

L²LEARN

learn to earn
JOB TRAINING COURSES

Summer 2016

June - August

Register Today!



Career training for today's in-demand jobs!

Naugatuck
Valley
Community
College

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
Non-credit Lifelong Learning
203-575-8029

Naugatuck Valley Community College



Welcome! Jobs start here! nv.edu/nc

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

Mission Statement:

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

Accreditation:

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



Need Information, Help or Advice?

Waterbury Campus

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

Danbury Campus

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

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

Paying for Lifelong Learning



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

NVCC Payment Plans

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

Tuition Authorization

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

Employer Reimbursement

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

Federal & State Financial Aid

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

Veterans' Benefits

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

Private Lending Institutions

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



Program Information / Job Placement

Program Information Sessions **FREE!**

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

- Administrative Office Professional
- Agriculture
- Bartending
- Bookkeeper
- Central Sterile Processing Technician
- Food Safety
- 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 7189
Wednesday, June 15
1:00 pm • Rm: K712

CRN 7190
Danbury Campus
Wednesday, July 13
6:00 pm • Rm: HL

CRN 7191
Tuesday, August 16
4:00 pm • Rm: K712

***Free Welding Information Session with tour available. See page 50.**

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 to view part-time, fulltime and internship job postings and to post your resume. Services are open to current students as well as alumni.

Waterbury:

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

Danbury:

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



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

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.

CRN 7153

2 sessions

Saturday, July 9 & July 16

9:00 am - 5:00 pm • Rm: E623

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 7154 4 sessions
Monday & Wednesday, June 6 - June 15
6:30 pm - 9:00 pm • Rm: E315 \$25

CRN 7156 4 sessions
Monday & Wednesday, July 11 - July 20
6:30 pm - 9:00 pm • Rm: E315 \$25

Option 2 - One Day

Instructor: Professional Marine Services
(Please bring your lunch)

Select one of the following sections:

CRN 7155 1 session
Saturday, June 18
8:30 am - 4:30 pm • Rm: T516 \$89

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

HOW TO OBTAIN A CONSERVATION NUMBER

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

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

One-day Coastal Navigation

Keep your investment “off the rocks” with a course in coastal navigation. Sharpen your boating skills and have the confidence to venture to new offshore destinations! This course is taught in a single 8-hour session by a professional senior state-certified instructor and is designed for ages 12 and over. Classes are small to ensure that students develop “hands on” charting and plotting skills using nautical charts, tools, and publications. Topics include: longitude and latitude, position fix, dead reckoning, GPS and radar basics, compass deviation and variation, the use of plotting tools, marine time conversions, speed/distance/ time calculations, aids to navigation, cruise planning and more. Participants will receive a State Coastal Boater’s endorsement sticker for their operating certificate.

Students should bring a calculator to class.

Prerequisite: Students should have completed a basic safe boating course before enrollment.

CRN 7159 1 session
Saturday, July 9
8:30 am - 4:30 pm • Rm: T515 \$99



Business / Bookkeeping

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 7214 13 sessions
Monday & Wednesday, June 1 - July 18
No class 7/4
6:00 pm - 9:00 pm • Rm: T641
Instructor: Peter Badas \$1,000

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

CRN 7188 5 sessions
Tuesday & Thursday, July 14 - July 28
6:00 pm - 9:00 pm • Rm: T641
Instructor: Peter Badas \$375

Career Spotlight

Bookkeeper

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



New! Human Services Assistant Certificate

See page 36 for details!

Business / Office Administration

Medical Administrative Assistant

Coming This Fall!

Medical administrative assistants work in a variety of roles and locations with job titles ranging from health unit coordinator or medical office specialist to medical secretary. Regardless of title, people with this credential utilize their knowledge of medical terminology and health care delivery to perform a number of administrative functions including: scheduling tests or procedures, such as lab work or x-rays, surgeries and medical consultations based on physician orders; answering phones and directing calls and messages to the appropriate staff; greeting visitors, and interviewing patients to complete documentation. Learn the skills needed to successfully carry out the varied responsibilities of the medical administrative assistant in almost any setting.

Students must complete all of the co-requisite 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.

The Medical Administrative Assistant course will be offered in fall 2016. However, the co-requisites listed below are scheduled this summer and could be taken before the medical administrative assistant class.

- Microsoft Essentials (See page 12)
- Patient Confidentiality (See page 24)
- Customer Service and Communication in Health Care (See page 24)
- Medical Terminology (See page 23)

Need to strengthen your computer skills and enhance your resume?

See page 12-15 for computer technology courses.

Medical Coding and Billing Specialist

Approved for partial WIOA Funding

Coming This Fall!

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

The Medical Coding and Billing Specialist program at our Waterbury Campus starts each fall semester. The program includes 450 hours of combined classroom and clinical learning. Classes are held three weekday evenings per week for three hours. The program will take you one year, plus your professional practice experience, to complete. There are four modules, including a daytime clinical experience. Students successfully completing the program will be eligible to sit for national professional certification. The cost includes textbooks for all modules.

Career Spotlight

Medical Coding and Billing Specialist

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

American Health Information Management Association:
ahima.org

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

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

Business / Professional Development

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 7217

1 session

Friday, June 17

9:00 am - 4:00 pm • Rm: T515

Instructor: Amy Lenoce, M.A.

\$100



Fall Offerings

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. The program includes two full-day sessions a month apart, followed by two half-day sessions in four and six-week intervals to facilitate application of new skills by addressing participants' specific challenges and concerns in an open, supportive environment.

Successfully Managing People

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.

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.

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.

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 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.

CRN 7204

12 sessions

Danbury Campus

Tuesday & Thursday, July 12 - August 18

6:00 pm - 9:00 pm • Rm: HL

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.

CRN 7205

1 session

Danbury Campus

Tuesday, July 12

6:00 pm - 9:00 pm • Rm: HL

Instructor: Janice Perrone, BS, MAT

\$99



Want to expand your career options with specialized skills?

Consider adding Administrative, QuickBooks, Bookkeeper, Business Writing or Supervisory Skills to your resume. See pages 8 - 11 for on-campus and online learning options.

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 evening sessions. Learn to format text using fonts and word art, paragraphs including bullets and hanging tabs, tables, and mail merge operations to create professional letters, envelopes and labels.

CRN 7206 4 sessions
Danbury Campus
Tuesday & Thursday, July 14 - July 26
6:00 pm - 9:00 pm • Rm: HL
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.

CRN 7207 4 sessions
Danbury Campus
Tuesday & Thursday, July 28 - August 9
6:00 pm - 9:00 pm • Rm: HL
Instructor: Janice Perrone, BS, MAT \$360



Microsoft PowerPoint® 2013

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

- Create and open, save, print and deliver a presentation.
- Work with 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 7210 2 sessions
Friday, June 3 - June 10
9:00 am - 12:00 pm • Rm: T655
Instructor: Cathy Poehler \$180

CRN 7208 2 sessions
Danbury Campus
Tuesday & Thursday, August 11 - August 16
6:00 pm - 9:00 pm • Rm: HL
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:

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

Select one of the following sections:

CRN 7211 1 session
Friday, June 17
9:00 am - 12:00 pm • Rm: T655
Instructor: Cathy Poehler \$99

CRN 7209 1 session
Danbury Campus
Thursday, August 18
6:00 pm - 9:00 pm • Rm: HL
Instructor: Janice Perrone, BS, MAT \$99

Computer Technology



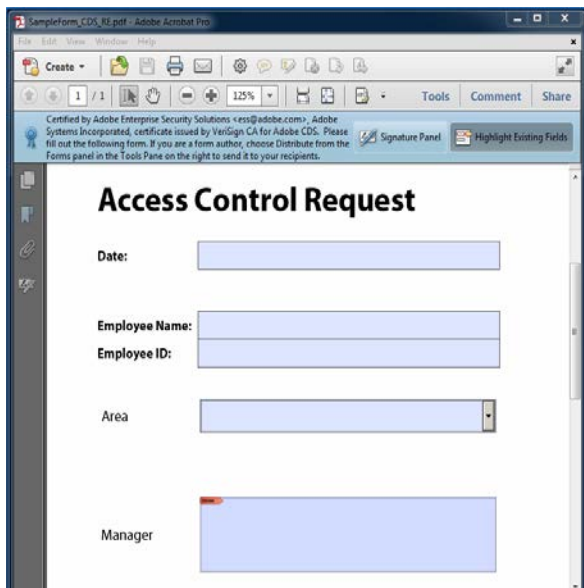
Introduction to Microsoft Access® 2013

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.



**Ready to register for an ed2go course?
Visit: 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 2007, 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 for complete instructions.

Computer Systems Security



CompTIA Security + Certification Prep



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

This course covers the key terminology and concepts you need to know to ace the exam, all in a condensed format for rapid reading. The course provides helpful study tools including crossword puzzles, games, and practice questions to aid with learning. All of the content is geared toward helping you pass the SY0-401 exam so you can leave the test center with your Security+ certificate in hand. Visit ed2go.com/nvcc for more information. \$145

Introduction to PC Security



What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. Visit ed2go.com/nvcc for more information. \$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 2



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

This course, the second of two courses, reviews the key terminology and concepts needed to ace the CompTIA's challenging SY0-301 exam, all in a condensed format for rapid reading. The course provides helpful study tools, including crossword puzzles, games, and practice questions to aid your learning. All of the content is geared toward helping you prepare to pass the SY0-301 exam, so you can leave the test center with your Security+ passing score in hand. Visit ed2go.com/nvcc for more information. \$145

Ready to register for an ed2go course? Visit: 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.

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. 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
Open Registration	\$1,595

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.

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

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
Open Registration	\$1,695



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

Fitness and Wellbeing Careers

Personal Fitness Trainer Orientation

Online format! FREE! • Choose one:

May 4, 2016 4:00 PM EDT

or

June 1, 2016 12:00 PM EDT

or

July 06, 2016 12:00 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 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 become a nationally certified personal trainer - one of the hottest health occupations! Employers of all sizes are in need of quality certified personal trainers. What that means is that you have a great opportunity to be on the front lines of our obesity health issues and make a difference. Take on a career that you can be proud of, make money and feel great helping others!

- This challenging course is taught over an accelerated 5-week period.
- The National WITS Exam is held on the 6th week.
- This course is formatted as a 60-hour program, comprised of 15 hours of lecture, 15 hours of hands-on practical training and a 30-hour internship.
- Key topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment.
- CPR/AED certification (BLS) is needed to receive the certificate. See page 21 for offerings.
- Textbook is required and not included in course fees. *Call to order and start reading immediately 888-330-9487 {www.witseducation.com} Fitness Professional's Handbook-6th Edition by Edward Howley, Dixie Thompson Hardback book, 608 pages

CRN 7160

6 sessions

Saturday, July 9 - August 13

9:00 am - 4:00 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.

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. 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 and fitness professionals who want to learn about developing individualized nutritional programs. It 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.

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

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
Open Registration • Start anytime	\$2,595

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



Health Care / Career Information

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

Be Job Ready in Just Months!

NVCC Non-Credit Health Care Programs:

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

Central Sterile Processing Technician

nv.edu/cspt

Certified Nurse Aide

nv.edu/cna

Medical Coding and Billing Specialist

nv.edu/medicalcoding

Medical Administrative Assistant

nv.edu/MAA

Patient Care Technician

nv.edu/pct

Pharmacy Technician

nv.edu/pharmacy

Phlebotomy Technician

nv.edu/phleb

Career Exploration Sites

Health Occupations & Technology Careers in Connecticut

healthcareersinct.com

Job & Career Connection

ctjobandcareer.org

United States Department of Labor Occupational Outlook Handbook

bls.gov/ooh



Professional Organization Sites

American Health Information Management Association

ahima.org

American Society for Pharmacy Technicians

pharmacytechnician.com

American Society of Clinical Pathologists

ascp.org

American Society of Phlebotomy Technicians

aspt.org

Certification Board for Sterile Processing and Distribution

sterileprocessing.org

Connecticut Pharmacist Association

ctpharmacists.org

Nurse Aide Registration Connecticut Department of Public Health

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

The Center for Phlebotomy Education

phlebotomy.com

Health Care / Basic Life Support

Basic Life Support - Health Care Providers

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

This course meets most healthcare employers' requirements for formal BLS evaluation and is a prerequisite to many health care education programs, including those at NVCC.

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

Select one of the following sections:

CRN 1877
Tuesday, May 10
8:00 am - 12:30 pm • Rm: E320A

CRN 1878
Saturday, May 14
8:00 am - 12:30 pm • Rm: E315

CRN 2191
Monday, May 23
8:00 am - 12:30 pm • Rm: E315

CRN 7170
Saturday, June 4
8:00 am - 12:30 pm • Rm: E315

CRN 7171
Saturday, June 25
8:00 am - 12:30 pm • Rm: E315

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



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 25 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 7169	12 sessions
Tuesday & Thursday, June 7 - July 14	
6:00 pm - 9:15 pm • Rm: E318A	
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.

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

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

Career Spotlight

Central Sterile Processing Technicians

The current job market calls for Central Sterile Processing Technicians not just in hospitals, but also places like surgical centers, endoscopy offices, dental offices and even travelling opportunities for temporary assignments. Salary range is typically from \$25,000-\$42,000.

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*

Central Sterile Processing Technician Professional Practice Experience

Approved for
WIOA & VA
Funding

Coming This Fall!

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.

Health Care / Essentials



Basic Math for Health Care

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

CRN 7251

Wednesday, July 20

9:00 am - 12:00 pm • Rm: E318A

Instructor: Staff

\$35

Computers & Electronic Medical Records in Health Care

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

CRN 7203

4 sessions

Wednesday, June 8 - June 29

9:00 am - 12:00 pm • Rm: T641

Instructor: Staff

\$315

Medical Terminology

The Language of Health Care

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

CRN 7200

8 sessions

Monday, June 6 - August 1

9:00 am - 12:00 pm • Rm: E318A

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 7194	1 session
Wednesday, June 8	
12:30 pm - 3:30 pm • Rm: E528	
Instructor: Pamela Swendsen, MSN, RN	\$40
CRN 7195	1 session
Wednesday, July 13	
9:00 am - 12:00 pm • Rm: E318A	
Instructor: Pamela Swendsen, MSN, RN	\$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 7198	1 session
Wednesday, June 8	
9:00 am - 12:00 pm • Rm: E528	
Instructor: Pamela Swendsen, MSN, RN	\$40
CRN 7197	1 session
Wednesday, July 6	
9:00 am - 12:00 pm • Rm: E318A	
Instructor: Pamela Swendsen, MSN, RN	\$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 / Nurse Aide Certification (CNA)

Approved for
WIOA & VA
Funding

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

Important course and student information:

- Please visit our website nv.edu/cna or call 203-575-8029 for detailed course calendars. Some variations in dates and times may occur in each schedule.
- Federal and State-mandated attendance requirements must be met.
- A textbook will be provided for your use for the duration of the class at no additional charge. A workbook is included in the cost of the course and will be provided in class.
- A health screening and up-to-date immunizations are required by the second week of class. Documentation must be in the form of a completed NVCC CNA Health form. This form can be downloaded at nv.edu/cna.
- 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.

Select one of the following sections:

CRN 1933*	
Waterbury, Days, Accelerated	120 hours
May 24 - June 30	
Room: E320A	
Instructor: Staff RNs	\$1,500
CRN 7193	
Waterbury, Evenings / Saturdays	120 hours
June 28 - August 24	
Room: E320A	
Instructor: Staff RNs	\$1,500
CRN 7192	
Danbury, Days	120 hours
June 29 - August 19	
Room: HL	
Instructor: Staff RNs	\$1,500

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

***Prerequisite - Students in accelerated CNA must provide proof of high school diploma or GED at registration.**



See pages 26 and 27 for FAQs.

NVCC Learn 2 Earn!

nv.edu/nc • 203-575-8029 • nc@nv.edu

Health Care / Nurse Aide Certification (CNA)

CNA Frequently Asked Questions (FAQ)

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

NVCC is proud to offer one of Connecticut's largest, oldest and most respected CNA programs. All of our instructors are experienced Registered Nurses. We more than meet the minimum standards set by the State. You will get more hours of practice in our health lab and more supervised time working with residents in the clinical setting. Our program includes one opportunity to sit for the on-site Connecticut Nurse Aide Competency Exam and is included in the cost of the course. Students will attend classes in a college setting and have access to college support resources, including the library and 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!

Can I pay for tuition in smaller payments?

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

Can I get financial aid for the CNA course?

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



FAQ's continued on page 27.

Health Care / Nurse Aide Certification (CNA)

CNA Frequently Asked Questions (FAQ) (continued)

obtaining Connecticut credentials.

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

Registration details are on pages 57-58.

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

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

How can I get information about CNA courses at NVCC?

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

Here is what our students say...

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

*Ryan Kelly
NVCC Student, CNA*



Career Spotlight *Certified Nurse Aide*

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

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

Health Care / Patient Care Technician (PCT)

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

The Patient Care Technician Certificate Program is a series of courses, including Nurse Aide Certification (CNA), which 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 Prix Fixe

If you are ready to get going and want to finish quickly, then you should register for the PCT Prix Fixe. 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. Students who already have their CNA may request to join the Prix Fixe schedule at a reduced rate. Please contact 203-575-8029. Classes forming for Fall 2016.

PCT "à la carte"

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 Skills35
- BLS - Basic Life Support23
- Computers & EMR in Healthcare25
- Customer Service and Communication in Health Care.....26
- EKG & Pulse Oximetry Skills35
- Nurse Aide Certification (CNA)..... 28-30
- Patient Confidentiality26
- PCT Orientation33
- Phlebotomy for the PCT33
- Rehabilitation Skills34

Electives: Choose 2:

- Alzheimer's and Other Dementias35
- Behavioral Health34
- Caring for the Pediatric Client..... **
- Care of the Growing Family **
- Compassionate Care for the End of Life **
- Hospital Clinical34
- Medical Terminology.....25

** 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 prix fixe and "a la carte" options as well as day and evening classes.
- Individual certificates are awarded at the completion of each course; giving you documentation of your competencies as you earn them. Take these along to job interviews.



PCT Prix Fixe

Approved for
WIOA Funding

Coming This Fall!

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.

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 7199 1 session
Danbury Campus
Wednesday, July 13
1:00 pm - 3:00 pm • Rm: HL
Instructor: Patricia Targett \$20

CRN 7215 1 session
Monday, July 18
6:00 pm - 8:00 pm • Rm: E320A
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 program.

CRN 7179 10 sessions
Monday & Wednesday, August 17 - September 21
No class 9/5
9:00 am - 12:00 pm • Rm: E318A
Instructor: Staff \$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

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.
- Successful completion of Advanced Patient Care Skills course at NVCC.

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

An information packet, will be emailed prior to the start of class. Please be sure to provide your updated email address to be sure you don't miss this important information. Must register by May 23, 2016.

CRN 7201 4 sessions
Monday, June 6, 4:00 pm - 10:00 pm
Saturday, June 11, 18, & 25, 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

EKG & Pulse Oximetry Skills

Learn the knowledge and skills to accurately obtain a 12-lead EKG and pulse oximetry measurement. Cardiac and respiratory anatomy and function, lead and sensor placement, recognition of normal vs. abnormal readings and how to adapt to unusual patient situations will also be taught. This course includes classroom and hands-on lab experience. (This course does not prepare you to be an EKG technician.) A textbook will be provided for your use for the duration of this course at no extra charge.

CRN 7202 5 sessions
Tuesday & Thursday, July 14 - July 28
1:00 pm - 4:00 pm • Rm: E320A
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. Free online Elementary Algebra is available. Contact Lisa Crick at lcrick@nv.edu.

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 fall registration beginning in July. Look for more information on our web page, nv.edu/pharmacy

CRN 7161 20 sessions
Tuesday & Thursday, June 14 - August 18
6:00 pm - 9:00 pm • Rm: T646
Instructor: Ilona Lourie, Pharm D \$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

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

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.

CRN 7162

Classroom: Wednesday, June 8

9:00 am – 3:30 pm • Rm: E528 \$325

Clinical: Monday – Friday, 5 sessions, 6 hours each between June and August. The program coordinator will schedule your week and facility.

Space is limited. Register early.

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. This was a wonderful and a valuable experience.”

*Julie Brazauskas
NVCC Student
Pharmacy Technician*



Health Care / Phlebotomy Technician

Phlebotomy Technician

Approved for
WIOA & VA Funding

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

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

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

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

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

Here is what our students say...

"The pace was good for learning. Enthusiastic classmates and instructors provide a positive and encouraging environment. Instructors are very willing to provide any resources for success."

Thomas Migietta
NVCC Student
Phlebotomy Technician

Select one of the following sections:

CRN 7178 200 hours
Classroom: Monday & Wednesday
June 1 - September 28, 9:00 am - 12:00 pm
Rm: E318A
Clinicals are scheduled following successful completion of classroom work.
Instructor: Lisa Ferrell AS, NPA \$3,150

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

Prerequisites: High school graduation/GED.

Students must:

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

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

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. You may also use sophisticated laboratory equipment to process blood specimens under the direction of a medical laboratory scientist. Based on the DOL statistics, as a phlebotomy technician you can expect to earn \$35,292 annual income. Employment potential is still strong, as the need for health care workers continues to grow.

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 7218 13 sessions
Tuesday & Thursday, July 5 - August 16
6:00 pm - 9:00 pm • Rm: T516
Instructors: Barbara Bowers, MSW
Laurie Reisman, LCSW \$1,100



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.



Languages

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



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!

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.

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.



مرحبا العالم! **Hallo Welt!**
Hej Värld! **Hello World!**
Ciao Mondo
ハローワールド!
iHolá mundo! 世界您好!
Salut le Monde!

Ready to register for an ed2go course? Visit: 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 Bell
kbell@nv.edu • 203-575-8156
Rm: ACE, E500

Danbury Campus

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



Manufacturing

NVCC is committed to providing the educational and training opportunities that will meet the needs of manufacturers in our region. In association with the Advanced Manufacturing Technology Center, we are proud to offer courses on a variety of manufacturing topics. Manufacturing courses are offered at NVCC Waterbury, W. F. Kaynor and Henry Abbott Technical High Schools. Customized training is also available. Contact Sharon Lutkus at 203-596-2197 or slutkus@nv.edu.

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.

Select one of the following sections:

CRN 7181 2 sessions
Saturday, June 4 - June 11
9:00 am - 4:00 pm • Rm: T627
Instructor: Michael DeVivo \$335

CRN 7180 12 sessions
Saturday, August 20 - August 27
9:00 am - 4:00 pm • Rm: T627
Instructor: Michael DeVivo \$335

Blueprint Reading I

An introduction to blue print reading with a study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered. Textbook included in the cost of the course.

CRN 2393 10 sessions
Kaynor Technical High School
Tuesday & Thursday, May 12 - June 14
5:30 pm - 8:30 pm • Rm: Kaynor
Instructor: Thomas Kenyon \$425

Introduction to EDM

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 present day applications of this machining process. Learn basic terminology, operation, and maintenance of the Wire EDM as a foundation to additional modules that will increase your understanding and skills of this important metal-cutting technology.

CRN 7259 3 sessions
Tuesday, Wednesday & Thursday, June 7 - June 9
5:30 pm - 8:30 pm • Rm: T400
Instructor: Eugene Rek \$286

Intermediate EDM

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 7260 3 sessions
Tuesday, Wednesday & Thursday, June 21 - June 23
5:30 pm - 8:30 pm • Rm: T400
Instructor: Eugene Rek \$286

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

Stay Tuned...Courses Coming This Fall!

Metrology

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

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.

Introduction to Metal Forming

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

CNC Intermediate

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.



Manufacturing

Stay Tuned...Courses Coming This Fall!

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.

Quality Control Inspection

Learn 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.



Blueprint Reading I

An introduction to blue print reading with a study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Also, geometric tolerancing and dimensioning is covered.

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.



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 for complete instructions.

NVCC Learn 2 Earn!

nv.edu/nc • 203-575-8029 • nc@nv.edu

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. You must have a minimum of 600 street riding miles, or more than 6 months riding experience. 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 (No Exceptions). Bikes will be inspected. You must provide proof of your current motorcycle permit, registration, and insurance card. **Fee: \$130**



Please see page 44 for important registration and class information.

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

Motorcycle Rider Safety

Experienced Rider Course (ERC): Even if you've been riding for some time, there's always something new to learn in this 6.5 hour on-cycle course. Using your own registered, insured, street legal motorcycle/scooter (bike will be inspected) for the ERC, you will have the opportunity to fine tune your riding skills during advanced maneuvers such as stopping in the shortest distance, cornering, swerving, tight turns, and other evasive skills. Riders must provide proof of a valid motorcycle license, current registration and insurance card in the participant's name. You must have a minimum of 1000 miles, or more than 10 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.



Important Registration & Class Information:

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

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

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

Online Learning with ed2go



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

Prices start at \$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 and click on Courses.

Course dates:

Section 1: 6/17 - 8/7

Section 2: 7/15 - 9/4

Section 3: 8/19 - 10/9

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

Looking for a specific course?

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

Accounting and Finance

- Accounting Fundamentals
- Accounting Software
- Personal Finance and Investments

Business

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

Computer Applications

- Adobe
- Microsoft
- Other Applications

Design and Composition

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

Health Care and Medical

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

Language and Arts

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

Law and Legal

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

Personal Development

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

Teaching and Education

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

Technology

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

Writing and Publishing

- Business Writing
- Creative Writing
- Grant Writing
- Publishing

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

Real Estate

Real Estate Principles and Practices

Approved for
WIOA & 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 1918

24 sessions

Tuesday & Thursday, May 31 - August 18

6:00 pm - 9:00 pm • Rm: T515

Instructor: Staff

\$650

Career Spotlight

Real Estate

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

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



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, Special Licensing and Firearms.

Select one of the following sections:

CRN 7163 1 session
Saturday, June 25
8:00 am - 4:00 pm • Rm: T515
Instructor: John Izzo \$185

CRN 7164 1 session
Saturday, July 30
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 industry will continue to grow as companies are becoming more creative in their service and use of manpower. The Connecticut Department of Labor (CTDOL) reports the average annual income for Security Guard is \$26,924. The CTDOL lists Security Guard as a Hot Job and states employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities.

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



Teaching and Education

Online courses just
\$125 each!



An Introduction to Teaching ESL/EFL

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

Creating K-12 Learning Materials

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

Differentiated Instruction in the Classroom

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

Empowering Students With Disabilities

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

Creating Classroom Centers

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

Guided Reading and Writing: Strategies for Maximum Student Achievement

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

Integrating Technology in the Classroom

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

Microsoft PowerPoint 2010® in the Classroom

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

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

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

Singapore Math Strategies:

Model Drawing for Grades 1-6

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

Spanish in the Classroom

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

Teaching Adult Learners

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

Teaching ESL/EFL Grammar

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

Teaching Smarter With SMART Boards

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

This is a sample of Teaching and Education courses available.

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

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

Test Prep Center / College Preparation

SAT Preparation - *The New SAT*

Ready. Set. Go. Prepare Now & Test Better

Anticipated SAT Test Dates: Oct. 1, Nov. 5, Dec. 3

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

Critical Reading/Writing Workshop

Select one of the following sections:

CRN 7167 5 sessions
Monday - Friday, August 15 - August 19
5:30 pm - 7:15 pm • Rm: T627
Instructor: Rosemary Purdy, MS \$175

CRN 7168 5 sessions
Monday - Friday, August 15 - August 19
12:15 pm - 2:00 pm • Rm: T627
Instructor: Rosemary Purdy, MS \$175

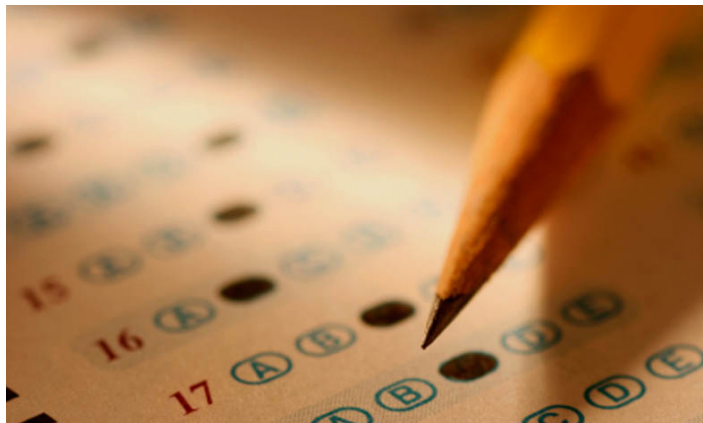
Math Workshop

Prerequisite: Successful completion of one full year of Geometry.

Select one of the following sections:

CRN 7165 5 sessions
Monday - Friday, August 8 - August 12
5:30 pm - 7:15 pm • Rm: T627
Instructor: Michelle Allen, MS \$175

CRN 7166 5 sessions
Monday - Friday, August 15 - August 19
10:00 am - 11:45 am • Rm: T627
Instructor: Michelle Allen, MS \$175



Welding

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

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

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

Welding Information Session - *Free!*

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

Select one of the following sections:

CRN 7182 1 session
 Wednesday, June 22
 6:30 pm • T516
 Instructor: Sharon Lutkus

CRN 7212 1 session
 Wednesday, August 31
 6:30 pm • Rm: T516
 Instructor: Sharon Lutkus

WELDING CERTIFICATIONS

	Course Hours
GMAW (MIG)	100
• Basic GMAW.....	45
• Advanced GMAW.....	40
• OSHA 10 Manufacturing	10
• Certification Testing.....	5
GTAW (TIG)	100
• Basic GTAW	45
• OSHA 10 Manufacturing	10
• Advanced GTAW	40
• Certification Testing.....	5
Structural SMAW (STICK)	130
• Basic SMAW	60
• OSHA 10	10
• Advanced Structural SMAW	55
• Certification Testing.....	5
FCAW (Flux-Core)*	90

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

- jobsinwelding.com
- aws.org

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 7183 15 sessions
Monday - Thursday, July 11 - August 3
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 7184 17 sessions
Monday - Thursday, August 15 - September 8
No class 9/5
6:00 pm - 9:00 pm • Rm: T403
Saturday, August 20 & August 27 2 sessions
9:00 am - 4:00 pm • Rm: T627
Instructors: Joseph Demeter
Michael Devivo \$2,500

Advanced Shielded Metal Arc Welding (SMAW)

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) D1.1, 1G/2G Combo Certification. Included in the cost of the course are NVCC certification, lab materials and OSHA 10 Safety Certification.

Prerequisite: Basic SMAW (STICK) or permission of the instructor.

CRN 7185
Saturday, 6/4-8/13, 9:00 am - 3:30 pm 12 sessions
No class 7/2 • Rm: T403
Saturday, 8/20-8/27 for OSHA 10 2 sessions
9:00 am-4:00 pm • Rm: T627
Instructors: Angelo Petrolle
Michael Devivo \$3,300



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*

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 Bell

Fitness & Wellbeing

Lisa Crick

Foreign Languages

Lisa Crick

Hospitality

Lisa Crick

Manufacturing

Sharon Lutkus

Medical Coding and Billing Specialist

Laurie L. Hornbecker

Motorcycle Rider Education

John Purdy

Nurse Aide Certification (CNA)

Patricia A. Targett

Office Professional

Judith Slisz

Online Learning with ed2go

Lisa Crick

Patient Care Technician (PCT)

Patricia A. Targett

Pharmacy Technician

Lisa Crick

Phlebotomy Technician

Sharon Lutkus

Real Estate & Appraisal

Lisa Crick

Security Officer

Lisa Crick

Teaching & Education

Lisa Crick

Test Prep / SAT Prep

Lisa Crick

Wedding Planner

Lisa Crick

Welding

Sharon Lutkus

Writing

Lisa Crick

**Karlene Bell, Coordinator,
ESL Information and Registration**
203-575-8156 • kbell@nv.edu

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

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

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

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

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

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

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 • Summer 2016

Mon., June 6 - Thur., June 98:30 am–6:00 pm

Friday, June 108:30 am–1:00 pm

Regular Hours • Summer 2016

Beginning Monday, June 13, the Bookstore will revert to regularly scheduled hours:

Monday - Thursday8:30 am–4:30 pm

Friday8:30 am–1:00 pm

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

Textbook and Course Supply Information

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



Duplicate Non-credit Certificates

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

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

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

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

Customer Information

Certificate Completion

Certificate requirements for completion are stated with the appropriate programs in the catalog. If you have prior experience and wish to discuss a course substitution, please contact the program coordinator. See page 52.

Changes & Cancellations

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

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

College Closings & Delays

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

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

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

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

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

Students with Disabilities

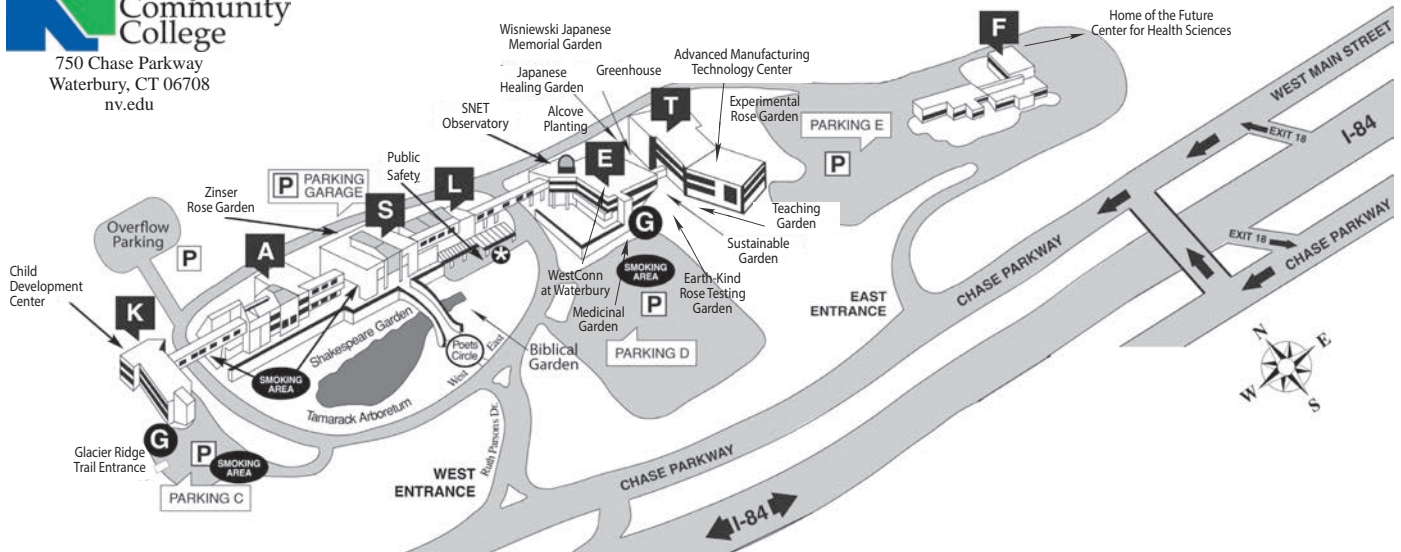
If you are a student with a learning disability that may require an academic adjustment, please contact our staff at 203-575-8161. Students with all other disabilities must contact Laurie Novi at 203-575-8035. Adjustments will only be provided to those students who have completed the disabilities disclosure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

Tuition Installment Plans

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

Campus Map

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



Legend:

- K • Kinney Hall/Administration
- A • Fine Arts Center/Theaters/Leever Atrium
- S • Cistulli Student Center/Cafeteria
- L • Taurig Learning Res. Center/Library
- E • Ekstrom Hall
- T • Technology Hall
- F • Founders Hall
- P • Parking Lots and Garages
Underground Parking Garages are located under buildings A, S, L & E and can be entered at designated areas. Watch For Signs.
- G • Smoking 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 56 for directions.

Park in student-designated spaces only.
Parking for Danbury Campus: See page 56.

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 Danbury Campus 183 Main Street, Danbury

Route I-84 West

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

Route I-84 East

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

Parking for Danbury Campus

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

Public transportation is readily available.



Non-Credit Registration

Customer Information

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

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

Refund Policy - see page 54.

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

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

Questions?

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

How to Register

Waterbury Campus

Walk In:

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

Mail:

Complete registration form (*see page 58*) 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 58*) with credit card information to 203-575-8277.
MC/Visa/Discover only

Phone:

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

Danbury Campus

Walk In:

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

Mail:

Complete registration form (*see page 58*) and mail with payment to:
NVCC Danbury Campus
183 Main Street
Danbury, CT 06810-7805

Fax:

Fax completed registration form (*see page 58*) with credit card information to 203-798-9682.
MC/Visa/Discover only

Phone:

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

Mail or Fax Your Registration

Mailing / Fax Instructions:

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

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



750 Chase Parkway • Waterbury, CT 06708

Non-credit Lifelong Learning Registration Form

@									
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STUDENT IDENTIFICATION NUMBER

Social Security Number (required)

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 -

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 -

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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:

--