

# L<sub>2</sub> LEARN

learn to earn  
JOB TRAINING COURSES

Non-credit Lifelong Learning



*Spring 2015*  
January - May



*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

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

# Naugatuck Valley Community College

Welcome, Jobs start here! [nv.edu/nc](http://nv.edu/nc)



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

## Mission Statement:

Our mission is to support community and economic development by affecting 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

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

### Danbury

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

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



# 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
- Bartending
- Bookkeeper
- Central Sterile Processing Technician
- Food Safety
- Manufacturing
- 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 2251  
Monday, January 12  
4:30 pm • Rm: K619 Free

CRN 2252  
Danbury Campus  
Tuesday, February 10  
3:00 pm • Rm: HL Free

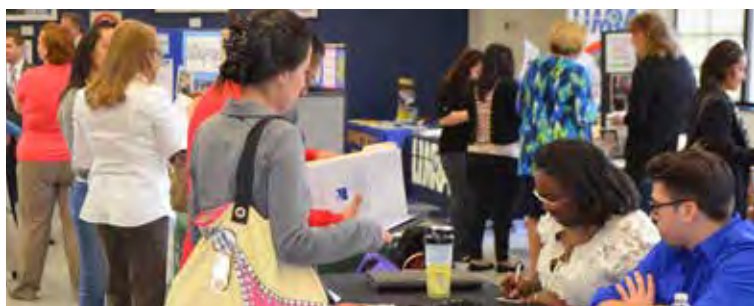
CRN 2253  
Wednesday, March 11  
12:00 pm • Rm: K715 Free

CRN 2254  
Danbury Campus  
Thursday, April 9  
3:30 pm • Rm: HL Free

CRN 2255  
Monday, May 11  
10:00 am • Rm: K715 Free

## Job Placement Center

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



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

### Waterbury:

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

### Danbury:

Second floor, Administration Offices  
Visit our calendar for days and times at [nv.edu/jpc](http://nv.edu/jpc)

# Agriculture • Horticulture

A career in agriculture/horticulture may take you in a multitude of directions. Many people work in a variety of agriculture enterprises to produce food, fiber, and fuel, which are essential to daily life. Agriculture education includes learning about agriculture systems, natural resource management, science, business, communication, and leadership.

NVCC is excited to announce the offering of two NEW courses designed to meet the needs of farmers/producers in our region. If you are looking to add knowledge and skills to your resume as an agricultural production worker or maybe just get ahead of the entry level competition then these courses may be for you.

## Integrated Pest Management

Learn, through classroom, simulated lab, and real-world scenarios, to develop and utilize integrated pest management techniques and protocols for agricultural operations; the principles and mechanisms of IPM across a diversity of pests which include insects, weeds, and plant pathogens; and the technical information necessary to improve your harvest.

CRN 2417 6 sessions  
Wednesday, January 7 - February 11  
6:45 pm - 9:05 pm • Room: off campus  
Instructor: Staff

\$125  
Scholarship -\$50  
You Pay \$75

## Soils and Fertilization

Learn the physical properties and biological processes which affect agricultural soils and fertility; the procedures associated with soil analysis and fertilization management; understand the various methods utilized for amending soils and their associated advantages and disadvantages; and associated decision-making skills. Practice these skills in simulated lab and real-world activities.

CRN 2418 6 sessions  
Wednesday, January 7 - February 11  
6:45 pm - 9:05 pm • Room: off campus  
Instructor: Staff

\$125  
Scholarship -\$50  
You Pay \$75



### Important Information:

**Course location:** Please note these classes will be held at Nonnewaug High School, 5 Minortown Road, Woodbury, CT 06798

**Scholarships:** The Naugatuck Valley Community College Foundation is pleased to provide partial scholarships to the first 40 students that register for either of these new agricultural courses. The \$50 scholarship will be applied at the time of registration. You will pay just \$75.

Registration is required a minimum of 2 weeks prior to the start of class

## Career Spotlight

### Food Production

Workers in the food production industry may manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. They use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; cleaning, grading, sorting, packing and loading harvested products. They may construct trellises, repair fences and farm buildings, or participate in irrigation activities.



# 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 them 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

#### Select one of the following sections:

CRN 2162 3 sessions  
Monday & Wednesday, March 16 - March 23  
6:00 pm - 9:00 pm • Rm: T645 \$25

CRN 2164 3 sessions  
Monday & Wednesday, April 13 - April 20  
6:00 pm - 9:00 pm • Rm: T645 \$25

CRN 2165 3 sessions  
Monday & Wednesday, May 11 - May 18  
6:00 pm - 9:00 pm • Rm: T645 \$25

### Option 2 - One Day

Instructor: Professional Marine Services

#### Select one of the following sections:

*(Please bring your lunch)*

CRN 2161 1 session  
Saturday, March 14  
8:30 am - 4:30 pm • Rm: T516 \$89

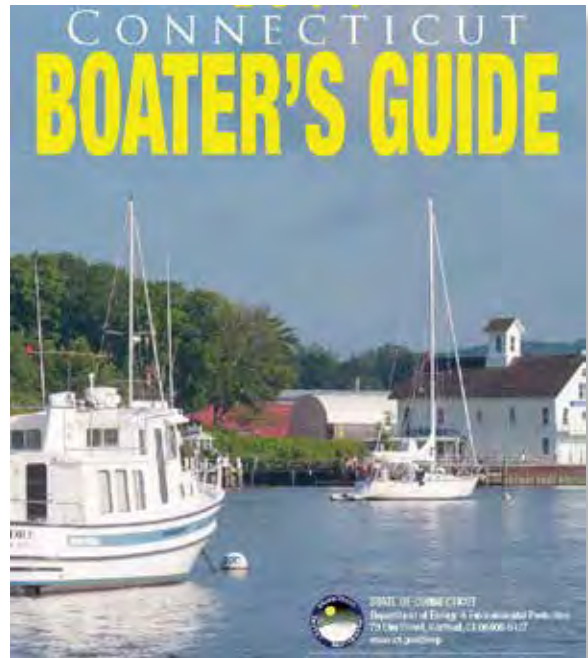
CRN 2163 1 session  
Saturday, April 25  
8:30 am - 4:30 pm • Rm: T516 \$89

CRN 2166 1 session  
Saturday, May 30  
8:30 am - 4:30 pm • Rm: T516 \$89

## HOW TO OBTAIN A CONSERVATION NUMBER

Prior to taking the Basic Boating/Personal Watercraft, each student must create an online account at [www.ct.wildlifelicenses.com/internetsales](http://www.ct.wildlifelicenses.com/internetsales) and obtain a Conservation ID.

- Read, scroll to bottom of page and click the START button.
- Create an account.
- Print the page that includes your Conservation ID number and bring it to class.
- Once your score is entered into the DEEP system, you will use your account to purchase and print the certificate after class.



DEEP Boating Website:  
[www.ct.gov/deep/boating](http://www.ct.gov/deep/boating)

# Business • Bookkeeper

## QuickBooks Pro® 2014

Approved for  
WIA Funding

### Introduction

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

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

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

**Prerequisite:** Basic computer skills

CRN 2182

5 sessions

Danbury Campus

Saturday, April 18 - May 16

2:20 pm - 5:20 pm • Rm: PC1

Instructor: Peter Badas

\$330

### Career Spotlight

#### Bookkeeper

The Connecticut Department of Labor (CTDOL) reports the average annual income for Bookkeeping, Accounting, and Auditing Clerks is \$41,957. 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 opening will offer excellent job opportunities.

## Bookkeeper Certificate

Approved for  
WIA Funding

### Introduction

Businesses are looking for good 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 are required to be successful in this course

#### Select one of the following sections:

CRN 2175

10 sessions

Danbury Campus

Monday - Thursday, February 23 - March 10

9:00 am - 1:00 pm • Rm: HL

Instructor: Mark Valenti

\$900

CRN 2176

12 sessions

Monday - Thursday, April 6 - 23

6:00 pm - 9:20 pm • Rm: T641

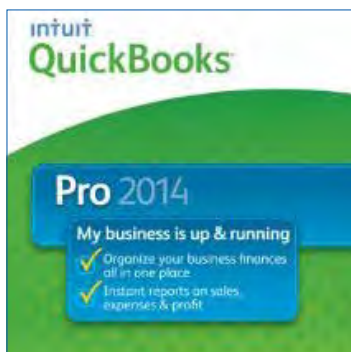
Instructor: Byron Francis

\$900

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

"Bookkeeping was a good course to build skills and knowledge about the field."

Lesa Castillo, NVCC Student  
Bookkeeping - Quickbooks





# Business • Office Professional

**Start Your New Career Today!**



Already have basic office skills, like telephone etiquette and filing? Just need to refresh or expand your computer skills to be prepared for the perfect office position? Take a look at our Microsoft Office Essentials course on page 11.

## Administrative Office Professional

Approved for  
WIA Funding

This entry-level certificate offers the chance to learn the skills employers want in a new employee and to be prepared to “hit the ground running” in any office environment. Administrative office professionals perform a variety of duties necessary to run an office efficiently. They serve as information and communication managers; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using telephone, mail, websites and/or social networks, and e-mail. They may also handle travel and guest arrangements.

Some of the important topics are: principles of business etiquette and customer service skills; the latest practice methods for computer filing; fundamentals of being an effective administrative assistant, and improving your business writing skills. Students will build a working knowledge of Microsoft Word, Excel and Outlook software.

CRN 2193

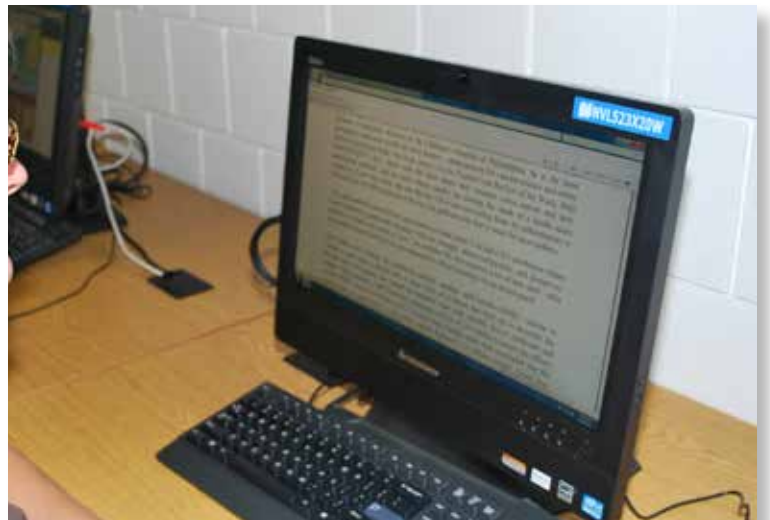
17 sessions

Tuesday - Thursday, February 25 - April 2

6:00 pm - 9:10 pm • Rm: T641

Instructor: Jan Gyurko

\$1,080





# Business • Online Learning

Online courses just  
\$100 each!



Enroll today!  
Two new lessons every 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.

*See page 41 for more information and registration details.*

**Learn the convenient way! In your home, on your schedule.**

**NVCC Learn 2 Earn!**

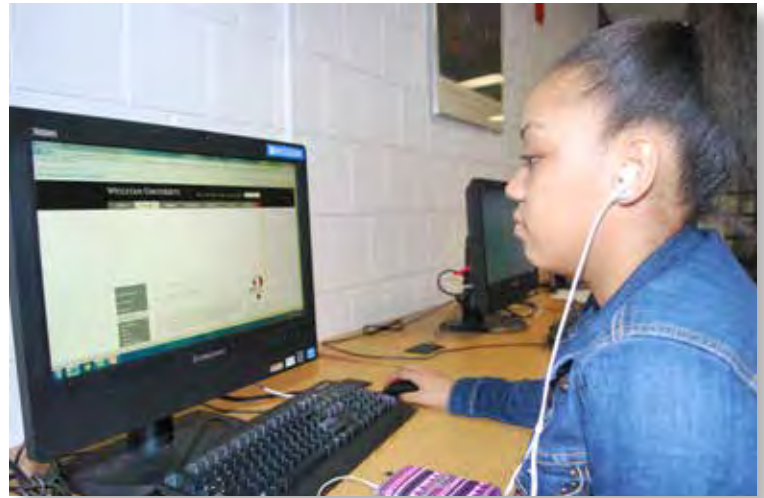
To register call 203-575-8029 or visit [nv.edu/nc](http://nv.edu/nc)

# Computer Technology

## Getting Started with Computers

This course is designed for students with little or no computer experience. Learn about the most common tasks performed within Microsoft Office® 2013 and Windows® 7. Learn how to use the mouse to point, drag, click and double click. Learn common computer terms. Explore the Windows® platform and become comfortable navigating through folders and menus.

CRN 2177 5 sessions  
Saturday, February 28 - March 28  
9:00 am - 12:00 pm • Rm: T511  
Instructor: James Holcomb \$279



## Computer Skills Update

This one day course will refresh basic computer skills, explore the Windows® 7 environment, and introduce the student to the new features and functionality in the latest version of Microsoft Office® 2013. Get up-to-speed quickly with these programs.

**Prerequisites:** Basic computer skills. Basic knowledge of previous versions of MS Office®.

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

CRN 2190 1 session  
Saturday, April 25  
9:00 am - 3:30 pm • Rm: T511  
Instructor: Jan Gyurko \$90

## Folders & Files for Windows®

You want to save a file from the Internet – how do you do it so you can find it later? How do you save files that you create with your favorite programs? This three-hour overview will show you how to properly save files, organize them in folders, and easily locate these files again.

**Prerequisite:** Getting Started with Computers or equivalent.

CRN 2178 1 session  
Saturday, April 11  
9:00 am - 12:00 pm • Rm: T511  
Instructor: James Holcomb \$79

## Career Spotlight

### *Basic Computer Skills for the Workplace*

Basic computer skills are no longer a luxury in the workplace but a “must have” qualification. Employers are seeking applicants that bring these basic skills with them and also the confidence and willingness to continue to develop their skills in working with industry specific software programs. Customer Service Representatives, Receptionists, Information Clerks, and Billing Clerks are all listed by the Connecticut Department of Labor (CTDOL) as Hot Jobs in our region. The average annual salary for these positions is \$30,000 - \$40,000.

**Quickbooks Pro® and  
Bookkeeper Certificate**  
*See page 7*

# Computer Technology

## Microsoft Office® Essentials - *New!*

Approved for  
WIA Funding

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

**Prerequisites:** Students need to be familiar with computers and have basic knowledge of Word and Excel.

*Note:* Students who need to refresh their computer skills, a six-hour Computer Skills Update is available before this certificate starts. See page 10.

CRN 2191

16 sessions

Tuesday - Thursday, April 28 - June 2

6:00 pm - 9:00 pm • Rm: T641

Instructor: Jan Gyurko

\$960

## Microsoft Office® - Jump Start Series

Jump Start workshops are designed for the student that has a basic understanding of computers and software and just needs a little introduction to an application to jump in and start using the functions effectively. The expert instructor will facilitate hands-on exploration and learning for either Microsoft Word® 2013 or Microsoft Excel® 2013. Choose one or both sessions and Jump Start your success.

**Prerequisites** for all Jump Start courses: Students must have basic knowledge of using a computer: using a mouse, opening a program, saving files and finding and opening them later. Experience using other computer programs is helpful, but not necessary.

## Microsoft Word® 2013 - Jump Start

CRN 2180

1 session

Saturday, May 2

9:00 am - 3:30 pm • Rm: T511

Instructor: James Holcomb

\$159

## Microsoft Excel® 2013 - Jump Start

CRN 2179

1 session

Saturday, May 9

9:00 am - 3:30 pm • Rm: T511

Instructor: James Holcomb

\$159





# Computer Technology

## Creating Web Sites

Learn how to build well-constructed web sites using HTML/XHTML. Whether you are new to web design or looking to update your skills, this course will teach you to write your web pages to the latest standards.

Learn to:

- create new sites that comply with the W3C (X) HTML standard;
- insert text, images, links, audio, video;
- control page layout;
- and modify the look and feel of your sites using cascading style sheets.

**Prerequisite:** Must have good, basic computer skills, some experience using Microsoft Office®, Microsoft Word® or similar applications.

CRN 2181

8 sessions

Thursday, April 2 - May 21

6:00 pm - 9:00 pm • Rm: E535

Instructor: Staff

\$449



## The Internet as a Job Search Tool

The Internet is a powerful tool for those looking for a job. It can help you promote yourself, prepare for an interview by researching a prospective company, and research specific job skills for your resume. You will start by setting up a profile with the College's job search board (College Central). You will also learn how to create a professional profile in LinkedIn, helpful tips to maintain your online image, and research jobs and companies.

**Prerequisites:** Students need to be familiar with computers, as there will be no time to review basic skills. Students need to have an email address setup.

CRN 2188

1 session

Saturday, April 18

9:00 am - 12:00 pm • Rm: T511

Instructor: James Holcomb

\$79



# Computers • Online Learning

Online courses just  
\$100 each!



Enroll today!  
Two new lessons every 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, and 2013.  
*All courses in this section are \$100.*

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  
Intermediate CompTIA A+ Certification Prep  
Advanced CompTIA Security + Certification Prep  
CompTIA Security + Certification Prep  
CompTIA Security + Certification Prep 2  
CompTIA Network + Certification Prep

*See page 41 for more information and registration details.*



# English as a Second Language (ESL)

## English as a Second Language (ESL)

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

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

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

Naugatuck Valley Community College  
has what you need!

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

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

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



### ***ESL Information and Registration***

#### **Waterbury Campus**

750 Chase Parkway, Waterbury  
Lay Kuan Toh  
ltoh@nv.edu • 203-575-8156  
Rm: ACE, E500  
Mon. - Fri., 9:00 am - 5:00 pm

#### **Danbury Campus**

183 Main Street, Danbury  
203-797-9361  
Mon. - Fri., 8:30 am - 4:30 pm  
Mon. - Thur., 5:00 - 8:30 pm





# Fitness and Wellbeing Careers

Approved for  
WIA Funding

## Personal Fitness Trainer Orientation

**Online format! FREE!**

Choose one:

Wednesday, January 21, 12:00 pm

Wednesday, February 11, 4:00 pm

Wednesday, March 4, 12:00 pm

This Personal Fitness Trainer Orientation is accessible as an online meeting or an audio conference only. Please go to our web page at [nv.edu/fitness](http://nv.edu/fitness) for special access information and password.

## Heartsaver, First Aid, CPR, AED

This Heartsaver Course is designed for anyone with limited or no medical training who needs a course completion card in First Aid, CPR and AED to meet job, regulatory or other requirements. Heartsaver First Aid, CPR, AED teaches skills using the American Heart Association's research-proven Practice-While-Watching technique, which allows the instructors to observe the students, provide feedback and guide the students' acquisition of skills. Topics covered include: first aid basics, medical emergencies, injury emergencies, environmental emergencies, adult CPR, AED (with a mask) and adult choking. Students must pass a skills test to receive a Heartsaver First Aid, CPR, AED course completion card, valid for two years. Heartsaver First Aid, CPR, AED Student workbook is provided.

This course meets requirements for W.I.T.S. Personal Fitness Trainer Certification. (This course does not meet requirements for NVCC Nursing or Allied Health programs).

CRN 2169

2 sessions

Thursday, May 14 & May 21

5:30 pm - 9:00 pm • Rm: E315

Instructor: Alberta Arens

\$129

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

*"This course was very informative and taught in an easy way to understand. We were able to use NVCC's equipment, so it was very hands-on. The instructor was great! She had a lot of knowledge on the subject and did a great job explaining everything to us. Overall, it was a great experience!"*

**Melissa G.**  
Heartsaver, First Aid, CPR, AED

## Personal Fitness Trainer Certification

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

- This challenging course is taught over a 8-week period for better retention and skill competency.
- The National WITS Exam is held on the 9th week.
- This course is formatted as a 62-hour program, comprised of 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour internship.
- Key topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment.
- CPR/AED certification is needed to receive the WITS certificate.
- Textbook is required and not included in the course fees. Call to order at 888-330-9487 or online at [www.witseducation.com](http://www.witseducation.com) Fitness Professional's Handbook-6th Edition by Edward Howley, Dixie Thompson Hardback book, 608 pages ISBN-13: 9781450411172

CRN 2168

9 sessions

Saturday, March 7 - May 9

no class April 4

9:00 am - 2:00 pm • Rm: T509

Instructor: Staff

\$675

**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.

# Fitness and Wellbeing Careers

## Nutrition for Optimal Health, Wellness and Sports

### **Online Format!**

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

To register:

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

CRN 2200 200 hours  
Online / self-paced  
Open Registration • Start anytime  
\$2,595

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

## Fitness Business Management

### **Online Format!**

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

To get started:

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

CRN 2201 260 hours  
Online / self-paced  
Open Registration • Start anytime \$2,595



# Health Care • Career Information

NVCC offers a wide variety of non-credit health care programs designed to provide you with a quality basis to 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 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 4 or contact us at 203-575-8029 or [continuing@nv.edu](mailto:continuing@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**

[www.nv.edu/cspt](http://www.nv.edu/cspt)

#### **Certified Nurse Aide**

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

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

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

#### **Patient Care Technician**

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

#### **Pharmacy Technician**

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

#### **Phlebotomy Technician**

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

## ***Career Exploration Sites***

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

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

### **Job & Career Connection**

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

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

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

## ***Professional Organization Sites***

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

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

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

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

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

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

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

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

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

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

### **Connecticut Pharmacist Association**

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

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

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

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

[www.phlebotomy.com](http://www.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 employer's requirements for formal BLS evaluation and is a prerequisite to many health care education programs, including those at NVCC. Required course for the PCT program.

Instructor: Alberta Arens / Michael Arens \$99

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

CRN 2171  
Saturday, March 14  
8:00 am - 12:30 pm • Rm: E315

CRN 2172  
Saturday, May 2  
8:00 am - 12:30 pm • Rm: E315

CRN 2173  
Danbury Campus  
Wednesday, May 27  
8:00 am - 12:30 pm • Rm: HL

CRN 2174  
Saturday, May 30  
8:00 am - 12:30 pm • Rm: E315

## Heartsaver, First Aid, CPR, AED

This Heartsaver Course is designed for anyone with limited or no medical training who needs a course completion card in First Aid, CPR and AED to meet job, regulatory or other requirements. Heartsaver First Aid, CPR, AED teaches skills using the American Heart Association's research-proven Practice-While-Watching technique, which allows the instructors to observe the students, provide feedback and guide the students' acquisition of skills. Topics covered include: first aid basics, medical emergencies, injury emergencies, environmental emergencies, adult CPR, AED (with a mask) and adult choking. Students must pass a skills test to receive a Heartsaver First Aid, CPR, AED course completion card, valid for two years. Heartsaver First Aid, CPR, AED Student workbook is provided.

This course meets requirements for W.I.T.S. Personal Fitness Trainer Certification. (This course does not meet requirements for NVCC Nursing or Allied Health programs).

CRN 2169 2 sessions  
Thursday, May 14 & May 21  
5:30 pm - 9:00 pm • Rm: E315  
Instructor: Alberta Arens \$129



# Health Care • Central Sterile Processing

## Central Sterile Processing Technician

Approved for  
WIA Funding

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. Central Sterile Processing Technicians are responsible for the sanitation, packaging and distribution of surgical instruments.

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 at an area hospital in the Central Sterile Processing Department is included.

National certification exams are available and will be described in more detail in class. The Medical Terminology course offered on page 21 is recommended but not required. Textbook is included in the price of the course.

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

CRN 2170

12 sessions

Tuesday, February 24 - May 12

6:00 pm - 9:15 pm • Rm: E315

Instructor: Deborah Pennell

\$1,020

*Here is what our students say...*

**“This class was excellent! Not only was the teacher fantastic, but so were my classmates. I have learned so much.”**

*Catherine Hanley, NVCC Student  
Central Sterile Processing Technician*



## Career Spotlight

### *Central Sterile Processing Technicians*

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

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

The Certification Board for Sterile Processing and Distribution (CBSPD): [www.sterileprocessing.org](http://www.sterileprocessing.org)

International Association of Healthcare Central Service Material Management: [www.IAHCSMM.org](http://www.IAHCSMM.org)



***NVCC Learn 2 Earn!***

To register call 203-575-8029 or visit [nv.edu/nc](http://nv.edu/nc)

# Health Care • Essentials

## Computers & Electronic Medical Records in Health Care

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

### Select one of the following sections:

CRN 2220 4 sessions  
Tuesday, February 10 - 24, 5:30 pm - 8:30 pm  
Thursday, February 19, 5:30 pm - 8:30 pm  
Rm: T641  
Instructor: Byron Francis \$289

CRN 2243 3 sessions  
Danbury Campus  
Monday & Wednesday, March 16 & 18, 5:30 pm - 8:30 pm  
Saturday, March 21, 9:00 am - 3:00 pm  
Rm: PC1  
Instructor: James Holcomb \$289

CRN 2232 4 sessions  
Tuesday & Thursday, May 26 - June 4  
9:00 am - 12:00 pm • Rm: T641  
Instructor: Byron Francis \$289

## Basic Math for Health Care **Free!**

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

**Prerequisite:** Enrollment in a non-credit health program is required for free participation in this review.

### Select one of the following sections:

CRN 2219 2 sessions  
Thursday, January 29 - February 5  
5:30 pm - 8:30 pm • Rm: E320A  
Instructor: Staff Free

CRN 2203 2 sessions  
Monday & Wednesday, March 9 & 11  
6:00 pm - 9:00 pm • Rm: E315  
Instructor: Staff Free

CRN 2234 2 sessions  
Tuesday & Thursday, March 26 & 31  
9:00 am - 12:00 pm • Rm: E320A  
Instructor: Staff Free

CRN 2245 2 sessions  
Danbury Campus  
Monday, April 6 & April 13  
5:30 pm - 8:30 pm • Rm: HL  
Instructor: Staff Free





# Health Care • Essentials

## Customer Service and Communication in Health Care

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

### Select one of the following sections:

CRN 2221 1 session  
Saturday, February 28  
12:30 pm - 3:30 pm • Rm: E320A  
Instructor: Pamela Swendsen, MSN, RN \$35

CRN 2242 1 session  
Danbury Campus  
Monday, March 23  
5:30 pm - 8:30 pm • Rm: HL  
Instructor: Staff \$35

CRN 2231 1 session  
Tuesday, April 7  
9:00 am - 12:00 pm • Rm: E320A  
Instructor: Pamela Swendsen, MSN, RN \$35

## 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 in the healthcare team. The textbook is included and will be provided at the first class session. *Elective for PCT.*

### Select one of the following sections:

CRN 2238 8 sessions  
Danbury Campus  
Monday & Wednesday, February 11 - March 11  
no class February 16  
5:30 pm - 8:30 pm • Rm: HL  
Instructor: Staff \$225

CRN 2229 8 sessions  
Tuesday & Thursday, February 24 - March 19  
9:00 am - 12:00 pm • Rm: E320A  
Instructor: Susan O'Brien, MT, ASCP \$225

## 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, and the rules you must follow to be in compliance with the latest HIPAA privacy and security regulations. *Required course for PCT Program.*

### Select one of the following sections:

CRN 2223 1 session  
Saturday, February 28  
9:00 am - 12:00 pm • Rm: E320A  
Instructor: Pamela Swendsen, MSN, RN \$35

CRN 2248 1 session  
Danbury Campus  
Monday, March 30  
5:30 pm - 8:30 pm • Rm: HL  
Instructor: Staff \$35

CRN 2227 1 session  
Thursday, April 2  
9:00 am - 12:00 pm • Rm: E320A  
Instructor: Pamela Swendsen, MSN, RN \$35



# Health Care • Medical Coding and Billing

## Medical Coding and Billing Specialist

Approved for partial  
WIA Funding

**Coming Fall 2015!**

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.

Now is the time to explore this meaningful health care career and be prepared to start with the next cohort in Fall of 2015. Begin by checking out the information at [www.nv.edu/medicalcoding](http://www.nv.edu/medicalcoding). Registration is expected to begin in mid July. This will give you time to arrange your schedule and determine your payment plan. Financial aid is not available for this non-credit program. Hope to see you next fall.

### Career Spotlight

#### Medical Coding and Billing Specialist

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

American Health Information Management Association:  
[www.ahima.org](http://www.ahima.org)

The Professional Association of Health Care Coding Specialists:  
[www.pahcs.org](http://www.pahcs.org)

AAPC (American Association for Physician's Coding):  
[www.aapc.com](http://www.aapc.com)

## ICD 10 Transition Overview - **New!**

This seminar is a general overview of the important issues medical practices will face in their transition to ICD-10. The course content and discussion will provide participants with a clear understanding of how different departments and personnel in the organization will be affected by the transition, what the key differences are between ICD-9 and ICD-10, and practical recommendations concerning which critical technical and practice operational areas will require special focus to assure a smooth transition.

CRN 2380 1 session  
Wednesday, May 20  
1:30 pm - 4:30 pm • Rm: E315  
Instructor: Rachael D'Andrea Free

## ICD-10 for Medical Coders, Billers, and Secretaries - **New!**

This 18-hour course provides a comprehensive study of ICD-10-CM. It will involve a study of coding diseases for all the major body systems. A systematic study of diagnostic coding will be covered. Specificity and correct coding procedures and techniques will be stressed.

CRN 2379 6 sessions  
Wednesday, May 27 - July 1  
5:30 pm - 8:30 pm • Rm: E315  
Instructor: Rachael D'Andrea \$350

# Health Care • Nurse Aide Certification (CNA)

Approved for  
WIA & VA  
Funding

Certified Nurse Aides care for patients 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%.** Instructor: Staff RNs

## Take our Nurse Aide Certification course to launch your health care career!

Important course and student information:

- 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/cna](http://nv.edu/cna).
- 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.
- Due to weather and other unforeseen circumstances, some variations in dates and times may occur in each schedule.
- Federal and State-mandated attendance requirements must be met.
- A textbook will be provided for your use for the duration of the class at no additional charge.
- A workbook is included in the cost of the course and will be provided in class.
- Please visit our website [nv.edu/cna](http://nv.edu/cna) or call 203-575-8029 for an information packet and detailed course calendars.

## Select one of the following sections:

### CRN 2246, *New location!*

New Milford, Evenings & Saturdays

February 10 - April 23

120 hours

Room: NMVNA

Instructor: Staff

\$1,250

### CRN 2226, Waterbury, Days

120 hours

February 18 - April 20

Room: E320A

Instructor: Staff

\$1,250

### CRN 2236, Danbury, Accelerated Days

120 hours

April 6 - May 11

Room: HL

Instructor: Staff

\$1,250

### CRN 2235 Waterbury, Accelerated Days

120 hours

May 26 - June 26

Room: E315

Instructor: Staff

\$1,250

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

## Here is what our students say...

"I really enjoyed the course (CNA) I took at NVCC. I learned so much that really helped me figure out just how interested I am in nursing. If I have another chance, I'll definitely take another course."

*Denise Franklin, NVCC Student  
Nurse Aide Certification*

***NVCC Learn 2 Earn!***

To register call 203-575-8029 or visit [nv.edu/nc](http://nv.edu/nc)



# Health Care • Nurse Aide Certification (CNA)

## CNA Frequently Asked Questions (FAQ)

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

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

### **Can I get financial aid for the CNA course?**

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

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

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

### **My certification has lapsed. What should I do?**

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

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

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

FAQ's continued on page 25.



# Health Care • Nurse Aide Certification (CNA)

## CNA Frequently Asked Questions (FAQ)

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

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

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

1. Visit us online at [nv.edu/cna](http://nv.edu/cna) to view or download detailed course calendars, tuition installment plan and health form (CNA information packet).
2. Call 203-575-8029 or email [continuinged@nv.edu](mailto:continuinged@nv.edu) to request a CNA information packet to 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 4.

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

1. Call 203-575-8029 (Waterbury) or 203-797-9361 (Danbury) for information on how to register over the phone, by mail, fax or walk-in.
2. Email [continuinged@nv.edu](mailto:continuinged@nv.edu) for any questions about registration.



### **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 opening 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 health care 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 program is a series of courses, including Nurse Aide Certification, which prepares you to enter the health care 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 information session (page 4) or contact the program coordinator, Patricia Targett, for assistance.

## PCT Fast Track

If you are ready to get going and want to finish quickly, then you should register for the PCT Fast Track. The Fast Track schedule provides you all the required courses and two electives (Medical Terminology and the Hospital Clinical) in a preset calendar to have you job ready in just 4 months. The Fast Track also includes Computers for Health Care and Math for Health Care in the course content. Students that already have their CNA may request to join the Fast Track schedule at a reduced rate. Please contact 203-575-8029.

## PCT "a la carte"

Some students wish to pursue courses at their own pace and choose their own plan. This allows students to plan courses around other commitments. Not all courses are offered each semester. Course schedules often rotate between day and evening sessions and between Waterbury and Danbury locations.

### Required Courses:

- Advanced Patient Care Skills .....28
- BLS - Basic Life Support .....18
- Computers & EMR in Healthcare .....20
- Customer Service and Communication  
in Health Care.....21
- EKG & Pulse Oximetry Skills .....28
- Nurse Aide Certification (CNA)..... 23-25
- Patient Confidentiality .....21
- PCT Orientation .....27
- Phlebotomy for the PCT .....29
- Rehabilitation Skills .....29

### Electives: Choose 2:

- Alzheimer's and Other Cognitive Changes  
in the Elderly ..... \*\*
  - Behavioral Health .....30
  - Caring for the Pediatric Client ..... \*\*
  - Care of the Growing Family ..... \*\*
  - Compassionate Care for the End of Life ..... \*\*
  - Hospital Clinical .....30
  - Medical Terminology.....21
- \*\* In future semesters*



# Health Care • Patient Care Technician (PCT)

## PCT Orientation

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

Topics will include:

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

**Select one of the following sections:**

CRN 2240 1 session  
Monday, February 9  
Danbury Campus  
5:30 pm - 7:30 pm • Rm: HL  
Instructor: Kimberly Grivner, RN \$10

CRN 2228 1 session  
Tuesday, February 17  
10:00 am - 12:00 pm • Rm: E320A  
Instructor: Kimberly Grivner, RN \$10

CRN TBA 1 session  
Saturday, June 6  
10:00 am - 12:00 pm • Rm: TBD  
Instructor: Kimberly Grivner, RN \$10

## Career Spotlight

### Patient Care Technician

A Patient Care Technician (PCT) is a valuable member of the health care team. The duties of a Patient Care Technician will build on basic nurse aide skills with additional knowledge and skills used in the care of acute and more complex patient problems.

The job market for PCTs is growing and continued growth is expected. The Connecticut Department of Labor lists patient care technicians as one of the fastest growing jobs in Connecticut with a projected growth of 7.5% through 2018.

## PCT Fast Track

Approved for  
WIA Funding

This program is designed to get you job ready in just months. Start with an orientation to the job role, earn your Nurse Aide Certification (CNA) and culminate in a hospital clinical experience. In this PCT Fast Track program, you and your classmates will take a prescribed schedule of classes designed to give you a strong background that is desired by employers in our area.

**Full course calendars are available at [nv.edu/pct](http://nv.edu/pct)**

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

### Prerequisites:

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

CRN 2237 309 hours  
Danbury Campus & New Milford  
February 9 - August 2015  
Evenings & Saturdays • Rm: HL  
Instructor: Staff \$3,434

CRN 2225 309 hours  
February 17 - July, 2015  
Days • Rm: E320A  
Instructor: Staff \$3,434

# 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. *Required course for PCT program.*

**Prerequisite:** CNA

### Select one of the following sections:

CRN 2218 10 sessions  
Thursday, April 23 - June 4, 5:30 pm - 8:30 pm  
Tuesday, May 19 - June 2, 5:30 pm - 8:30 pm  
Rm: E320A  
Instructor: Kimberly Grivner, RN \$289

CRN 2244 10 sessions  
Danbury Campus  
Thursday, May 7 - June 25  
No class May 28  
Tuesday, June 9 - June 23  
5:30 pm - 8:30 pm • Rm: HL  
Instructor: Roger Woods, BSN, RN \$289

CRN 2233 5 sessions  
Monday & Friday, May 15 - June 5  
no class May 25 & 29  
9:00 am - 3:00 pm • Rm: E320A  
Instructor: Kimberly Grivner, RN \$289

## EKG & Pulse Oximetry Skills

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

### Select one of the following sections:

CRN 2222 5 sessions  
Thursday, March 12 - April 9  
5:30 pm - 8:30 pm • Rm: E320A  
Instructor: Vernita Mitchell, RN \$225

CRN 2230 5 sessions  
Monday, Wednesday & Friday, April 27 - May 8  
No class on April 29  
9:00 am - 12:00 pm • Rm: E320A  
Instructor: Vernita Mitchell, RN \$225

CRN 2241 5 sessions  
Danbury Campus  
Tuesday, May 5 - June 2  
5:30 pm - 8:30 pm • Rm: HL  
Instructor: Vernita Mitchell, RN \$225

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

"The advanced patient care skills class was absolutely informative. I enjoyed the hands-on practicals."

Erica Sanchez,  
NVCC Student  
Advanced Patient Care Skills

# Health Care • Patient Care Technician (PCT)

## 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 and will be provided at the first class session.

**Prerequisite:** CNA

*Required course for PCT program.*

### Select one of the following sections:

CRN 2217 10 sessions  
Tuesday & Thursday, March 10 - May 12  
5:30 pm - 8:30 pm • Rm: E320A  
Instructor: Lisa Vacarelli, BS, SM, MT \$399

CRN 2208 10 sessions  
Danbury Campus  
Wednesday, March 25 - May 27  
5:30 pm - 8:30 pm • Rm: HL  
Instructor: Sandra Smith, PBT (ASCP) \$399

CRN 2210 10 sessions  
Tuesday & Thursday, April 16 - May 19  
9:00 am - 12:00 pm • Rm: E320A  
Instructor: Sandra Smith, PBT, (ASCP) \$399



## Rehabilitation Skills

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

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

**Prerequisite:** CNA

*Required course for PCT program.*

### Select one of the following sections:

CRN 2224 5 sessions  
Saturday, April 11 - May 9  
9:00 am - 3:00 pm • Rm: E320A  
Instructor: Staff \$289

### Coming this summer!

10 sessions  
Danbury Campus  
Monday & Wednesday, June 3 - July 6  
5:30 pm - 8:30 pm • Rm: TBA  
Instructor: Staff \$289





# Health Care • Patient Care Technician (PCT)

## Behavioral Health

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

*Elective for the PCT program.*

CRN 2377

2 sessions

Saturday, March 21 - 28

9:00 am - 4:30 pm • Rm: E315

Instructor: J. Yvette Tucker, MS

\$225



## Hospital Clinical

### ***Care of the Hospitalized Patient***

*For more information and a schedule call 203-575-8029. Dates will be available after January.*

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

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

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

Questions about prerequisites must be addressed before the start of the course. Contact the program coordinator as noted below.

An information packet, will be sent two weeks prior to the start of class. *Elective for the PCT program.* Register early - enrollment is limited.

# Health Care • Pharmacy Technician

## Pharmacy Technician

Approved for  
WIA Funding

Pharmacy Technicians are important members of the health care team. Pharmacy Technicians label and fill prescriptions, order and maintain pharmacy stock levels, fill unit-dose medication carts, package and repackage medications, and deliver prepared medications, all 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. Textbook and instructional materials are included in the cost of this course.

### Prerequisites:

- High School Diploma, GED or equivalent.
- Students with criminal convictions may have difficulty finding employment, especially as a pharmacy technician. No felony convictions.
- High school math, including solving simple algebraic equations. A free refresher is available. See page 20.

### Select one of the following sections:

CRN 2202 20 sessions  
Danbury Campus  
Tuesday & Thursday, February 17 - April 23  
5:30 pm - 8:30 pm • Rm: HL  
Instructors: Nicole Patel, Michelle Greenspan \$1,040

CRN 2151 20 sessions  
Monday & Wednesday, March 16 - May 20  
6:00 pm - 9:00 pm • Rm: E315  
Instructor: Michael Gumkowski \$1,040

### Career Spotlight

#### Pharmacy Technician

The Connecticut Department of Labor (CTDOL) reports the average annual income for Pharmacy Technicians is \$33,257. The CTDOL lists Pharmacy Technician as an In-Demand Job and states employment in this occupation is expected to grow faster than average. The number of annual openings will offer very good job opportunities.

### Coming this summer!

#### Pharmacy Technician Clinical

Explore the workings of a Pharmacy Technician in a workplace environment. Enhance your knowledge, gain experience and improve employment opportunities by seeing the real world functions of being a Pharmacy Technician. Students will receive 15 hours professional classroom training and orientation followed by 30 hours clinical training. Limited seating is available. More information and registration will be available in April, 2015.

### 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

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

# Health Care • Phlebotomy Technician

## Phlebotomy Technician

Approved for  
WIA 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 color v-neck scrub top and 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.

**\*For detailed course calendar please visit [nv.edu/phleb](http://nv.edu/phleb) or call 203-575-8029.**

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

### Career Spotlight

#### Phlebotomy Technician

The Connecticut Department of Labor reports employment for Phlebotomy Technicians is expected to grow faster than average, and the number of annual openings will offer very good job opportunities. The average hourly wage is \$17.98/hour with an average annual wage of \$37,384.



### Select one of the following sections:

CRN 2207 200 hours

Danbury Campus

Classroom: Evenings & Saturdays, February 9 - June 1

Rm: HL

Clinicals: completed through July 2015

Instructor: Sandra Smith, PBT (ASCP) \$2,999

CRN 2209 200 hours

Classroom: Days, February 17 - June 18

Rm: E320A

Clinicals: completed through August 2015

Instructor: Sandra Smith, PBT (ASCP) \$2,999

### Prerequisites:

- Provide proof of high school graduation/GED
- 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

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

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

Joseph Aubin  
NVCC Student  
Phlebotomy Technician



# Hospitality

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



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

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

CRN 2152  
Saturday, March 21 & 28  
9:00 am - 5:00 pm • Rm: E623  
Instructor: Paul Rich  
2 sessions  
\$279

### Career Spotlight

#### Bartender

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

## Certified Wedding Planner

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

Ready to get started?

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

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

CRN 2204  
Online / self-paced  
Open Registration  
300 hours  
\$1,595



# Hospitality

## Food Safety Certification

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

The textbook, Food Safety Certification: Servsafe Coursebook, 6th Ed., w/Exam, ISBN 9780135107334 may be purchased at the George D. Yonan Memorial Bookstore (see page 50). This course requires students to access and participate in learning activities online. Computers are available on campus.

CRN 2205

9 sessions

Wednesday, January 21 - March 25

No class March 18

5:30 pm - 6:50 pm • Rm: T626

Instructor: Karen Rotella

\$129



## ServSafe Alcohol

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

The short text, Servsafe Alcohol: Fundamentals of Responsible Alcohol Service w/exam Sheet, 2nd Edition, ISBN 9780470529416, which may be purchased at the George D. Yonan Memorial Bookstore (see page 50), must be read prior to the start of class. Upon successful completion of the exam the student will receive a certificate from the National Restaurant Association.

CRN 2206

3 sessions

Wednesday, April 1 - 15

5:30 pm - 6:50 pm • Rm: T626

Instructor: Karen Rotella

\$49

# Manufacturing

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

If you are an employer with employees that need some additional knowledge or skills in one of the areas noted below or another that is not listed, please contact Sharon Lutkus at 203-596-2197 or [slutkus@nv.edu](mailto:slutkus@nv.edu). Custom training is available at your location or ours.

## 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.

CRN 2278 15 sessions  
Tuesday, January 27 - May 12  
2:10 pm - 3:55 pm • Rm: T515  
Instructor: Curtiss McClure \$286

## Blueprint Reading for Manufacturing I

Learn the basic of blueprint reading focused on a manufacturing environment. Understand the scope and extent of standard drawing practice. Interpret lines, views, features, tolerance levels and sections. Identify characteristics of blueprints. A textbook is required and must be purchased by the student. Please see page 50 for bookstore information.

CRN 2314 15 sessions  
Thursday, January 22 - May 19  
2:10 pm - 3:55 pm • Rm: T647  
Instructor: Staff \$286

## Blueprint Reading for Manufacturing II

This course provides further study of simple and complex drawings for machining and assembly purposes. The student will expand their blueprint reading skills to include: application and meaning of geometric characteristics and controls, and weldment, forging and castings. A textbook is required and must be purchased by the student. Please see page 50 for bookstore information.

### Select one of the following sections:

CRN 2320 15 sessions  
Monday & Wednesday, January 21 - May 19  
11:10 am - 12:30 pm • Rm: T645  
Instructor: Staff \$429

CRN 2321 15 sessions  
Wednesday & Friday, January 21 - May 19  
2:20 pm - 3:40 pm • Rm: T645  
Instructor: Staff \$429

## Manufacturing Math I

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

CRN 2276 5 sessions  
Tuesday & Thursday, January 22 - May 12  
4:05 pm - 5:30 pm • Rm: T515  
Instructor: Michelle Allen \$450





# Manufacturing

## Principles of Quality Control

An overview of the tools and techniques required in contemporary quality systems. Topics covered include determination of process capabilities, estimation of process standard deviation from samples data, use of control charts and calculation of probability of simple events. A textbook is required and must be purchased by the student. Please see page 50 for bookstore information.

CRN 2319 15 sessions  
Tuesday, January 27 - May 19  
6:15 pm - 9:15 pm • Rm: T503  
Instructor: Staff \$429

## Advanced Manufacturing Technology Center (AMTC) • Waterbury Campus

### Machine Technology Certificate

### Come to an AMTC Information Session!

#### Technology Hall Room T515

12/3 .. 2:15 pm  
12/10 5:30 pm  
12/17 2:15 pm  
1/7..... 5:30 pm

#### Technology Hall Room T645

2/11 .. 5:30 pm  
3/11 .. 5:30 pm  
4/8..... 5:30 pm  
5/6..... 5:30 pm  
6/10 .. 5:30 pm



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

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

NVCC Advanced Manufacturing Technology Center  
750 Chase Parkway • Waterbury

Contact: Deirdre Moutinho • 203-575-8014 • dmoutinho@nv.edu  
nv.edu/ AMTC

## Master Cam

Learn software that is used by manufacturing or machine technology professionals. This class will teach you to produce mechanical drawings of machine parts, learn to operate CNC lathes and mills and create 3-D models.

**Prerequisite:** Students must have basic blueprint reading and computer skills.

### Select one of the following sections:

CRN 2315 5 sessions  
Monday - Thursday, January 5 - 12  
6:00 pm - 9:00 pm • Rm: T401  
Instructor: Peter Sanders \$175

CRN 2316 5 sessions  
Tuesday - Thursday, January 13 - 21  
6:00 pm - 9:00 pm • Rm: T401  
Instructor: Peter Sanders \$175





# Manufacturing • OSHA

## OSHA 10 Horas Construccion – Español

Este curso para empleados de construccion, cubre las regulaciones, procedimientos, y estandares de OSHA sobre la salud y la seguridad en los lugares de trabajo. Aprender acerca de los principales riesgos de seguridad en el trabajo, conocidas como las Cuatro Amenazas (electrocucion, caidas, atrapados en maquinarias y golpes). Los estudiantes aprenderan a reconocer, evitar y prevenir los riegos en el lugar de trabajo. Al completar el curso, el estudiante recibira una tarjeta de OSHA de 10 horas. Materiales incluidos.

This course is for construction employees, and it covers the regulations, procedures and standards of OSHA for health and security in the workplace. Learn about the principle risks of safety in the workplace, known as the Big Four (electrocution, falls, struck by, and caught in). The students will learn to recognize, avoid, and prevent risks in the workplace. After completing the course, the student will receive an OSHA 10hr card. Materials are included. Class is taught in Spanish.

CRN 2185 2 sessions  
Saturday, May 9 & May 16  
9:00 am - 3:30 pm • Rm: T647  
Instructor: Staff \$325

## 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 ten-hour course completion card. Materials included.

CRN 2184 2 sessions  
Saturday, March 21 & 28  
9:00 am - 3:30 pm • Rm: T647  
Instructor: Mike DeVivo \$325



# Manufacturing • Online

**Online courses just  
\$100 each!**



Take ed2go courses from the comfort of your home or office at the times that are most convenient for you. Prices start at \$100 per course. All courses run for six weeks (with a two week grace period at end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion area, supplementary links and more.

Ready to register for an ed2go course?

Go to: [www.ed2go.com/nvcc](http://www.ed2go.com/nvcc) for complete instructions. See page 41 for more information and registration details.

## **Manufacturing Applications**

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



## **Manufacturing Fundamentals**

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

## **Purchasing Fundamentals**

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

## **Supply Chain Management Fundamentals**

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

## **Six Sigma Total Quality Applications**

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

# Motorcycle Rider Safety

## NVCC - Waterbury Connecticut 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 DOT.

**We provide quality motorcycle training for new, intermediate, and experienced riders. The courses we offer include:**

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

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



Please see page 40 for important registration and class information.

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

***NVCC Learn 2 Earn!***

To register call 203-575-8029 or visit [nv.edu/nc](http://nv.edu/nc)



# Motorcycle Rider Safety

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



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



## Important Registration & Class Information:

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

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



# Online Learning with ed2Go



## Looking for a specific course?

Go to [www.ed2go.com/nvcc](http://www.ed2go.com/nvcc) and browse or search for courses in the following ed2go departments:

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you. Our instructor-facilitated online courses are informative, fun, convenient, highly interactive, and affordable. Prices start at \$100 per course. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

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

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

### Course dates:

**Section 1: 1/21 to 3/13**

**Section 2: 2/18 to 4/10**

**Section 3: 3/18 to 5/8**

**Section 4: 4/15 to 6/5**

**Section 5: 5/13 to 7/3**

To request CEU's for qualifying courses contact 203-596-8711 or [Lcrick@nv.edu](mailto:Lcrick@nv.edu)

## 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: [www.ed2go.com/nvcc](http://www.ed2go.com/nvcc) for complete instructions.**

# Real Estate

## Real Estate Principles and Practices

Approved for  
WIA & VA  
Funding

This course is the real estate salesperson and broker pre-licensing course required by the state of Connecticut. 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 2153

17 sessions

Tuesday, January 27 - May 19

5:30 pm - 9:30 pm • Rm: T645

Instructor: Marian Van Egas, Cynthia Stadlnick \$575



## 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 \$59,985 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.

## Basic Appraisal Principles

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

CRN 2154

5 sessions

Saturday, March 28 - May 2

no class April 4

9:00 am - 4:00 pm • Rm: T515

Instructor: John Yoegel

\$550

# Security Officer

## Security Officer Certification with Finger Printing

Approved for  
WIA Funding

This course includes lectures, small group discussion and simulated experiences as students 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 photo ID is required in class and it is suggested that students bring 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 not be permitted to enter and you will not be refunded the course fee.

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

*Here is what our students say...*

"The instructor was very clear, helpful, detailed... great environment and I learned a lot."

*Stephanie Washington  
NVCC Student  
Security Officer Certification*

### Select one of the following sections:

CRN 2155	1 session
Saturday, February 21	
8:00 am - 4:00 pm • Rm: T515	
Instructor: John Izzo	\$150
CRN 2156	1 session
Saturday, March 21	
8:00 am - 4:00 pm • Rm: T515	
Instructor: John Izzo	\$150
CRN 2157	1 session
Danbury Campus	
Saturday, April 11	
8:00 am - 4:00 pm • Rm: HL	
Instructor: John Izzo	\$150
CRN 2158	1 session
Saturday, May 16	
8:00 am - 4:00 pm • Rm: T515	
Instructor: John Izzo	\$150

### 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 \$30,325. 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 opening will offer excellent job opportunities.

# Teaching and Education

**Online courses just  
\$100 each!**



## **An Introduction to Teaching ESL/EFL**

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

## **Creating K-12 Learning Materials**

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

## **Differentiated Instruction in the Classroom**

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

## **Empowering Students With Disabilities**

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

## **Creating Classroom Centers**

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

## **Guided Reading and Writing: Strategies for Maximum Student Achievement**

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

## **Integrating Technology in the Classroom**

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

## **Microsoft PowerPoint 2010® in the Classroom**

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

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

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

## **Singapore Math Strategies:**

### **Model Drawing for Grades 1-6**

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

## **Spanish in the Classroom**

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

## **Teaching Adult Learners**

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

## **Teaching ESL/EFL Grammar**

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

## **Teaching Smarter With SMART Boards**

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

***This is a sample of Teaching and Education courses available - See page 41 for more information and registration details.***

**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.**



# Test Prep Center • College Preparation

## SAT Preparation

*Ready. Set. Go. Prepare Now & Test Better*

**Anticipated SAT Test Dates - Spring 2015**

**March 14 • May 2 • June 6**

### ***Are you a college-bound high school student?***

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

### **Critical Reading/Writing Workshop**

CRN 2159 6 sessions  
Wednesday, April 29 - June 3  
7:15 pm - 8:45 pm • Rm: K713  
Instructor: Ann Rodgers \$145

### **Math Workshop**

CRN 2160 6 sessions  
Wednesday, April 29 - June 3  
5:30 pm - 7:00 pm • Rm: K713  
Instructor: Michelle Allen \$145

**Prerequisite:** Successful completion of one full year of Geometry.

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

*"The class taught me a lot about time management and how to do easy things to improve my score. The teacher of this class was very helpful and effective in teaching me about the Reading/Writing portion of the SAT."*

***Gina Palmieri***  
***NVCC Student***  
***SAT Workshop: Critical Reading / Writing***

## ACCUPLACER®

### Placement Test Prep - A+dvancer™

#### ***Will you be starting college this spring?***

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

#### ***Want to save time and money?***

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

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

### **Arithmetic Review**

CRN 2214 • open registration, online, \$59

### **Elementary Algebra**

CRN 2215 • open registration, online, \$59

### **Reading Comprehension**

CRN 2216 • open registration, online, \$59

#### ***Ready to Register?***

**Step #1:** Register for these placement test review courses by mail, phone or fax. See page 55 for details and registration form.

**Step #2:** To receive your course access information you must email the following information to: lcrick@nv.edu:

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

# Welding Exploration

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 NVCC can give you the qualifications 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 with any or each of the 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 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 4516                     | 1 session |
| Wednesday, December 10       |           |
| 6:30 pm - 7:30 pm • Rm: T562 |           |
| CRN 2186                     | 1 session |
| Wednesday, January 14        |           |
| 6:30 pm - 7:30 pm • Rm: T509 |           |
| CRN TBA                      | 1 session |
| Wednesday, June 3            |           |
| 6:30 pm - 7:30 pm • Rm: TBD  |           |

## Welding Processes

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

- |                              |            |
|------------------------------|------------|
| CRN 2187                     | 3 sessions |
| Saturday, March 7 - March 21 |            |
| 9:00 am - 3:30 pm • Rm: T403 |            |
| Instructor: Richard Munroe   | \$799      |

## WELDING CERTIFICATIONS

	Hours
<b>Structural SMAW (STICK)</b> .....	180
• Basic SMAW .....	78
• OSHA 10 Construction .....	12
• Advanced Structural SMAW .....	85
• Certification Testing .....	5
<b>GMAW (MIG)</b> .....	100
• Basic GMAW .....	45
• Advanced GMAW .....	40
• OSHA 10 Manufacturing .....	10
• Certification Testing .....	5
<b>GTAW (TIG)</b> .....	100
• Basic GTAW .....	45
• OSHA 10 Manufacturing .....	10
• Advanced GTAW .....	40
• Certification Testing .....	5
<b>FCAW (Flux-Core)*</b> .....	90

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

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

# Welding Certificates

## Basic Gas Tungsten Arc Welding (GTAW)



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 the construction, aero space 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 2194 15 sessions  
Tuesday & Thursday, February 3 - March 24  
6:00 pm - 9:00 pm • Rm: T403  
Instructor: Joseph Demeter \$1,900

## Advanced Gas Tungsten Arc Welding (GTAW)



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

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

CRN 2195 15 sessions  
Tuesday & Thursday, April 2 - May 21  
6:00 pm - 9:00 pm • Rm: T403  
Instructor: Joseph Demeter \$2,230

## Basic Shielded Metal Arc Welding (SMAW)



Learn the basics of Shielded Metal Arc Welding (SMAW), often referred to as STICK welding, and widely used in the maintenance and construction industries. Gain an understanding of the required equipment, interpret welding symbols and prints, and then put it all together while you practice your new welding skills in a state-of-the-art welding lab. 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 2198 30 sessions  
Monday - Thursday, March 2 - 21  
9:00 am - 4:00 pm • Rm: T403  
Instructor: Staff \$3,000

## Advanced Structural Shielded Metal Arc Welding (SMAW)



This advanced course in SMAW welding will prepare the student for welding certification. Students will be tested in accordance with the American Welding Society (AWS) D1.1, 1G/2G Certification. Includes the cost of NVCC certification and lab materials.

**Prerequisite:** Basic SMAW or permission of the instructor.

CRN 2313 30 sessions  
Monday - Thursday, April 6 - May 5  
9:00 am - 4:00 pm • Rm: T403  
Instructor: Staff \$3,300



*Here is what our students say...*

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

*Jason Langlais  
NVCC Student  
Welding*

# Welding

## Basic Gas Metal Arc Welding (GMAW)

Approved for  
WIA Funding

GMAW, also known as MIG welding, is a process used mostly in manufacturing and repair shops. Students will be introduced to: welding safety, shield gases, equipment 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 2196 15 sessions  
Monday & Wednesday, February 2 - March 25  
No class February 16  
6:00 pm - 9:00 pm • Rm: T403  
Instructor: Angelo Petrolle \$1,900

## Advanced Gas Metal Arc Welding (GMAW)

Approved for  
WIA Funding

This advanced course in GMAW, or MIG welding, will prepare the student for welding certification. Students will be tested in accordance with the American Welding Society (AWS) D1.1 3G certification. Includes the cost of NVCC certification and lab materials.

**Prerequisite:** Basic GMAW or permission of the instructor

CRN 2197 15 sessions  
Monday & Wednesday, April 1 - May 20  
6:00 pm - 9:00 pm • Rm: T403  
Instructor: Angelo Petrolle \$2,230

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

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

## Advanced Flux Core Arc Welding (FCAW)

This course is designed for advanced welders who would like to expand their repertoire of welding techniques. FCAW was first developed as an alternative to shielded metal arc welding (SMAW) and is widely used in construction because of its high welding speed and portability.

This advanced FCAW course will prepare the student for welding certification. Students will test for a NVCC certification in D1.1, in the 3G/4G positions, in accordance with the American Welding Society (AWS) standards. Includes the cost of NVCC Certification and lab materials.

**Prerequisite:** Advanced SMAW or permission of the instructor.

CRN 2382 6 sessions  
Monday - Thursday, April 6 - May 5  
9:00 am - 4:00 pm • Rm: T403  
Instructor: Angelo Petrolle \$3,300





# Program Staff

## **Boating Safety**

Lisa Crick

## **Bookkeeper**

Sharon Lutkus

## **Business**

Sharon Lutkus

## **Central Sterile Processing Technician**

Sharon Lutkus

## **Computer Technology**

Lisa Crick

## **English as a Second Language**

Lay Kuan Toh

## **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**

Sharon Lutkus

## **Online Learning with ed2go**

Lisa Crick

## **Patient Care Technician (PCT)**

Patricia A. Targett

## **Pharmacy Technician**

Lisa Crick

## **Phlebotomy Technician**

Sharon Lutkus

## **Real Estate & Appraisal**

Lisa Crick

## **Security Officer**

Lisa Crick

## **Teaching & Education**

Lisa Crick

## **Test Prep - SAT/ ACCUPLACER®**

Lisa Crick

## **Wedding Planner**

Lisa Crick

## **Welding**

Sharon Lutkus

## **Writing**

Lisa Crick

**Lisa Crick, Coordinator**

203-596-8711 • lcrick@nv.edu

**Laurie L. Hornbecker, Director**

203-575-8031 • lhornbecker@nv.edu

**Sharon Lutkus, Coordinator**

203-596-2197 • slutkus@nv.edu

**John Purdy, Coordinator**

203-575-8123 • jpurdy@nv.edu

**Patricia A. Targett, Coordinator**

203-575-8253 • ptargett@nv.edu

**Lay Kuan Toh, Director, ESL**

203-575-8156 • ltoh@nv.edu



NVCC Non-Credit Program Staff

## **Questions?**

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

# Customer Information

## George D. Yonan Memorial Bookstore

**Location:** Student Center/Plaza Level, Room S300

**Phone:** 203-575-8075

**Email:** [naugatuck@bkstr.com](mailto:naugatuck@bkstr.com)

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

### Extended Hours • Spring 2015

Monday, January 19 .....	Holiday - Closed
Tuesday, January 20.....	8:30 am–4:30 pm
Wednesday, January 21 (classes begin).....	8:30 am–7:00 pm
Thursday, January 22.....	8:30 am–7:00 pm
Friday, January 23.....	8:30 am–7:00 pm
Saturday, January 24 .....	9:00 am–1:00 pm
Monday, January 26 .....	8:30 am–7:00 pm
Tuesday, January 27 .....	8:30 am–7:00 pm
Wednesday, January 28 .....	8:30 am–7:00 pm
Thursday, January 29 .....	8:30 am–7:00 pm
Friday, January 30.....	8:30 am–3:00 pm

### Regular Hours • Spring 2015

*Beginning Monday, February 2, the Bookstore will revert to regularly scheduled hours:*

Monday, Tuesday • 8:30 am – 6:00 pm  
Wednesday, Thursday • 8:30 am – 4:30 pm  
Friday • 8:30 am - 1:00 pm

Textbooks can also be ordered online at : [nv.edu/bookstore](http://nv.edu/bookstore).  
Hours are subject to change.

### Textbook and Course Supply Information

Many of our courses require textbooks or other instructional materials to maximize your learning. Read the course descriptions carefully for these required materials. Most textbooks are either included in the cost of the course and supplied in class or can be purchased at the George D. Yonan Memorial Bookstore at the Waterbury Campus. If you have any questions concerning course materials, please contact the program coordinator for assistance. Textbooks are not available for sale at the Danbury Campus at this time. 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

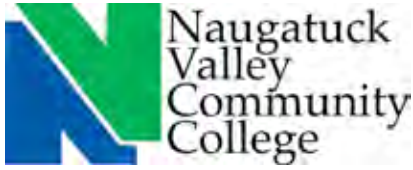
Naugatuck Valley Community College issues initial non-credit certificates at no cost to you upon successful completion of all your program requirements. You are responsible for the safekeeping of this certificate. A duplicate or replacement certificate may be obtained for a processing fee of \$15. To 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 (original, not electronic) and current date

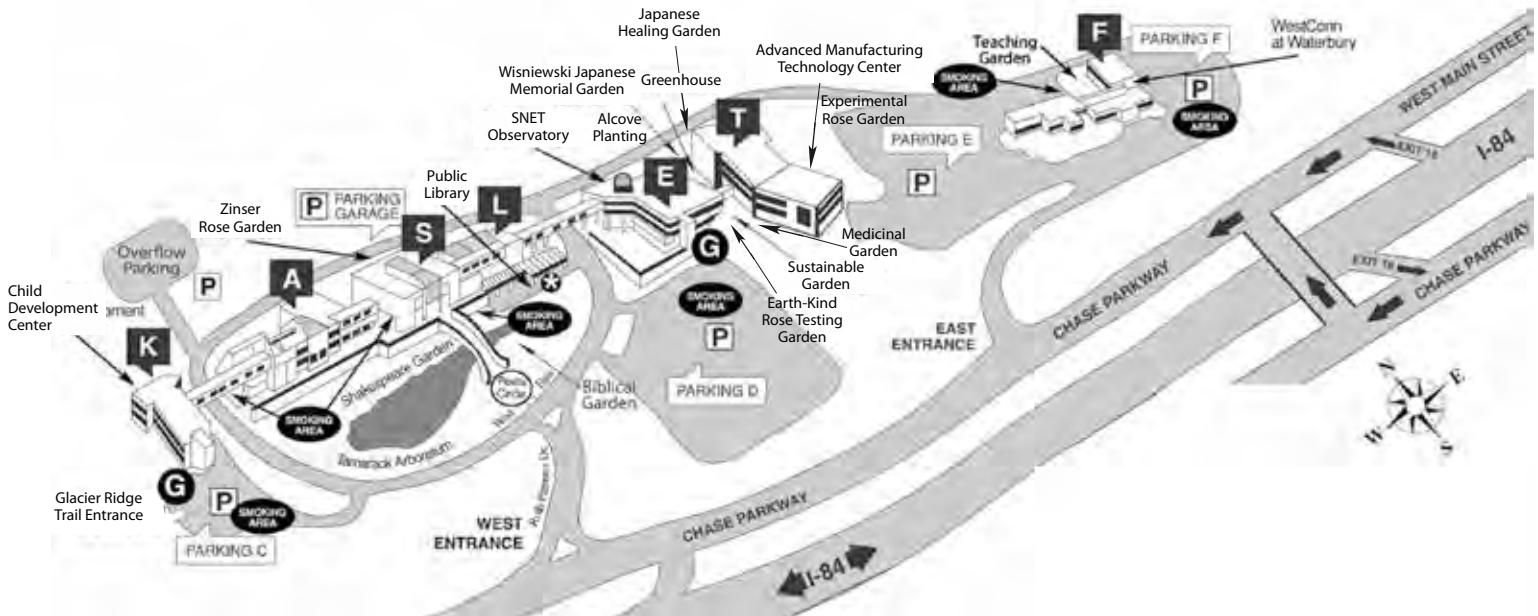
This process requires verification of successful program completion and may take up to three weeks. Mail the requests to:

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

# Campus Map



750 Chase Parkway • Waterbury, CT 06708



## Legend:

- K • Kinney Hall/Administration
- A • Fine Arts Center/Theaters/Leever Atrium
- S • Cistulli Student Center/Cafeteria
- L • Traurig 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 52 for directions.*

**Park in student-designated spaces only.**  
**Parking for Danbury Campus: See page 52.**

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

## **Naugatuck Valley Community College 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.

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

## **NVCC Danbury Campus 183 Main Street, Danbury**

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

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

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

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

### **Parking for NVCC Danbury Campus**

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

**Public transportation is readily available for both locations.**

**Directions to New Milford VNA may be found at [www.nv.edu/cna](http://www.nv.edu/cna)**



**Waterbury Campus  
Offices & Classrooms: 750 Chase Parkway**



**Danbury Campus  
Offices & Classrooms: 183 Main Street**



# 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 49.

## 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.

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

## College Closings & Delays

College closings due to inclement weather are announced over local AM/FM radio/TV stations, on the college website ([nv.edu](http://nv.edu)), an announcement on the college's main phone line (203-575-8000) and a text message 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.

## Important things to know about closings and delays in Danbury

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

## Discrimination

Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

## Financial Assistance

Non-credit courses are self-supporting and are not supported by taxpayer dollars. Costs vary. State law does not allow us to exempt senior citizens. Specific information on how to obtain federal veterans benefits for courses can be obtained by contacting the Office of Financial Aid at 203-575-8006.

Educational expenses are allowed as a tax deduction in some instances. Check with your human resources director to see if you qualify for tuition reimbursement within the organization or with your accountant to verify deductions.

## Refund Policy

Withdrawal requests for refund must be received in writing **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. Address for refund requests:

Attn: Non-Credit Refunds  
Naugatuck Valley Community College  
Office of Lifelong Learning  
Registration, Rm: K407  
750 Chase Pkwy., Waterbury, CT 06708  
or email: [continuinged@nv.edu](mailto:continuinged@nv.edu)

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

## Students with Disabilities

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

## Tuition Installment Plans

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

# 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 in writing from the class(es) they have registered for within three business days prior to the start of class.

With the exception of walk-in registrants, 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 53.

The College has taken steps to ensure the confidentiality of your registration information including name, address, phone number and Social Security number. The student registration system relies on the Social Security number for identification purposes only. College policy is to collect student Social Security numbers. 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 call 203-575-8029.

## Questions?

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

## How to Register

### Waterbury Campus

#### Walk In:

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

#### Mail:

Complete the form located on page 55 and  
send with payment to: NVCC  
Office of Non-Credit Lifelong Learning Registration,  
Room K407, 750 Chase Parkway, Waterbury, CT 06708

#### Fax:

Fax registration form (*see page 55*) 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 the form located on page 55 and  
send with payment to:  
NVCC Danbury Campus  
183 Main Street  
Danbury, CT 06810-7805

#### Fax:

Fax registration form (*see page 55*) 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 description in catalog for number). Please include phone numbers 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) and expiration date to:  
NVCC, Room K407, Office of Non-Credit Lifelong Learning Registration, 750 Chase Parkway, Waterbury, CT 06708-3011
  - Fax the form to with credit card (MC/Visa/Discover only) information to 203-575-8277.
4. The student ID number is assigned to each person registered at NVCC or any other Connecticut Community College. If you are a first time student, an ID is generated at the time of registration and becomes your permanent student ID number. It will appear on your course receipt. Please retain this number for future registrations at NVCC.

## Need another copy of this form? Visit [nv.edu/nc](http://nv.edu/nc)

The registration form must be accompanied by payment and include date of birth, social security number and citizenship status to ensure registration. The student ID number is a number assigned to each person registering for courses at NVCC. If you are registering with us for the first time, a student ID number is generated at the time of registration. This becomes your permanent student ID number and will appear on the registration confirmation form that is mailed to you. Please retain this number as it will be required for all future registrations.



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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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 in writing 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: 

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