

# L<sub>2</sub> LEARN

learn to earn  
JOB TRAINING COURSES

*Fall 2016*  
September - December  
*Register Today!*



**Career training for today's in-demand jobs!**



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

**FREE INFORMATION SESSIONS!**  
Find the career that's right for you.  
*See inside for details.*

**[nv.edu/nc](http://nv.edu/nc)**  
Non-credit Lifelong Learning  
**203-575-8029**

# Naugatuck Valley Community College



**Welcome! Jobs start here! [nv.edu/nc](http://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](mailto: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](mailto:mcharris@nv.edu)  
Phone: 203-797-9361  
In Person: 183 Main Street  
Monday - Friday, 8:00 am to 5:00 pm

*We're moving this fall to 190 Main Street, Danbury!*

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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](http://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](mailto: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 with 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
- Human Services Assistant
- 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\*

### Select one of the following sections:



CRN 7191  
Tuesday, August 16  
4:00 pm • Rm: K700

CRN 4166  
Tuesday, November 8  
12:00 pm • Rm: K612

CRN 4164  
Wednesday, September 7  
4:30 pm • Rm: K612

CRN 4167  
Danbury Campus  
Wednesday, December 7  
5:30 pm • D305

CRN 4165  
Danbury Campus  
Thursday, October 6  
2:00 pm • Rm: D305

*\*Free Welding Information Session with tour available. See page 62.*

## Center for Job Placement and College Opportunities

The Center for Job Placement and College Opportunities offers career planning, employer connections, cooperative education, and internships. Learn to conduct a job search and use Internet resources effectively in all phases of career planning. Find 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](http://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](http://nv.edu/jpc)



Phone: 203-575-8158 / Fax: 203-596-8794  
Email: [cjpc@nv.edu](mailto:cjpc@nv.edu) / Web: [nv.edu/cjpc](http://nv.edu/cjpc)

# 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 4089 3 sessions  
Wednesday, August 31 - September 14  
9:35 am - 3:30 pm • Rm: E436  
Instructor: Christopher Tuccio \$140

## 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 4090 3 sessions  
Wednesday, September 21 - October 5  
9:35 am - 3:30 pm • Rm: E436  
Instructor: Christopher Tuccio \$140



## 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 4091 3 sessions  
Wednesday, October 12 - October 26  
9:35 am - 3:30 pm • Rm: E436  
Instructor: Christopher Tuccio \$140

## 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 4092 3 sessions  
Wednesday, November 2 - November 16  
9:35 am - 3:30 pm • Rm: E436  
Instructor: Christopher Tuccio \$140

## 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 4093 3 sessions  
Wednesday, November 30 - December 14  
9:35 am - 3:30 pm • Rm: E436  
Instructor: Christopher Tuccio \$140

# Bartending

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

Approved for WIOA 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.

### Select one of the following sections:

CRN 4071 2 sessions  
Saturday, October 22 & October 29  
9:00 am - 5:00 pm • Rm: E623  
Instructor: Paul Rich \$310

CRN 4072 2 sessions  
Danbury Campus  
Saturday, December 3 & December 10  
9:00 am - 5:00 pm • Rm: D305  
Instructor: Paul Rich \$310



## 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 Volunteers

#### Select one of the following sections:

CRN 4073 4 sessions  
Monday & Wednesday, September 12 - September 21  
6:30 pm - 9:00 pm • Rm: E315 \$25

### Option 2 - One Day

Instructor: Professional Marine Services  
(Please bring your lunch)

CRN 7157 1 session  
Saturday, July 23  
8:30 am - 4:30 pm • Rm: T516 \$89

CRN 7158 1 session  
Saturday, August 27  
8:30 am - 4:30 pm • Rm: T516 \$89

CRN 4074 1 session  
Saturday, September 24  
8:30 am - 4:30 pm • Rm: T515 \$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](http://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



# Business / Bookkeeper

## Bookkeeper Certificate



### 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

CRN 4129 13 sessions  
Monday & Wednesday, September 19 - November 2  
No class 10/31  
6:00 pm - 9:00 pm • Rm: T641  
Instructor: Donna Albertario \$1,000

CRN 4131 13 sessions  
Danbury Campus  
Tuesday & Thursday, October 11 - November 22  
6:00 pm - 9:00 pm • Rm: D306  
Instructor: Peter Badas \$1,000



*Here is what our students say...*

"I love this class and school. Everyone has been extremely helpful." Students had a lot of resources to help us achieve our goals."

*Marlene Soler, NVCC Student Bookkeeper*

## Career Spotlight

### Bookkeeper

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for bookkeeping, accounting, and auditing clerks is \$43,941 and the entry level hourly rate is \$14.27. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 405 annual job openings through 2022.



# Business

## Internal Control *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 control and how to implement an internal control system.

CRN 4134 1 session  
Monday, October 17  
9:00 am - 4:00 pm • Rm: E315  
Instructor: Latha Nair \$175

## Budget Basics

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. As a nonfinancial employee, this course will help you improve your knowledge of financial terms. Take this new knowledge to communicate more accurately and effectively with other departments and colleagues.

CRN 4132 1 session  
Monday, October 3  
9:00 am-4:00 pm • E531  
Instructor: Tonia Walker \$175

## QuickBooks Pro® 2015



### Introduction

This comprehensive class covers the fundamentals of using QuickBooks Pro® 2015 to track the finances of a small business. This hands-on approach allows the student to learn QuickBooks Pro® while actually doing the accounting for a fictional company. Students will practice how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills. Textbook and software access are included in the cost of the course.

**Prerequisite:** Basic computer skills

### Select one of the following sections:

CRN 4126 5 sessions  
Danbury Campus  
Saturday, September 17 - October 15  
9:30 am - 12:30pm • Rm: D306  
Instructor: Peter Badas \$375

CRN 4128 5 sessions  
Monday, November 21 - December 19  
6:00 pm - 9:00 pm • Rm: T641  
Instructor: Peter Badas \$375

### Here is what our students say...



"Bookkeeping was the first class I've taken at NVCC and it provided me with a good skill set. I am sure it will help me in future employment."

*Matthew D'Amico, NVCC Student Bookkeeper*

# Business

## Grant Writing for Beginners

What do the funders of grants want to know or read? How do you identify and then fulfill the parts of a request for proposal? Grant Writing for Beginners will provide the basics of writing effective proposals. You will learn how to get started and follow the process to completion. This course will discuss the parts of a generic proposal, the art of writing a cover letter, and give participants a chance to review some sample grant proposals. Your expert facilitator will share some tips for researching, cultivating contacts and meeting funders, grant reporting, and what to do if your grant proposal is rejected.

CRN 4137 1 session  
Monday, November 7  
9:00 am - 4:00 pm • Rm: T641  
Instructor: Donna Albertario \$199

## Grant Writing Workshop: Advanced

This workshop will use the basic grant writing knowledge learned in Grant Writing for Beginners to help you build the skills to write a winning proposal. You will review the sections of a grant discussed in the first session. Participants will also review online systems that are necessary to create state and federal grants. You will learn how to navigate these systems and put together all the necessary information needed to submit high level grants. Your facilitator will provide additional expertise and guide your hands-on experience.

Required: Students must bring proposal information to this class to enable them to actually write some components of a grant proposal.

**Prerequisites:** Grant Writing for Beginners or equivalent experience.

CRN 4142 1 session  
Monday, November 21  
9:00 am - 4:00 pm • Rm: T641  
Instructor: Donna Albertario \$199

## Effective Writing on the Job

Good writing can be learned and developed. This course will give you confidence in mastering the essential craft of written communication in a manner that is efficient and empowering. You will learn how to organize and plan your documents for clarity and easy reading; use words, grammar and sentence structure for maximum impact; and tailor your communications to the appropriate format and designated audience.

CRN 4144 2 sessions  
Thursday, November 10 - November 17  
9:00 am - 4:00 pm • Rm: T641  
Instructor: Judith Slisz, MA, MBA \$300

## Intergenerational Communication

In an ideal world members of each generation would learn from each other. Many organizations face the challenge of taking advantage of the strengths of the different generations and lessening the friction points. Acknowledging that someone is part of a specific generation is not about putting them into a box but may provide clues how to better understand and connect with them. This course will examine communication styles and strategies that may support getting the best value from all employees individually and working together.

CRN 4146 1 session  
Friday, December 9  
9:00 am - 4:00 pm • Rm: T515  
Instructor: Amy Lenoco, M.A. \$199

### Need training for your staff?

Onsite classes at your company or location can be arranged. Call or email Judith Slisz, Program Coordinator, at [jslisz@nv.edu](mailto:jslisz@nv.edu) or 203-596-8743. Let us customize a solution to meet your employee learning needs.

# Business

## Supervisory Skills Training

This course provides training to new supervisors, and current supervisors looking to refresh their knowledge and hone their skills. The goal of this program is to provide valuable strategies, insights, and tools in these essential topics: Transition to Supervision; Communication; Leadership; Motivation; and Team Building. The class includes segments on ethical behavior, conflict resolution, and best practices of performance management. As a part of this program, participants must also attend two additional follow-up sessions (at 5- and 7-week intervals) to facilitate application of new skills, by addressing their specific challenges and concerns in an open, supportive environment.

CRN: 4152 4 sessions  
Friday, September 30 & October 14  
9:00 am - 4:00 pm  
Friday, November 18 & December 16  
9:00 am - 12:00 pm  
Room: T515  
Instructor: Angela Chapman \$399

## Succession Planning

If your boss were to leave tomorrow could you name two qualified replacements ready to step into their role? Succession planning is a process whereby an organization ensures that employees are recruited and developed to fill each key role within the company. Learn how to build a succession plan that includes current best practices. Join your colleagues to discuss the impact of hiring practices, professional development strategies and the value of building diversity to secure a sustainable future for the organization.

CRN: 4150 1 session  
Thursday, October 13  
9:00 am - 4:00 pm • Room: T655  
Instructor: Ramona Harrison \$199

## Managing People Successfully *New!*

This six-session supervisory program is designed to increase key competencies to manage and lead others effectively. Specific competencies include performance management, emotional intelligence, delegation, coaching, and team effectiveness. Students will use self-assessment tools, real-life experiences and apply course concepts to their individual situations in a highly engaging and interactive learning environment.

CRN 4125 6 sessions  
Danbury Campus  
Thursday, September 22 - October 27  
8:30 am - 12:30 pm • Rm: D305  
Instructor: Carol Heady \$425

## Project Management

The goal of project management is "to get things done." Some projects require one task with multiple steps and others require multiple tasks with multiple steps and multiple resources. This course will provide an overview of the process and review resources to increase management effectiveness including software options. Learn some new skills to take you beyond the basic "to do" list.

CRN: 4148 2 sessions  
Friday, October 7 & October 21  
9:00 am - 4:00 pm • Room: T511  
Instructor: Juan de la Rosa \$300

## Career Spotlight

### Office and Administrative Supervisors

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for a first line supervisor is \$60,909 and the entry level hourly rate is \$19.56. Employment in this occupation is expected to grow about as fast as average, but the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 879 annual job openings through 2022.

Ready to register for an ed2go course? Visit: [ed2go.com/nvcc](https://ed2go.com/nvcc) for complete instructions.

# Business / Marketing



## Marketing/Digital Arts Careers/Online E-learning with Ed2GO *New!*

These online certificate program are designed for adult learners interested in building skills and portfolio for a design career, and is offered in partnership with major colleges, universities, and other accredited education providers. Students must be 18 or over and provide high school or college transcripts prior to starting classes. No textbooks are needed for these courses.

Online/self- paced 360 hours - duration 12 months

Open registration - Start anytime! \$3,295

1. Register and pay with the Office of Lifelong Learning, 203-575-8029
2. Email Lisa Crick, program coordinator, at [lcrick@nv.edu](mailto:lcrick@nv.edu). Include: course title, your name, mailing address, phone number, and email address.

## Marketing Design Certificate

The Marketing Design Online Training Program focuses on developing technical skill and creative artistry using applied marketing principles. The student will complete a variety of projects, including marketing concept development, retouching, compositing, illustration, advertising design, logo design, and corporate branding.

This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers. Students must be 18 or over and provide high school or college transcripts prior to starting classes. Adobe Photoshop and Adobe Illustrator CS5 or CS6 software required.

## Digital Arts Certificate

The Digital Arts Online Training Program will help develop technical skills and creative artistry in digital imaging, traditional drawing, and digital illustration. The student will learn professional applications for Adobe Photoshop and Illustrator alongside traditional materials like pencil and charcoal. Course projects include retouching, compositing, digital illustration, and still life drawing. Adobe Photoshop and Adobe Illustrator CS5 or CS6 software required.

## Multimedia Design Certificate

The Multimedia Arts Online Training Program builds proficiency in core tools for interactive development: Adobe Photoshop, Premiere Pro, and After Effects, and examines professional techniques for video production and video editing. You will learn how to create images, interfaces, and motion graphics for the Web and beyond. Course projects include video shoots, story boarding, video and sound editing, Web page creation, and motion graphics production. Adobe Photoshop, After Effects CS5 or CS6, and Premiere Pro software required.



# Business

## Medical Administrative Assistant

Approved for  
HPOG Funding

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 almost 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 care setting.



### Pre- or Co- requisites

- Microsoft Essentials or basic computer skills  
See page 16.
- Patient Confidentiality  
See page 31.
- Customer Service and Communication in Health Care  
See page 31.
- Medical Terminology  
See page 30.

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](mailto:jslisz@nv.edu)

CRN: 4162    16 sessions  
Tuesday & Thursday, September 27 - November 17  
6:00 pm - 9:00 pm • Room: T515  
Instructor: Rita Painchaud                          \$1,100

### Career Spotlight

#### *Medical Administrative Assistant*

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for medical secretaries is \$39,131 and the entry level hourly rate is \$14.81. Employment in this occupation is expected to grow much faster than average, and the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 188 annual job openings through 2022.

***Check out our our Medical Coding and Billing Specialist course! See page 32 for details.***

# Business / Online Learning

Online courses just  
\$125 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](http://ed2go.com/nvcc) for complete instructions.

# Computer Technology

## Microsoft Office® Essentials 2013

Approved for  
WIOA 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.

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

### Select one of the following sections:

CRN 4103 12 sessions  
Monday & Wednesday, September 12 - October 19  
6:00 pm - 9:00 pm • Rm: T655  
Instructor: Janice Perrone, BS, MAT \$1,000

CRN 4119 12 sessions  
Danbury Campus  
Monday & Wednesday, October 24 - December 7  
No class 10/31, 11/23  
6:00 pm - 9:00 pm • Rm: D306  
Instructor: Janice Perrone, BS, MAT \$1,000

## 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.

### Select one of the following sections:

CRN 4104 1 session  
Monday, September 12  
6:00 pm - 9:00 pm • Rm: T655  
Instructor: Janice Perrone, BS, MAT \$99

CRN 4120 1 session  
Danbury Campus  
Monday, October 24  
6:00 pm - 9:00 pm • Rm: D306  
Instructor: Janice Perrone, BS, MAT \$99

### Need training for your staff?

Onsite classes at your company or location can be arranged. Call or email Judith Slisz, Program Coordinator, at [jslisz@nv.edu](mailto:jslisz@nv.edu) or 203-596-8743. Let us customize a solution to meet your employee learning needs.





# Computer Technology

## 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 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.

### Select one of the following sections:

CRN 4105 4 sessions  
Monday & Wednesday, September 14 - September 26  
6:00 pm - 9:00 pm • Rm: T655  
Instructor: Janice Perrone, BS, MAT \$360

CRN 4121 4 sessions  
Danbury Campus  
Monday & Wednesday, October 26 - November 9  
No class 10/31  
6:00 pm - 9:00 pm • Rm: D306  
Instructor: Janice Perrone, BS, MAT \$360

## 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.

### Select one of the following sections:

CRN 4106 4 sessions  
Monday & Wednesday, September 28 - October 10  
6:00 pm - 9:00 pm • Rm: T655  
Instructor: Janice Perrone, BS, MA \$360

CRN 4279 2 sessions  
Friday, November 4 - November 18  
No class 11/11  
9:00 am - 4:00 pm • Rm: T641  
Instructor: Catherine Poehler \$360

CRN 4122 4 sessions  
Danbury Campus  
Monday & Wednesday, November 14 - November 28  
No class 11/23  
6:00 pm - 9:00 pm • Rm: D306  
Instructor: Janice Perrone, BS, MAT \$360



### Looking to save money and update your MS Office skills?

Register for Microsoft Office Essentials 2013 and take all 5 software application modules for just \$1,000. *Save \$98 over the individual module price!*

# Computer Technology

## Microsoft PowerPoint® 2013

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

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

### Select one of the following sections:

CRN 4107 2 sessions  
Monday & Wednesday, October 12 - October 17  
6:00 pm - 9:00 pm • Rm: T655  
Instructor: Janice Perrone, BS, MAT \$180

CRN 4123 2 sessions  
Danbury Campus  
Monday & Wednesday, November 30 - December 5  
6:00 pm - 9:00 pm • Rm: D306  
Instructor: Janice Perrone, BS, MAT \$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 on how to:

- Integrate data from Excel into Word and PowerPoint.
- Integrate Excel chart into Word and PowerPoint.

### Select one of the following sections:

CRN 4108 1 session  
Wednesday, October 19  
6:00 pm - 9:00 pm • Rm: T655  
Instructor: Janice Perrone, BS, MAT \$99

CRN 4124 1 session  
Danbury Campus  
Wednesday, December 7  
6:00 pm - 9:00 pm • Rm: D306  
Instructor: Janice Perrone, BS, MAT \$99

## Creating Forms/Templates with Adobe Acrobat Pro®

Adobe Acrobat Pro can help you turn your paper forms into electronic ones that can be saved after the form is completed, and emailed back to the sender. This time-saving feature from Adobe, allows you to email/upload your form, and users can save and submit it electronically. You can design a new form from scratch, convert a MS Word form to PDF, or scan a paper form and create a new electronic form from it.

MS Word allows you to create electronic forms that the end-user can fill out on their computer, save it and return it electronically. You can create a form by starting with a new template, or download one, and adding content controls, including check boxes, text boxes, date pickers, and drop-down lists.

**Prerequisites:** Basic computer skills and knowledge of MS Word.

CRN 4140 1 session  
Friday, October 7  
9:00 am - 4:00 pm • Rm: T641  
Instructor: Teresa Smith \$199



# Computer Technology



## Introduction to Microsoft Access® 2013

Take control of your data! In this course, you'll learn how to harness the power of Microsoft Access 2013 to organize, store, edit, manage, and report on hundreds of thousands of records.

You'll start with the basics of database concepts and structure, and learn to build and customize tables to store data. With that foundation in place, you'll then learn about relational databases, and see how you can use them to build forms, generate reports, and search for data with queries across thousands of records in hundreds of tables—often with just a few clicks of your mouse! You'll also discover how to use macros to automate repetitive tasks and increase your efficiency.

## Introduction to Database Development

A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

**Online learning not for you? Want a classroom experience? Check out our Microsoft Office Essentials course. See page 16 for details.**



**Ready to register for an ed2go course?  
Visit: [ed2go.com/nvcc](http://ed2go.com/nvcc) for complete instructions.**

# Computer Systems Security

## Computer Systems Security

Maintaining computer network security is increasingly vital as the use of technology continues to explode. Systems security requires vigilance and the ability to stay one step ahead of cyber vandals who are working diligently to access protected information. Unauthorized access can be devastating to any company or organization. This course covers principles of building secure systems and network security. Topics include various attack techniques and how to defend against them.

CRN 4154 2 sessions  
Monday & Tuesday, December 12 & December 13  
9:00 am - 4:00 pm • Rm: T641  
Instructor: William Guzman \$300

## 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](http://ed2go.com/nvcc) for more information. \$125

## 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. \$125

## 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](http://ed2go.com/nvcc) for more information. \$145

## 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](http://ed2go.com/nvcc) for more information. \$145

**Ready to register for an ed2go course? Visit: [ed2go.com/nvcc](http://ed2go.com/nvcc) for complete instructions.**

# Computers / Online Learning

**Online courses just  
\$125 each!** *(unless specified)*



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

## 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 2010, 2013, and 2016.

Introduction, Intermediate, and Advanced  
Microsoft Word®

Introduction, Intermediate, and Advanced  
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 - \$145

Intermediate CompTIA A+ Certification Prep - \$145

Advanced CompTIA Security + Certification Prep - \$145

CompTIA Security + Certification Prep - \$145

CompTIA Security + Certification Prep 2 - \$145

CompTIA Network + Certification Prep - \$145

Ready to register for an ed2go course? Visit: [ed2go.com/nvcc](http://ed2go.com/nvcc) for complete instructions.

# Event Management / Online



Any event, a small intimate dinner, a children's birthday party or a wedding requires planning. These courses will start you on your way toward a career in Event Planning, Design and Management. Coursework is offered in an online format and is self-paced. You can register and begin your program when you are ready. Going on vacation or need to take a break? No problem you can study on your own schedule. Estimated course hours and program duration limits are listed with each program. Extensions are available for extenuating circumstances.

To register for any of the online career training programs below:

1. Register and pay with the Office of Lifelong Learning, 203-575-8029.
2. Email Lisa Crick, program coordinator, at [lcrick@nv.edu](mailto:lcrick@nv.edu). Include: course title, your name, mailing address, phone number, and email address.

## 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.

Online / self-paced                      340 hours / 9 months  
Open Registration    \$1,595

## Preston Bailey's Fundamentals of Floral Design

Learn the fundamentals of floral design from Preston Bailey, the industry's most highly regarded floral design expert. The course is designed for beginners who have no experience with flowers, flower arranging, or floral design. Gain a strong foundation in the basics as well as tricks of the trade that every good professional floral designer depends on. Students who complete this course also have the unique opportunity to apply for internships with Preston and his team at Preston Bailey Designs.

Online / self-paced                      240 hours / 6 months  
Open Registration    \$1,695

## Event Management and Design

From planning to pyrotechnics, the Event Management and Design Online Training Program will equip you with the knowledge to build a career in special events or start your own special event business. Whether you're looking to enter the profession with an understanding of the industry, or are already working in special events, this course will teach you everything you need to know to create events that are truly special.

To register for any of the online career training programs below:

1. Register and pay with the Office of Lifelong Learning, 203-575-8029.
2. Email Lisa Crick, program coordinator, at [lcrick@nv.edu](mailto:lcrick@nv.edu). Include: course title, your name, mailing address, phone number, and email address.

Online / self-paced                      300 hours / 6 months  
Open Registration    \$1,995



**Ready to register for an ed2go course? Visit: [ed2go.com/nvcc](http://ed2go.com/nvcc) for complete instructions.**

# Fitness and Wellbeing Careers

## Personal Fitness Trainer Orientation

**Online format! FREE! • Choose one:**

Wednesday, September 7 • 12:00 PM EDT

or

Wednesday, October 5 • 4:00 PM EDT

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](http://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  
WIOA 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 (BLS) is needed to receive the WITS certificate. (See page 27.)
- Textbook is required and not included in the course fees. Call to order at 888-330-9487 or online at [www.witseducation.com](http://www.witseducation.com) (Fitness Professional's Handbook-6th Edition by Edward Howley, Dixie Thompson Hardback book, 608 pages, ISBN-13: 9781450411172)

CRN 4075

9 sessions

Saturday, October 8 - December 10

No class 11/26

9:00 am - 11:00 am / 12:00 pm - 2:00 pm • Rm: T652

Instructor: WITS certified instructor

\$800



# Fitness and Wellbeing Careers



## Online Career Training – Fitness and Wellbeing

These courses will expand your options in Fitness and Wellbeing careers. Coursework is offered in an online format and is self-paced. You can register and begin your program when you are ready. Going on vacation or need to take a break? No problem you can study at your own pace and on your own schedule. Estimated course hours and program duration limits are listed with each program. Extensions are available for extenuating circumstances.

To register for any of the online career training programs below:

1. Register and pay with the Office of Lifelong Learning, 203-575-8029.
2. Email Lisa Crick, program coordinator, at [lcrick@nv.edu](mailto:lcrick@nv.edu). Include: course title, your name, mailing address, phone number, and email address.

## Nutrition for Optimal Health, Wellness and Sports

### **Online Format!**

This nationally recognized 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.

Online / self-paced                      200 hours / 6 months  
Open Registration • Start anytime                      \$2,595

*For additional course information please click on the course link at [nv.edu/fitness](http://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.

Online / self-paced                      200 hours / 6 months  
Open Registration • Start anytime                      \$2,595





# Fitness and Wellbeing Careers


## Philosophy and Practice of Yoga - *New!*

If you enjoy yoga and want to incorporate it into your fitness career or just learn more, this course investigates the philosophy of yoga, its origins, and its place in our contemporary lives. Learn the different aspects of yoga and areas of study that encompass the foundational principles of the discipline. Basic poses as well as meditation and breathing techniques will be explored in this semester long program.

CRN 4287 30 sessions  
Monday & Wednesday, August 29 - December 14  
No class 9/5 & 11/23  
9:35 am - 10:55 am • Rm: K402  
Instructor: Kate Pelletier \$465



## Introduction to Natural Healing *New!*

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

Discover how true health depends upon wholeness of the mind, body, and spirit. Explore naturopathy and proper breathing techniques that enhance health. Examine using the power of the mind for healing the body; delve into vitamins, minerals, antioxidants, free radicals, and the basic requirements that constitute a healthy diet. Herbal healing, aromatherapy, body therapies, massage techniques, osteopathy, chiropractic, T'ai Chi, reflexology, yoga, Feng Shui, and therapeutic touch will also be discussed. \$125

## Certificate in Stress Management



Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control. Examine the relationship between stress and health, nutrition, and physical activity, and discover how stress can develop in the workplace. Trace both the psychological and physiological effects of stress, and understand how stress affects health and wellbeing. Learn about the different therapies that can help reduce stress, including how healthy living habits—such as exercise and diet—can help counteract the negative impact of stress. \$125



Ready to register for an ed2go course?  
Visit: [ed2go.com/nvcc](https://ed2go.com/nvcc) for complete instructions.

# 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](mailto: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](http://nv.edu/cspt)

#### **Certified Nurse Aide**

[nv.edu/cna](http://nv.edu/cna)

#### **Medical Coding and Billing Specialist**

[nv.edu/medicalcoding](http://nv.edu/medicalcoding)

#### **Medical Administrative Assistant**

[nv.edu/MAA](http://nv.edu/MAA)

#### **Patient Care Technician**

[nv.edu/pct](http://nv.edu/pct)

#### **Pharmacy Technician**

[nv.edu/pharmacy](http://nv.edu/pharmacy)

#### **Phlebotomy Technician**

[nv.edu/phleb](http://nv.edu/phleb)

## ***Career Exploration Sites***

#### **Health Occupations & Technology Careers in Connecticut**

[healthcareersinct.com](http://healthcareersinct.com)

#### **Job & Career Connection**

[ctjobandcareer.org](http://ctjobandcareer.org)

#### **United States Department of Labor Occupational Outlook Handbook**

[bls.gov/ooh](http://bls.gov/ooh)



## ***Professional Organization Sites***

#### **American Health Information Management Association**

[ahima.org](http://ahima.org)

#### **American Society for Pharmacy Technicians**

[pharmacytechnician.com](http://pharmacytechnician.com)

#### **American Society of Clinical Pathologists**

[ascp.org](http://ascp.org)

#### **American Society of Phlebotomy Technicians**

[aspt.org](http://aspt.org)

#### **Certification Board for Sterile Processing and Distribution**

[sterileprocessing.org](http://sterileprocessing.org)

#### **Connecticut Pharmacist Association**

[ctpharmacists.org](http://ctpharmacists.org)

#### **Nurse Aide Registration Connecticut Department of Public Health**

[ct.gov/dph/cwp/view.asp?a=3121&q=389390](http://ct.gov/dph/cwp/view.asp?a=3121&q=389390)

#### **The Center for Phlebotomy Education**

[phlebotomy.com](http://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.

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

### *Select one of the following sections:*

CRN 7172  
Saturday, July 16  
8:00 am - 12:30 pm • Rm: E315

CRN 7173  
Wednesday, July 27  
8:00 am - 12:30 pm • Rm: E315

CRN 7174  
Saturday, July 30  
8:00 am - 12:30 pm • Rm: E315

CRN 7177  
Danbury Campus  
Saturday, August 13  
8:00 am - 12:30 pm • Rm: HL

CRN 7175  
Thursday, August 18  
8:00 am - 12:30 pm • Rm: E315

CRN 7176  
Saturday, August 20  
8:00 am - 12:30 pm • Rm: E315

CRN 4178  
Thursday, September 8  
8:00 am - 12:30 pm • Rm: E320A

CRN 4179  
Saturday, September 10  
8:00 am - 12:30 pm • Rm: E315

CRN 4180  
Saturday, October 1  
8:00 am - 12:30 pm • Rm: E315



# Health Care / Central Sterile Processing

## Central Sterile Processing Technician

Approved for  
WIOA & VA  
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 30 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 4173 12 sessions  
Wednesday, October 5 - December 28  
No class 11/23  
6:00 pm - 9:15 pm • Rm: T652  
Instructor: Dena Ramirez, CRCST, CIS \$1,100

## Certification

As of January 1, 2016, the State of Connecticut will be requiring certification for employment. This course will prepare you for certification by The Certification Board for Sterile Processing and Distribution (CBSPD). For information about certification exams, check out this professional organization website: [sterileprocessing.org](http://sterileprocessing.org).

The International Association of Healthcare Central Service Material Management (IAHCSMM) certifications are available for experienced processing technicians that meet the minimum of 400 hours of hands-on experience and have validated competence in various skill sectors. More information regarding the full and provisional certification criteria can be found at: [IAHCSMM.org](http://IAHCSMM.org)

Most employers are hiring with certification from CBSPD and some are requiring IAHCSMM certification within 6 months to a year of employment.

### Here is what our students say...

"So happy I took this course! I've learned so much in a short period of time. My teacher was excellent. She explained all materials in detail and answered any questions I had. I feel confident and comfortable in working in this field one day."

*Lesley Shepard, NVCC Student  
Central Sterile Processing Technician*



# Health Care / Central Sterile Processing

## Central Sterile Processing Technician Professional Practice Experience

Approved for  
WIOA & VA  
Funding

Take the next step in preparing for a career as a Central Sterile Processing Technician. This course will help you transition the knowledge learned in the classroom to the clinical work site through hands-on experiences in instrument preparation, decontamination, sterile storage and sterilization under the supervision of expert professional staff members who will help you build your confidence.

### Prerequisites:

- Successful completion of the CSPT Certificate Program at NVCC within 6 months of the clinical assignment is required.
- Health screening and up-to-date immunizations are required. Proof of annual flu shot is also required, November - April.

### Additional Important information:

- Student must provide own transportation to clinical site.
- Clinical schedules are during daytime hours
- Professional attire is required. Clean scrub pants and shirt, closed toe shoes, socks and hosiery must be worn.
- Students are required to participate in an orientation at their host facility and wear facility ID badge at all times.

### Select one of the following sections:

CRN 4174

Classroom: Monday, October 3 - October 17

5:30 pm - 8:30 pm • Rm: E315

\$325

Clinical: Monday - Friday, 5 sessions, 6 hours each between 10/24 and 11/18. The program coordinator will schedule your week and facility.

Space is limited. Register early.



## Career Spotlight

### Central Sterile Processing Technicians

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for medical equipment preparers is \$38,503 and the entry level hourly rate is \$15.21. The current job market calls for Central Sterile Processing Technicians not just in hospitals, but also in places like surgical centers, endoscopy offices, dental offices, and even traveling opportunities for temporary assignments. 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 CTDOL projects an average of 22 annual job openings through 2022.

# 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 briefly review the basic skills required to operate a computer and introduce you to the practical applications used in health care today.

CRN 4230 4 sessions  
Monday, October 24 - November 21  
No class 10/31  
5:30 pm - 8:30 pm • Rm: E618  
Instructor: Staff \$315

CRN 4241 4 sessions  
Danbury Campus  
Monday, November 28 - December 19  
9:00 am - 12:00 pm • Rm: D306  
Instructor: Staff \$315

## Medical Terminology

### *The Language of Health Care*

Ready to learn the “lingo” of health care? Most jobs in health care require knowledge of medical terminology. Be job ready! 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.

CRN 4227 8 sessions  
Wednesday, September 28 - November 16  
5:30 pm - 8:30 pm • Rm: E320A  
Instructor: Staff \$255

CRN 4239 8 sessions  
Danbury Campus  
Wednesday, November 9 - January 4  
No class 11/23  
9:00 am - 12:00 pm • Rm: D305  
Instructor: Staff \$255



# 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 their healthcare experience. Maximize successful communication and improve client satisfaction.

### Select one of the following sections:

CRN 4229 1 session  
Monday, October 10  
5:30 pm - 8:30 pm • Rm: E315  
Instructor: Pamela Swendsen, MSN, RN \$40

CRN 4078 1 session  
Danbury Campus  
Monday, October 17  
6:00 pm - 9:00 pm • Rm: D305  
Instructor: Staff \$40

CRN 4240 1 session  
Danbury Campus  
Monday, November 21  
9:00 am - 12:00 pm • Rm: D305  
Instructor: Staff \$40

## 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.

### Select one of the following sections:

CRN 4228 1 session  
Monday, October 3  
5:30 pm - 8:30 pm • Rm: E315  
Instructor: Pamela Swendsen, MSN, RN \$40

CRN 4079 1 session  
Danbury Campus  
Monday, October 10  
6:00 pm - 9:00 pm • Rm: D305  
Instructor: Staff \$40

CRN 4238 1 session  
Danbury Campus  
Monday, November 14  
9:00 am - 12:00 pm • Rm: D305  
Instructor: Staff \$40

### 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



# Health Care / Medical Coding and Billing

## Medical Coding and Billing Specialist

Approved for  
VA Funding &  
partial WIOA  
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 professional practice 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 \$6,650, 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](http://nv.edu/medicalcoding).

CRN 4163 450 hours  
Monday, Tuesday & Thursday  
September 27, 2016 - September 21, 2017  
Evenings, Varies • Rm: E632  
Clinicals to be scheduled after successful completion  
of class work.  
Instructor: Staff \$6,650

## Career Spotlight

### *Medical Coding and Billing Specialist*

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for medical records and health information management technicians is \$44,767 and the entry level hourly rate is \$14.60. The role of the Medical Coding and Billing Specialist is undergoing dramatic changes with the implementation of the ICD-10 coding system and federally mandated electronic health record. 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 available from recognized professional organizations. 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 CTDOL projects an average of 62 annual job openings through 2022.



***Check out our new Medical Administrative Assistant course! See page 14 for details.***



# Health Care / Nurse Aide Certification (CNA)

Approved for  
WIOA, VA &  
HPOG Funding

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 exceed the minimum standards set by the State for the number of course hours. You will get more hours of practice in our health lab and more supervised time working with residents in the clinical setting. Some courses provide an opportunity to expand your skills to the acute and homecare settings.

Our program includes one opportunity to sit for the Connecticut Nurse Aide Competency Exam, offered on site, and included in the cost of the course. NVCC's annual pass rate for this state exam exceeds 98%.

Students will attend classes in a college setting and have free access to college support resources, including the Max R. Traurig Library and Center for Job Placement and College Opportunities. 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 their uniform. We hope that you decide to join us. You will be happy that you did!

## Important course and student information:

- 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](http://nv.edu/cna).
- A watch with a second hand and a uniform consisting of navy blue scrub top and bottom with white or black shoes are required.
- 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.

## 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."

*Ryan Kelly*  
NVCC Student, CNA

## Career Spotlight Certified Nurse Aide

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for certified nurse aides is \$32,638 and the entry level hourly rate is \$12.95. Registration on the Connecticut Nurse Aide Registry is mandatory for employment in Connecticut. 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. Employment in this occupation is expected to grow more slowly than average, but the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 547 annual job openings through 2022.

See pages 26 and 27 for FAQs.

***NVCC Learn 2 Earn!***

[nv.edu/nc](http://nv.edu/nc) • 203-575-8029 • [nc@nv.edu](mailto:nc@nv.edu)

# Health Care / Nurse Aide Certification (CNA)

Approved for  
WIOA, VA &  
HPOG Funding

Please visit our website [nv.edu/cna](http://nv.edu/cna) or call 203-575-8029 for detailed course calendars. Some variations in dates and times may occur in each schedule.

## Select one of the following sections:

CRN 4234  
Waterbury, Days 120 hours  
September 27 - November 11  
Room: E320A  
Instructor: Staff RNs \$1,500

CRN 4224  
Waterbury, Evenings / Saturdays 120 hours  
October 25 - January 24  
Room: E320A  
Instructor: Staff RNs \$1,500

CRN 4237  
Danbury, Days 120 hours  
November 8 - January 24  
Room: D305  
Instructor: Staff RNs \$1,500

Full course calendars and tuition installment plans  
are available at [nv.edu/cna](http://nv.edu/cna).



# Health Care / Nurse Aide Certification (CNA)

## CNA Frequently Asked Questions

### **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](http://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. See page 4 for more options.

### **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.

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

Registration details are on pages 70-71.

### **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](http://nv.edu/nursing) for more information.

### **How can I get information about CNA courses at NVCC?**

1. Visit us online at [nv.edu/cna](http://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](mailto: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.



# Health Care / Patient Care Technician (PCT)

Approved for  
WIOA, VA &  
HPOG Funding

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 prepare 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 Package

If you are ready to get going and want to finish quickly, then you should register for the PCT Package. The schedule provides you with all the required courses, Medical Terminology and the Hospital Clinical in a preset calendar to have you job ready in just months. The Package also includes Computers for Health Care and Math for Health Care as part of the program, a \$365 value. Students who already have their CNA may request to join the Package schedule at a reduced rate. Please contact 203-575-8029.

## PCT Individual Courses

Some students wish to pursue courses at their own pace and choose their own plan. This option 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 .....41
- BLS - Basic Life Support .....27
- Computers & EMR in Healthcare .....30
- Customer Service and Communication  
in Health Care.....31
- EKG & Pulse Oximetry Skills .....41
- Nurse Aide Certification (CNA)..... 33-35
- Patient Confidentiality ..... 31
- PCT Orientation ..... 39
- Phlebotomy for the PCT .....39
- Rehabilitation Skills .....40

### Electives: Choose 2:

- Alzheimer's and Other Dementias .....35
- Behavioral Health .....40
- Caring for the Pediatric Client..... \*\*
- Care of the Growing Family ..... \*\*
- Compassionate Care for the End of Life ..... \*\*
- Hospital Clinical .....40
- Medical Terminology.....30

\*\* 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 Center for Job Placement and College Opportunities 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 package and individual 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.



## *Here is what our students say...*

"This is the second course I am taking here. I started with a CNA course and I'm now in the PCT program. I absolutely love it, all of the instructors are so knowledgeable and helpful, they really want you to succeed. I wouldn't want to go anywhere else to get these certifications."

*Heather Classey  
NVCC Student, CNA*



# Health Care / Patient Care Technician (PCT)

Approved for  
WIOA, VA &  
HPOG Funding

## PCT Package

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 Prix Fixe 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 program 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](http://nv.edu/pct).

## PCT Package

**Select one of the following sections:**

CRN 4225

Waterbury Campus, Evenings / Saturdays 297 hours

September 26 - April 8

Room: E320A

Instructor: Staff RNs

\$3,975

CRN 4223

297 hours

Danbury Campus, Days

November 7 - April 8

Room: D305

Instructor: Staff RNs

\$3,975



# Health Care / Patient Care Technician (PCT)

## PCT Orientation

This required course will review important information to prepare the student for success in 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 4226 1 session  
Monday, September 26  
6:30 pm - 8:30 pm • Rm: E320A  
Instructor: Kimberly Grivner, RN \$20

CRN 4236 1 session  
Danbury Campus  
Monday, November 7  
10:00 am - 12:00 pm • Rm: D305  
Instructor: Kimberly Grivner, RN \$20

## 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.*

### Select one of the following sections:

CRN 4177 10 sessions  
Monday & Wednesday, December 12 - January 23  
No class 12/26, 1/2 & 1/16  
5:30 pm - 8:30 pm • Rm: E318A  
Instructor: Lisa Vacarelli, BS, SM, MT \$430

CRN SP17 10 sessions  
Danbury Campus  
Monday & Wednesday, January 30 - March 6  
No class 2/20  
9:00 am - 12:00 pm • Rm: D305  
Instructor: Sandra Smith, PBT (ASCP) \$430



# 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

CRN 7250 8 sessions  
Wednesday & Friday, July 6 - July 29  
9:00 am - 11:30 am • Rm: E320A  
Instructor: Jeri L. Opuszynski, PTA, MA \$250  
**Watch for next session, Spring 2017!**

## Behavioral Health

This enlightening 15-hour course will help you recognize the signs and symptoms of common behavioral health disorders such as bipolar disorder, schizophrenia, panic disorders, depression, drug and alcohol abuse, and eating disorders. Learn to effectively deal with people of all ages suffering from behavioral health disorders and discuss how to recognize and cope with the stress in your own life as well as your patients and their families. The course materials are included in the cost of the course and will be provided in the first session.

CRN 4233 2 sessions  
Saturday, October 1 - October 8  
9:00 am - 3:00 pm • Rm: E320A  
Instructor: J. Yvette Tucker, MS \$225

## Hospital Clinical

### *Care of the Hospitalized Patient*

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, postpartum, 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](http://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](mailto: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.

**Must register by October 3, 2016.**

CRN 4231 4 sessions  
Monday, October 17, 4:00 pm - 10:00 pm  
Saturday, October 22 - November 5  
6:30 am - 2:30 pm  
Rm: Off Campus  
Instructor: Colleen D'Amico, MSN, RN \$500



# 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.

**Prerequisite:** CNA

CRN 7196 10 sessions  
Tuesday & Thursday, July 12 - August 11  
9:30 am - 12:30 pm • Rm: E320A  
Instructor: Kimberly Grivner, RN \$340

*Watch for next session coming this February!*

## 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. A textbook will be provided for your use for the duration of this course at no extra charge.

**Select one of the following sections:**

CRN 4232 3 sessions  
Friday, October 7 - October 28  
No class 10/14  
9:00 am - 1:00 pm • Rm: E320A  
Instructor: Katherine Voros, BSN, RN \$250

CRN SP17 3 sessions  
Danbury Campus  
Monday & Wednesday, January 30 - February 1  
5:30 pm - 8:30 pm • Rm: TBA  
Saturday, February 4  
9:00 am - 3:00 pm • Rm: TBA  
Instructor: Katherine Voros, BSN, RN \$250



# Health Care / Pharmacy Technician

## Pharmacy Technician

Approved for  
WIOA 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. For online math and algebra refresher, please see [ed2go.com/nvcc](http://ed2go.com/nvcc)

### Important Student Information:

- 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.
- Students may register for Pharmacy Technician Clinical with the start of spring registration beginning in November. Look for more information on our web page, [nv.edu/pharmacy](http://nv.edu/pharmacy)

CRN 4076 23 sessions  
Tuesday & Thursday, September 13 - November 17  
9:00 am - 12:00 pm • Rm: K700  
Monday, October 3 - October 17  
5:30 pm - 8:30 pm • Rm: E318A  
Instructor: Michelle Greenspan \$1,095

CRN 4077 23 sessions  
Danbury Campus  
Tuesday & Thursday, October 4 - December 13  
Monday, October 10 - October 24  
No class 11/24  
6:00 pm - 9:00 pm • Rm: D305  
Instructor: Staff \$1,095

*Here is what our students say...*

"I enjoyed the Pharmacy Technician program. I'm excited about working in the field and happy to get the clinical experience as well. The course, overall, was a great experience and I'm happy I decided to do it."

*Rebecca Donahue  
NVCC Student  
Pharmacy Technician*



### Certification

**PTCB Exam** [PTCB.org](http://PTCB.org)

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](http://www.nv.edu/non-credit/pharmacy-technician#4596417)

# Health Care / Pharmacy Technician

## 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.

### Prerequisites:

- Successful completion of the Pharmacy Technician course at NVCC. (Registration is accepted from currently registered Pharmacy Technician students).

### Important Student Information:

- Current health screening (within 1 year) that includes: Up-to-date immunizations, negative TB documentation and proof of flu vaccine is due at the first class.
- All students are required to have a background check prior to clinical participation. Cost is included in the cost of the course. 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 concerns.
- Business casual dress and/or white lab coat are required.



**Spring and Summer 2016 Graduates register for this section:**

CRN 4080

Classroom: Monday, October 3 - October 17

5:30 pm – 8:30 pm • Rm: E315

Clinical: Monday – Friday, 5 sessions, 6 hours each between 10/24 and 11/18. The program coordinator will schedule your week and facility.

Space is limited. Register early.

\$325

**Fall 2016; CRN 4076 & 4077 register for this section:**

CRN 4312

Clinical: Monday – Friday, 5 sessions, 6 hours each scheduled for one week between 11/21 and 1/27.

The program coordinator, Lisa Crick will schedule your week and facility. Contact her at 203-596-8711. \$325

## Career Spotlight

### Pharmacy Technician

The Connecticut Department of Labor (CTDOL) reports the average annual income for Pharmacy Technicians is \$32,903 with an entry-level hourly rate of \$11.46. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer very good job opportunities. The CTDOL projects an average of 89 annual job openings through 2022.

**Here is what our students say...**

“The staff went out of their way to make me feel comfortable and were excellent and thorough at teaching me the routine and the various tasks performed by pharmacy technicians.”

**Julie Brazauskas**  
NVCC Student  
Pharmacy Technician

***NVCC Learn 2 Earn!***

[nv.edu/nc](http://nv.edu/nc) • 203-575-8029 • [nc@nv.edu](mailto:nc@nv.edu)

# Health Care / Phlebotomy Technician

## Phlebotomy Technician



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.

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](http://ascp.org).

### Select one of the following sections:

CRN 4175 200 hours  
Classroom: September 26 - January 30  
Monday & Wednesday, Evenings - Times vary  
Rm: E318A  
Instructor: Lisa Vacarelli, BS, SM, MT \$3,150  
Clinicals are scheduled after successful completion of classroom work.

CRN 4176 200 hours  
Danbury Campus  
Classroom: November 7 - March 20  
Monday & Wednesday, 9:00 am - 12:00 pm  
Rm: D305  
Instructor: Sandra Smith, PBT (ASCP) \$3,150  
Clinicals are scheduled after successful completion of classroom work.

**\*For detailed course calendars, please visit [nv.edu/phleb](http://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;
- and have transportation to clinical sites and daytime availability.

### Career Spotlight

#### Phlebotomy Technician

The role of the Phlebotomy Technician has evolved in health care. As a technician, you will collect and prepare blood specimens for analysis; process Medicare and insurance requirements and claims; perform receptionist and scheduling duties; work under the direction of the medical laboratory scientist; and acquire a basic understanding of coding and billing procedures. The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for phlebotomists is \$37,389 and the entry level hourly rate is \$14.93. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer very good job opportunities. The CTDOL projects an average of 53 annual job openings through 2022.

# 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 66). This course requires students to access and participate in learning activities online. Computers are available on campus.

CRN 4083

8 sessions

Thursday, September 1 - October 20

5:30 pm - 7:00 pm • Rm: T509

Instructor: Karen Rotella, MS

\$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 66), 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 4084

3 sessions

Thursday, October 27 - November 10

5:30 pm - 7:00 pm • Rm: T509

Instructor: Karen Rotella, MS

\$49



**Professional Bartending with S.M.A.R.T. Certificate course on page 7.**

# Human Services Assistant *New!*

## Human Services Assistant

Human Service workers support individuals with disabilities in leading self-directed lives. This program teaches students to develop the skills, values, and knowledge to effectively assist those who utilize social services. The curriculum covers basic knowledge about special populations and the challenges encountered in human services work; ethical guidelines; and essential helping skills. Learn how to interact with other members of a multi-disciplinary team, including professionals with advanced degrees. Health and safety in the residential-care environment is taught, including an introduction to medication administration, although certification in medication administration is not part of the course. Upon completion, students will be prepared for entry-level positions as Residential Living Assistants, Direct Behavioral Support Staff, and mentors.

**Prerequisite:** High school diploma or GED

CRN 4158 6 sessions  
Danbury Campus  
Saturday, September 17 - October 22  
9:00 am - 4:00 pm • Rm: D305  
Instructors: Barbara Bowers, MSW  
Laurie Reisman, LCSW \$1,100



## Intergenerational Communication

In an ideal world members of each generation would learn from each other. Many organizations face the challenge of taking advantage of the strengths of the different generations and lessening the friction points. Acknowledging that someone is part of a specific generation is not about putting them into a box but may provide clues how to better understand and connect with them. This course will examine communication styles and strategies that may support getting the best value from all employees individually and working together.

CRN 4146 1 session  
Friday, December 9  
9:00 am - 4:00 pm • Rm: T515  
Instructor: Amy Lenoco, M.A. \$199



## Career Spotlight

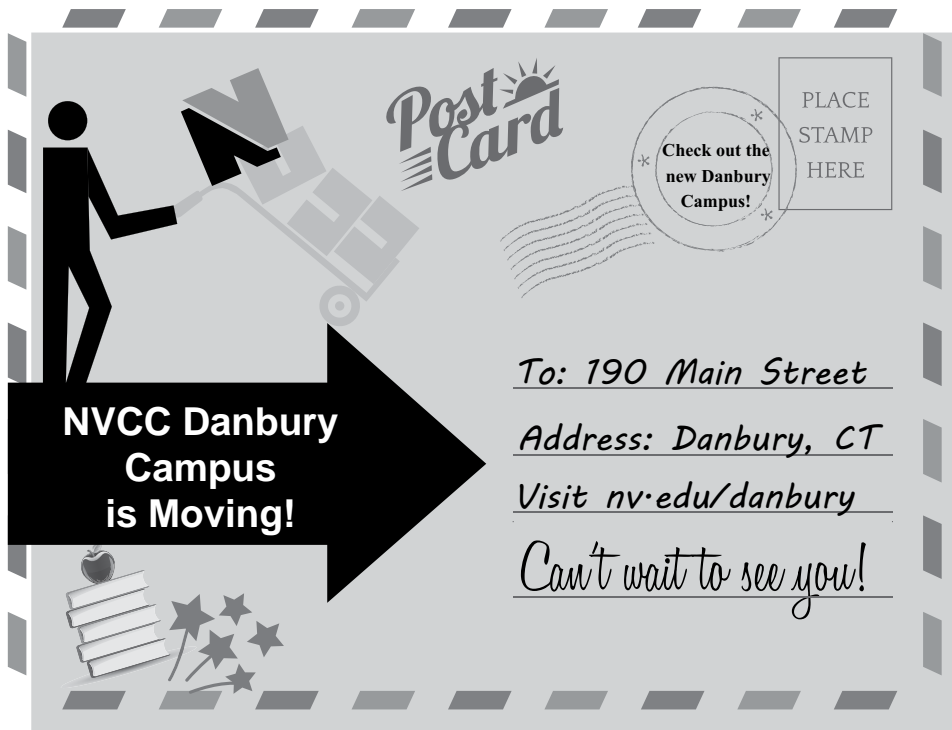
### Human Services Assistant

Human service assistants provide client services in a wide variety of fields including rehabilitation agencies and organizations that support independent living for people with mental illness, acquired brain injury (ABI), and substance abuse. Human service assistants may assist social workers in developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.

The Connecticut Dept of Labor indicates that employment in this occupation is expected to grow faster than average, and the number of annual openings will offer excellent job opportunities. In our local area, the hourly rate of pay is on average \$16.64, with an average annual salary of \$34,607.

# NVCC Danbury Campus

## NVCC Danbury Campus is *Moving!*



That's right, our Danbury enrollment is growing so fast, we're relocating to an expanded campus in downtown Danbury. Visit [nv.edu/danbury](http://nv.edu/danbury) for details.



Check out our new campus, opening this fall!

**NVCC Danbury Campus**  
**190 Main Street**

***NVCC Learn 2 Earn!***

[nv.edu/nc](http://nv.edu/nc) • 203-575-8029 • [nc@nv.edu](mailto:nc@nv.edu)

# Languages

## Elementary Spanish I

This course focuses on the basic acquisition of the four skill areas (speaking, listening, reading, and writing) for survival communication. There is constant exposure to the cultural diversity of the Hispanic world using audio and visual media. Knowledge of the language and culture is further enhanced by the technological component which requires students to use the Internet for various class activities. This class is designed for the beginning learner of the Spanish language. The textbook is included in the cost of the course and will be provided at the first session.

### Select one of the following sections:

CRN 4159 28 sessions  
Monday & Wednesday, August 29 - December 14  
No class 9/5 & 11/23  
5:30 pm - 6:50 pm • Rm: K711  
Instructor: Staff \$465

CRN 4161 28 sessions  
Danbury Campus  
Monday & Wednesday, August 29 - December 14  
No class 9/5 & 11/23  
9:35 - 10:55 am • Rm: D205  
Instructor: Staff \$465

CRN 4160 28 sessions  
Saturday, September 10 - December 10  
No class 11/26  
8:00 am - 10:55 am • Rm: K711  
Instructor: Staff \$465



## Beginning Conversational French

This course will teach you how to communicate easily and comfortably with those who speak French. You'll learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. Since proper pronunciation is important to good communication, this course will help you master the best pronunciations. Simply click on each word to hear it spoken! Every word and sentence is also written out phonetically using sounds that you are already very familiar with from English words. \$125

## Discover Sign Language

In this course you will discover how to use this graceful, expressive language to communicate with Deaf people. You'll begin with an introduction to the language itself, and learn to create the signs for numbers. You'll also master the sign alphabet so you can fingerspell proper names. Then you'll learn to sign phrases and expand to complete sentences, and see how to put it all together so you can introduce yourself and start a conversation.

This course is taught using the best practices of the industry with a minimum of audio support. Throughout, you'll be immersed in silence, so you'll gain an understanding of the perspective of Deaf people and sign language. \$125

## Instant Italian

This dynamic course will teach you how to express yourself comfortably in Italian. You'll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You'll read, hear, and practice dialogues based on typical situations that you're likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You'll be surprised by how quickly and easily you can learn many useful expressions in Italian! \$125

Ready to register for an ed2go course? Visit: [ed2go.com/nvcc](http://ed2go.com/nvcc) for complete instructions.



# Languages

## 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  
Karlene Ball  
kball@nv.edu • 203-575-8156  
Rm: ACE, E500

#### **Danbury Campus**

183 Main Street, Danbury  
203-797-9361

 *We're moving this fall to 190 Main Street, Danbury*

Mon. - Fri., 8:00 am - 5:00 pm



### **Need training for your staff?**

Onsite classes at your company or location can be arranged. Call or email Judith Slisz, Program Coordinator, at [jslisz@nv.edu](mailto:jslisz@nv.edu) or 203-596-8743. Let us customize a solution to meet your employee learning needs.

# 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 production topics. These courses are offered at NVCC Waterbury AMTC, W. F. Kaynor and Henry Abbott Technical High Schools. If you are an employer with employees that need some additional knowledge or skills, please contact Judith Slisz, Business and Industry Program Coordinator at 203-596-8743 or [jslisz@nv.edu](mailto:jslisz@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.

CRN 3849 30 sessions  
Monday & Wednesday, August 29 - December 14  
No class 9/5 & 11/23  
12:45 pm - 2:05 pm • Rm: T515  
Instructor: Michelle Allen \$550

CRN 3852 30 sessions  
Monday & Wednesday, August 29 - December 14  
No class 9/5 & 11/23  
2:20 pm - 3:40 pm • Rm: T515  
Instructor: Michelle Allen \$550

CRN 3871 27 sessions  
Abbott Technical High School  
Tuesday & Thursday, September 13 - December 13  
No class 11/24  
4:30 pm - 5:50 pm • Rm: AT  
Instructor: John Galvao \$550

## Blueprint Reading I

An introduction to blueprint 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. Geometric tolerancing and dimensioning is covered. Textbook is included in the cost of the course and will be provided in the first session.

### **Select one of the following sections:**

CRN 3868 16 sessions  
Tuesday, August 30 - December 13  
9:10 am - 10:55 am • Rm: T649  
Instructor: Staff \$465

CRN 3856 16 sessions  
Tuesday, August 30 - December 13  
12:45 pm - 2:30 pm • Rm: T648  
Instructor: Staff \$465

CRN 3872 15 sessions  
Abbott Technical High School  
Monday, August 29 - December 19  
No class 9/5, 10/10  
4:30 pm - 6:10 pm • Rm: AT  
Instructor: Gregory Tiritto \$465

CRN 4257 8 sessions  
Kaynor Technical High School  
Tuesday & Thursday, September 13 - October 6  
5:30 pm - 8:30 pm • Rm: Kaynor Tech  
Instructor: Thomas Kenyon \$465

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

## 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 4193

2 sessions

Saturday, December 3 - December 10

9:00 am - 4:00 pm • Rm: T645

Instructor: Staff

\$355

## Metrology

In manufacturing thousands of parts are produced each week. Most are produced by machines that are run by computers which 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.

CRN 4277

10 sessions

Kaynor Technical High School

Tuesday & Thursday, October 18 - November 17

5:30 pm - 8:30 pm • Rm: Kaynor Tech

Instructor: Thomas Kenyon

\$465



### Need training for your staff?

Onsite classes at your company or location can be arranged. Call or email Judith Slisz, Program Coordinator, at [jslisz@nv.edu](mailto:jslisz@nv.edu) or 203-596-8743. Let us customize a solution to meet your employee learning needs.



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

## Introduction to EDM *(offered in January)*

Electrical Discharge Machining (EDM) is commonly used in tool, die and mold-making industries. This introduction to EDM technology will include both the history and current applications of this machining process. Learn basic terminology, operation, and maintenance of the Wire EDM as a foundation for additional modules that will increase your understanding of and skills in this important metal-cutting technology.

CRN Spring 2017 3 sessions  
Tuesday, Wednesday & Thursday  
January 10 - January 12  
5:30 pm - 8:30 pm • Rm: T400  
Instructor: Eugene Rek \$286

## Intermediate EDM *(offered in January)*

Take the next step and build on your basic knowledge of the Wire EDM machine and processes. This form of machining is frequently used to make dies and molds. It has recently become a standard method of producing prototypes and some production parts, particularly in low volume applications. Through hands on operation of the Wire EDM machine and discussion with your peers you will expand your understanding of and skills for the various applications of this important machining process. Class sizes are small and seats are limited to provide ample machine time.

**Prerequisite:** Introduction to EDM or permission of the instructor.

CRN Spring 2017 4 sessions  
Monday, Tuesday, Wednesday & Thursday  
January 16 - January 19  
5:30 pm - 8:30 pm • Rm: T400  
Instructor: Eugene Rek \$286

## Quality Control Inspection

Gain a comprehensive understanding of inspection necessary to identify product dimensional compliance. Methods introduced will support in-process inspection and receiving activities. This course will use hands-on activities utilizing different forms of inspections. The student will learn how to collect and interpret data in this manufacturing process.

CRN 3861 8 sessions  
Kaynor Technical High School  
Wednesdays, September 14 - November 2  
5:30 pm - 8:30 pm • Rm: Kaynor Tech  
Instructor: Scott Haeffner \$400

## Metal Forming Design - Eyelet Theory

This course is designed to provide the essential theory of metal forming. Explore the characteristics and uses of various forming materials and carbides. Join our expert instructor and earn the basic principles of blank calculations, layouts, punch and die radius, quoting, tonnage requirements and trouble shooting.

CRN 4276 12 sessions  
Kaynor Technical High School  
Tuesday, September 20 - December 13  
No class 11/22  
5:30 pm - 8:30 pm • Rm: Kaynor Tech  
Instructor: John LaMadeleine \$499



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

## 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.

## CAD 2D

Gain an introductory understanding of two-dimensional computer-aided drafting using AutoCAD. The course will include drawing and editing of elementary geometric entities and dimensioning and plotting. Mechanical drafting problems and examples will be studied to reinforce learning.

### Select one of the following sections:

CRN 4273 30 sessions  
Monday & Wednesday, August 29 - December 14  
No class 9/5 & 11/23  
5:30 pm - 7:55 pm • Rm: T503  
Instructor: Staff \$465

CRN 4285 31 sessions  
Tuesday & Thursday, August 30 - December 15  
No class 11/24  
9:35 am - 12:00 pm • Rm: T504  
Instructor: James Branciforte \$465

## 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 3857 8 sessions  
Kaynor Technical High School  
Monday & Wednesday, September 12 - October 5  
5:30 pm - 8:30 pm • Rm: Kaynor Tech  
Instructor: Edward Drapatin \$550

## CNC Intermediate

Take the next step in building your CNC knowledge and skills. Learn accurate 2 and 3 axis lathe and milling methods. Haas Mill and Lathe programming and MasterCam software will be used in class. In addition you will be introduced to laser and plasma processes with CNC programming.

CRN 4275 8 sessions  
Kaynor Technical High School  
Monday & Wednesday, October 17 - November 14  
No class 10/31  
5:30 pm - 8:30 pm • Rm: Kaynor Tech  
Instructor: Edward Drapatin \$550

## Need training for your employees?

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# Manufacturing / Online

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.



**Online courses just  
\$125 each!**

## **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](http://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: \$220**

**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: \$130**



Please see page 56 for important registration and class information.

**Student information packets, course schedules, registration and waiver forms are available to print online at [nv.edu/motorcycle](http://nv.edu/motorcycle), by calling 203-575-8029 or emailing [nc@nv.edu](mailto: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: \$100 / 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](mailto: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](http://nv.edu/motorcycle) or by contacting the office at 203-575-8029 or [nc@nv.edu](mailto:nc@nv.edu).

Classes run rain or shine from April through November. Requests for transfer or withdrawal must be received 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](http://nv.edu/motorcycle), by calling 203-575-8029 or emailing [nc@nv.edu](mailto: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 \$125 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](http://ed2go.com/nvcc) and click on Courses.

## Course dates:

- Section 1:** 9/14 - 11/4
- Section 2:** 10/12 - 12/2
- Section 3:** 11/9 - 12/30
- Section 4:** 12/14 - 2/3/17

## Looking for a specific course?

Go to [ed2go.com/nvcc](http://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](http://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 4081 17 sessions  
Wednesday, September 14 - January 18, 2017  
No class 11/23 & 12/28  
5:30 pm - 9:30 pm • Rm: T649  
Instructor: Donna Matula \$650

CRN 4082 22 sessions  
Danbury Campus  
Tuesday & Thursday, September 20 - December 6  
No class 11/24  
6:00 pm - 9:00 pm • Rm: TBA  
Instructor: Paul Thury \$650



## Career Spotlight

### Real Estate

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for Real Estate Salespersons is \$56,069 and the entry level hourly rate is \$17.54. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer very good job opportunities. The CTDOL projects an average of 28 annual job openings through 2022.

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for Real Estate Brokers is \$95,771 and the entry level hourly rate is \$19.16. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer good or favorable job opportunities. The CTDOL projects an average of 9 annual job openings through 2022.



# Security Officer

## Security Officer Certification with Finger Printing

Approved for  
WIOA & 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](http://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 4085 1 session  
Saturday, September 10  
8:00 am - 4:00 pm • Rm: T515  
Instructor: John Izzo \$185

CRN 4086 1 session  
Danbury Campus  
Saturday, October 22  
8:00 am - 4:00 pm • Rm: TBA  
Instructor: John Izzo \$185

CRN 4087 1 session  
Saturday, November 19  
8:00 am - 4:00 pm • Rm: T515  
Instructor: John Izzo \$185

CRN 4088 1 session  
Saturday, December 17  
8:00 am - 4:00 pm • Rm: T515  
Instructor: John Izzo \$185

### 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 Connecticut Department of Labor (CTDOL) reports the statewide average annual income for a security officer is \$30,686 and the entry level hourly rate is \$10.40. Employment in this occupation is expected to grow about as fast as average, but the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 262 annual job openings through 2022.

# Teaching and Education

Online courses just  
\$125 each!



## Classroom Technology

### 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 2013® in the Classroom

Learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 into your classroom.

### 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.

## Classroom Strategies

### Creating Classroom Centers

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

### Differentiated Instruction in the Classroom

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

### 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.

### 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.

## The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

## Student Population Strategies

### 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 Students with Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

### Teaching Students with Learning Disabilities

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.



Ready to register for an ed2go course? Visit: [ed2go.com/nvcc](http://ed2go.com/nvcc) for complete instructions.

# Test Prep Center / SAT / ACT / Praxis

**New Online Format!**



## Ed2Go fall Course dates:

**Section 1: 9/14-11/4    Section 2: 10/1-12/2    Section 3: 11/9-12/30**

### SAT/ACT Prep Course

Making the decision to attend college is probably one of the most important decisions you'll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. These courses will give you all the information you need to do well on the verbal and math questions of the ACT and the new SAT. In addition to preparing you for specific question types on both exams, these courses give you pointers in time management, anxiety relief, scoring, and general standardized test-taking. Let us help you do your best on test day!

### Anticipated SAT Test Dates: 10/1, 11/5, 12/3

SAT/ACT Prep Course – Part 1-Verbal	\$125
SAT/ACT Prep Course – Part 2-Math	\$125
SAT/ACT Prep Series - Parts 1 & 2 Math and Verbal	\$199
Take both and save!	

### Praxis Core Preparation

\$125

Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes. You'll get familiar with the different types of questions that appear on the reading and writing tests. You'll master the many areas of math that you'll be tested on and prepare for the two essays as well.

You'll learn useful test-taking strategies and get plenty of practice questions that are similar to what you'll find on the exam. You'll also have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, graphics, animation, and videos, this course will not only prepare you for the Praxis Core, but do so in a way that's fun and interesting. After completing this course, you'll be totally ready to pass the Praxis Core Exam!

### For CT Praxis Test Requirements, go to:

<https://www.ets.org/praxis/ct/requirements>

**Ready to register for an ed2go course? Visit: [ed2go.com/nvcc](https://ed2go.com/nvcc) for complete instructions.**

# 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), and Gas Metal Arc Welding (GMAW), 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 7212 1 session  
 Wednesday, August 31  
 6:30 pm • Rm: T516  
 Instructor: Sharon Lutkus

CRN 4261 1 session  
 Wednesday, December 7  
 6:30 pm • T531  
 Instructor: Sharon Lutkus

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

- [jobsinwelding.com](http://jobsinwelding.com)
- [aws.org](http://aws.org)

## WELDING CERTIFICATIONS

	Course Hours
<b>GMAW (MIG)</b> .....	100
• Basic GMAW.....	45
• Advanced GMAW.....	40
• OSHA 10 Manufacturing .....	10
• Certification Testing.....	5
<b>GTAW (TIG)</b> .....	100
• Basic GTAW .....	45
• OSHA 10 Manufacturing .....	10
• Advanced GTAW .....	40
• Certification Testing.....	5
<b>Structural SMAW (STICK)</b> .....	130
• Basic SMAW .....	60
• OSHA 10 .....	10
• Advanced Structural SMAW .....	55
• Certification Testing.....	5

# Welding

## Basic Gas Tungsten Arc Welding (GTAW / TIG)

Approved for  
WIOA & VA  
Funding

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 4189 15 sessions  
Tuesday & Thursday, October 4 - November 22  
6:00 pm - 9:00 pm • Rm: T403  
Instructor: Joseph Demeter \$2,100

## Advanced Gas Tungsten Arc Welding (GTAW / TIG)

Approved for  
WIOA & VA  
Funding

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 are the NVCC certification, lab materials and OSHA 10 Safety Certification.

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

CRN 4190 17 sessions  
Tuesday & Thursday, December 1 - January 24  
No class 12/22  
6:00 pm - 9:00 pm • Rm: T403  
Saturday, December 3 & 10  
9:00 am - 4:00 pm • Rm: T645  
Instructor: Joseph Demeter \$2,500

NVCC is an Approved Testing Facility for the State of Connecticut Department of Transportation Welding Certification. Please contact 203-575-8029 for a testing schedule.

## 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 4188 3 sessions  
Saturday, October 15 - October 29  
9:00 am - 3:30 pm • Rm: T403  
Instructor: Richard Munroe \$850

### Here is what our students say...

"I was very impressed with the facility. The Technology Hall manufacturing area provides an outstanding variety of resources. The GTAW course was very informative and our instructor, Joe Demeter, was very knowledgeable and provided a great atmosphere for productivity and fun!"

James Porrata  
NVCC Student  
GTAW



# Welding

## Basic Gas Metal Arc Welding (GMAW/MIG)

Approved for  
WIOA & 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 4191 15 sessions  
Monday & Wednesday, October 3 - November 28  
No class 10/31 & 11/23  
6:00 pm - 9:00 pm • Rm: T403  
Instructor: Angelo Petrolle \$2,100

## Advanced Gas Metal Arc Welding (GMAW/MIG)

Approved for  
WIOA & 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 4192 17 sessions  
Monday & Wednesday, December 5 - February 1  
No class 12/26, 1/2 & 1/16  
6:00 pm - 9:00 pm • Rm: T403  
Saturday, December 3 & 10  
9:00 am - 4:00 pm • Rm: T645  
Instructor: Angelo Petrolle \$2,500





# 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

Karlene Ball

## Fitness & Wellbeing

Lisa Crick

## Hospitality

Lisa Crick

## Human Services Assistant

Judith Slisz

## Languages

Judith Slisz

## Manufacturing

Sharon Lutkus

## Medical Administrative Assistant

Judith Slisz

## 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

Lisa Crick

## Wedding Planner

Lisa Crick

## Welding

Sharon Lutkus

## Writing

Lisa Crick

*Lisa Crick, Coordinator*

203-596-8711 • lcrick@nv.edu

*Karlene Ball, Coordinator,  
ESL Information and Registration*

203-575-8156 • kball@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

*Andrea Petrario, Registration*

203-575-8029 • apetrario@nv.edu

*John Purdy, Coordinator*

203-575-8123 • jpurdy@nv.edu

*Judith Slisz, Coordinator*

203-596-8743 • jslisz@nv.edu

*Patricia A. Targett, Coordinator*

203-575-8253 • ptargett@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](mailto: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 2016

Saturday, 8/20 .....9:00 am - 1:00 pm

Saturday, 8/27 .....9:00 am - 1:00 pm

Monday, 8/29 - 9/2 .....8:30 am - 7:00 pm

Saturday, 9/3 - Monday, 9/5 ..... Closed

Tuesday, 9/6 - Friday, 9/9 .....8:30 am - 6:00 pm

### Regular Hours • Fall 2016

*Beginning Monday, September 12, the Bookstore will revert to regularly scheduled hours:*

Monday, Tuesday .....8:30 am - 6:00 pm

Wednesday, Thursday ..... 8:30 - 4:30

Friday .....8:30 am - 1:00 pm

Textbooks can also be ordered online at: [nv.edu/bookstore](http://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 65.

## 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](http://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](http://nv.edu/Danbury) or you may call 203-797-9361 for an automated message.

## Nondiscrimination

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](mailto: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).

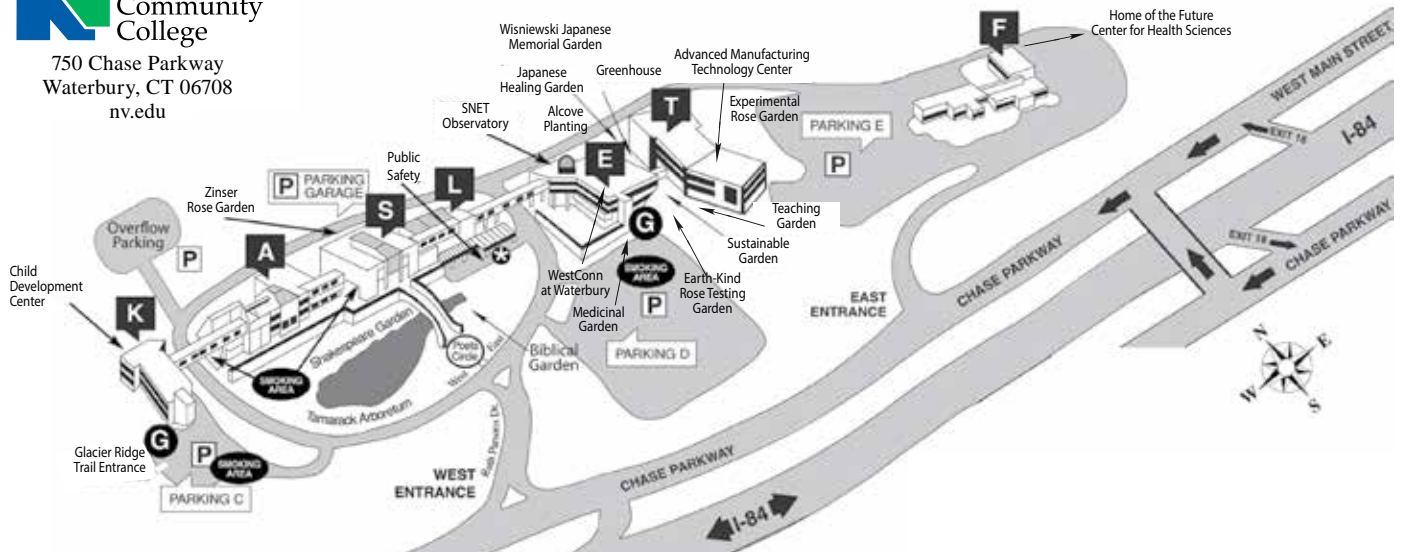
## Tuition Installment Plans

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

# Campus Map



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 Gazebos
- 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 69 for directions.*

**Park in student-designated spaces only.  
Parking for Danbury Campus: See page 69.**

*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. Public transportation is readily available.

## **NVCC at Henry Abbott Technical High School 21 Hayestown Avenue Danbury, CT 06811**

### **Route I-84 East**

Take Exit 5. Proceed through the stop sign. Continue straight on North Street. Turn right at the 5th traffic light onto Hayestown Avenue. The entrance is on the left.

### **Route I-84 West**

Take Exit 6. Turn right at light onto Route 37 North. Turn right at the first light on Hayestown Avenue. The entrance is on the left.

Parking is readily available outside the front entrance.

## **NVCC Danbury Campus 190 Main Street, Danbury**

### **Route I-84 East:**

Take I-84 East toward Danbury. Take exit 5 toward CT-37/ Downtown Danbury/CT-39/Bethel/CT-53 for 0.1 mile. Turn slight right onto Downs St. for 0.2 mile. Turn right onto Main St./CT-53 for 0.8 mile. At the intersection of Liberty and Main Streets, 190 Main St. is on the right.

### **Route I-84 West**

Take I-84 West toward Danbury. 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, 190 Main St. is on the right.

### **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.

## **NVCC at W.F. Kaynor Technical High School 43 Tomkins Street Waterbury, CT 06708**

### **Route I-84 East**

Take I-84 East to Exit 20 (left exit) CT 8 North. Stay left and take Exit 35 (left exit) CT 73 toward Watertown/Oakville. Continue on Rudy Avenue for 4 miles. Turn slight right on Huntingdon Avenue. Turn left onto Tompkins Street

### **Route I-84 West**

Take I-84 West to Exit 20 CT 8 North toward Torrington. Stay left and take Exit 35 (left exit) CT 73 toward Watertown/Oakville. Continue on Rudy Avenue for 4 miles. Turn slight right on Huntingdon Avenue. Turn left onto Tompkins Street.

### **Route 8 South**

Take CT 8 South to Exit 36 toward Colonial Avenue. Turn left on Colonial Avenue. Continue onto Huntingdon Avenue. Turn left to stay on Huntingdon Avenue. Turn right onto Tompkins Street.

### **Route 8 North**

Take CT 8 North to Exit 35 (left exit) CT 73 toward Watertown/Oakville. Continue on Rudy Avenue .4 miles. Turn slight right on Huntingdon Avenue. Turn Left onto Tompkins Street

# Non-Credit Registration

## Customer Information

Payment must be made at the time of registration. 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 67.

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.

## 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 71*) 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 71*) 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  
*Moving to: 190 Main Street, Danbury, CT 06810*  
Monday through Friday, 8:00 am to 5:00 pm

#### Mail:

Complete registration form (*see page 71*) and mail with payment to:  
NVCC Danbury Campus  
183 Main Street  
Danbury, CT 06810-7805

#### Fax:

Fax completed registration form (*see page 71*) 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*

## Questions?

Contact us  
[continuinged@nv.edu](mailto:continuinged@nv.edu)  
203-575-8029

# 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](http://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: