

L₂LEARN

learn to earn
JOB TRAINING COURSES

Summer 2015



June - August



Career training for today's in-demand jobs!

Come to a Free Information Session!

Find the new career that's right for you.

- Monday, May 11, 10:00 am
- Wednesday, June 3, 6:30 pm - *welding only*
- Thursday, June 11, 4:30 pm
- Tuesday, July 14, 4:00 pm
- Tuesday, August 11, 1:00 pm
- Wednesday, August 26, 6:30 pm - *welding only*

See inside for specific details.



Naugatuck
Valley
Community
College

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

nv.edu/nc
Non-credit Lifelong Learning

Naugatuck Valley Community College



Welcome! Jobs start here! nv.edu/nc

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

Mission Statement:

Our mission is to support community and economic development by 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 Campus

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

Danbury Campus

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

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Courses Offered in Danbury

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

Paying for Lifelong Learning



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

NVCC Payment Plans

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

Tuition Authorization

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

Employer Reimbursement

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

Federal & State Financial Aid

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

Veterans' Benefits

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

Private Lending Institutions

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



Program Information • Job Placement

Program Information Sessions **FREE!**

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

- 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 7221
Thursday, June 11
4:30 pm • Rm: K618

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

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



Free Welding Information Session with tour available.
See page 41.

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 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 / Web: 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

Bartending

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

Approved for
WIA Funding

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

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

Select one of the following sections:

CRN 7182 2 sessions
Danbury Campus
Saturday, June 20 & June 27
9:00 am - 5:00 pm • Rm: HL
Instructor: Paul Rich \$292

CRN 7183 2 sessions
Saturday, July 11 & July 18
9:00 am - 5:00 pm • Rm: E623
Instructor: Paul Rich \$292



Career Spotlight

Bartender

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

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 7161 3 sessions
Monday & Wednesday, June 1 - June 8
6:00 pm - 9:00 pm • Rm: T516 \$25

CRN 7162 3 sessions
Monday & Wednesday, July 6 - July 13
6:00 pm - 9:00 pm • Rm: T516 \$25

Option 2 - One Day

Instructor: Professional Marine Services

Select one of the following sections:

(Please bring your lunch)

CRN 7156 1 session
Saturday, June 20
8:30 am - 4:30 pm • Rm: T515 \$89

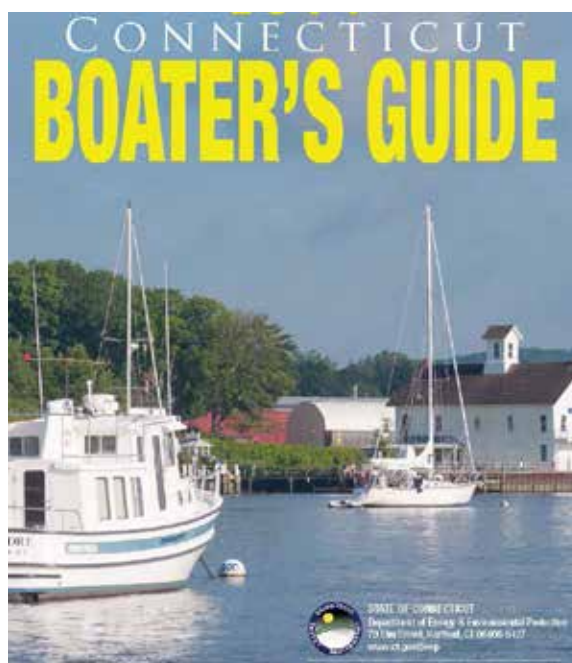
CRN 7157 1 session
Saturday, July 11
8:30 am - 4:30 pm • Rm: T515 \$89

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

HOW TO OBTAIN A CONSERVATION NUMBER

Prior to taking the Basic Boating/Personal Watercraft, each student must create an online account at www.ct.wildlifelicense.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

Business • Bookkeeper

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.

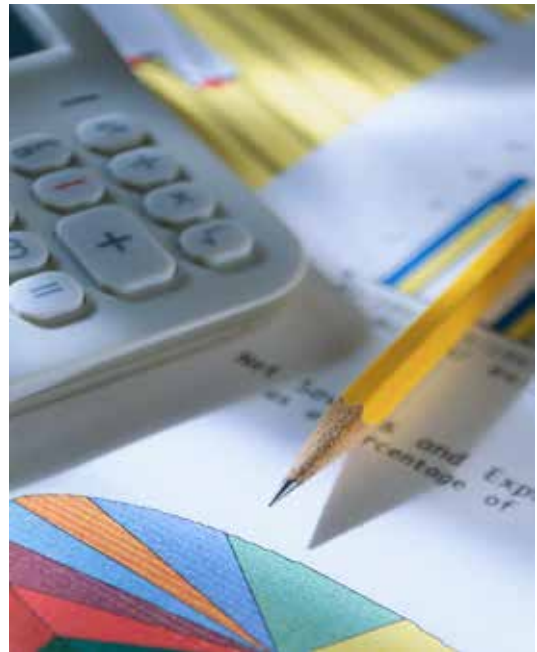
Textbook and software access are included in cost of the course.

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

Select one of the following sections:

CRN 7195 12 sessions
Monday - Thursday, June 15 - June 30
6:00 pm - 9:20 pm • Rm: T641
Instructor: Byron Francis \$900

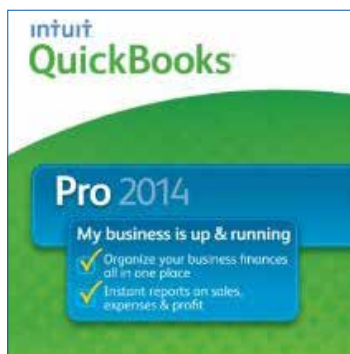
CRN 7184 14 sessions
Danbury Campus
Monday & Wednesday, July 6 - August 19
6:00 pm - 9:00 pm • Rm: PC1
Instructor: Joseph Cisto \$900



Career Spotlight

Bookkeeper

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



Quickbooks course coming this fall!

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 • Online Learning

Online courses just
\$100 each!



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

General Business Skills

Individual Excellence: Secrets of Career Success

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

Effective Selling

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

Introduction to Business Analysis

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

Business Communications

Interpersonal Communication

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

Keys to Effective Communication

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

Job Search

Twelve Steps to a Successful Job Search

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

Resume Writing Workshop

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

Business Writing

Business and Marketing Writing

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

Effective Business Writing

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

Fundamentals of Technical Writing

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

Management and Leadership

Fundamentals of Supervision and Management

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

Fundamentals of Supervision and Management II

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

Understanding the Human Resources Function

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

Leadership

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

Managing Customer Service

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

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

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

NVCC Learn 2 Earn!

nv.edu/nc • 203-575-8029 • nc@nv.edu

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 7165 5 sessions
Saturday, June 20 - July 25
No class July 4
9:00 am - 12:00 pm • Rm: T510
Instructor: James Holcomb \$292



More computer technology courses offered this fall!

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 7170 1 session
Saturday, August 1
9:00 am - 12:00 pm • Rm: T510
Instructor: James Holcomb \$82

Introduction to the Cloud

Have you heard the terms Google Drive or Dropbox or iCloud or Onedrive but don't know what they are? Take this course and learn to create and save documents, spreadsheets and presentations; collaborate and share files or have multiple people edit the same document with ease. This hands-on, informative class will have you set up and working in the Cloud in no time!

CRN 7220 1 session
Saturday, June 13
9:00 am - 3:30 pm • Rm: T511
Instructor: Jan Gyurko \$99

Bookkeeper Certificate
See page 8

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. Explore Word and Excel 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.

CRN 7173

16 sessions

Danbury Campus

Tuesday & Thursday, June 9 - August 4

No class 7/2

9:00 am - 12:00 pm • Rm: PC1

Instructor: James Holcomb

\$960



Microsoft



Career Spotlight

Microsoft Office® Essentials

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.

Computers • Online Learning

Online courses just
\$100 each!



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

Already have some basic Microsoft Office® experience?

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

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



English as a Second Language (ESL)

English as a Second Language (ESL)

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

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

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

Naugatuck Valley Community College
has what you need!

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

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

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



ESL Information and Registration

Waterbury Campus

750 Chase Parkway, Waterbury
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., 8:00 am - 5:00 pm



Fitness and Wellbeing Careers

Personal Fitness Trainer Orientation

Online format! FREE!

Choose one:

Wednesday, April 1, 4:00 pm

Wednesday, May 6, 12:00 pm

Wednesday, June 3, 4:00 pm

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

Career Spotlight

Personal Fitness Trainers

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

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

Want college credit?

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

Personal Fitness Trainer Certification

Approved for
WIA Funding

Come join this fun profession and be a part of what Fortune Magazine & ABCNEWS.com state is the 4th hottest job in the U.S. at a national average of \$34 an hour. Employers 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 9-week period for better retention and skills competency.
- The National World Instructors Training School (WITS) exam is held on the 9th week.
- This course is formatted as a 62-hour program, comprised of 16 hours of lecture, 16 hours of hands-on practical training and a 30-hour professional practice experience (PPE).
- WITS provides a list of PPE facilities or you can find your own and get it approved through a simple process.
- Key topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment.
- CPR/AED certification is needed to receive the WITS certificate. Offered in Fall 2015
- Textbook is required and not included in the course fees. Call to order at 888-330-9487 or online at www.witseducation.com Fitness Professional's Handbook-6th Edition by Edward Howley, Dixie Thompson Hardback book, 608 pages, ISBN-13: 9781450411172

CRN 7175

9 sessions

Saturday, June 13 - August 15

No class July 4

9:00 am - 2:00 pm • Rm: T650

Instructor: Staff

\$710

Fitness and Wellbeing Careers

Nutrition for Optimal Health, Wellness and Sports

Online Format!

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

To get started:

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

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

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

Fitness Business Management

Online Format!

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

To get started:

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

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



Health Care • Career Information

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

Be Job Ready in Just Months!

NVCC Non-Credit Health Care Programs:

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

Central Sterile Processing Technician

www.nv.edu/cspt

Certified Nurse Aide

www.nv.edu/cna

Medical Coding and Billing Specialist

www.nv.edu/medicalcoding

Patient Care Technician

www.nv.edu/pct

Pharmacy Technician

www.nv.edu/pharmacy

Phlebotomy Technician

www.nv.edu/phleb

Career Exploration Sites

Health Occupations & Technology Careers in Connecticut

www.healthcareersinct.com

Job & Career Connection

www.ctjobandcareer.org

United States Department of Labor Occupational Outlook Handbook

www.bls.gov/ooh

Professional Organization Sites

American Health Information Management Association

www.ahima.org

American Society for Pharmacy Technicians

www.pharmacytechnician.com

American Society of Clinical Pathologists

www.ascp.org

American Society of Phlebotomy Technicians

www.aspt.org

Certification Board for Sterile Processing and Distribution

www.sterileprocessing.org

Connecticut Pharmacist Association

www.ctpharmacists.org

Nurse Aide Registration Connecticut Department of Public Health

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

The Center for Phlebotomy Education

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

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

Select one of the following sections:

CRN 7196
Saturday, June 6
8:00 am - 12:30 pm • Rm: E315

CRN 7197
Friday, June 12
8:00 am - 12:30 pm • Rm: E315

CRN 7198
Wednesday, June 17
8:00 am - 12:30 pm • Rm: E315

CRN 7199
Saturday, June 20
8:00 am - 12:30 pm • Rm: E315

CRN 7201
Friday, June 26
8:00 am - 12:30 pm • Rm: E315

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

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

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

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

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

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

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

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

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

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 of the Central Sterile Processing Department at an area hospital is included. A textbook is included in the price of the course.

National certification exams are available and will be described in more detail in class. The Medical Terminology course offered on page 20 is recommended but not required.

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

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

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

International Association of Healthcare Central Service Material Management: www.IAHCSMM.org



Health Care • Essentials



Basic Math for Health Care

Fractions, percentages, converting measurements and solving simple formulas are all basic skills needed to succeed in any health care role. Join your peers in this 6-hour review of basic math skills. You will practice solving everyday math problems taken directly from the 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.

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

Select one of the following sections:

CRN 7178 2 sessions
Tuesday & Thursday, June 2 & June 4
6:00 pm - 9:00 pm • Rm: E527
Instructor: Staff \$30

CRN 7152 2 sessions
Monday, June 22 - June 29
5:30 pm - 8:30 pm • Rm: E429
Instructor: Staff \$30

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 Fast Track and Phlebotomy Technician programs.*

Select one of the following sections:

CRN 7160 3 sessions
Monday, July 6 - July 20
5:30 pm - 9:30 pm
Rm: E402
Instructor: Staff \$289



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.*

CRN 7163 1 session
Monday, August 3
5:30 pm - 8:30 pm • Rm: E320A
Instructor: Staff \$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 as a member of the healthcare team. The textbook is included and will be provided at the first class session. *Elective for PCT Program.*

CRN 7164 8 sessions
Wednesday, June 17 - August 5
6:00 pm - 9:00 pm • Rm: E429
Instructor: Staff \$235

Here is what our students say...

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

*Jeanine LaPlante
NVCC Student*

Patient Confidentiality

Everyone's Job, Not Everyone's Business!

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

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

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 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 this 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

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

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

ICD-10-CM

Coming Fall 2015!

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

Did you miss our ICD 10 training for current medical coders, billers, and secretaries offered this past May? NVCC is offering another opportunity for you to get the knowledge you need and get you accurately coding with the new set of codes. Join other colleagues starting in October for a 6 week seminar course that will provide a comprehensive study of ICD 10 CM. Specificity and correct coding procedures and techniques will be stressed. \$370

Class dates and Registration will be available on July 7.

Health Care • Nurse Aide Certification (CNA)

Approved for
WIA & VA
Funding

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

Important course and student information:

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

See pages 23 and 24 for FAQs.

Select one of the following sections:

CRN 2235
Waterbury, Accelerated Days 120 hours
May 26 - June 26
Room: E315
Instructor: Staff RNs \$1,250

CRN 7155
Waterbury, Evenings, Saturdays 120 hours
June 22 - August 13
Room: E320A
Instructor: Staff RNs \$1,350

CRN 7159
Danbury, Days 120 hours
June 30 - August 17
Room: HL
Instructor: Staff RNs \$1,350

Full course calendars and tuition installment plans are available at 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*

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.

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.

FAQ's continued on page 24.

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

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

My certification has lapsed. What should I do?

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

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

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



Health Care • Nurse Aide Certification (CNA)

CNA Frequently Asked Questions (FAQ) (continued)

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

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

How can I get information about CNA courses at NVCC?

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

Still Have Questions?

Still not sure what healthcare program is right for you? Come to a free Program Information Session designed to answer those questions and many more. See page 5.



Career Spotlight *Certified Nurse Aide*

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

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

Health Care • Patient Care Technician (PCT)

The Patient Care Technician (PCT) Certificate Program is an exciting opportunity for you to start your healthcare career or advance your skills, earn a better salary and have more job options in a changing work environment. PCT's are valued members of many 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 Certificate Program is a series of courses, including Nurse Aide Certification (CNA), 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 Program Information Session (page 5).

PCT Fast Track

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

PCT "à la carte"

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

Required Courses:

- Advanced Patient Care Skills **
- BLS - Basic Life Support 17
- Computers & EMR in Healthcare19
- Customer Service and Communication in Health Care.....20
- EKG & Pulse Oximetry Skills **
- Nurse Aide Certification (CNA)..... 22-24
- Patient Confidentiality 20
- PCT Orientation 27
- Phlebotomy for the PCT 27
- Rehabilitation Skills **

Electives: Choose 2:

- Alzheimer's and Other Cognitive Changes in the Elderly **
- Behavioral Health **
- Caring for the Pediatric Client.....28
- Care of the Growing Family **
- Compassionate Care for the End of Life **
- Hospital Clinical28
- Medical Terminology.....20

** In future semesters

Health Care • Patient Care Technician (PCT)



Why PCT at NVCC?

Student Success is Our Expectation!

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

PCT Fast Track

Approved for
WIA Funding

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

Full course calendars are available at 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.

CRN 7166 309 hours
June 15 - April, 2016
Evenings, Saturdays
Rm: E320A
Instructor: Staff \$3,712

Health Care • Patient Care Technician (PCT)

PCT Orientation

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

Topics will include:

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

Select one of the following sections:

CRN 7167 1 session
Monday, June 15
5:30 pm - 7:30 pm • Rm: E320A
Instructor: Kimberly Grivner, RN \$10

CRN 7168 1 session
Wednesday, July 29
Danbury Campus
12:30 pm - 2:30 pm • Rm: HL
Instructor: Kimberly Grivner, RN \$10

Phlebotomy for the Patient Care Technician

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

Prerequisite: CNA

Required course for PCT program.

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



Health Care • Patient Care Technician (PCT)

Care of Pediatric Client

Children are not “little adults” and require special care. This course will provide information and skills needed to effectively assist in the nursing care of infants, toddlers, school age children and adolescents. Students will participate in lecture, discussion and skills lab. Topics include:

- growth & development
- safety devices
- assisting in pediatric procedures
- recognition of neglect & abuse
- family-centered care

A textbook is provided.

Elective for the PCT Program

CRN 7153

5 sessions

Tuesdays, July 7 - August 4

6:00 pm - 9:00 pm • Rm: E527

Instructor: Linda Carosella, APRN

\$225

Hospital Clinical

Care of the Hospitalized Patient

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

This is your opportunity to explore the dynamic world of acute care 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, emergency or others during your 30-hour clinical experience.

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

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

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

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

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



Health Care • 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.

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)



CRN 7185

200 hours

Classroom: Evenings/Saturdays, June 15 - October 28

Rm: E320A

Clinicals: completed November/December

Instructor: Lisa Vacarelli, BS, SM, MT \$2,999

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

Prerequisites:

Students must:

- 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.

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 annual wage is \$36,195.

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

Approved for
WIA Funding

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

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

CRN 7182 2 sessions
Danbury Campus
Saturday, June 20 & June 27
9:00 am - 5:00 pm • Rm: HL
Instructor: Paul Rich \$292

CRN 7183 2 sessions
Saturday, July 11 & July 18
9:00 am - 5:00 pm • Rm: E623
Instructor: Paul Rich \$292

Career Spotlight

Bartender

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

Certified Wedding Planner



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

Ready to get started?

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

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

Online / self-paced
Open Registration

340 hours
\$1,595



Manufacturing

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

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

Advanced Manufacturing Technology Center (AMTC) • Waterbury Campus Machine Technology Certificate

**Come to an AMTC
Information Session!**

Technology Hall Room T515

4/16	5:30 pm
4/30	1:00 pm
5/14	5:30 pm
5/27	1:00 pm
6/11	5:30 pm
6/25	5:30 pm
7/2	1:00 pm
7/9	1:00 pm
7/16	5:30 pm
7/23	1:00 pm
7/30	5:30 pm
8/6	1:00 pm
8/13	5:30 pm
8/20	1:00 pm



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

Career Spotlight Manufacturing

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

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

OSHA 10 Hour General/Manufacturing

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

CRN 7171 3 sessions
Tuesday, Thursday & Friday, June 2 - June 5
1:00 pm - 5:00 pm • Rm: T627
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. All courses run for six weeks with two new lessons each week. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion area, supplementary links and more.

Manufacturing Applications

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



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

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 Training Site

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

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

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

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



Please see page 35 for important registration and class information.

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

Motorcycle Rider Safety

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



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



Important Registration & Class Information:

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

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

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

Online Learning with ed2go



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

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

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

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

Course dates:

Section 1: 6/17 to 8/7

Section 2: 7/15 to 9/4

Section 3: 8/12 to 10/2

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

Looking for a specific course?

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

Accounting and Finance

- Accounting Fundamentals
- Accounting Software
- Personal Finance and Investments

Business

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

Computer Applications

- Adobe
- Microsoft
- Other Applications

Design and Composition

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

Health Care and Medical

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

Language and Arts

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

Law and Legal

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

Personal Development

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

Teaching and Education

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

Technology

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

Writing and Publishing

- Business Writing
- Creative Writing
- Grant Writing
- Publishing

Ready to register for an ed2go course? Visit: 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 2501 22 sessions
Monday & Wednesday, May 27 - August 10
6:00 pm - 9:00 pm • Rm: T646
Instructor: Cathy Poehler \$575

Attention Brokers and Salespersons Mark your calendars!

License Renewal is coming up in 2016. We will be offering CEU training courses for Real Estate Brokers and Salespersons coming this fall at NVCC.

Career Spotlight

Real Estate

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

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



Security Officer

Security Officer Certification with Finger Printing

Approved for
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, Special Licensing and Firearms.

Select one of the following sections:

CRN 7186 1 session
Saturday, June 20
8:00 am - 4:00 pm • Rm: T509
Instructor: John Izzo \$160

CRN 7188 1 session
Danbury Campus
Saturday, July 18
8:00 am - 4:00 pm • Rm: CL2
Instructor: John Izzo \$160

Career Spotlight

Security Officer

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

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



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

**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: Oct. 3, Nov. 7, Dec. 5

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

Critical Reading/Writing Workshop

CRN 7219 5 sessions

Danbury Campus

Monday - Friday, August 10 - August 14

12:15 pm - 2:00 pm • Rm: CL2

Instructor: Ann Rodgers \$145

CRN 7216 5 sessions

Monday - Friday, August 17 - August 21

12:15 pm - 2:00 pm • Rm: T509

Instructor: Rosemary Purdy \$145

CRN 7217 5 sessions

Monday - Friday, August 17 - August 21

5:30 pm - 7:15 pm • Rm: T509

Instructor: Rosemary Purdy \$145

Math Workshop

Prerequisite: Successful completion of one full year of Geometry.

CRN 7218 5 sessions

Danbury Campus

Monday - Friday, August 10 - August 14

10:00 am - 11:00 am • Rm: CL2

Instructor: Lisa Russo \$145

CRN 7214 5 sessions

Monday - Friday, August 10 - August 14

5:30 pm - 7:15 pm • Rm: T509

Instructor: Michelle Allen \$145

CRN 7215 5 sessions

Monday - Friday, August 17 - August 21

10:00 am - 11:45 am • Rm: T509

Instructor: Michelle Allen \$145

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 7190 • open registration, online, \$59

Elementary Algebra

CRN 7192 • open registration, online, \$59

Reading Comprehension

CRN 7193 • open registration, online, \$59

Ready to Register?

Step #1: Register for these placement test review courses by mail, phone or fax. See page 49-50 for details and registration form.

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

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

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

Welding Information Session - *Free!*

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

Select one of the following sections:

- | | |
|----------------------|-----------|
| CRN 7172 | 1 session |
| Wednesday, June 3 | |
| 6:30 pm • Rm: T515 | |
|
 | |
| CRN 7279 | 1 session |
| Wednesday, August 26 | |
| 6:30 pm • Rm: T509 | |

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

- www.jobsinwelding.com
- www.aws.org

WELDING CERTIFICATIONS

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

Welding Certificates

Basic Gas Tungsten Arc Welding (GTAW / TIG)

Approved for
WIA & VA
Funding

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

CRN 7189 15 sessions
Monday - Thursday, June 22 - July 16
6:00 pm - 9:00 pm • Rm: T403
Instructor: Joseph Demeter \$1,900

Advanced Gas Tungsten Arc Welding (GTAW / TIG)

Approved for
WIA & VA
Funding

This advanced course in GTAW/TIG 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. OSHA 10 certification is also included in the cost of the course.

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

CRN 7191 15 sessions
Monday - Thursday, July 20 - August 12
6:00 pm - 9:00 pm • Rm: T403
Instructor: Joseph Demeter \$2,230



Here is what our students say...

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

*Jason Langlais
NVCC Student
Welding Processes*



Program Staff

Boating Safety

Lisa Crick

Bookkeeper

Judith Slisz

Business

Judith Slisz

Central Sterile Processing Technician

Sharon Lutkus

Computer Technology

Judith Slisz

English as a Second Language

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

Judith Slisz

Online Learning with ed2go

Lisa Crick

Patient Care Technician (PCT)

Patricia A. Targett

Pharmacy Technician

Lisa Crick

Phlebotomy Technician

Sharon Lutkus

Real Estate & Appraisal

Lisa Crick

Security Officer

Lisa Crick

Teaching & Education

Lisa Crick

Test Prep - SAT/ ACCUPLACER®

Lisa Crick

Wedding Planner

Lisa Crick

Welding

Sharon Lutkus

Writing

Lisa Crick

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

Judith Slisz, Coordinator

203-596-8743 • jslisz@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
nc@nv.edu
203-575-8029

Customer Information

George D. Yonan Memorial Bookstore

Location: Student Center/Plaza Level, Room S300

Phone: 203-575-8075

Email: naugatuck@bkstr.com

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

Extended Hours • Summer 2015

Monday, June 1 - Friday, June 4.... 8:30 am – 7:00 pm

Friday, June 5..... 8:30 am – 1:00 pm

Regular Hours • Summer 2015

Beginning Monday, June 8, the Bookstore will revert to regularly scheduled hours:

Monday - Thursday • 8:30 am – 4:30 pm

Friday • 8:30 am – 1:00 pm

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

Textbook and Course Supply Information

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



Duplicate Non-credit Certificates

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

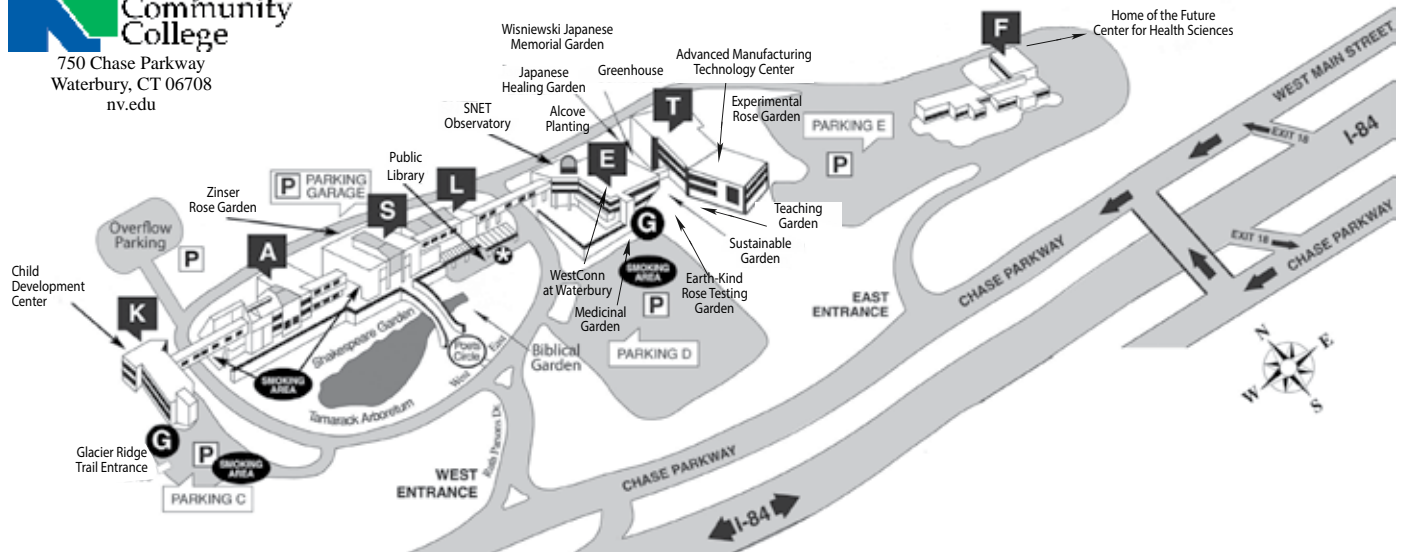
- Full name
- Name at the time of the course
- Current mailing address
- Current phone number
- Student ID or birthdate and last four digits of Social Security number
- Course or program name
- Semester and year course or program was completed
- Signature (not electronic) and current date

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

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

Campus Map

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



Legend:

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

Parking & Facilities

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

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

See page 46 for directions.

Park in student-designated spaces only.
Parking for Danbury Campus: See page 46.

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



**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 43.

Changes & Cancellations

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

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

College Closings & Delays

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

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

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

Discrimination

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

Financial Assistance

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

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

Refund Policy

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

Telephone: 203-575-8029

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

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

Students with Disabilities

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

Tuition Installment Plans

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

Non-Credit Registration

Customer Information

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

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

Refund Policy - see page 47.

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

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

Questions?

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

How to Register

Waterbury Campus

Walk In:

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

Mail:

Complete registration form (*see page 49*) and mail with payment to: NVCC,
Non-Credit Lifelong Learning Registration, Room K407
750 Chase Parkway
Waterbury, CT 06708

Fax:

Fax completed registration form (*see page 49*) with credit card information to 203-575-8277.
MC/Visa/Discover only

Phone:

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

Danbury Campus

Walk In:

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

Mail:

Complete registration form (*see page 49*) and mail with payment to:
NVCC Danbury Campus
183 Main Street
Danbury, CT 06810-7805

Fax:

Fax completed registration form (*see page 49*) with credit card information to 203-798-9682.
MC/Visa/Discover only

Phone:

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

Mail or Fax Your Registration

Mailing / Fax Instructions:

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

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



750 Chase Parkway • Waterbury, CT 06708

Non-credit Lifelong Learning Registration Form

@

STUDENT IDENTIFICATION NUMBER

Social Security Number (required) - -

Print Name _____

Street Address _____

City/State/Zip _____

New address and/or phone #. New student.

Maiden Name (if applicable) _____

Date of Birth (required) _____ Gender Male Female

Payment information:

Credit Card: MC VISA Discover

Name on Credit Card _____

Card No. _____

Expiration Date (required) _____ Security Code _____

Check Cash Tuition Authorization Letter

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

Phone (Home) _____

Phone (Work) _____

(Cell) _____

Email Address _____

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

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

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

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

Choose not to respond (none)

What is your race? Choose one or more:

White (10) Black or African American (20)

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

Native Hawaiian or Other Pacific Islander (80)

Other (90) Choose not to respond (60)

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

TOTAL COST: