tour available. See page 51.*

Select one of the following sections:



CRN 7222
Danbury Campus
Tuesday, July 14
4:00 pm • Rm: HL

CRN 4236
Danbury Campus
Wednesday, October 14
1:00 pm • Rm: HL

CRN 7223
Tuesday, August 11
1:00 pm • Rm: K618

CRN 4237
Monday, November 9
12:00 pm • Rm: K619

CRN 4235
Wednesday, September 9
4:00 pm • Rm: K614

CRN 4238
Danbury Campus
Thursday, December 10
4:00 pm • Rm: HL

Job Placement Center

The Job Placement Center services include career planning, employer connections, cooperative education, and internships. Learn to conduct a job search, use Internet resources effectively in all phases of career planning, including finding a career that suits your strengths and personality type, as well as the hiring outlook, salary information and educational requirements of careers of interest to you. Learn to write effective resumes and cover letters, interview effectively and connect with employers who are actively hiring employees or interns. Sign up for our online job posting board at www.collegecentral.com/nvcc to view part-time, fulltime and internship job postings and to post your resume. Services are open to current students as well as alumni.

Waterbury:

Room L524, Traurig Learning Resources Center and
Library Building, next to the Library
Monday – Friday, 8:30am – 4:30pm
Evening hours by appointment only.
Call 203-575-8158.

Danbury:

Second floor, Administration Offices
Visit our calendar for days and times at nv.edu/jpc



Phone: 203-575-8158 / Fax: 203-596-8794
Email: jpc@nv.edu / Web: nv.edu/jpc

Agriculture

Plant Physiology & Propagation

Learn the fundamentals of plant growth, tissue development, and associated resistance factors. Topics will include seed/cutting propagation, the role of photosynthesis, cellular respiration, and plant transpiration. Practice propagating spring bedding plants from seeds, cuttings, and division. Learn methods of sanitation for prepping a facility for potted plants. Hands-on tutorials, in-class lab assignments and textbook will be provided.

CRN 4208 3 sessions
Wednesday, September 2 - September 16
9:30 am - 4:00 pm • Rm: E631
Instructor: Christopher Tuccio \$129

Greenhouse Structures & Operational Equipment

Components of greenhouse construction and the equipment utilized within them will be explored in this class. The focus will be on the development of greenhouse structures from a business planning viewpoint with emphasis on cost effectiveness, potential crop production strategies, and retail/commercial considerations. Additional instruction will review hands-on operation of equipment utilized for heating/cooling, fertilization/irrigation, crop cultivation, and automated computer controls for greenhouses. Hands-on tutorials, in-class lab assignments and textbook will be provided.

CRN 4209 3 sessions
Wednesday, September 23 - October 7
9:30 am - 4:00 pm • Rm: E631
Instructor: Christopher Tuccio \$129



Environmental Influences on Plant Growth

Discover the diversity of environmental conditions and their influence on crop growth. Learn how light, temperature, humidity and water influence crop cultivation. Study the physiological changes occurring in plants when variables are changed. Discover, through hands-on tutorials and in-class lab assignments, how these variables affect flower initiation, vegetative growth, and scheduling a crop for marketable sales. The textbook and instructional supplies are provided and included in the cost of the course.

CRN 4210 3 sessions
Wednesday, October 14 - October 28
9:30 am - 4:00 pm • Rm: E631
Instructor: Christopher Tuccio \$129

Integrated Pest Management for Greenhouses

Discover the diversity of environmental conditions and their influence on crop growth. Learn how light, temperature, humidity and water influence crop cultivation. Study the physiological changes occurring in plants when variables are changed. Discover, through hands-on tutorials and in-class lab assignments, how these variables affect flower initiation, vegetative growth, and scheduling a crop for marketable sales. The textbook and instructional supplies are provided and included in the cost of the course.

CRN 4212 3 sessions
Wednesday, November 4 - November 18
9:30 am - 4:00 pm • Rm: E631
Instructor: Christopher Tuccio \$129

Business Planning & Crop Scheduling

Gain an understanding of business planning methods for the greenhouse industry. Topics will cover the creation of a business plan, profit/loss accounting strategies for greenhouse businesses, and ordering techniques for future sales. The material will cover real-life examples taken from various seasons/greenhouse typologies.

CRN 4213 3 sessions
Wednesday, December 2 - December 16
9:30 am - 4:00 pm • Rm: E631
Instructor: Christopher Tuccio \$129

Bartending

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

Approved for
WIA Funding

Bartending offers an opportunity to start a new career or a chance to supplement your income with a part-time position. This professional bartending course includes the state and national S.M.A.R.T. certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments.

Servers of alcohol are taught to serve responsibly, how to spot signs of intoxication and how to respond appropriately. Students will learn to make more than 100 drinks, from gin and tonics to daiquiris. Instruction focuses on opening and closing procedures, product knowledge, speed of preparation and people skills.

Upon successful completion of the course, students receive a certificate and will have acquired the skills employers require to work in any environment that serves liquor, including restaurants, clubs, hotels and catering companies. Cost includes the textbook and materials. No alcohol is served in this course. Please bring your lunch.

CRN 4111

2 sessions

Saturday, October 17 & October 24

9:00 am - 5:00 pm • Rm: E623

Instructor: Paul Rich

\$292

Career Spotlight

Bartender

The Connecticut Department of Labor (CTDOL) reports the average annual income for a Bartender is \$20,695. The CTDOL lists Bartenders as an In Demand Openings job and states employment in this occupation is expected to grow faster than average, and the number of annual openings will offer very good job opportunities.



Boating Safety

Safe Boating/Personal Watercraft

This course is designed to fulfill the requirements for the Connecticut Safe Boating and Personal Watercraft Certificate. Successful completion will allow the student to obtain a Connecticut Certificate of Personal Watercraft Operation, which enables him or her to operate recreational vessels up to 65 feet in length, including Jet Skis. Course fee does not include the one-time lifetime license fee. Prior to taking a boating class, each student must obtain a conservation number. See instructions on this page.

Option 1 - Weeknights

Instructor: Department of Energy and Environmental Protection

CRN 4131 4 sessions
Monday & Wednesday,
September 14 - September 23
6:30 pm - 9:00 pm • Rm: L501 \$25

Option 2 - One Day

Instructor: Professional Marine Services
(Please bring your lunch)

Select one of the following sections:

CRN 7157 1 session
Saturday, July 11
8:30 am - 4:30 pm • Rm: T515 \$89

CRN 7158 1 session
Saturday, August 8
8:30 am - 4:30 pm • Rm: T515 \$89

CRN 4130 1 session
Saturday, September 12
8:30 am - 4:30 pm • Rm: T516 \$89

HOW TO OBTAIN A CONSERVATION NUMBER

Prior to taking the Basic Boating/Personal Watercraft course, each student must create an online account at ct.wildlifelicense.com/internetsales and obtain a Conservation ID.

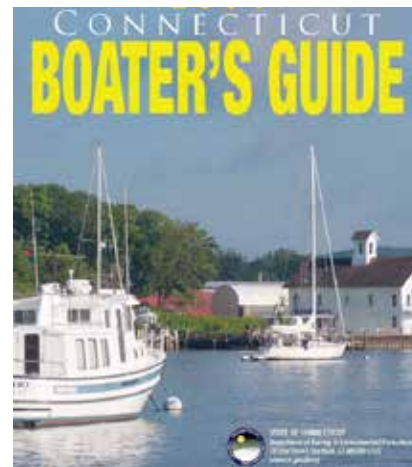
- Read and follow the instructions for a New Customer to create an account.
- Print the page that includes your conservation ID number and bring it to class.
- After your class and once your score is entered into the DEEP system, you will use this account to purchase and print your certificate.

Here is what our students say...

"I learned a lot. I gained confidence and insight. The learning atmosphere was great. The location is convenient. Thank you!"

*Robert Flanagan
NVCC Student
Boating Safety*

DEEP Boating Website:
www.ct.gov/deep/boating



Business

Bookkeeper Certificate

Approved for
WIA Funding

Introduction

Businesses are looking for bookkeepers every day! Develop the knowledge and skills to enter this in-demand career. Learn areas of bookkeeping such as: bank reconciliations, accounts payable and receivable, payroll and much more. Build a mock business in QuickBooks® software and gain hands-on experience with the key elements of bookkeeping needed to be a vital asset to any employer.

This course is also appropriate for the entrepreneur who wants to learn to manage bookkeeping responsibilities for their own small business.

Textbook and software access are included in cost of the course.

Prerequisites: Basic reading and math skills; Basic computer and clerical skills

Select one of the following sections:

CRN 4165 13 sessions
Monday & Wednesday, September 14 - October 26
6:00 pm - 9:00 pm • Rm: T641
Instructor: Joseph Cisto \$945

CRN 4164 13 sessions
Danbury Campus
Tuesday, October 27 - January 26
No class 12/29
1:00 pm - 4:00 pm • Rm: HL
Instructor: Staff \$945

Here is what our students say...

"My instructor went above and beyond my expectations. The course has given me new insight into bookkeeping. Looking forward to other courses to help me advance in my career."

Linda Serben, NVCC Student
Bookkeeper

QuickBooks Pro® 2014

Approved for
WIA Funding

Introduction

Designed for entry-level accounting, this course integrates QuickBooks Pro® and basic accounting principles. This hands-on approach allows the student to learn QuickBooks Pro® while actually doing the accounting for a fictional company. Topics include:

- Cash and checking
- Sales and customers
- Purchases and vendors

Textbook and software access are included in cost of the course.

Prerequisite: Basic computer skills

CRN 4167 5 sessions
Saturday, September 26 - October 24
9:30 am - 12:30 pm • Rm: T641
Instructor: Peter Badas \$360

Internal Controls *New!*

Every business and organization needs to protect itself from fraud—from small to large businesses to non-profits. Some of the most common fraudulent activities include paying fictitious vendors, skimming cash, or embellishing an expense account. Regardless of the type of activity, the risk of loss is substantial. Learn the key components for good internal controls and how to implement an internal controls system.

CRN 4224 1 session
Thursday, October 15
9:00 am - 3:30 pm • Rm: E535
Instructor: Joseph Cisto \$175

Career Spotlight

Bookkeeper

The Connecticut Department of Labor (CTDOL) reports the average annual income for Bookkeeping, Accounting, and Auditing Clerks is \$42,761. The CTDOL lists Bookkeeping as a Hot Job and states employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities.

Business

Administrative Office Professional

Approved for
WIA Funding

The Administrative Office Professional certificate program provides a dynamic and integrated approach to the ever-changing demands and responsibilities of the office professional in today's global job market. It is designed for the student who would like to develop the essential soft skills and hard skills needed in office administration for a wide range of industries and companies. Students will learn current procedures, duties, and responsibilities applicable to an office environment. Emphasis is placed on integrating skills using appropriate software applications and developing critical-thinking, problem-solving, and decision-making in real-life applications.

Administrative office professionals perform a variety of duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using telephone, mail, websites and/or social networks, and e-mail. They also handle travel and guest arrangements.

Prerequisites: High School diploma, GED or equivalent and basic computer literacy.

CRN 4162 14 sessions
Tuesday & Thursday, September 8 - October 22
6:00 pm - 9:00 pm • Rm: E402
Instructor: Angela Chapman \$925

Need to strengthen your computer skills and beef up your resume?

See page 13-14 for computer technology courses.

Career Spotlight

Medical Administrative Assistant

According to the Connecticut Department of Labor employment in this occupation is expected to grow much faster than average, and the number of annual openings will offer excellent job opportunities. The average annual salary is \$38,265 and the average hourly entry level rate is \$14.41.

Medical Administrative Assistant

Medical Administrative Assistants utilize their knowledge of medical terminology and health care delivery models to perform a number of administrative functions. They can work in a variety of roles and locations with job titles ranging from health unit coordinator or medical office specialist to medical secretary. Typical tasks would include scheduling tests or procedures, such as lab work or x-rays, surgeries and medical consultations based on physician orders, answering phones and directing calls, messages and reports to the appropriate staff, greeting visitors, ascertaining the purpose of the visit and interviewing patients to complete documentation, case histories or forms and process intake or insurance forms. Learn the skills needed to successfully carry out the varied responsibilities of the medical administrative assistant in most any setting. A central focus will be on the various modes of professional communication required to keep processes running smoothly in the office or health setting.

Pre- or Co- requisites

- Computers in Health Care, Microsoft Essentials or basic computer skills (See page 23 and/or 13.)
- Patient Confidentiality (See page 24.)
- Customer Service and Communication in Health Care (See page 24.)
- Medical Terminology (See page 23.)

Students must complete all of the above requirements either before or simultaneously with the Medical Administrative Assistant course to be awarded the completion certificate from NVCC. If you have prior experience and wish to discuss a course substitution, please contact the program coordinator, Judith Slisz, 203-596-8743 or jslisz@nv.edu.

CRN 4227 16 sessions
Tuesday & Thursday, September 22 - November 12
9:00 am - 12:00 pm • Rm: E318A
Instructor: Staff \$975

CRN 4226 16 sessions
Danbury Campus
Tuesday & Thursday, October 22 - December 17
No class 11/26
9:00 am - 12:00 pm • Rm: HL
Instructor: Staff \$975

NVCC Learn 2 Earn!

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Business

Budget Basics *New!*

Understanding the budget process and the details of the annual budget are even more significant in these financially trying times. The “budget” seems to enter every workplace at every level. This course is intended for nonfinancial employees to help improve your knowledge of financial terms. You will then be able to use this knowledge to communicate more accurately and effectively with other departments and colleagues.

CRN 4166 1 session
Thursday, September 10
9:00 am - 3:30 pm • Rm: T649
Instructor: Joseph Cisto \$175

Presenting with Confidence *New!*

If you’re still in a panic when you are asked to present, this course is for you! No matter where you are in your career path, you need to be able to speak in front of a variety of audiences and to do so effectively and without fear. This two-day course will equip you with the means to plan your presentations and deliver them with confidence. Be ready for an interactive class that offers lots of practice and feedback on strengths, weaknesses and progress, all in a comfortable setting.

CRN 4225 2 sessions
Thursday, October 22 - October 29
9:00 am - 3:30 pm • Rm: T515
Instructor: Amy Lenoce \$300



First Time Supervisor Skills *New!*

Are you new at supervising people? Join us for a lively and interactive series of sessions that will give you the tools to assume the responsibilities of new leadership with confidence. Learn how to guide and coach your staff and enhance collaboration by improving your interpersonal skills, successful delegating, team development, understanding emotional intelligence, dealing with difficult people, delivering effective presentations, and the power of praise and recognition.

There are no prerequisites for this course but a strong desire to improve your skills and advance your career will make this course the most beneficial.

CRN 4161 8 sessions
Friday, September 18 - November 20
No class 10/9 & 11/6
9:00 am - 3:30 pm • Rm: T515
Instructor: Amy Blackwood \$975



Business • Online Learning

Online courses just
\$100 each!



Enroll today!
Six-week course with two new
lessons each week.

General Business Skills

Individual Excellence: Secrets of Career Success

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

Business Communications

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Job Search

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

Business Writing

Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

Management and Leadership

Fundamentals of Supervision and Management

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills.

Understanding the Human Resources Function

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. *Approved by HRCI for CEUs for PHR/SPHR re-certification*

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Ready to register for an ed2go course? Visit: ed2go.com/nvcc for complete instructions.

Computer Technology

Microsoft Office® Essentials - *Updated!*

Approved for
WIA Funding

Word, Excel, Powerpoint, and Outlook are among the most utilized computer software programs in any work environment. Word, Excel and Outlook will be explored in depth including formulas and functions and how to create mail merges. Students will learn the basics of PowerPoint and will learn how to share data between the different MS Office programs.

Topics include:

- Introduction to MS Office; Navigating MS Outlook
- MS Word
- MS Excel
- MS Powerpoint
- Integrating data from Word, Excel, and Powerpoint

Prerequisite: Students need to be familiar with basic computer navigation; using the mouse, opening and closing windows.

CRN 4163 12 sessions
Tuesday & Thursday, October 13 - November 19
6:00 pm - 9:00 pm • Rm: T641
Instructor: Jan Gyurko \$825

Want to expand your career options with specialized skills?

Consider adding QuickBooks, Budget Basics, or Presentation Skills to your resume. See pages 9-12 for on-campus and online learning options.

Microsoft Office® 2013 Applications Series

These workshops are designed for the student who has a basic understanding of computers and software. The expert instructor will facilitate hands-on exploration and learning to get you started.

Each of these applications workshops is a component of the Microsoft Office Essentials certificate. If you are planning on taking more than one of these individual courses you may want to consider taking the Microsoft Essentials Series for a substantial savings over taking them separately.

Microsoft Office® & Outlook® 2013

This session will focus on basic computer concepts and the powerful applications available in the MS Office components. Navigate the ribbons and menus, create folders and organize your files for efficient recall. You will learn how to send and receive messages in MS Outlook, attach a file to an email message, and save an attachment from an email message.

Prerequisite: Students need to be familiar with basic computer navigation; using the mouse, opening and closing windows.

CRN 4253 1 session
Tuesday, October 13
6:00 pm - 9:00 pm • Rm: T641
Instructor: Jan Gyurko \$99

Microsoft Word® 2013

Microsoft Word is an easy to use word-processing program that allows you to create many different types of documents. Get up to speed quickly in four content-packed evening sessions. Learn to format text using fonts and word art, paragraphs including bullets and hanging tabs, tables, and mail merge operations to create professional letters, envelopes and labels.

Prerequisite: Students need to be familiar with basic computer navigation; using the mouse, opening and closing windows.

CRN 4263 4 sessions
Tuesday & Thursday, October 15 - October 27
6:00 pm - 9:00 pm • Rm: T641
Instructor: Jan Gyurko \$360

Computer Technology

Save time and money!

Register for Microsoft Essentials Certificate program and you will save \$273 versus individually registering for each of the 5 applications.

Microsoft Excel® 2013

MS Excel is an electronic spreadsheet used to store, organize, calculate and manipulate data. This course will improve your competency on creating worksheets, using basic formulas and functions and creating and modifying charts; an asset in any job in today's industry where the budget and the collection and tracking of data is essential to business success.

Prerequisite: Students need to be familiar with basic computer navigation; using the mouse, opening and closing windows.

CRN 4262 4 sessions
Tuesday & Thursday, October 29 - November 10
6:00 pm - 9:00 pm • Rm: T641
Instructor: Jan Gyurko \$360

Microsoft PowerPoint® 2013

Microsoft PowerPoint is a presentation software program; a great tool for business, classrooms, and personal use. Develop your skills to create a slideshow presentation today! Topics include:

- Create and open, save, print and deliver a presentation.
- Work with slides, including layout, design and organization.
- Create and import an outline to and from MS Word.
- Work with graphics, animation and sound.

Prerequisite: Students need to be familiar with basic computer navigation; using the mouse, opening and closing windows.

CRN 4246 2 sessions
Tuesday & Thursday, November 12 - November 17
6:00 pm - 9:00 pm • Rm: T641
Instructor: Jan Gyurko \$180

Microsoft Office® 2013 - Integrated Program Tasks

Learn how to share data and information between the MS Office applications. Practice integrating Word, Excel and PowerPoint with each other. This comprehensive session includes the following topics:

- Combine items created in various MS Office applications.
- Integrate data from Excel into Word and PowerPoint.
- Integrate Excel chart into Word and PowerPoint.

Prerequisite: Students need to be familiar with basic computer navigation; using the mouse, opening and closing windows.

CRN 4245 1 session
Thursday, November 19
6:00 pm - 9:00 pm • Rm: T641
Instructor: Jan Gyurko \$99



Computer Systems Security

Certified Information Systems Security Professional (CISSP) Prep

This course is offered for IT practitioners, with at least five years of experience, including network or security analysts, network administrators, information security specialists, and risk management professionals. Your expert instructor will cover the eight essential topics for the CISSP exam, including information systems access control; security architecture and design; network security systems; information security management goals; information security classification and program development; risk management criteria and ethical codes of conduct; software development security; cryptography characteristics and elements; physical security; and operations security.

CRN 1856 4 sessions
Monday - Thursday, January 11 - January 14, 2016
9:00 am - 4:00 pm • Rm: T641
Instructor: Jayson Ferron \$900

Introduction to PC Security



What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. Visit ed2go.com/nvcc for more information. \$100

Advanced PC Security



When is hacking legal? When you use it to secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you're running a small home network or you're an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. \$100

CompTIA Security + Certification Prep



The U.S. Department of Labor forecasts that information security analysts will be among the fastest-growing occupations through 2022. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-401 exam.

This course covers the key terminology and concepts you need to know to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including crossword puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-401 exam so you can leave the test center with your Security+ certificate in hand. Visit ed2go.com/nvcc for more information. \$120

CompTIA Security + Certification Prep 2



The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2018. CompTIA's Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA's challenging SY0-301 exam.

This course, the second of two courses, reviews the key terminology and concepts needed to ace the CompTIA's challenging SY0-301 exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions to aid your learning. All of the content is geared toward helping you prepare to pass the SY0-301 exam, so you can leave the test center with your Security+ passing score in hand. Visit ed2go.com/nvcc for more information. \$120

Ready to register for an ed2go course? Visit: ed2go.com/nvcc for complete instructions.

Computers • Online Learning

**Online courses just
\$100 each!** *(unless specified)*



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*Six-week course with two new
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Already have some basic Microsoft Office® experience?

Check out our online courses for introduction, intermediate and advanced levels of all of the Microsoft Office® applications for 2007, 2010, and 2013.

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Microsoft Excel®
Introduction to MS PowerPoint®
MS PowerPoint® in the classroom
Introduction to MS Outlook®
Introduction to MS Publisher®
Introduction and Intermediate Microsoft Access®
What's New In Microsoft Office®

Design and Composition

Introduction to Flash® CS5
Introduction to Dreamweaver®
Introduction to CorelDRAW®
Introduction to InDesign®
Introduction to Photoshop®
Introduction and Intermediate Photoshop®
Introduction to Illustrator®

Web Technology

Achieving Top Search Engine Positions
Designing Effective Websites
Creating WordPress Websites I and II
Introduction and Intermediate Flash CS5
Introduction and Intermediate Java Programming
Intermediate CSS3 and XHTML5
Advanced Webpages

Mobile Technology

Creating Mobile Apps with HTML5
Mac, iPhone, and iPad Programming
Introduction to Flash CS6

Computer Programming

Introduction to Programming
Introduction and Intermediate C#® Programming
Introduction to C++® Programming
Introduction to Ajax Programming
Introduction and Intermediate PHP and MySQL®
Introduction to Python® 2.5 or 3.0 Programming

Database Management

Introduction to Oracle®
Introduction to Crystal Reports 10®
Introduction to SQL
Introduction to Database Development

Technology

Introduction and Advanced PC Security
Introduction to PC Troubleshooting
Wireless Networking
Intermediate Networking
Basic CompTIA A+ Certification Prep - \$120
Intermediate CompTIA A+ Certification Prep - \$120
Advanced CompTIA Security + Certification Prep - \$120
CompTIA Security + Certification Prep - \$120
CompTIA Security + Certification Prep 2 - \$120
CompTIA Network + Certification Prep - \$120

Ready to register for an ed2go course? Visit: ed2go.com/nvcc for complete instructions.

English as a Second Language (ESL)

English as a Second Language (ESL)

Are you new to the U.S.A.?

*Do you need to refine your English skills
for the workplace?*

*Are you preparing to take
classes in the U.S.A.?*

Naugatuck Valley Community College
has what you need!

Our English as a Second Language program is designed for students whose native language is not English. It endeavors to help students attain a level of proficiency in English that will enable them to reach their academic, career or personal goals.

We offer grammar, oral communication, pronunciation, and reading and writing courses at the beginning, intermediate and advanced levels.

Placement tests determine the appropriate level and course for you. The testing consists of two parts: a computerized LOEP (Level of English Proficiency) test and a writing sample.



ESL Information and Registration

Waterbury Campus

750 Chase Parkway, Waterbury
Robin Gerber
rgerber@nv.edu • 203-575-8156
Rm: ACE, E500

Danbury Campus

183 Main Street, Danbury
203-797-9361
Mon. - Fri., 8:00 am - 5:00 pm



Fitness and Wellbeing Careers

Personal Fitness Trainer Orientation

Online format! FREE!

Choose one:

Wednesday, September 2, 4:00 pm

or

Thursday, October 1, 12:00 pm

Take this orientation online from home and learn what it takes to become a Personal Fitness Trainer. One of our veteran instructors will paint a clear picture of what to expect in the course and the great rewards that await you in this growing field. You will be able to ask questions and participate in a live chat with our instructor. This is accessible as an online meeting or an audio conference only. Please go to our web page at nv.edu/fitness for special access information and password.

Career Spotlight

Personal Fitness Trainers

Careers in fitness and wellbeing are in demand. According to the Connecticut Department of Labor (CTDOL) employment opportunities and jobs will increase 26.6% between 2012 and 2022 in this mid-level skills field.

Employment in this occupation is expected to grow much faster than average, and the number of annual openings will offer very good job opportunities. The average income is reported as \$40,863 annually.

Want college credit?

Students who successfully complete all course requirements and receive certification may be eligible to receive 3 lower level academic credits through the American Council on Education (ACE). For more information, go to the ACE website at: <http://www2.acenet.edu/credit> and search for World Instructor Training Schools on the ACE CREDIT Evaluated Organizations list. Transfer of credit is at the discretion of the receiving school and is not guaranteed.

Personal Fitness Trainer Certification

Approved for
WIA Funding

Come join this fun profession and be a part of what Fortune Magazine & ABCNEWS.com state is the 4th hottest job in the U.S. at a national average of \$34 an hour. Employers such as 24 Hour Fitness, LA Fitness and Gold's Gym are just a few of the club groups that seek out our graduates. Whether for a career or your own personal knowledge, get all the information you need to become a Certified Personal Trainer.

- This challenging course is taught over a 9-week period for better retention and skills competency.
- The National World Instructors Training School (WITS) exam is held on the 9th week.
- This course is formatted as a 62-hour program, comprised of 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour professional practice experience (PPE).
- WITS provides a list of facilities or you can find your own and have it approved through a simple process.
- Key topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment.
- CPR/AED certification is needed to receive the WITS certificate. (Offered Spring 2016 at NVCC.)
- Textbook is required and not included in the course fees. Call to order at 888-330-9487 or online at www.witseducation.com (Fitness Professional's Handbook-6th Edition by Edward Howley, Dixie Thompson Hardback book, 608 pages, ISBN-13: 9781450411172)

CRN 4114

9 sessions

Saturday, October 10 - December 12

No class 11/28

9:00 am - 2:00 pm • Rm: T515

Instructor: Staff

\$710

Fitness and Wellbeing Careers

Nutrition for Optimal Health, Wellness and Sports

Online Format!

This nationally recognized Nutrition for Optimal Health, Wellness, and Sports online program has been designed to meet the growing demand of allied health/medical professionals, Registered Dietitians, fitness professionals, personal trainers, and the general public who want to learn about developing individualized nutritional programs for clients, patients, or for personal improvement. This innovative and comprehensive Web-based certificate program provides an in-depth examination of contemporary nutritional topics such as meal plan analysis, functional food implementation, antioxidants, public nutrition, sports nutrition, vitamin supplementation, and weight management. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

To get started:

1. Call the Office of Non-Credit Lifelong Learning at 203-575-8029 to register.
2. Email Lisa Crick, program coordinator, for course information at lcrick@nv.edu. Include your name, mailing address, phone number, email address and the name of the course for which you have registered.

Online / self-paced 200 hours
Open Registration • Start anytime \$2,595

For additional course information please click on the course link at nv.edu/fitness

Fitness Business Management

Online Format!

Learn how to successfully manage a personal training program or a health fitness department as a strategic business unit (SBU) while earning a certificate in this innovative management program. Complete core learning online and gain valuable experience in the field by adding an optional field internship. Upon completion, you'll be prepared for a career in health clubs, wellness centers, personal training studios, physical therapy clinics, YMCAs, JCCs, college/university centers or recreational settings. The price of the course includes instructional materials.

To get started:

1. Call the Office of Non-Credit Lifelong Learning at 203-575-8029 to register.
2. Email Lisa Crick, program coordinator, for course information at lcrick@nv.edu. Include your name, mailing address, phone number, email address and the name of the course for which you have registered.

Online / self-paced 200 hours
Open Registration • Start anytime \$2,595



Health Care • Career Information

NVCC offers a wide variety of non-credit health care programs designed to help you launch your career! The health field offers many opportunities from entry-level jobs to advancement potential. Specific program information can be found on the following pages and on our program web sites listed below. You may also find it helpful to explore the links to related professional organizations and career information, to help you choose your new career or advance your current one. After you have reviewed all the information and if you still have questions about a specific program or which one is the best fit for your goals, please attend one of our free information sessions listed on page 5 or contact us at 203-575-8029 or nc@nv.edu.

Be Job Ready in Just Months!

NVCC Non-Credit Health Care Programs:

These webpages have links to course calendars, payment plans, health screening forms and additional information.

Central Sterile Processing Technician

nv.edu/cspt

Certified Nurse Aide

nv.edu/cna

Medical Coding and Billing Specialist

nv.edu/medicalcoding

Medical Office Administrative Assistant

nv.edu/MOAA

Patient Care Technician

nv.edu/pct

Pharmacy Technician

nv.edu/pharmacy

Phlebotomy Technician

nv.edu/phleb

Career Exploration Sites

Health Occupations & Technology Careers in Connecticut

healthcareersinct.com

Job & Career Connection

ctjobandcareer.org

United States Department of Labor Occupational Outlook Handbook

bls.gov/ooh



Professional Organization Sites

American Health Information Management Association

ahima.org

American Society for Pharmacy Technicians

pharmacytechnician.com

American Society of Clinical Pathologists

ascp.org

American Society of Phlebotomy Technicians

aspt.org

Certification Board for Sterile Processing and Distribution

sterileprocessing.org

Connecticut Pharmacist Association

ctpharmacists.org

Nurse Aide Registration Connecticut Department of Public Health

ct.gov/dph/cwp/view.asp?a=3121&q=389390

The Center for Phlebotomy Education

phlebotomy.com

Health Care • Basic Life Support

Basic Life Support - Health Care Providers

In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner. Participants who successfully complete the written exam and skills validation will receive an American Heart Association BLS for Health Care Providers card, valid for two years. The textbook is included in the price of the class and should be picked up during the week prior to class in Kinney Hall, Room K407 or at the Danbury Campus Administration Office. **Please be on time or you may be turned away at your own expense.**

This course meets most healthcare employers' requirements for formal BLS evaluation and is a prerequisite to many health care education programs, including those at NVCC. *Required course for the PCT program; Included in the PCT Fast Track and Phlebotomy Technician programs.*

Instructor: Alberta Arens / M. John Arens \$99

Select one of the following sections:

CRN 7200
Tuesday, July 7
8:00 am - 12:30 pm • Rm: E315

CRN 7202
Saturday, July 11
8:00 am - 12:30 pm • Rm: E315

CRN 7203
Friday, July 17
8:00 am - 12:30 pm • Rm: E315

CRN 7204
Danbury Campus
Saturday, August 1
8:00 am - 12:30 pm • Rm: HL

CRN 7205
Wednesday, August 12
5:00 pm - 9:30 pm • Rm: E315

CRN 7206
Saturday, August 15
8:00 am - 12:30 pm • Rm: E315

CRN 7207
Saturday, August 22
8:00 am - 12:30 pm • Rm: E315

CRN 7208
Tuesday, August 25
8:00 am - 12:30 pm • Rm: E315

CRN 7209
Saturday, August 29
8:00 am - 12:30 pm • Rm: E315

CRN 4135
Tuesday, September 8
8:00 am - 12:30 pm • RM E320A

CRN 4136
Danbury Campus
Saturday, September 19
8:00 am - 12:30 pm • Rm: HL

CRN 4137
Saturday, October 17
8:00 am - 12:30 pm • Rm: E315



Health Care • Central Sterile Processing

Central Sterile Processing Technician

Approved for
WIA Funding

Central Sterile Processing Technicians are responsible for the sanitation, packaging and distribution of surgical instruments. This entry-level health care career program prepares the student for work in a hospital, surgical center, or other facility that utilizes a central sterile supply department.

This program includes such topics as: anatomy and physiology; microbiology and infection control; decontamination and sterilization processing; and how to handle, care for, and identify surgical instruments. A tour of the Central Sterile Processing Department at an area hospital is included. The textbook is included in the price of the course.

National certification exams are available and will be described in more detail in class. The Medical Terminology course offered on page 23 is recommended but not required.

Prerequisite: Students must provide proof of a high school diploma or GED at registration.

Select one of the following sections:

CRN 7194 12 sessions
Tuesday & Thursday, July 21 - August 27
6:00 pm - 9:15 pm • Rm: E315
Instructor: Deborah Pennell \$1,070

CRN 4134 12 sessions
Thursday, September 17 - December 10
No class 11/26
6:00 pm - 9:15 pm • Rm: T516
Instructor: Staff \$1,070

Here is what our students say...

"I enjoyed the Central Sterile Processing class. My instructor was as enthusiastic as she is knowledgeable. I learned so much from her and I feel confident that I will be able to pass the CBSPD certification exam."

*Maureen Brundage, NVCC Student
Central Sterile Processing Technician*



Career Spotlight

Central Sterile Processing Technicians

The current job market calls for Central Sterile Processing Technicians not just in hospitals, but also places like surgical centers, endoscopy offices, dental offices and even travelling opportunities for temporary assignments. This course will prepare you for national certification that many area employers are requiring for employment.

Many employers require national certification by a professional organization as a requirement for hire or for a new employee to have the certification within a limited time from their start date. For information about certification options and career and job opportunities please view these professional organization websites:

The Certification Board for Sterile Processing and Distribution (CBSPD): sterileprocessing.org

International Association of Healthcare Central Service Material Management: IAHCMM.org



Health Care • Essentials



Computers & Electronic Medical Records in Health Care

Technology is an integral part of health care. Take a patient's blood pressure and then record it in the electronic medical record. Answer the phone in the health care provider's office and enter the new appointment in the computer schedule. Assist the resident with range of motion exercises and document it so the physical therapist will know it was completed. This course will review the basic skills required to operate a computer and introduce you to the practical applications used in health care today. *Required for the PCT program and is included in the PCT Fast Track and Phlebotomy Technician programs.*

Select one of the following sections:

CRN 4204 4 sessions
 Danbury Campus
 Monday, September 28 - October 19
 5:30 pm - 8:30 pm • Rm: HL
 Instructor: James Donaher, RHIT \$289

CRN 4153 4 sessions
 Wednesday, September 30 - October 21
 9:00 am - 12:00 pm • Rm: E618
 Instructor: Staff \$289

Basic Math for Health Care

Fractions, percentages, converting measurements and solving simple formulas are all basic skills needed to succeed in any health care role. Join your peers in this 6-hour review of basic math skills. You will practice solving everyday math problems taken directly from the Central Sterile Processing Technician, CNA, PCT, Pharmacy Technician and Phlebotomy Technician programs. This course is designed to review and refresh your math skills to get you ready to hit the ground running when you start your program. For the best results, please register for this program prior to the start of your course.

Select one of the following sections:

CRN 4115 2 sessions
 Monday & Wednesday, September 14 - September 16
 5:30 pm - 8:30 pm • Rm: K622
 Instructor: Staff \$30

CRN 4156 2 sessions
 Wednesday, September 16 - September 23
 9:00 am - 12:00 pm • Rm: E320A
 Instructor: Staff \$30

Medical Terminology

The Language of Health Care

Ready to learn the “lingo” of health care? Learn basic word structure, suffixes and prefixes, organization & body systems, and medical specialty terminology. The emphasis is on giving you the basic, essential language to function effectively as a member of the healthcare team. The textbook is included and will be provided at the first class session. *Elective for PCT Program.*

Select one of the following sections:

CRN 4152 8 sessions
 Monday & Friday, September 18 - October 12
 9:00 am - 12:00 pm • Rm: E320A
 Instructor: Susan O'Brien \$235

CRN 4205 8 sessions
 Danbury Campus
 Wednesday, September 23 - November 11
 5:30 pm - 8:30 pm • Rm: HL
 Instructor: Staff \$235

Health Care • Essentials

Customer Service and Communication in Healthcare

As a healthcare worker, you are regarded as a partner in care and play a vital role in customer service. Your body language, attention to etiquette, the way you give and receive messages, and how you interact with your patient and others are keys to the client's healthcare experience. Maximize successful communication and improve client satisfaction. *Required for the PCT program and is included in the PCT Fast Track and Phlebotomy Technician programs.*

CRN 4181 1 session
Thursday, September 17
12:30 pm - 3:30 pm • Rm: E318A
Instructor: Staff \$35

CRN 4157 1 session
Wednesday, October 28
9:00 am - 12:00 pm • Rm: E320A
Instructor: Pamela Swendsen, MSN, RN \$35

CRN 4199 1 session
Danbury Campus
Monday, November 2
5:30 pm - 8:30 pm • Rm: HL
Instructor: Staff \$35

Here is what our students say...

"Communication in health care was very fun and interactive. Group discussions flourished!"

*Jeanine LaPlante, NVCC Student
Customer Service and Communication
in Healthcare*

Patient Confidentiality

Everyone's Job, Not Everyone's Business!

It's everyone's job, but not everyone's business! Patient confidentiality is protected by law and healthcare providers have the professional, ethical and legal obligation to protect it as well. Know which information you can or cannot discuss at the dinner table or at work, and the rules you must follow to be in compliance with the latest HIPAA privacy and security regulations. *Required for the PCT program and is included in the PCT Fast Track and Phlebotomy Technician programs.*

Select one of the following sections:

CRN 7169 1 session
Monday, July 27
5:30 pm - 8:30 pm • Rm: E320A
Instructor: Staff \$35

CRN 4197 1 session
Thursday, September 17
9:00 am - 12:00 pm • Rm: E318A
Instructor: Staff \$35

CRN 4206 1 session
Danbury Campus
Monday, October 26
5:30 - 8:30 pm • Rm: HL
Instructor: Staff \$35

CRN 4159 1 session
Wednesday, November 4
9:00 am - 12:00 pm • Rm: E320A
Instructor: Staff \$35



Health Care • Medical Coding and Billing

Medical Coding and Billing Specialist

Approved for partial
WIA Funding

Do you envision working in the healthcare field, but not directly with patients? Medical Coding and Billing might be just the career you are looking for. Employment prospects for Medical Coding and Billing Specialists remain strong. Our graduates are employed in a variety of settings including: physician offices and clinics, medical group practices, managed care companies, insurance companies, hospitals and other health providers.

The Medical Coding and Billing Specialist program at our Waterbury Campus starts each fall semester. The program includes 450 hours of combined classroom and clinical learning. Classes are held three weekday evenings per week for three hours. The program will take you one year, plus your professional practice experience, to complete. There are four modules, including a daytime clinical experience. Students successfully completing the program will be eligible to sit for national professional certification. At \$6,500, you'll find that NVCC is extremely cost-effective compared to other medical coding and billing programs.

The cost includes textbooks for all modules.

A course calendar and payment plan are available at nv.edu/medicalcoding.

CRN 4133 450 hours
Monday, Wednesday & Thursday
September 24, 2015 - September 26, 2016
6:00 pm - 9:00 pm • Rm: T641
Instructor: Staff \$6,500

Check out our new Medical Administrative Assistant course! See page 10 for details.

Career Spotlight

Medical Coding and Billing Specialist

Medical Secretaries and Billing and Posting Clerks are listed by the Connecticut Department of Labor (CTDOL) as Hot Jobs. The average annual income for these careers is \$38,114 - \$40,618. The role of Medical Billing and Coding Specialists is undergoing dramatic changes with the implementation of ICD-10 coding criteria and the federally mandated compliance with electronic medical records. Our area employers state they are poised to grow and will strongly value the applicant with current knowledge of the industry standards. National certification is also available from recognized professional organizations. Information will be provided in class.

American Health Information Management Association:
ahima.org

The Professional Association of Health Care Coding Specialists:
pahcs.org

AAPC (American Association for Physician's Coding):
aapc.com

ICD-10-CM

On October 1, 2015 all HIPAA covered entities will transition to the ICD-10-CM. This transition means substantial changes in your practice's day-to-day coding and provider documentation procedures.

Take this course designed for the experienced coder and learn the knowledge you need to accurately code with the new set of codes. Join other colleagues starting in October for a 6-week seminar course that will provide a comprehensive study of ICD 10 CM. Specificity and correct coding procedures and techniques will be stressed.

CRN 4132 6 sessions
Thursday, October 15 - November 19
5:30 pm - 8:30 pm • Rm: T515
Instructor: Rachael D'Andrea \$370

Health Care • Nurse Aide Certification (CNA)

Approved for
WIA & VA
Funding

Certified Nurse Aides care for people in their homes, long-term care facilities, hospitals, physician offices and clinics. You will participate in classroom discussions and lectures, have a chance to try out new skills in a safe and comfortable environment in our simulated labs and then go on to gain experience in a clinical setting. Registered Nurse instructors will facilitate your learning in all areas. After successful completion of our program you will be well prepared to take the State of Connecticut Nurse Aide Competency Exam given on site and included in the cost of the course. **NVCC's annual Connecticut State Competency Exam pass-rate exceeds 98%.**

Important course and student information:

- Please visit our website nv.edu/cna or call 203-575-8029 for an information packet and detailed course calendars. Due to weather and other unforeseen circumstances, some variations in dates and times may occur in each schedule.
- Federal and State-mandated attendance requirements must be met.
- A textbook will be provided for your use for the duration of the class at no additional charge.
- A workbook is included in the cost of the course and will be provided in class.
- A health screening and up-to-date immunizations are required by the second week of class.
- Documentation must be in the form of a completed NVCC CNA Health form. This form can be downloaded at nv.edu/cna.
- Students are responsible for their own transportation to and from clinical location. Some but not all clinical facilities are located on a bus line and availability is not guaranteed.
- A criminal background check is required of all students entering the program. Cost is included in the course fee.
- Students with criminal convictions may have difficulty finding employment, especially in health care and may be denied clinical placement. Felony or misdemeanor offenses may prevent you from participating in clinical and mandate withdrawal from the program. No course refunds are available in this situation. Please consult the program coordinator prior to registration if you have any concerns.
- The Connecticut State Competency Written and Skills Exam is administered on-site and is included in the cost of the course.

Select one of the following sections:

CRN 4150 Waterbury, Days September 15 - December 17 Room: E320A Instructor: Staff RNs	120 hours \$1,350
CRN 4207 Danbury, Evenings / Saturdays September 17 - December 10 Room: HL Instructor: Staff RNs	120 hours \$1,350
CRN 4203 Danbury, Days October 5 - December 16 Room: HL Instructor: Staff RNs	120 hours \$1,350
CRN 4179 Waterbury, Evenings / Saturdays October 26 - December 21 Room: E320A Instructor: Staff RNs	120 hours \$1,350
CRN 4168 Waterbury, Days November 16 - January 19, 2016 Room: E320A Instructor: Staff RNs	120 hours \$1,350

Full course calendars and tuition installment plans are available at nv.edu/cna.

See pages 27 and 28 for FAQs.

Health Care • Nurse Aide Certification (CNA)

CNA Frequently Asked Questions (FAQ)

There are other CNA programs. Why NVCC? Are they all the same?

NVCC is proud to offer one of Connecticut's largest, oldest and most respected CNA programs. All of our instructors are experienced Registered Nurses. We more than meet the minimum standards set by the State. You will get more hours of practice in our health lab and more supervised time working with residents in the clinical setting. Our program includes one opportunity to sit for the on-site Connecticut Nurse Aide Competency Exam and is included in the cost of the course. Students will attend classes in a college setting and have access to college support resources, including the library and Job Placement Center. A graduation ceremony is held for all successful participants and graduates are awarded completion certificates and a custom-designed NVCC CNA pin to wear proudly on your uniform. We hope that you decide to join us. You will be happy that you did!

Can I pay for tuition in smaller payments?

Yes, we offer a tuition installment plan which allows you to pay in two or three payments. The specific payment amounts and dates are listed in the plan. Call 203-575-8029 to have one mailed to you or print one online at nv.edu/cna.

Can I get financial aid for the CNA course?

Sorry, federal financial aid is not available for any of our non-credit courses. You may qualify for educational funding at the American Job Center if you meet income and employment criteria. Please contact them in Waterbury at 203-574-6971 or Danbury at 203-730-0451. Some area employers offer tuition reimbursement; please check directly with your employer. As noted above, we also offer a convenient NVCC tuition installment plan that allows you to pay for the course in installments.

I have a criminal record. May I register for the CNA course?

Those with a criminal record may have difficulty finding employment in the health care field at any level. A criminal background check is done for all students registered in the program during the first week of class. Students who do not pass the background check will not be admitted to the clinical facility and will be withdrawn from the program at their own expense. No refunds are awarded for withdrawal because of failure to pass the background check. Please consider this carefully before registering.

My certification has lapsed. What should I do?

Call the Department of Public Health, Nurse Aide Registry, at 860-509-7596. You may be required to either take the CNA course again or to retake the State certification exam.

I am certified in another state. How can I work in Connecticut?

Call the Department of Public Health, Nurse Aide Registration at 860-509-7596 for information about obtaining Connecticut credentials.



FAQ's continued on page 28.

Health Care • Nurse Aide Certification (CNA)

CNA Frequently Asked Questions (FAQ) (continued)

I am ready to sign up! How can I register for NVCC CNA or PCT Courses?

Registration details are on pages 59-60.

I want to be a nurse. Do you have a nursing program?

Yes. Many students pursuing a career in health care begin with the CNA program while earning money to continue their education. NVCC has an associate degree program preparing you as a Registered Nurse. Call the Admissions Office at 203-575-8040 or go to nv.edu/nursing for more information.

How can I get information about CNA courses at NVCC?

1. Visit us online at nv.edu/cna to view or download detailed course calendars, tuition installment plan and health form.
2. Call 203-575-8029 or email nc@nv.edu to request a CNA information packet be mailed to you.
3. Visit Kinney Hall, Room K407, on the Waterbury Campus or NVCC Danbury Campus, 183 Main Street, to pick up a CNA information packet.
4. Attend one of our free information sessions. See page 5.

Here is what our students say...

"I had a great experience here at NVCC. All of the instructors were so polite and cared about student success."

Ryann Kelly
NVCC Student, CNA



Career Spotlight *Certified Nurse Aide*

The Connecticut Department of Labor (CTDOL) reports the average annual income for Nursing Aides, Orderlies, and Attendants is \$32,188 with a mean hourly rate of \$15.48. The CTDOL lists Certified Nurse Aide as a Hot Job and states employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities.

It is mandated that for employment, all nurse aides must be listed on the Connecticut Nurse Aide Registry. Successful completion of the Connecticut Nurse Aide Competency Exam is required for registry. The exam is given on site and included in the cost of the course.

Health Care • Patient Care Technician (PCT)

The Patient Care Technician (PCT) Certificate Program is an exciting opportunity for you to start your healthcare career or advance your skills, earn a better salary and have more job options in a changing work environment. PCT's are valued members of many healthcare teams. They work in hospitals, rehabilitation settings, physician offices, clinics, and long-term care facilities. The PCT will expand the knowledge and skills of the nurse aide to care for patients with complex and sometimes acute diagnoses. Learn the art and science of drawing blood specimens, accurately recording an electrocardiogram, and working within a sterile field used for surgical procedures.

The Patient Care Technician Certificate Program is a series of courses, including Nurse Aide Certification (CNA), which prepares you to enter the healthcare profession and care for a variety of patient populations. The courses may be taken on a part-time or full time basis in Waterbury or Danbury. Choose the pathway and schedule that fits your goal. Need help deciding? Attend a free Program Information Session (page 5).

PCT Fast Track

If you are ready to get going and want to finish quickly, then you should register for the PCT Fast Track. The schedule provides you with all the required courses and two electives (Medical Terminology and the Hospital Clinical) in a preset calendar to have you job ready in just months. The Fast Track also includes Computers for Health Care and Math for Health Care as part of the program. Students who already have their CNA may request to join the Fast Track schedule at a reduced rate. Please contact 203-575-8029.

PCT "à la carte"

Some students wish to pursue courses at their own pace and choose their own plan. This allows students to plan courses around other commitments. Not all courses are offered each semester. Course schedules often rotate between day and evening sessions and between Waterbury and Danbury locations. PCT courses can also be taken individually to add to your skill set, for example a CNA working in a physician's office might take the EKG and Pulse Oximetry Skills class.

Required Courses:

- Advanced Patient Care Skills 33
- BLS - Basic Life Support 21
- Computers & EMR in Healthcare 23
- Customer Service and Communication in Health Care..... 24
- EKG & Pulse Oximetry Skills 33
- Nurse Aide Certification (CNA)..... 26-28
- Patient Confidentiality 24
- PCT Orientation 31
- Phlebotomy for the PCT 31
- Rehabilitation Skills 32

Electives: Choose 2:

- Alzheimer's and Other Cognitive Changes in the Elderly **
- Behavioral Health **
- Caring for the Pediatric Client..... **
- Care of the Growing Family **
- Compassionate Care for the End of Life **
- Hospital Clinical 32
- Medical Terminology..... 23

** In future semesters

Health Care • Patient Care Technician (PCT)

Why PCT at NVCC?

Student Success is Our Expectation!

- Our experienced faculty are experts in their fields and ready to support your learning in the classroom and the clinical setting.
- The program content was created in collaboration with area employers to assure you learn the knowledge and skills employers are seeking.
- The curriculum is designed to provide you with a breadth of patient care skills that give you a broader arena in which to seek employment.
- Students enjoy the resources and support of the College community.
- The Job Placement Center is available to assist you in your job search, tune up your resume, post to our jobs board, practice your interviewing skills and find the opportunities available to you.
- The Academic Center for Excellence and the Max R. Traurig library staff are available on the Waterbury and Danbury Campuses.
- Choose the course schedule that meets your life and learning styles. We offer Fast Track and "a la carte" options as well as day and evening classes.
- Individual certificates are awarded at the completion of each course; giving you documentation of your competencies as you earn them. Take these along to job interviews.



PCT Fast Track

Approved for
WIA Funding

This program is designed to get you job ready in just months. Start with an orientation to the job role, earn your Nurse Aide Certification (CNA) and culminate in a hospital clinical experience. In this PCT Fast Track program, you and your classmates will take a prescribed schedule of classes designed to give you a strong background that is desired by employers in our area. Students who already have their CNA may request to join the Fast Track schedule at a reduced rate. Contact 203-575-8029.

- Federal and State-mandated attendance requirements must be met.
- Due to weather and other unforeseen circumstances, some variations in dates and times may occur.
- All students are required to have a background check prior to clinical participation. Cost is included in the course fee.
- Students with criminal convictions may have difficulty finding employment, especially in health care, and may be denied clinical placement. A criminal background check is required of all students entering the program. Felony or misdemeanor offenses may preclude you from participating in clinical and mandate withdrawal from the program. No course refunds are available. Please consult the program coordinator prior to registration if you have any concerns.
- Textbooks are included in the cost of the course.
- Graduates receive a custom-designed NVCC PCT pin.

Prerequisites:

- A high school diploma, GED or equivalent
- A health screening and up-to-date immunizations are required by the second week of class. Documentation must be in the form of a completed NVCC CNA Health form. This form may be downloaded at nv.edu/pct.

Full course calendars are available at nv.edu/pct.

CRN 4149

309 hours

September 14 - February, 2016

Daytime, Weekdays • Rm: E320A

Instructor: Staff

\$3,712

Health Care • Patient Care Technician (PCT)

PCT Orientation

This required course will review important information to prepare the student for entry into the PCT program. It is strongly recommended that students take this class first but registering within the first semester of course work is acceptable.

Topics will include:

- What is a PCT?
- Where do PCT's work?
- Personal program planning
- Course descriptions
- How to choose electives

Select one of the following sections:

CRN 4198 1 session
Danbury Campus
Tuesday, September 1
6:30 pm - 8:30 pm • Rm: HL
Instructor: Staff \$10

CRN 4151 1 session
Monday, September 14
10:00 am - 12:00 pm • Rm: E320A
Instructor: Kimberly Grivner, RN \$10

CRN 4180 1 session
Tuesday, November 3
12:30 pm - 2:30 pm • Rm: E318A
Instructor: Kimberly Grivner, RN \$10

Phlebotomy for the Patient Care Technician

The art and science of phlebotomy is an important part of the role of many patient care technicians. This course will include: skin puncture techniques, collection procedures, legal issues, safety concerns, infection control and quality assurance. Teaching methods include lecture and supervised hands-on practice in a simulated lab setting but does not include a clinical rotation. The textbook is included in the cost of the course and will be provided at the first class session.

Prerequisite: CNA

Required course for PCT program.

Select one of the following sections:

CRN 7187 10 sessions
Wednesday, August 26 - October 21
5:30 pm - 8:30 pm • E320A
Instructor: Lisa Vacarelli, BS, SM, MT \$418

CRN 4145 10 sessions
Monday & Friday, October 23 - November 23
9:00 am - 12:00 pm • Rm: E318A
Instructor: Sandra Smith, PBT (ASCP) \$418

CRN 4148 10 sessions
Danbury Campus
Monday, November 16 - January 25, 2016
No class 1/18/16
5:30 pm - 8:30 pm • Rm: HL
Instructor: Staff \$418



Health Care • Patient Care Technician (PCT)

Rehabilitation Skills

Designed for the health care worker (CNA/PCT), this course will provide you with the necessary skills to properly handle patients and facilitate optimal health and rehabilitation. This energizing class is packed with useful information and hands-on practice. Rehabilitation skills will include:

- Body mechanics
- Bed positioning, mobility and transfer
- Ambulation, balance and wheelchair training
- Assistive/mechanical devices - what they are and how they are used

Prerequisite: CNA

Required course for PCT program.

Select one of the following sections:

CRN 4202 5 sessions

Danbury Campus

Saturday, December 5, 2015 - January 16, 2016

No class 12/26, 1/2

9:00 am - 3:00 pm • Rm: HL

Instructor: Staff \$289

CRN 4155 10 sessions

Monday, Wednesday & Friday

December 14, 2015 - January 15, 2016

No class 12/23, 12/25, 12/28, 12/30, 1/1/16

12:30 pm - 3:30 pm • Rm: E320A

Instructor: Staff \$289



Hospital Clinical

Care of the Hospitalized Patient

For more information and a schedule call 203-575-8029.

This is your opportunity to explore the dynamic world of acute care as you take your advanced care skills into a hospital setting. You will care for various patient populations: medical, surgical, orthopedic, post-partum, emergency or others during your 30-hour clinical experience.

Prerequisites: Documentation of prerequisites must be provided to the Office of Non-Credit Lifelong Learning in K407 prior to the first class.

- Current CT CNA Certification.
- Current health screening (within 1 year) that includes: Up-to-date immunizations, negative TB documentation and proof of flu vaccine.
- Health care provider's signed statement that the student may participate in the course activities without restrictions. NVCC health form is available at nv.edu/cna.
- Successful completion of Advanced Patient Care Skills course at NVCC.

Questions about prerequisites must be addressed before the start of the course. Contact the program coordinator, Patricia Targett at ptargett@nv.edu.

An information packet, will be emailed prior to the start of class. Please be sure to provide your updated email address to be sure you don't miss this important information. *Included in the PCT Fast Track program. Elective for the PCT program. Register early - enrollment is limited.*

Sections forming now. Please contact 203-575-8029 to be added to the "interested list." The cost of the course is \$489.

Health Care • Patient Care Technician (PCT)

Advanced Patient Care Skills

This 30-hour course is designed to build on the knowledge and skills of the CNA course. Participants will learn skills including:

- Wound care and sterile dressings
- Respiratory procedures
- Advanced catheter care and specimen collection
- Pre and post-operative care
- Administration of enemas and colostomy care
- Nasogastric tubes and tube feedings
- Point-of-care testing - glucometer

There will be opportunities for students to have extensive supervised hands-on practice in a skills laboratory setting. The required textbook and workbook are included in the cost of the course and will be provided at the first class session. *Included in the PCT Fast Track program. Required course for PCT program.*

Prerequisite: CNA

Select one of the following sections:

CRN 4154 10 sessions
Monday, Wednesday & Friday
December 14, 2015 - January 15, 2016
9:00 am - 12:00 pm • Rm: E320A
No class 12/23, 25, 28, 30, 1/1
Instructor: Kimberly Grivner, RN \$289



EKG & Pulse Oximetry Skills

Learn the knowledge and skills to accurately obtain a 12-lead EKG and pulse oximetry measurement. Cardiac and respiratory anatomy and function, lead and sensor placement, recognition of normal vs. abnormal readings and how to adapt to unusual patient situations will also be taught. This course includes classroom and hands-on lab experience. (This course does not prepare you to be an EKG technician.) The required textbook is included in the cost of the course and is provided in the first class session. *Required course for the PCT program.*

Select one of the following sections:

CRN 4158 4 sessions
Wednesday & Friday, December 2 - December 11
9:00 am - 12:45 pm • Rm: E320A
Instructor: Staff \$225



Health Care • Pharmacy Technician

Pharmacy Technician

Approved for
WIA Funding

Pharmacy Technicians are important members of the healthcare team. They receive and process prescriptions, maintain stock levels, and fill unit-dose medication carts under the direction of a licensed pharmacist. In this 60-hour course, students will learn dosage calculation, I.V. flow rate, drug compounding, and dose conversion. The textbook and instructional materials are included in the cost of this course.

Prerequisites:

- High School Diploma, GED or equivalent.
- High school math, including solving simple algebraic equations. A Basic Math for Healthcare refresher is available. See page 23.
- A background check is not required to take this course but students with criminal convictions may have difficulty finding employment, especially as a pharmacy technician.

Select one of the following sections:

CRN 4117 20 sessions
Monday & Wednesday
September 21 - November 30
No class 11/25
5:30 pm - 8:30 pm • Rm: T516
Instructor: Staff \$1,095

CRN 4116 20 sessions
Danbury Campus
Monday & Thursday
September 28 - December 10
No class 11/26
12:30 pm - 3:30 pm • Rm: HL
Instructor: Staff \$1,095

Certification

PTCB Exam

All students who successfully complete the Pharmacy Technician Program will be eligible to take the Pharmacy Technician Certification Board (PTCB) exam. For more information, visit: www.nv.edu/non-credit/pharmacy-technician#4596417

Pharmacy Technician Clinical

Explore the role of a Pharmacy Technician in the professional environment. Enhance your knowledge and improve employment opportunities by participating in the real world functions of a Pharmacy Technician in a patient care and customer setting. You will gain experience in central pharmacy functions including sterile IV compounding, narcotic vault, barcode medication identification, and unit dosing technology. Based on your facility placement, you may also gain experience with automated inventory carousel and dispensing cabinets, or order entry and medical records. Duties will include inventory, labeling, preparing doses, IV sterile preparation, medication delivery and pre-packing.

Course Requirements:

- Successful completion of the Pharmacy Technician course at NVCC.
- Current health screening (within 1 year) that includes: Up-to-date immunizations, negative TB documentation and proof of flu vaccine.
- All students are required to have a background check prior to clinical participation. Cost is included in the cost of the course.
- Students with criminal convictions may have difficulty finding employment, especially in healthcare. Felony or misdemeanor offenses will preclude you from participating in clinical and mandate withdrawal from the program. No course refunds are available. Please consult the program coordinator prior to registration if you have any concerns.
- Business casual dress and white lab coat or scrubs required, depending on your placement.

CRN 4118
Classroom: Tuesday & Thursday
September 15 & September 17 • 9:00 am – 3:30 pm
Clinical: Monday – Friday, 5 sessions, 6 hours each
between September 21 and October 16. The program
coordinator will schedule your week and facility.
Rm: E318A \$325

Space is limited. Register early

Health Care • Phlebotomy Technician

Phlebotomy Technician

Approved for
WIA & VA Funding

Do you want to be an integral member of a healthcare team? Phlebotomy Technicians facilitate the collection and transportation of laboratory specimens, process Medicare and insurance claims, and have contact with diverse population groups while assuring high quality, patient safety and demonstrating strict professional behavior.

The Phlebotomy Technician program at NVCC will provide the student with 200 hours of classroom instruction, simulated lab experience and clinical validation opportunities needed to meet the growing demands of the role of the phlebotomy technician. Our coordinator will schedule your clinical experience at one of our partner facilities:

- Danbury Hospital satellite offices:
Southbury, Danbury, Ridgefield, Brookfield
- The Hospital of Central Connecticut,
New Britain

Clinical schedules are daytime hours, typically 7:00 am - 3:00 pm, Monday through Friday for 2 - 3 weeks. Clinical hours and days may vary with the location assignment. Evening hours are not available. Textbooks are included in the cost of the course.

Uniforms, your choice of solid color v-neck scrub top and matching pants, along with clean shoes/sneakers, are required to be worn for all classes, labs, and clinical. Uniform must be washable. No sweats, spandex, or leggings will be allowed.

Here is what our students say...

The teachers were very professional and knowledgeable. I would highly recommend NVCC to everyone and anyone that is interested in returning to school."

Joseph Aubin
NVCC Student
Phlebotomy Technician

CRN 4144 200 hours
Classroom: September 14 - December 2
Days • Rm: E320A
Clinicals: completed December / January
Instructor: Sandra Smith, PBT (ASCP) \$2,999

CRN 4146 200 hours
Classroom: September 14, 2015 - January 27, 2016
Evenings / Saturdays • Rm: HL
Clinicals: February / March, 2016
Instructor: Staff \$2,999

***For detailed course calendar please visit nv.edu/phleb or call 203-575-8029.**

Prerequisites: High school graduation/GED.

Students must:

- Maintain personal medical insurance coverage.
- Submit a current health screening, including up-to-date immunizations and documentation of the flu vaccine.
- Have transportation to clinical sites and daytime availability.

National certification exams are available and will be described in more detail in class. For information about certification options, please check out this professional organization website: American Society of Clinical Pathologists at ascp.org.



Hospitality

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

Approved for WIA Funding

Bartending offers an opportunity to start a new career or a chance to supplement your income with a part-time position. This professional bartending course includes the state and national S.M.A.R.T. certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Servers of alcohol are taught to serve responsibly, how to spot signs of intoxication and how to respond appropriately. Students will learn to make more than 100 drinks, from gin and tonics to daiquiris. Instruction focuses on opening and closing procedures, product knowledge, speed of preparation and people skills.

Upon successful completion of the course, students receive a certificate and will have acquired the skills employers require to work in any environment that serves liquor, including restaurants, clubs, hotels and catering companies. Cost includes the textbook and materials. No alcohol is served in this course. Bring your lunch.

CRN 4111 2 sessions
Saturday, October 17 & October 24
9:00 am - 5:00 pm • Rm: E623
Instructor: Paul Rich \$292

Career Spotlight

Bartender

The Connecticut Department of Labor (CTDOL) reports the average annual income for a Bartender is \$20,695. The CTDOL lists Bartenders as an In Demand Openings job and states employment in this occupation is expected to grow faster than average, and the number of annual opening will offer very good job opportunities.

Certified Wedding Planner



Have you always dreamed of a career as a successful wedding planner? This online course will start you on your way! This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time, planning only a few weddings a year, or a full-time career, this program will provide all the tools necessary to work as a professional wedding planner or start your wedding planning business.

Ready to get started?

1. Register with the Office of Lifelong Learning, 203-575-8029.
2. Email Lisa Crick, program coordinator, for course information at lcrick@nv.edu. Include your name, mailing address, phone number, email address and the name of the course for which you have registered.

For a more detailed course description, content outline and technical requirements please visit: nv.edu/wedding.

Online / self-paced 340 hours
Open Registration \$1,595



Hospitality

Food Safety Certification

This course is designed for non-degree students employed in the food service industry. Learn aspects of applied commercial food service sanitation resulting in a nationally recognized certification as required by Connecticut law. Prevention of food-borne illness, sanitary procedures in the protection and service of food to the public, laws and regulations, sanitary design and employee training will be discussed.

The textbook, Food Safety Certification: Servsafe Coursebook, 6th Ed., w/Exam, ISBN 978013383503 may be purchased at the George D. Yonan Memorial Bookstore (see page 55). This course requires students to access and participate in learning activities online. Computers are available on campus.

CRN 4112 9 sessions
Thursday, September 3 - October 29
5:30 pm - 7:00 pm • Rm: T509
Instructor: Karen Rotella \$129

ServSafe Alcohol



Developed with input from experts in the restaurant, legal, regulatory, academic, insurance, medical and law enforcement fields, this program is a holistic approach that helps assure everyone has the training they need to serve alcohol responsibly. Lessons cover essential information including alcohol laws and responsibilities, evaluating intoxication levels, dealing with difficult situations and checking identification.

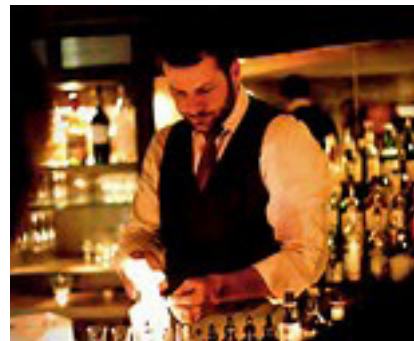
The short text, Servsafe Alcohol: Fundamentals of Responsible Alcohol Service w/exam Sheet, 2nd Edition, ISBN 9780132100663, which may be purchased at the George D. Yonan Memorial Bookstore (see page 55), must be read prior to the start of class. Upon successful completion of the exam the student will receive a certificate from the National Restaurant Association.

CRN 4113 3 sessions
Thursday, November 5 - November 19
5:30 pm - 7:00 pm • Rm: T509
Instructor: Karen Rotella \$49

Career Spotlight

Bartender

The Connecticut Department of Labor (CTDOL) reports the average annual income for a Bartender is \$20,695. The CTDOL lists Bartenders as an In Demand Openings job and states employment in this occupation is expected to grow faster than average, and the number of annual opening will offer very good job opportunities.



Manufacturing

NVCC is committed to providing the educational and training opportunities for employees and potential employees that will meet the needs of manufacturers in our region. In association with the Advanced Manufacturing Technology Center, we are proud to offer courses on a variety of manufacturing topics.



Manufacturing courses will be offered this fall at W. F. Kaynor and Henry Abbott Technical High Schools. Topics will include Blueprint Reading, Metrology, Math, Tool and Die Metal Stamping Technology, CNC Machining, Principles of LEAN, Quality Control and Inspection. If you are an employer with employees that need some additional knowledge or skills, please contact Sharon Lutkus at 203-596-2197 or slutkus@nv.edu.

Manufacturing Math I

Gain the knowledge to apply mathematics and its applications in the manufacturing environment. Learn fractions, decimals, tolerances, percentages, power and roots, metric system, positioning, ratios and proportions. The textbook is included in the cost of the course.

Select one of the following sections:

CRN 4214 30 sessions
Monday & Wednesday, August 31 - December 16
No class 9/7 & 11/25
12:45 pm - 2:05 pm • Rm: T645
Instructor: Michelle Allen \$450

CRN 4217 30 sessions
Monday & Wednesday, August 31 - December 16
2:20 pm - 3:40 pm • Rm: T645
No class 9/7 & 11/25
Instructor: Michelle Allen \$450

CRN 4268 30 sessions
Abbott Technical High School
Tuesday, September 1 - December 8
7:15 pm - 9:45 pm
Instructor: Staff \$450

Basic Blueprint Reading

An introduction to blue print reading with a study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered. Textbook may be purchased at the George D. Yonan Memorial Bookstore. See page 55.

Select one of the following sections:

CRN 4260 12 sessions
Tuesday, September 1 - December 15
9:10 am - 10:55 am • Rm: T516
Instructor: Staff \$429

CRN 4222 12 sessions
Tuesday, September 1 - December 15
12:45 pm - 2:30 pm • Rm: T627
Instructor: Staff \$429

CRN 4269 12 sessions
Abbott Technical High School
Tuesday & Thursday, September 1 - October 8
4:45 pm - 6:45 pm
Instructor: Staff \$429

This program (or event) is funded (in whole or in part) by the Connecticut Advanced Manufacturing Initiative, TC-26448-14-60-A-9, as implemented by the United States Employment and Training Administration.



Manufacturing

Metrology

In manufacturing hundreds and thousands of parts are produced each week. Most are produced by machines that are run by computers that have been programmed by specially trained operators. Over time, the producing machinery may shift slightly, become dull, or lose alignment. Metrology is the technology that assures that parts are produced to precise specifications and ensures a quality product. This course will provide hands-on practice with the instruments required to make these important measurements. The textbook is included in the cost of the course.

Select one of the following sections:

CRN 4216 15 sessions
Thursday, September 3 - December 17
No class 11/26
2:00 pm - 4:00 pm • Rm: T401
Instructor: Anthony Defederico \$286

CRN 4290 15 sessions
Friday, September 4 - December 18
No class 11/27
2:00 pm - 4:00 pm • Rm: T648
Instructor: Luiz Santos \$286

CRN 4291 15 sessions
Kaynor Technical High School
Monday, September 14 - November 16
5:30 pm - 8:30 pm
Instructor: Thomas Kenyon \$286

CRN 4267 16 sessions
Abbott Technical High School
Monday, October 13 - December 8
No class 11/26
7:15 pm - 9:45 pm
Instructor: Staff \$286

Introduction to Tool & Die and Metal Stamping Technology

Tool and Die specialists are in tremendous demand by manufacturing companies. A Tool & Die Specialist is a class of machinist in the manufacturing industry that can make jigs, fixtures, molds, machine tools, gauges and other tools used in manufacturing processes. This course will introduce the students to this specialized field of manufacturing called Tool and Die making, along with an in-depth training on the set up and operation of the Waterbury Farrell Deep Draw Press used with progressive die technology, a crucial component of the Tool and Die industry.

CRN 4251 30 sessions
Kaynor Technical High School
Tuesday & Thursday, September 1 - December 15
No class 11/26
5:30 pm - 8:30 pm
Instructor: Staff \$1,200

CNC Basics

This CNC machining and programming course includes: Cartesian coordinates, safe use of CNC equipment, setup and operation of a two-axis CNC lathe and a three-axis CNC machining center, programming and runoff of parts. Students will program simple parts for a CNC lathe using a conversational control and parts in G code language for a CNC vertical machining center.

CRN 4241 8 sessions
Kaynor Technical High School
Monday & Wednesday, September 9 - October 5
5:30 pm - 8:30 pm
Instructor: Staff \$100

Manufacturing

Introduction to Lean and Quality Control

Introduction to Lean Manufacturing provides the student an overview of the history of lean manufacturing and the theory & objectives. Students will learn the tools of lean manufacturing, and review the Toyota Production System along with a Kaizen Event. The course includes the following topics: history of lean manufacturing, Toyota Production System [TPS], lean principles, root cause analysis [RCA], 5S, and Kaizen.

CRN 4292 8 sessions
Kaynor Technical High School
Tuesday & Thursday, November 3 - December 3
No class 11/26
5:30 pm - 8:30 pm
Instructor: Staff \$325

Principles of Quality Control

An overview of the tools and techniques required in contemporary quality systems. Topics covered include determination of process capabilities, estimation of process standard deviation from samples data, use of control charts and calculation of probability of simple events. A textbook is required and must be purchased by the student. Please see page 55 for bookstore information.

CRN 4271 15 sessions
Abbott Technical High School
Thursday, September 3 - December 17
No class 11/26
7:15 pm - 9:45 pm
Instructor: Staff \$429

Quality Control Inspection

This course will provide an understanding of the processes and procedures needed for inspection and testing of materials and product. Topics will include: inspection criteria, concepts of quality, tools and methods of accurate measurement, gage repeatability and reproducibility (R&R), data collection techniques, report formats, Pre-Production and Post-Production Approval Process (PEPAP), and more. Students will gain an understanding of the importance, methods, and reporting techniques required to ensure quality production.

CRN 4252 8 sessions
Kaynor Technical High School
Wednesday, October 14 - December 9
No class 11/25
5:30 pm - 8:30 pm
Instructor: Staff \$325



Manufacturing

OSHA 10 Hour General/Manufacturing

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful course completion, the student will receive an OSHA general industry safety and health 10-hour course completion card. Materials included.

CRN 1857 2 sessions
Saturday, January 9 - January 16, 2016
9:00 am - 4:00 pm • Rm: T515
Instructor: Mike Devivo \$325



Career Spotlight

Manufacturing

Manufacturers are one of the most sought-after workers in Connecticut. The Connecticut Department of Labor projects a 2.6% growth in manufacturing jobs by the year 2022 with an average of 2434 job openings annually.

For workers with experience in manufacturing, it presents an opportunity to modernize your skill sets, making you more attractive to employers in today's job market. If you're new to the workforce, the AMTC certificate will have you confident and prepared to work in a manufacturing environment in one year. Regardless of your background, NVCC has manufacturing education to meet your career goals.

Advanced Manufacturing Technology Center (AMTC) • Waterbury Campus

Machine Technology Certificate

Come to an AMTC Information Session!

Technology Hall Room T515

7/2..... 1:00 pm
7/9..... 1:00 pm
7/16 ... 5:30 pm
7/23 ... 1:00 pm
7/30 ... 5:30 pm
8/6..... 1:00 pm
8/13 ... 5:30 pm
8/20 ... 1:00 pm



Enroll Today! • Fall classes begin August 31.

Graduates are prepared to work on the shop floor with knowledge in blueprint reading, manufacturing processes, CNC and over 400 contact hours with state-of-the art machinery.

AMTC graduates are being hired by area manufacturers. Learn how you can be hired, too!

NVCC Advanced Manufacturing Technology Center
750 Chase Parkway • Waterbury
Contact: Deirdre Moutinho • 203-575-8014
dmoutinho@nv.edu
nv.edu/ AMTC

Manufacturing • Online

Online courses just
\$100 each!



Take ed2go courses from the comfort of your home or office at the times that are most convenient for you. All courses run for six weeks with two new lessons each week. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion area, supplementary links and more.



Manufacturing Applications

Learn to apply the principles and concepts of manufacturing. Discover the nature of strategy and learn how it leads to the development of manufacturing strategy. Understand the purpose of customer demand forecasting and find out what forecasting methods are suitable for which situations.

Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field. Discover the role of production design, process planning, and the heart of 13 different manufacturing processes. Understand why facility location and plant layout decisions are so vital and learn how job design helps you accomplish company goals and achieve worker satisfaction.

Purchasing Fundamentals

Discover and master the fundamentals of purchasing by understanding your strategic and tactical roles as a purchasing practitioner. Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting and green buying.

Supply Chain Management Fundamentals

You will learn which actions to take when confronted by almost any situation. You'll understand how to represent top management's interests on the shop floor, and you'll know how to translate such initiatives as strategic planning, sales and operations planning, and new product introduction into achievable, operational plans. The course also includes essential information to help you prepare for internationally recognized supply chain and materials management certification examinations.

Six Sigma Total Quality Applications

Learn how to effectively apply the elements and methods of Six Sigma. Understand how more than 25 tools and methods relate to the DMAIC (define, measure, analyze, improve, and control) model. Determine the relationship of basic statistics to Six Sigma and learn about the Six Sigma business case including strategic planning, the voice of the customer (VOC), quality function deployment (QFD), benchmarking, and financial investment methods.

Ready to register for an ed2go course? Visit: ed2go.com/nvcc for complete instructions.

Motorcycle Rider Safety

NVCC - Waterbury Training Site

Motorcycling is one of the most exciting forms of transportation around! Part of the thrill of motorcycling is the knowledge that you are totally responsible for every action taken, from timing each shift to keeping a keen eye out for other motorists. To understand these responsibilities and get the most from your experiences, a Rider Education Course is the place to start. CONREP is a statewide program directed by the Connecticut Department of Transportation (DOT).

We provide quality motorcycle training for new, intermediate, and experienced riders.

Basic Rider Course (BRC): designed to teach individuals with little or no riding experience what is involved in operating a motorcycle or scooter safely. The BRC begins with the development of the fundamental skills: straight-line riding, braking, turning, and shifting. It then expands on these basic skills into more advanced street riding techniques. This course consists of 22 hours combined classroom and on-cycle instruction, with periodic breaks. Successful completion of this course fulfills the requirements of the State-approved Basic Rider Course for licensing. On-cycle testing is completed at NVCC as part of this course. The written and vision tests are taken at the DMV. Motorcycles or Scooters and helmets are provided. Participants must have a valid CT driver's license (a motorcycle learner's permit is not required to take this course). **Fee: \$200**

Intermediate Rider Course (IRC): designed for riders with some experience who are currently riding their own motorcycle/scooter. Riders will improve skills in braking, cornering, evasive maneuvers, and learn 'street strategies' necessary for survival. The course consists of 10.5 hours combined classroom and on-cycle instruction, with periodic breaks. Successful completion of this course fulfills the requirements of the State-approved Intermediate Rider Course for licensing. Participants must have a valid Connecticut motorcycle permit and use their own street-legal (no straight pipes) motorcycle or scooter that is registered and insured in the participant's name. You must ride to class, no hauling bikes/scooters to class on a trailer or truck is permitted. Bikes will be inspected. You must provide proof of your current motorcycle permit, registration, and insurance card. **Fee: \$115**



Please see page 44 for important registration and class information.

Student information packets, course schedules, registration and waiver forms are available to print online at nv.edu/motorcycle, by calling 203-575-8029 or emailing nc@nv.edu to request a packet be mailed or faxed to you.

Motorcycle Rider Safety

Experienced Rider Course (ERC): Even if you've been riding for some time, there's always something new to learn in this 6.5 hour on-cycle course. Using your own registered, insured, street legal motorcycle/scooter (bike will be inspected) for the ERC, you will have the opportunity to fine tune your riding skills during advanced maneuvers such as stopping in the shortest distance, cornering, swerving, tight turns, and other evasive skills. Riders must provide proof of a valid motorcycle license, current registration and insurance card in the participant's name. You must have a minimum of 500 miles, or more than 6 months riding experience. Passengers may participate in the course also. **Fee: Rider: \$85 /Passengers: \$20**



Private, semi-private, and group lessons may be scheduled by contacting the program coordinator, John Purdy at 203-575-8123 or jpurdy@nv.edu.



Important Registration & Class Information:

Registration is on a first-come, first-served basis. We must receive the Registration Form, the Liability Waiver Form, and full payment to secure your seat. All forms are available at nv.edu/motorcycle or by contacting the office at 203-575-8029 or nc@nv.edu.

Classes run rain or shine from April through November. Requests for transfer or withdrawal must be received in writing a minimum of three business days (72 hours) prior to the start of class. Full attendance is mandatory. **You must be on time for class. If you are late, you will not be permitted to enter and you will not be refunded the course fee.** In order to complete your training, you will need to register for another course section and pay the fee again.

Student information packets, course schedules, registration and waiver forms are available to print online at nv.edu/motorcycle, by calling 203-575-8029 or emailing nc@nv.edu to request a packet be mailed or faxed to you.

Online Learning with ed2go



Take ed2go courses from the comfort of your home or office at the times that are most convenient for you. The instructor-facilitated online courses are informative, fun, convenient, highly interactive, and affordable.

Prices start at \$100 per course. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

Some courses may have prerequisites or require software to be installed on your computer before you begin the course. Check the requirements tab for each course before you register.

Courses listed throughout the catalog are just a sample of over 300 courses available. For a complete course catalog, descriptions, course numbers, pricing, outlines, and requirements visit ed2go.com/nvcc and click on Courses.

Course dates:

Section 1: 9/17 - 11/7

Section 2: 10/14 - 12/4

Section 3: 11/12 - 1/2/16

Section 4: 12/10 - 1/30/16

To request CEU's for qualifying courses contact 203-596-8711 or Lcrick@nv.edu.

Looking for a specific course?

Go to ed2go.com/nvcc and browse or search for courses in the following ed2go departments:

Accounting and Finance

- Accounting Fundamentals
- Accounting Software
- Personal Finance and Investments

Business

- Business Communication
- Business Software
- General Business Skills
- Grant Writing
- Management and Leadership
- Nonprofit
- Project Management
- Sales and Marketing
- Start Your Own Business
- Effective Selling

Computer Applications

- Adobe
- Microsoft
- Other Applications

Design and Composition

- Adobe Software
- Digital Photography
- Graphic Design
- Multimedia
- Web Design

Health Care and Medical

- Alternative Medicine
- Ancillary
- EMS and Firefighters
- Ethics, Law and Compliance
- Health Care Certificate
- Health Information Management
- Veterinary

Language and Arts

- Arts
- Creative Writing
- Digital Photography
- Graphic and Multimedia Design
- Languages
- Publishing

Law and Legal

- Business and Corporate
- Criminal Law
- General Law
- Litigation
- LSAT Preparation
- Paralegal

Personal Development

- Arts
- Children, Parents and Family
- Digital Photography
- Health and Wellness
- Job Search
- Languages
- Personal Enrichment
- Personal Finance and Investment
- Start Your Own Business
- Test Prep

Teaching and Education

- Classroom Computing
- Languages
- Mathematics
- Reading and Writing
- Science
- Test Prep
- Tools for Teachers

Technology

- Certificate Prep
- Computer Fundamentals
- Computer Programming
- Database Management
- Graphic and Multimedia Design
- Networking and Communications
- Security
- Web Technology

Writing and Publishing

- Business Writing
- Creative Writing
- Grant Writing
- Publishing

Ready to register for an ed2go course? Visit: ed2go.com/nvcc for complete instructions.

Real Estate

Real Estate Principles and Practices

Approved for
WIA & VA
Funding

Real Estate sales in Connecticut are on the rise! Take this real estate salesperson and broker pre-licensing course and start your new career today. It provides a comprehensive introduction to the real estate business for those interested in learning more about this exciting industry. You will be introduced to brokerage, listing agreements, buyer/seller representation, ownership of real estate, legal descriptions, taxes, contracts, liens, transfer of title and more.

Those students intending to sit for the state of Connecticut licensing exam must attend 60 hours and pass this course with a grade of 70 or better. You may take the Real Estate Principles & Practices course prior to 18 years of age, however you must be at least 18 years old to receive a real estate license. A high school diploma or a GED is not required for someone to obtain a real estate salesperson license. The textbooks are included in the cost of the course and provided at the first class session.

CRN 4119 18 sessions
Wednesday, September 9, 2015 - January 13, 2016
No class 11/25
5:30 pm - 9:30 pm • Rm: K710
Instructor: Donna Matula \$605

Basic Appraisal Principles

Are you interested in becoming a Real Estate Broker? This course is approved by the Real Estate commission as a prelicensing course for brokers. Approval for appraisers is pending approval with USPAP, Uniform Standards of Professional Appraisal Practice. Students will discuss real property concepts and characteristics; legal considerations associated with defining, using, and transferring real estate; external factors that influence value; real estate finance; classic economic principles and their application to real estate; real estate markets and analysis; and ethics in appraisal. Through theory, case studies, and examples, this course offers practical application of appraisal principles. Students must attend at least 30 hours and receive a passing grade of 70 or higher to receive a course certificate. The textbooks are included in the cost of the course and provided at the first class session.

CRN 4121 5 sessions
Saturday, October 31 - December 5
No class 11/28
9:00 am - 4:00 pm • Rm: T650
Instructor: John Yoegel \$550



Career Spotlight

Real Estate

Real Estate Sales: The Connecticut Department of Labor (CTDOL) reports the average annual income for a Real Estate Sales Agent is \$51,864 and employment in this occupation is expected to grow about as fast as average, but the number of annual openings will offer good or favorable job opportunities.

Real Estate Broker: The Connecticut Department of Labor (CTDOL) reports the average annual income for a Real Estate Broker is \$72,759 and employment in this occupation is expected to grow more slowly than average, and the number of annual openings will offer limited job opportunities.

Real Estate

Real Estate Relicensing Seminar for Salespersons and Brokers

Saturday, October 17, 2015

\$35 per course

Complete Your 2016 Real Estate Continuing Education Requirements in one day!

Salespersons and brokers must complete 12 hours of continuing education every biennium. We will offer four, 3-hour courses in one day. At the time of publication course topics were being reviewed for approval by the Connecticut Real Estate Commission and will be announced at nv.edu/realestate.

Take just one or up to all four!

- Includes Mandatory CT Real Estate Law Update
- Includes NAR Ethics Course
- Call 203-575-8029 for detailed schedule and additional course offerings.

Deadlines for the 2014-2016 Real Estate Continuing Education Cycle:

Brokers: March 31, 2016

Salespersons: May 31, 2016

Appraisers

Please refer to: www.ct.gov/dcp for continuing education requirements.

Please note that courses offered on this page are not approved for appraiser continuing education.



NVCC Learn 2 Earn!

nv.edu/nc • 203-575-8029 • nc@nv.edu

Security Officer

Security Officer Certification with Finger Printing

Approved for
WIA & VA Funding

Complete this one day, 8-hour course required to be a security officer in Connecticut. Your training will include a day packed with small group discussion and simulated experiences as you learn about private security, search and seizure, basic first aid and many other public safety issues.

Students are required to complete a written exam with a minimum score of 75%. A State-issued (any U.S. state) photo ID is required in class and it is suggested that students bring a lunch.

Upon successful completion, to be eligible to obtain employment, students will need to apply for a Security Officer Identification Card from the Connecticut Department of Public Safety, for an additional fee (approximately \$170). Applicants are required to include one set of fingerprints with their application; which will be completed in class by an authorized officer. Full application requirements will be reviewed in class. Students with criminal convictions may have difficulty obtaining State Certification and employment.

Please note that full attendance is required and **you must be on time**. If you are late you will be turned away at your own expense. No refunds are given for tardiness.

For more information on the Security Officer Identification Card, please visit the Connecticut Department of Public Safety website, www.ct.gov/DPS, Special Licensing and Firearms.

Here is what our students say...

"The class has given me an extremely positive outlook for a security job. The teacher was positive and outgoing and created a fun and positive environment to learn in."

Kevin Milia
NVCC Student
Security Officer Certification

Select one of the following sections:

CRN 7188 Danbury Campus Saturday, July 18 8:00 am - 4:00 pm • Rm: CL2 Instructor: John Izzo	1 session \$160
CRN 4122 Saturday, September 12 8:00 am - 4:00 pm • Rm: T515 Instructor: John Izzo	1 session \$160
CRN 4123 Danbury Campus Saturday, October 17 8:00 am - 4:00 pm • Rm: HL Instructor: John Izzo	1 session \$160
CRN 4124 Saturday, November 7 8:00 am - 4:00 pm • Rm: T516 Instructor: John Izzo	1 session \$160
CRN 4125 Saturday, December 12 8:00 am - 4:00 pm • Rm: T516 Instructor: John Izzo	1 session \$160

Career Spotlight

Security Officer

Security Officer positions are available in many businesses such as security agencies, retail stores, hospitals, schools, banks, housing complexes, and construction businesses. The industry will continue to grow as companies are becoming more creative in their service and use of manpower. The Connecticut Department of Labor (CTDOL) reports the average annual income for Security Guard is \$26,924. The CTDOL lists Security Guard as a Hot Job and states employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities.

Teaching and Education

Online courses just
\$100 each!



An Introduction to Teaching ESL/EFL

Discover innovative ways of teaching vocabulary and grammar, listening and speaking and reading and writing.

Creating K-12 Learning Materials

Learn how to create and self-publish workbooks, lab manuals, booklets, activity kits, visual aids, manipulatives, and other powerful instructional aids.

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

Empowering Students With Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

Creating Classroom Centers

Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small-group instruction time.

Guided Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing.

Integrating Technology in the Classroom

In this professional development course for teachers, learn the secrets of technology integration in the classroom by gaining the skills educators need to use tools such as wikis, podcasts, and blogs effectively.

Microsoft PowerPoint 2010® in the Classroom

Learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2010 into your classroom.

Microsoft Word 2010® in the Classroom - *New!*

Explore fun and creative lesson plans for introducing Word to your students.

Singapore Math Strategies:

Model Drawing for Grades 1-6

Get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.

Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents.

Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom.

Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.

Teaching Smarter With SMART Boards

Master the use of SMART Board and SMART Notebook technology so you can create powerful interactive lessons that capture your students' attention.

This is a sample of Teaching and Education courses available.

To request state of Connecticut teacher's CEU's for qualifying Teaching and Education courses, contact Lisa Crick:
lcrick@nv.edu or 203-596-8711.

Ready to register for an ed2go course? Visit: ed2go.com/nvcc for complete instructions.

Test Prep Center • College Preparation

SAT Preparation

Ready. Set. Go. Prepare Now & Test Better

Anticipated SAT Test Dates: Oct. 3, Nov. 7, Dec. 5

The SAT (The Scholastic Aptitude Test) tests your knowledge of reading, writing and math. Most colleges and universities use the SAT as part of their admission process. Let our experienced educators help you prepare to do your best on test day with our math and critical reading/writing workshops. The textbook is included in the cost of the course.

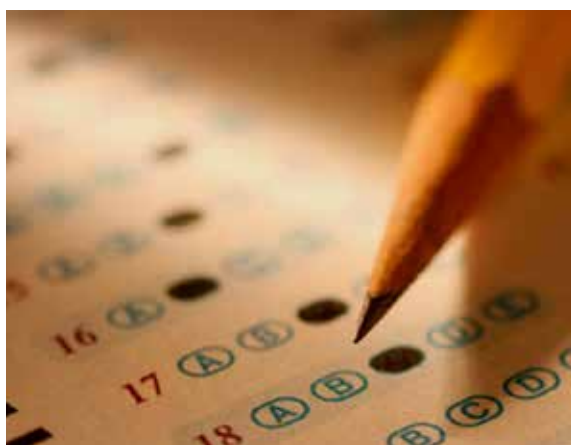
Critical Reading/Writing Workshop

CRN 4129 6 sessions
Tuesday, September 29 - November 3
7:15 pm - 8:45 pm • Rm: K700
Instructor: Ann Rodgers \$152

Math Workshop

Prerequisite: Successful completion of one full year of Geometry.

CRN 4127 6 sessions
Tuesday, September 29 - November 3
5:30 pm - 7:00 pm • Rm: K700
Instructor: Michelle Allen \$152



ACCUPLACER®

Placement Test Prep - A⁺dvancer™

Will you be starting college this spring?

Accuplacer® placement tests are mandatory at most Connecticut colleges, including NVCC. Your scores will determine the math and English classes for which you may register.

Want to save time and money?

Don't spend time and money on classes you may not need. Review math and reading with Advancer™ online courses, improve your placement scores and gain entry into higher level coursework.

Courses are designed to provide you with the lessons you need. Easy-to-use online subject review and practice tests will help you get prepared to succeed on the ACCUPLACER® placement test.

Arithmetic Review

Open registration, online, \$59

Elementary Algebra

Open registration, online, \$59

Reading Comprehension

Open registration, online, \$59

Ready to Register?

Step #1: Register for these placement test review courses by mail, phone or fax. See pages 59-60 for details and registration form.

Step #2: Email to receive your course access information to: lcrick@nv.edu. Include the following:

- Student's name
- Email address
- The name of the course for which you registered
- Student ID (if known)

Welding

Welding is a specialized skill that serves a variety of industries and is used in many ways throughout the world. Career opportunities include working in:

- Welding shops
- Manufacturing of metal goods
- The petroleum and natural fuel extraction industry
- Construction
- Plumbing and pipe welding
- Plant maintenance
- Automobile manufacturing and repair
- Ship building
- Aerospace
- Railroad construction and repair
- and many more...

There are many career paths for a skilled welder and at NVCC you can earn the qualifications you need to start your career in this exciting field! You may want to sample three common welding techniques in our Welding Processes course or pursue advanced skills and certification in specialized welding techniques. Take advantage of entry level and advanced courses in Gas Tungsten Arc Welding (GTAW), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and an advanced course Flux Core Arc Welding (FCAW), right here in our state-of-the-art lab at NVCC. Our advanced level courses will help you prepare for certification in accordance with American Welding Society standards. If you are not sure of what class to take or what technique will meet your career goals, please attend our free information session.

Welding Information Session - *Free!*

This free session is for anyone interested in learning more about the welding profession and will provide an explanation of the welding techniques offered and a tour of our state of the art lab.

Select one of the following sections:

- | | |
|------------------------|-----------|
| CRN 7279 | 1 session |
| Wednesday, August 26 | |
| 6:30 pm • Rm: T509 | |
| CRN 4266 | 1 session |
| Wednesday, December 16 | |
| 6:30 pm • Rm: T652 | |
| CRN 1858 | 1 session |
| Wednesday, January 20 | |
| 6:30 pm • Rm: T515 | |

WELDING CERTIFICATIONS

	Course Hours
Structural SMAW (STICK)	180
• Basic SMAW	80
• OSHA 10	10
• Advanced Structural SMAW	85
• Certification Testing	5
GMAW (MIG)	100
• Basic GMAW	45
• Advanced GMAW	40
• OSHA 10 Manufacturing	10
• Certification Testing	5
GTAW (TIG)	100
• Basic GTAW	45
• OSHA 10 Manufacturing	10
• Advanced GTAW	40
• Certification Testing	5
FCAW (Flux-Core)*	90

For additional welding career information please check out these web sites:

- jobsinwelding.com
- aws.org

Welding

Welding Processes

This course is designed for the beginner and provides an introduction to three processes widely used in the welding field: Shielded Metal Arc Welding (SMAW/Stick), Gas Metal Arc Welding (GMAW/MIG) and Gas Tungsten Arc Welding (GTAW/TIG). You will learn the basics of welding safety, cutting, equipment and materials used in these processes in our state of the art welding lab. The cost of the course includes all personal safety gear and practice materials.

CRN 4138
Saturday, September 19 - October 3
9:00 am - 3:30 pm • Rm: T403
Instructor: Richard Munroe

3 sessions

\$799

Basic Gas Metal Arc Welding (GMAW/MIG)

Approved for
WIA & VA
Funding

GMAW is a process used mostly in manufacturing and repair shops. Students will be introduced to: welding safety, shield gases, equipment / metal selection and preparation. The required safety gear, textbook, and welding supplies are all included in the cost of this course and will be provided at the first class.

CRN 4139
Monday & Wednesday, October 5 - November 23
6:00 pm - 9:00 pm • Rm: T403
Instructor: Angelo Petrolle

15 sessions

\$1,900

Advanced Gas Metal Arc Welding (GMAW/MIG)

Approved for
WIA & VA
Funding

This advanced course in GMAW will prepare the student for welding certification. Students will be tested in accordance with the American Welding Society (AWS) D1.1 3G certification. Included in the cost of the course is NVCC certification lab materials and OSHA 10 Safety Certification.

Prerequisite: Basic GMAW or permission of the instructor

CRN 4140
Monday & Wednesday
December 7, 2015 - February 1, 2016
No class 12/23, 1/18
6:00 pm - 9:00 pm • Rm: T403
Instructor: Angelo Petrolle

15 sessions

\$2,230

Here is what our students say...

"Very knowledgeable instructor who's able to give each student the personal attention they need to improve their welding skills. I will not hesitate to return to NVCC to learn another type of welding."

*Trevor Dinwoodie, NVCC Student
GTAW Advanced*



Welding

Basic Gas Tungsten Arc Welding (GTAW / TIG)



GTAW, also known as TIG welding, is primarily used to weld stainless steel, aluminum, titanium and other nonferrous metals. It is used in various industries, including manufacturing, aerospace and piping. Students will be introduced to: welding safety, electrodes, shield gases, equipment, plasma cutting, and metal selection and preparation. The required safety gear, textbook, and welding supplies are all included in the cost of this course and will be provided at the first class.

CRN 4141 15 sessions
Tuesday & Thursday, October 6 - November 24
6:00 pm - 9:00 pm • Rm: T403
Instructor: Joseph Demeter \$1,900

Advanced Gas Tungsten Arc Welding (GTAW / TIG)



This advanced course will prepare the student for welding certification. Students will be tested in accordance with the American Welding Society (AWS) D17.1, 2F Certification. Included in the cost of the course is NVCC certification lab materials and OSHA 10 Safety Certification.

Prerequisite: Basic GTAW (TIG) or permission of the instructor.

Select one of the following sections:

CRN 7191 15 sessions
Monday - Thursday, July 20 - August 12
6:00 pm - 9:00 pm • Rm: T403
Instructor: Joseph Demeter

CRN 4142 15 sessions
Tuesday & Thursday
December 8, 2015 - February 2, 2016
No class 12/24 & 12/31
6:00 pm - 9:00 pm • Rm: T403
Instructor: Joseph Demeter \$2,230



Here is what our students say...

"The class was awesome; it gave me a quick overview of the three types of welding. Joe (Demeter) was a great instructor and kept us involved. I will most definitely be returning for more welding."

Jason Langlais
NVCC Student
Welding Processes

Program Staff

Boating Safety

Lisa Crick

Bookkeeper

Judith Slisz

Business

Judith Slisz

Central Sterile Processing Technician

Sharon Lutkus

Computer Technology

Judith Slisz

English as a Second Language

Robin Gerber

Fitness & Wellbeing

Lisa Crick

Foreign Languages

Lisa Crick

Hospitality

Lisa Crick

Manufacturing

Sharon Lutkus

Medical Coding and Billing Specialist

Laurie L. Hornbecker

Motorcycle Rider Education

John Purdy

Nurse Aide Certification (CNA)

Patricia A. Targett

Office Professional

Judith Slisz

Online Learning with ed2go

Lisa Crick

Patient Care Technician (PCT)

Patricia A. Targett

Pharmacy Technician

Lisa Crick

Phlebotomy Technician

Sharon Lutkus

Real Estate & Appraisal

Lisa Crick

Security Officer

Lisa Crick

Teaching & Education

Lisa Crick

Test Prep - SAT/ ACCUPLACER®

Lisa Crick

Wedding Planner

Lisa Crick

Welding

Sharon Lutkus

Writing

Lisa Crick

Jennifer Atchison-Martoni,
Customer Service & Registration
203-575-8029 • jatchison-martoni@nv.edu

Lisa Crick, Coordinator
203-596-8711 • lcrick@nv.edu

Laurie L. Hornbecker, Director
203-575-8031 • lhornbecker@nv.edu

Sandra Lee, Administrative Assistant
203-575-8028 • slee@nv.edu

Sharon Lutkus, Coordinator
203-596-2197 • slutkus@nv.edu

Judy Ouellette, Instructional Support
203-575-8130 • jouellette@nv.edu

Judith Slisz, Coordinator
203-596-8743 • jslisz@nv.edu

Patricia A. Targett, Coordinator
203-575-8253 • ptargett@nv.edu

Robin Gerber, Director,
ESL Information and Registration
203-575-8156 • rgerber@nv.edu



NVCC Non-Credit Program Staff

Questions?

Contact us
nc@nv.edu
203-575-8029

Customer Information

George D. Yonan Memorial Bookstore

Location: Student Center/Plaza Level, Room S300

Phone: 203-575-8075

Email: naugatuck@bkstr.com

The College Bookstore is located in the Cistulli Student Center. Once you are on campus, take the Student Center elevator (located near the cafeteria) from level 5 down to level 3. The Bookstore is located across from the elevator doors. From the parking garage, take the center most elevator up to level 3.

Extended Hours • Fall 2015

Saturday, August 22.....9:00 am–1:00 pm

Saturday, August 29.....9:00 am–1:00 pm

Monday, August 31–

Friday, September 4..... 8:30 am–7:00 pm

Saturday, September 5–

Monday, September 7..... Closed

Tuesday, September 8–

Thursday, September 10.....8:30 am–6:00 pm

Friday, September 11.....8:30 am–1:00 pm

Regular Hours • Fall 2015

Beginning Monday, September 14, the Bookstore will revert to regularly scheduled hours:

Mondays, Tuesdays 8:30 am–6:00 pm

Wednesdays, Thursdays 8:30 am–4:30 pm

Fridays 8:30 am–1:00 pm

Textbooks can also be ordered online at: nv.edu/bookstore. Hours are subject to change.

Textbook and Course Supply Information

Many of our courses require textbooks or other instructional materials to maximize your learning. Read the course descriptions carefully for these required materials. Most textbooks are either included in the cost of the course and supplied in class or can be purchased at the George D. Yonan Memorial Bookstore at the Waterbury Campus. If you have any questions concerning course materials, please contact the program coordinator for assistance. Textbooks are not available for sale at the Danbury Campus at this time but can be ordered online. We recommend that you purchase books no sooner than 10 days prior to the start of class to be sure that it is running.



Duplicate Non-credit Certificates

Naugatuck Valley Community College issues initial non-credit certificates at no cost to you upon successful completion of all your program requirements. You are responsible for the safekeeping of this certificate. A duplicate or replacement certificate may be obtained for a processing fee of \$15. To comply with FERPA laws, all requests must be in writing and signed by the student to whom the certificate was issued. The following information must be included:

- Full name
- Name at the time of the course
- Current mailing address
- Current phone number
- Student ID or birthdate and last four digits of Social Security number
- Course or program name
- Semester and year course or program was completed
- Signature (not electronic) and current date

This process requires verification of successful program completion and may take up to three weeks. Mail the requests to:

Naugatuck Valley Community College
Kinney Hall, Room K406
Attention: Duplicate Certificate Request
750 Chase Parkway, Waterbury, CT 06708
or fax to 203-575-8243

Customer Information

Certificate Completion

Certificate requirements for completion are stated with the appropriate programs in the catalog. If you have prior experience and wish to discuss a course substitution, please contact the program coordinator. See page 54.

Changes & Cancellations

The College reserves the right to make changes to the information listed in this publication or to cancel courses due to insufficient enrollment or other reasonable causes. Full refund is made if the College cancels the course. (See refund policy.)

If a course is cancelled, you will be notified by phone, email and/or mail prior to the starting date (provided we have your most up-to-date contact information). If your instructor cancels a class for weather-related or other emergency reasons, he or she will implement the communication plan discussed with students the first class.

College Closings & Delays

College closings due to inclement weather are announced over local AM/FM radio/TV stations, on the college website (nv.edu), on the college's main phone line (203-575-8000) and a text message is sent to everyone who is registered through the myCommNetAlert System.

Likewise, in the event of an early closing, the same communication will occur. If the college has a delayed opening, all classes that begin before the delayed opening time will not be held that day and will be rescheduled at another time.

Danbury and off-site cancellations: If NVCC cancels or delays classes, this applies to Waterbury and Danbury Campuses as well as off-site locations. In the event of cancellation or delay of Danbury classes only, an announcement will be posted on nv.edu/Danbury or you may call 203-797-9361 for an automated message.

Discrimination

Naugatuck Valley 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. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

Financial Assistance

Non-credit courses are self-supporting and are not supported by taxpayer dollars. Costs vary. State law does not allow us to exempt senior citizens.

Educational expenses may be allowed as a tax deduction. Consult with your accountant to verify deductions. Specific information on veterans benefits, employer reimbursement, private lending institutions, tuition installments letters and NVCC payment plans is available on page 4.

Refund Policy

Withdrawal and refund requests must be received **three business days** (72 hours) prior to the beginning of class unless stated otherwise in the course description. Refunds are not granted after this deadline.

Telephone: 203-575-8029

Mail: Non-Credit Refunds, Room 407
Naugatuck Valley Community College
750 Chase Pkwy., Waterbury, CT 06708
Email: nc@nv.edu

If there is a course cancellation due to insufficient enrollment, students will be notified by phone, mail and/or email. Please make sure when registering that your contact information is up-to-date. We would like to offer you the opportunity to transfer to another section, if available, or to another class of your choosing. If we have not heard from you within 7 business days, a refund will automatically be processed. Please allow 2-4 weeks for processing. The person registered in our records system is the person who will receive the refund.

Students with Disabilities

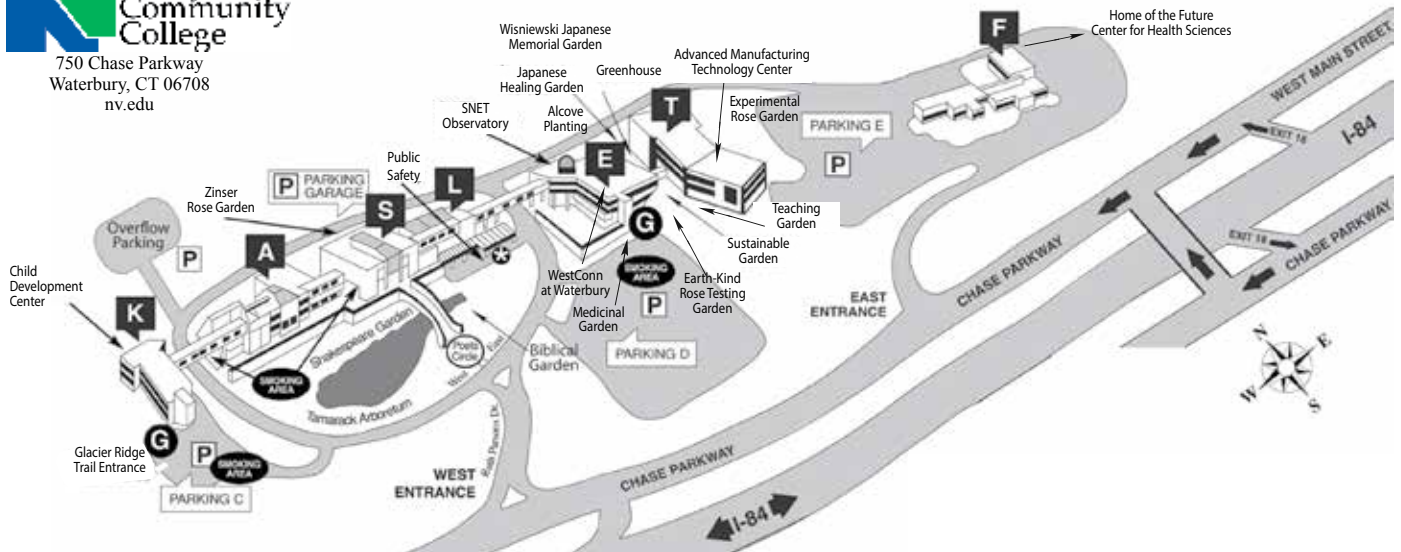
If you are a student with a learning disability that may require an academic adjustment, please contact our staff at 203-575-8161. Students with all other disabilities must contact Laurie Novi at 203-575-8035. Adjustments will only be provided to those students who have completed the disabilities disclosure process. Please contact the appropriate office at least three weeks prior to the course. Failure to do this may result in a delay or inability to provide the requested adjustment(s).

Tuition Installment Plans

An Installment Payment Plan is available for many longer, more expensive programs. Please visit nv.edu/nc and the specific program page for more information.

Campus Map

Naugatuck Valley Community College
 750 Chase Parkway
 Waterbury, CT 06708
 nv.edu



Legend:

- K • Kinney Hall/Administration
- A • Fine Arts Center/Theaters/Leever Atrium
- S • Cistulli Student Center/Cafeteria
- L • Taurig Learning Res. Center/Library
- E • Ekstrom Hall
- T • Technology Hall
- F • Founders Hall
- P • Parking Lots and Garages
 Underground Parking Garages are located under buildings A, S, L & E and can be entered at designated areas. Watch For Signs.
- G • Smoking Gazebo
- Core Services: Public Safety C122
 Maintenance, Receiving

Parking & Facilities

Parking is available throughout the campus. Watch for signs and park in student-designated spaces only. Car-pooling is encouraged.

The room temperature in our buildings is subject to variation and cold drafts are common, especially in the colder months. Temperature control is not available within individual classrooms. Please dress accordingly. Many students have found layering with a sweater or jacket is necessary, even in summer.

See page 58 for directions.

Park in student-designated spaces only.
Parking for Danbury Campus: See page 58.

Naugatuck Valley Community College complies with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". This report contains a summary of the NVCC Public Safety Department's policies and procedures along with crime statistics as required. Anyone wanting a copy of the report may obtain one by contacting NVCC's Public Safety Department at 203-575-8113 or by stopping in the office, Core Building Room 122. The office is open 24 hours per day, 365 days per year.

Directions to NVCC

NVCC Waterbury Campus 750 Chase Parkway, Waterbury

Route 8

Take the Danbury exit onto Rt. I-84 West, then first exit off I-84 (exit 18). Bear left to light and take a left. Go to second light for East Entrance or third light for West Entrance.

Route I-84 West

Take exit 18, bear left to light and take a left. Go to second light for East Entrance or third light for West Entrance.

Route I-84 East

Take exit 18. At light take a right and at next light take a right. Go over bridge and at light take a left onto Chase Parkway. Go to first light for East Entrance or second light for West Entrance.

Parking for Waterbury Campus

Visitor parking spaces are available outside of Kinney Hall. Students and visitors may park in any legal parking spot in the garage or open lots that is not designated as faculty or staff.

NVCC Danbury Campus 183 Main Street, Danbury

Route I-84 West

Take exit 5. Turn right at the light onto N. Main St./Main St., CT-53, for 1.1 miles. At the intersection of Liberty and Main streets, 183 Main St. is on the left.

Route I-84 East

Take exit 5. At end of ramp, proceed through stop sign straight to light. Turn right onto Main St./CT-53 for 0.8 mile. At the intersection of Liberty and Main streets, 183 Main St. is on the left.

Parking for Danbury Campus

Free parking is available for currently registered NVCC students and teaching faculty at the Patriot Garage located on the corner of National and Delay Streets. Patriot Garage parking permits are available at the NVCC Danbury administration office.

Public transportation is readily available for both locations.



Waterbury Campus
Offices & Classrooms: 750 Chase Parkway



Danbury Campus
Offices & Classrooms: 183 Main Street

Non-Credit Registration

Customer Information

Payment must be made at the time of registration. Registrations without payment are subject to cancellation. Students are responsible for the applicable charges should they fail to withdraw from the class(es) they have registered for within three business days (72 hours) prior to the start of class.

With the exception of walk-in registrants paying with cash, a receipt will be mailed to you upon completion of the registration process. If you do not receive a receipt within five business days, call the Cashiers' Office at 203-575-8055.

Refund Policy - see page 56.

The College has taken steps to ensure the confidentiality of your registration information including name, address, phone number, date of birth and Social Security number. College policy is to collect student Social Security numbers as our registration system relies on them for identification purposes only. If you do not have a Social Security number by reason of foreign citizenship, please contact us at 203-575-8029.

Third-party payments - For information about paying for an employee to attend a course see page 4 or call 203-575-8029.

Questions?

Contact us
continuinged@nv.edu
203-575-8029

How to Register

Waterbury Campus

Walk In:

NVCC, 750 Chase Parkway, Waterbury, CT 06708-3011
Office of Non-Credit Lifelong Learning Registration,
Kinney Hall, Room K407
Monday - Friday, 8:00 am to 5:00 pm

Mail:

Complete registration form (*see page 60*) and mail with payment to: NVCC,
Non-Credit Lifelong Learning Registration,
Room K407
750 Chase Parkway
Waterbury, CT 06708-3011

Fax:

Fax completed registration form (*see page 60*) with credit card information to 203-575-8277.
MC/Visa/Discover only

Phone:

Call 203-575-8029
Monday - Friday, 8:00 am to 5:00 pm
MC/Visa/Discover only

Danbury Campus

Walk In:

183 Main Street, Danbury, CT 06810-7805
Monday through Friday, 8:00 am to 5:00 pm

Mail:

Complete registration form (*see page 60*) and mail with payment to:
NVCC Danbury Campus
183 Main Street
Danbury, CT 06810-7805

Fax:

Fax completed registration form (*see page 60*) with credit card information to 203-798-9682.
MC/Visa/Discover only

Phone:

Call 203-797-9361
Monday - Friday, 8:00 am to 5:00 pm
MC/Visa/Discover only

Mail or Fax Your Registration

Mailing / Fax Instructions:

1. Complete the registration form; include birth date, social security number, citizenships status, and the CRN for each class (see course catalog for CRN number). Please include phone numbers and email so that our office may contact with room changes and cancellations.
2. Determine your payment method; check, money order, or credit card (MC/Visa/Discover only). Payment must be provided at the time of registration. If using a credit card, please provide the information requested on the form and write clearly to ensure registration.
3. Choose one method:
 - Mail form with check, money order or credit card # (MC/Visa/Discover only), expiration date and 3 digit security code to: NVCC, Room K407, Office of Non-Credit Lifelong Learning Registration, 750 Chase Parkway, Waterbury, CT 06708-3011
 - Fax the form to with credit card (MC/Visa/Discover only) information to 203-575-8277.
4. The **student ID number** is assigned to each person registered at NVCC or any other Connecticut Community College. If you are a first time student, an ID is generated at the time of registration and becomes your permanent student ID number. It will appear on your course receipt. Please retain this number for future registrations at NVCC.

Need another copy of this form? Visit nv.edu/nc



750 Chase Parkway • Waterbury, CT 06708

Non-credit Lifelong Learning Registration Form

@

STUDENT IDENTIFICATION NUMBER

Social Security Number (required) - -

Print Name _____

Street Address _____

City/State/Zip _____

New address and/or phone #. New student.

Maiden Name (if applicable) _____

Date of Birth (required) _____ Gender Male Female

Payment information:

Credit Card: MC VISA Discover

Name on Credit Card _____

Card No. _____

Expiration Date (required) _____ Security Code _____

Check Cash Tuition Authorization Letter

Withdrawal and refund requests must be received THREE business days PRIOR to the beginning of class unless stated otherwise in the course description.

Phone (Home) _____

Phone (Work) _____

(Cell) _____

Email Address _____

Citizenship (required): Are you a United States citizen? Yes No

If not, are you a permanent resident (green card holder)? Yes No

Please provide the following race and ethnic data. This information is requested on a VOLUNTARY basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect your registration or admission to the college.

Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino

Choose not to respond (none)

What is your race? Choose one or more:

White (10) Black or African American (20)

Asian (45) American Indian or Alaskan Native (50)

Native Hawaiian or Other Pacific Islander (80)

Other (90) Choose not to respond (60)

CRN	COURSE TITLE	COST	DATES	DAYS (circle)	TIME	ROOM#
				M T W R F S S		
				M T W R F S S		
				M T W R F S S		
				M T W R F S S		

TOTAL COST: