

L₂LEARN

learn to earn
JOB TRAINING COURSES

Spring 2017

January - May

Register Today!



Career training for today's in-demand jobs!



Naugatuck
Valley
Community
College

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

FREE INFORMATION SESSIONS!

Find the career that's right for you.

See inside for details.

nv.edu/nc

Non-credit Lifelong Learning

203-575-8029

Naugatuck Valley Community College



Welcome! Jobs start here! nv.edu/nc

Getting a job in today's employment market requires knowledge and skills. Our non-credit programs can help you gain the 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. We hope you will decide to join us.

Mission Statement:

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

Accreditation:

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



Need Information, Help or Advice?

Waterbury Campus

Contact: Non-Credit Lifelong Learning Registration
Email: nc@nv.edu
Phone: 203-575-8029
In Person: Founders Hall, Room F323
Monday - Friday, 8:00 am to 5:00 pm

Danbury Campus

Contact: Martha Charris
Email: mcharris@nv.edu
Phone: 203-437-9699
In Person: 190 Main Street
Monday - Friday, 8:00 am to 5:00 pm

Table of Contents

Courses Offered

Administrative Office Professional.....	13
Agriculture.....	6
Bartending.....	7
Basic Life Support (CPR).....	29
Boating Safety.....	8
Bookkeeper.....	9-10
Business.....	9-17
Central Sterile Processing.....	30-31
Certified Nurse Aide (CNA).....	35-37
Computers in Healthcare.....	32
Computer Online Learning.....	21-23
Computer System Security.....	22
Computer Technology.....	18-23, 32
Customer Service in Healthcare.....	33
English as a Second Language (ESL).....	50
Events Management.....	24
Finance.....	9-11
Fitness and Wellbeing Careers.....	25-27
Grantwriting.....	17
Health Careers.....	14, 28-47
Home Care CNA.....	36
Hospitality.....	48
Information Sessions.....	5
Languages.....	49-50
Leadership.....	15-17
Manufacturing.....	51-55
Marketing.....	12
Medical Administrative Assistant.....	14
Medical Coding & Billing.....	34
Medical Math.....	32
Medical Terminology.....	32
Microsoft® Applications.....	18-21
Microsoft Essentials.....	18-20
Motorcycle Safety.....	56-57
Online Learning.....	12, 16, 21-27, 32, 49
Online Learning.....	55, 58, 61
OSHA Safety.....	52
Patient Care Technician (PCT).....	38-43
Patient Confidentiality.....	33
Personal Fitness Trainer.....	25
Pharmacy Technician.....	44-45
Phlebotomy.....	41, 46
Praxis Prep.....	61
QuickBooks®.....	11
Real Estate.....	59
SAT Prep.....	61
Security Officer.....	60
Social/Human Services Assistant.....	47
Supervisor Skills.....	15
Wedding Planner.....	24
Welding.....	62-64
Writing/Communications.....	17

Courses Offered in Danbury

Bartending.....	7
Basic Life Support.....	29
Blueprint Reading.....	51
Central Sterile Processing Technician.....	30-31
Certified Nurse Aide (CNA).....	35-37
Computers in Health Care.....	32
Customer Service.....	33
Grantwriting.....	17
Home Care CNA.....	36
Human Services Assistant.....	46
Information Sessions.....	5
Languages.....	49-50
Medical Terminology.....	32
Microsoft Essentials.....	18-20
Patient Care Technician Orientation.....	39
Patient Care Technician (PCT) Package.....	38-43
Patient Confidentiality.....	33
Pharmacy Technician.....	44
Phlebotomy.....	41, 46
QuickBooks.....	11
Real Estate.....	59
Security Officer.....	60
Social/Human Services.....	47
Spanish.....	49

General Information

Bookstore.....	66
Campus Map (Waterbury).....	68
Customer Information.....	66-67
Directions (Waterbury and Danbury).....	69
Duplicate Certificate.....	66
Job Placement Center.....	5
Parking and Facilities.....	68
Paying for Lifelong Learning.....	4
Program Staff.....	65
Refund Policy.....	67
Registration.....	70-71



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

Paying for Lifelong Learning



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

NVCC Payment Plans

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

Tuition Authorization

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

Employer Reimbursement

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

Federal & State Financial Aid

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

Veterans' Benefits

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

Private Lending Institutions

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



Program Information / Job Placement

Program Information Sessions **FREE!**

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

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

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

Select one of the following sections:



CRN 2178
Wednesday, January 4
4:00 pm • Rm: E623

CRN 2032
Danbury Campus
Friday, February 10
1:00 pm • Rm: D305

CRN 2179
Thursday, March 9
1:00 pm • Rm: E623

CRN 2033
Danbury Campus
Thursday, April 13
4:00 pm • D305

CRN 2180
Thursday, May 4
9:00 am • Rm: E623

Center for Job Placement and College Opportunities

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

Waterbury:

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

Danbury:

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



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

Agriculture

Plant Physiology & Propagation

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

CRN 1987 3 sessions
Thursday, January 19 - February 2
9:30 am - 3:15 pm • Rm: E436
Instructor: Christopher Tuccio \$129

Greenhouse Structures & Operational Equipment

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

CRN 1989 3 sessions
Thursday, February 9 - February 23
9:30 am - 3:15 pm • Rm: E436
Instructor: Christopher Tuccio \$129



Environmental Influences on Plant Growth

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

CRN 1990 3 sessions
Thursday, March 2 - March 23
No class 3/16
9:30 am - 3:15 pm • Rm: E436
Instructor: Christopher Tuccio \$129

Integrated Pest Management for Greenhouses

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

CRN 1991 3 sessions
Thursday, March 30 - April 13
9:30 am - 3:15 pm • Rm: E436
Instructor: Christopher Tuccio \$129

Business Planning & Crop Scheduling

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

CRN 1992 3 sessions
Thursday, April 20 - May 11, No class 5/4
9:30 am - 3:15 pm • Rm: E436
Instructor: Christopher Tuccio \$129

Bartending

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

Approved for WIOA Funding

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

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

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

Select one of the following sections:

CRN 1985 2 sessions
Saturday, March 18 - March 25
9:00 am - 5:00 pm • Rm: E623
Instructor: Paul Rich \$310

CRN 1986 2 sessions
Danbury Campus
Saturday, May 13 - May 20
9:00 am - 5:00 pm • Rm: D305
Instructor: Paul Rich \$310



Career Spotlight

Bartender

The Connecticut Department of Labor (CTDOL) reports the average hourly wage for a Bartender is \$10.40. The CTDOL lists Bartenders as an In Demand Openings job and states employment in this occupation is expected to grow faster than average, and the number of annual openings will offer very good job opportunities.



Boating Safety

Safe Boating/Personal Watercraft

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

Option 1 - Weeknights

Instructor: Department of Energy and Environmental Protection Volunteers

Select one of the following sections:

CRN 1904 4 sessions
Monday & Wednesday, March 13 - March 22
6:30 pm - 9:00 pm • Rm: F122 \$25

CRN 1905 4 sessions
Monday & Wednesday, April 10 - April 19
6:30 pm - 9:00 pm • Rm: F122 \$25

CRN 1906 4 sessions
Monday & Wednesday, May 15 - May 24
6:30 pm - 9:00 pm • Rm: F121 \$25

Option 2 - One Day

Instructor: Professional Marine Services
(Please bring your lunch)

Select one of the following sections:

CRN 1907 1 session
Saturday, March 18
8:30 am - 4:30 pm • Rm: F122 \$89

CRN 1908 1 session
Saturday, April 22
8:30 am - 4:30 pm • Rm: E632 \$89

CRN 1909 1 session
Saturday, May 13
8:30 am - 4:30 pm • Rm: E632 \$89

HOW TO OBTAIN A CONSERVATION NUMBER

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

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



Here is what our students say...

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

Robert Flanagan
NVCC Student
Boating Safety

Business / Bookkeeper

Professional Bookkeeper

The American Institute of Professional Bookkeepers (AIPB) has established the Certified Bookkeeper (CB) credential, as the professional standard for bookkeepers. Certified Bookkeepers (CB's) are to bookkeeping what CPA's are to accounting; the cream of the profession. The four courses in this certificate program focus on preparing you for the AIPB Certified Bookkeeper exams by helping you truly master the skills and knowledge required for certification. These include: adjusting and correcting entries (accruals and deferrals); basic book and tax depreciation; basic payroll including paying wages, withholding, depositing and reporting taxes using the basic forms (W-2, 941, 940, etc.); recording and costing out merchandise inventory, and internal controls and fraud prevention.

The program consists of four courses.

1. Bookkeeping Practices 30 hours
2. Correcting and Adjusting Entries 21 hours
3. Depreciation and Payroll..... 24 hours
4. Inventory, Internal Controls and Fraud Prevention..... 18 hours

Save \$85 by signing up for Bookkeeper Package 31 sessions CRN 2217 • Monday & Wednesday January 23 - May 22 No class 2/20, 3/1, 3/29, 5/1 6:00 pm - 9:00 pm • Rm: E625 Instructor: Latha Nair \$2,390

Start your program by taking Bookkeeping Practices. This is the foundation to build your knowledge of specialized bookkeeping functions and is a prerequisite to other courses in the program. Next select one or all of the CB credentialing courses: Correcting and Adjusting Entries; Depreciation and Payroll; and Inventory, Internal Controls, and Fraud Protection. These credentialing courses may be taken in any order.

An NVCC Proficiency Certificate will be awarded to students who successfully complete all four Bookkeeping courses in the program. In order to achieve the Certified Bookkeeper credential, you will need to complete an application to the American Institute of Professional Bookkeepers (AIPB) at a cost of \$210 which enables you to take the three exams, one for each course. Students are advised to take each exam following the completion of the course. Textbook and learning materials are included in the cost of each course.

Bookkeeping Practices

Accounting is the "language of business," and bookkeeping plays an essential role in the operation of every successful business. In this course, students learn the accounting concepts and practices that underlie all accounting systems, whether manual or software-based. They receive an introduction to the entire accounting cycle, from transactions analysis to preparation of journals, ledgers, trial balances and financial statements, including the Balance Sheet, Income Statement and Statement of Owner's Equity. This course is often taken by business owners and managers, and is a prerequisite for students planning to take the Bookkeeping Certification courses or the course in QuickBooks (see p. 11)

CRN 1975 10 sessions
Monday & Wednesday, January 23 - February 27
No class 2/20
6:00 pm - 9:00 pm • Rm: E625
Instructor: Latha Nair \$800

Bookkeeping Certification: Mastering Correcting and Adjusting Entries

This course is part of the AIPB Bookkeeping Certification. It covers everything students need to know for error corrections, bank reconciliation, and accruals and deferrals.

Prerequisite: Bookkeeping Practices or on-the-job bookkeeping experience and permission of the program coordinator.

CRN 1976 7 sessions
Monday & Wednesday, March 6 - March 27
6:00 pm - 9:00 pm • Rm: E625
Instructor: Latha Nair \$550

Business / Bookkeeper

Bookkeeping Certification: Mastering Depreciation and Payroll

This course is part of the National Bookkeeping Certification. It covers everything students need to know about paying wages, withholding, depositing and reporting taxes, correct use of government forms, and depreciation on financial statements, straight-line, GAAP, production method, etc. The textbook is included in the cost of the course.

Prerequisite: Bookkeeping Practices or on-the-job bookkeeping experience.

CRN 1977 8 sessions
Monday & Wednesday, April 3 - April 26
6:00 pm - 9:00 pm • Rm: E625
Instructor: Latha Nair \$650

Bookkeeping Certification: Mastering Inventory, Internal Controls and Fraud Prevention

This course is part of the AIPB Bookkeeping Certification. It covers everything students need to know about accounting for inventory, inventory recordkeeping using the perpetual method, using the periodic method, and inventory costing.

Prerequisite: Bookkeeping Practices or on-the-job bookkeeping experience.

CRN 1978 6 sessions
Monday & Wednesday, May 3 - May 22
6:00 pm - 9:00 pm • Rm: E625
Instructor: Latha Nair \$475

Career Spotlight

Bookkeeper

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for bookkeeping, accounting, and auditing clerks is \$44,956 and the entry level hourly rate is \$14.58. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 197 annual job openings through 2024.

Here is what our students say...

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

Marlene Soler, NVCC Student Bookkeeper



Business / Finance

Internal Controls

Organizations have their own vision, mission, and objectives to achieve. An efficient internal controls system helps organizations to achieve these objectives, helps to improve performance, adapt to changes, mitigate risks to acceptable levels, and overall helps in sound decision making. Participants will review the Committee of Sponsoring Organization's (COSO) Internal Control Integrated Framework to help design and implement effective internal controls.

CRN 1931 1 session
Tuesday, March 28
9:00 am - 4:00 pm • Rm: F125
Instructor: Latha Nair \$175

Budget Basics

Understanding the budget process and the details of the annual budget are even more significant as the "budget" seems to enter every workplace at every level. This course is designed for the nonfinancial employee to help you improve your knowledge of financial terms, reports, and processes; helping you to communicate more accurately and effectively with other departments and colleagues.

CRN 1941 1 session
Tuesday, March 14
9:00 am - 4:00 pm • Rm: E625
Instructor: Tonia Walker \$175

QuickBooks Pro® 2015

Introduction

This comprehensive course covers the fundamentals of using QuickBooks Pro® 2015 to track the finances of a small business. Students will learn QuickBooks Pro® with a hands-on approach by doing the actual accounting for a fictional company. Students will practice how to set up a new company, create databases to store information about customers and vendors, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills. Textbook and software access are included in the cost of the course.

Prerequisite: Basic computer skills. Bookkeeping Practices (see p. 9) is strongly recommended.

Select one of the following sections:

CRN 1979 6 sessions
Wednesday, February 15 - March 22
6:00 pm - 9:00 pm • Rm: F125
Instructor: Janice Perrone \$450

CRN 1980 6 sessions
Danbury Campus
Saturday, April 1 - May 13
No class 4/15
9:00 am - 12:00 pm • Rm: D306
Instructor: Janice Perrone \$450

Career Spotlight

Office and Administrative Supervisors

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for a first line supervisor is \$63,223 and the entry level hourly rate is \$20.76. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 541 annual job openings through 2024.



Business / Marketing



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

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

Online/self- paced 360 hours - duration 12 months

Open registration - Start anytime! \$3,295

1. Register and pay with the Office of Lifelong Learning, 203-575-8029
2. Email Sharon Lutkus, program coordinator, at slutkus@nv.edu. Include: course title, your name, mailing address, phone number, and email address.

Marketing Design Certificate

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

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

Digital Arts Certificate

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

Multimedia Design Certificate

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



Business / Office Administration

Administrative Office Professional *Revised!*

Administrative office professionals have a variety of responsibilities: business communications, organizing and maintaining files, arranging and coordinating meetings, managing purchases and payments, and managing subordinates.

Learn how to manage multiple roles and be a problem solver in this highly engaging course which will offer strategies for developing the skills to deal with the operations of an office or organization. You will hone your communication and time management skills, learn how to deal with supervisory situations, and advance your competency in solving problems.

Prerequisites: Basic knowledge of computers/ MS Word; competency in writing business communications. Skills need updating? Enroll in MS Word (p. 19) and Effective Writing on the Job (p. 17).

CRN: 2191

5 Sessions

Tuesdays, March 7 - April 4

6:00 pm-9:00 pm • Rm: F125

Instructor: Staff

\$395



Career Spotlight

Secretaries and Administrative Assistants, Except Legal, Medical and Executive

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for a secretary or administrative assistant is \$43,257 and the entry level hourly rate is \$14.41. Employment in this occupation is expected to grow slower than average, but the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 418 annual job openings through 2024.



Business / Office Administration

Medical Administrative Assistant

Medical Administrative Assistants work in a variety of roles and locations with job titles ranging from health unit coordinator or medical office specialist to medical secretary. Learn the skills needed to successfully carry out the varied responsibilities in almost any setting. A central focus will be on the various modes of professional communication required to keep processes running smoothly in the office or health care setting. Typical tasks include: scheduling tests, lab work, procedures, x-rays, surgeries and medical consultations based on physician orders; answering and directing phone calls, messages and reports to the appropriate staff; greeting visitors and ascertaining their needs; interviewing patients to complete documentation, case histories or forms; and processing intake or insurance forms. Students will also learn the basics of electronic medical record keeping to prepare for further training on whatever system is in place in the specific health unit where they will be employed.

Program Requirement:

- Medical Administrative Asst.
- MS Office Essentials
- Medical Terminology
- Communications in Health Care
- Patient Confidentiality

Students must complete all the requirements to be awarded the completion certificate. If you have prior experience and wish to discuss a course substitution or waiver, please contact Lisa Crick at lcrick@nv.edu.

Career Spotlight

Medical Administrative Assistants

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for a medical secretary or administrative assistant is \$41,067 and the entry level hourly rate is \$15.13. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 102 annual job openings through 2024.

Medical Administrative Assistant Package

Including MS Office Essentials; view calendar at nv.edu/maa

CRN 2192 38 sessions
March 16 - June 29; Days vary
6:00 pm-9:00 pm • Rm: F125 \$2,350

Medical Administrative Assistant Package

Without MS Office Essentials; view calendar at nv.edu/maa

CRN 2193 26 sessions
April 25 - June 29; Days vary
6:00 pm-9:00 pm • Rm: F125 \$1,390

Individual components also available:

Medical Administrative Assistant

CRN 1902 16 sessions
Tuesday & Thursday, April 25-June 20
6:00pm-9:00pm • Rm: F125 \$1,100

Medical Terminology: Page 32

Customer Service: Page 33

Patient Confidentiality: Page 33

MS Office Essentials: Page 18



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

Business / Leadership

Supervisory Skills Training

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

CRN: 1943 4 sessions
Friday, March 10 & March 24, 9:00 am - 4:00 pm
Friday, April 28 & May 12, 9:00 am - 12:00 pm
Room: E625
Instructor: Angela Chapman \$399

Succession Planning

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

CRN: 1937 1 session
Thursday, April 20
9:00 am - 4:00 pm • Room: E625
Instructor: Ramona Harrison \$199

Engaging Employees to Grow Your Business

We all sell something. If it's not a product or service, we are selling ourselves to staff and colleagues. Why are some more efficient than others? Why do some managers build trust when others do not? Join this interactive seminar and develop awareness of your personal management style and how to adjust it to suit different situations and/or individuals. Gain an understanding of team motivators and techniques to create an energized and engaged work environment. Learn to accomplish more, while developing your people.

CRN 2212 2 sessions
Thursday, March 2 - March 9
8:30 am - 12:30 pm • Rm: E632 \$150
Instructor: John Fazio

Project Management

This course will give you the basics on the project management process and the tools needed to manage both small- and medium-sized projects. Designed for people who may not be formally employed as project managers but may occasionally be called upon to lead a small- to medium-sized project for the company. In this course, you will strategically plan a project so that you can achieve the desired results on time and on budget. You will identify its requirements and the resources you have to work with, monitor the project's progress, and mitigate the related obstacles so that you can lead a team in bringing the project to a successful completion.

CRN: 1924 2 sessions
Friday, May 5 & May 19
No class 5/12
9:00 am - 4:00 pm • Room: F125 \$300
Instructor: Juan de la Rosa

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

Business / Online Learning

Online courses just
\$125 each!



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

General Business Skills

Individual Excellence: Secrets of Career Success

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

Effective Selling

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

Introduction to Business Analysis

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

Business Communications

Interpersonal Communication

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

Keys to Effective Communication

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

Job Search

Twelve Steps to a Successful Job Search

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

Resume Writing Workshop

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

Business Writing

Business and Marketing Writing

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

Effective Business Writing

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

Fundamentals of Technical Writing

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

Management and Leadership

Fundamentals of Supervision and Management

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

Fundamentals of Supervision and Management II

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

Understanding the Human Resources Function

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

Leadership

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

Managing Customer Service

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

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

Business / Writing–Communications

Grant Writing for Beginners

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

Select one of the following sections:

CRN 1926 1 session
Monday, March 20
9:00 am - 4:00 pm • Rm: F125
Instructor: Donna Albertario \$199

CRN 2035 1 session
Danbury Campus
Friday, May 5
9:00 am - 4:00 pm • Rm: D306
Instructor: Donna Albertario \$199

Effective Writing on the Job

Writing effectively can be learned and developed! This course will help you master the essential craft of written communication in a manner that is efficient and empowering. You will learn the general principles of excellence in business and technical writing and understand the procedures for specific types of writing. Learn how to organize and plan your documents for clarity and easy reading; use words, grammar and sentence structure for maximum impact; and tailor your communications to the appropriate format and designated audience.

CRN 1935 2 sessions
Tuesday, April 11 & April 18
9:00 am - 4:00 pm • Rm: F125
Instructor: Staff \$300

Need training for your staff?

Call or email Judith Slisz, Program Coordinator, at jslisz@nv.edu or 203-596-8743.

Grant Writing Workshop: Advanced

This workshop will use the basic knowledge learned in Grant Writing for Beginners to help you build the skills to write a winning proposal. Participants will review sections of a grant discussed in the first session and online systems that are necessary to submit state and federal grant proposals. Learn how to effectively navigate these systems and compile all the necessary information needed to submit high level grants. Your facilitator's expertise will guide your hands-on experience.

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

Prerequisite: Grant Writing for Beginners or equivalent experience.

Select one of the following sections:

CRN 1929 1 session
Monday, April 3
9:00 am - 4:00 pm • Rm: F125
Instructor: Donna Albertario \$199

CRN 2036 1 session
Danbury Campus
Friday, May 19
9:00 am - 4:00 pm • Rm: D306
Instructor: Donna Albertario \$199

Intergenerational Communication

Many organizations face the challenge of taking advantage of the strengths of different generations, resulting in a lack of connection that can affect productivity and morale. This course will increase your knowledge and understanding of the four generations and their impact on the modern workforce. Classroom exercises will enhance your skills for effective intergenerational communication and expand your capacity to manage diverse working styles. Participants will practice nine communication strategies to work better with members of different generations.

CRN 1933 1 session
Friday, March 17
9:00 am - 4:00 pm • Rm: E625
Instructor: Amy Lenoce, M.A. \$199

Computer Technology

Microsoft Office® Essentials 2013

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

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

Select one of the following sections:

CRN 1950 12 sessions
Danbury Campus
Monday & Wednesday, February 6 - March 20
No class 2/20
6:00 pm - 9:00 pm • Rm: D306
Instructor: Anita Gomez Vallee \$1,000

CRN 1951 12 sessions
Monday & Thursday, March 16 - April 24
6:00 pm - 9:00 pm • Rm: F125
Instructor: Catherine Poehler \$1,000

Microsoft Office® & Outlook® 2013

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

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

Select one of the following sections:

CRN 1952 1 session
Danbury Campus
Monday, February 6
6:00 pm - 9:00 pm • Rm: D306
Instructor: Anita Gomez Vallee \$99

CRN 1953 1 session
Thursday, March 16
6:00 pm - 9:00 pm • Rm: F125
Instructor: Catherine Poehler \$99



Need training for your staff?

Onsite courses in computer technology at your company or location can be arranged. Call or email Judith Slisz, Program Coordinator, at jslisz@nv.edu or 203-596-8743. Let us customize a solution to meet your employee learning needs.



Register for MS Office Essentials 2013 and save \$98 over the individual price!

Computer Technology

Microsoft Word® 2013

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

Select one of the following sections:

CRN 1954 4 sessions
Danbury Campus
Monday & Wednesday, February 8 - February 22
No class 2/20
6:00 pm - 9:00 pm • Rm: D306
Instructor: Anita Gomez Vallee \$360

CRN 1955 4 sessions
Monday & Thursday, March 20 - March 30
6:00 pm - 9:00 pm • Rm: F125
Instructor: Catherine Poehler \$360

Microsoft Excel® 2013

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

Select one of the following sections:

CRN 1956 4 sessions
Danbury Campus
Monday & Wednesday, February 27 - March 8
6:00 pm - 9:00 pm • Rm: D306
Instructor: Anita Gomez Vallee \$360

CRN 1945 2 sessions
Friday, March 31 & April 7
9:00 am - 4:00 pm • Rm: F125
Instructor: Catherine Poehler \$360

CRN 1957 4 sessions
Monday & Thursday, April 3 - April 13
6:00 pm - 9:00 pm • Rm: F125
Instructor: Catherine Poehler \$360



Looking to save money and update your MS Office skills?

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

Computer Technology

Microsoft PowerPoint® 2013

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

- create and open, save, print and deliver a presentation;
- work with slide layout, design and organization;
- import an outline to and from MS Word;
- and work with graphics, animation and sound.

Select one of the following sections:

CRN 1958 2 sessions
Danbury Campus
Monday & Wednesday, March 13 & March 15
6:00 pm - 9:00 pm • Rm: D306
Instructor: Anita Gomez Vallee \$180

CRN 1959 2 sessions
Monday & Thursday, April 17 - April 20
6:00 pm - 9:00 pm • Rm: F125
Instructor: Catherine Poehler \$180



**Quickbooks Pro Introduction starts February 16.
See page 11 for details.**

Microsoft Office® 2013

Integrated Program Tasks

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

- integrate data from Excel into Word and PowerPoint;
- and integrate Excel chart into Word and PowerPoint.

Select one of the following sections:

CRN 1960 1 session
Danbury Campus
Monday, March 20
6:00 pm - 9:00 pm • Rm: D306
Instructor: Anita Gomez Vallee \$99

CRN 1961 1 session
Monday, April 24
6:00 pm - 9:00 pm • Rm: F125
Instructor: Catherine Poehler \$99

Creating Forms/Templates with Adobe Acrobat Pro®

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

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

Prerequisites: Basic computer skills and knowledge of MS Word.

CRN 1939 1 session
Friday, March 17
9:00 am - 4:00 pm • Rm: F125
Instructor: Teresa Smith \$199

Computer Technology



Introduction to Microsoft Access® 2013

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

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

Introduction to Database Development

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

Online learning not for you? Want a classroom experience? Check out our Microsoft Office Essentials course. See page 18 for details.



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

Computer Systems Security

Computer Systems Security

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

CRN 1920 2 sessions
Monday & Tuesday, March 13 & March 14
9:00 am - 4:00 pm • Rm: F125
Instructor: William Guzman \$300

Introduction to PC Security



What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. Visit ed2go.com/nvcc for more information. \$125

Advanced PC Security



When is hacking legal? When you use it to secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you're running a small home network or you're an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. \$125

CompTIA Security + Certification Prep



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

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

CompTIA Security + Certification Prep 2



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

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

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

Computers / Online Learning

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



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

Already have some basic Microsoft Office® experience?

Check out our online courses for introduction, intermediate and advanced levels of all of the Microsoft Office® applications for 2010, 2013, and 2016.

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

Design and Composition

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

Web Technology

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

Mobile Technology

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

Computer Programming

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

Database Management

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

Technology

Introduction and Advanced PC Security
Introduction to PC Troubleshooting
Wireless Networking
Intermediate Networking
Basic CompTIA A+ Certification Prep - \$145
Intermediate CompTIA A+ Certification Prep - \$145
Advanced CompTIA Security + Certification Prep - \$145
CompTIA Security + Certification Prep - \$145
CompTIA Security + Certification Prep 2 - \$145
CompTIA Network + Certification Prep - \$145

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

Event Management / Online



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

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

1. Register and pay with the Office of Lifelong Learning, 203-575-8029.
2. Email Judith Slisz, program coordinator, at jslisz@nv.edu. Include: course title, your name, mailing address, phone number, and email address.

Certified Wedding Planner

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

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

Preston Bailey's Fundamentals of Floral Design

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

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

Event Management and Design

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

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

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

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



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

Fitness and Wellbeing Careers

Personal Fitness Trainer Orientation

Online format! FREE! • Choose one:

Wednesday, January 11 • 4:00 PM EDT

or

Wednesday, February 1 • 12:00 PM EDT

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

Career Spotlight

Personal Fitness Trainers

Careers in fitness and wellbeing are in demand. The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for a personal fitness trainer is \$48,764 and the entry level hourly rate is \$11.65. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 120 annual job openings through 2024.

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

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

- This challenging course is taught over a 9-week period for better retention and skills competency.
- The National World Instructors Training School (WITS) exam is held on the 9th week.
- This course is formatted as a 62-hour program, comprised of 16 hours of lecture, 16 hours of recommended hands-on practical training and a recommended 30-hour professional practice experience (PPE).
- WITS provides a list of facilities or you can find your own and have it approved through a simple process.
- Key topics include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment.
- CPR/AED certification (BLS) is needed to receive the WITS certificate. (*See page 28.*)
- 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-7th Edition by Edward Howley, Dixie Thompson Hardback book, 608 pages, E-book ISBN: 9781492523376)

CRN 1910

9 sessions

Saturday, March 11 - May 13

No class 4/15

9:00 am - 11:00 am / 12:00 pm - 2:00 pm • Rm: E625

Instructor: WITS certified instructor

\$800



Fitness and Wellbeing Careers



Online Career Training – Fitness and Wellbeing

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

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

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

Nutrition for Optimal Health, Wellness and Sports

Online Format!

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

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

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

Fitness Business Management

Online Format!

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

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



Fitness and Wellbeing Careers


Philosophy and Practice of Yoga - *New!*

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

CRN 1911 29 sessions
Tuesday & Thursday, January 19 - May 4
No class 3/13, 3/15
11:10 am - 12:30 pm • Rm: K616
Instructor: Kate Pelletier \$465



Introduction to Natural Healing *New!*

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

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

Certificate in Stress Management



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



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

Health Care / Career Information

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

Be Job Ready in Just Months!

NVCC Non-Credit Health Care Programs:

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

Central Sterile Processing Technician

nv.edu/cspt

Certified Nurse Aide

nv.edu/cna

Medical Coding and Billing Specialist

nv.edu/medicalcoding

Medical Administrative Assistant

nv.edu/MAA

Patient Care Technician

nv.edu/pct

Pharmacy Technician

nv.edu/pharmacy

Phlebotomy Technician

nv.edu/phleb

Career Exploration Sites

Health Occupations & Technology Careers in Connecticut

healthcareersinct.com

Job & Career Connection

ctjobandcareer.org

United States Department of Labor Occupational Outlook Handbook

bls.gov/ooh



Professional Organization Sites

American Health Information Management Association

ahima.org

American Society for Pharmacy Technicians

pharmacytechnician.com

American Society of Clinical Pathologists

ascp.org

American Society of Phlebotomy Technicians

aspt.org

Certification Board for Sterile Processing and Distribution

sterileprocessing.org

Connecticut Pharmacist Association

ctpharmacists.org

Nurse Aide Registration Connecticut Department of Public Health

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

The Center for Phlebotomy Education

phlebotomy.com

Health Care / Basic Life Support

Basic Life Support - Health Care Providers

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

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

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

Select one of the following sections:

CRN 1887
Danbury Campus
Monday, March 13
8:00 am - 12:30 pm • Rm: D302

CRN 2175
Monday, March 20
8:00 am - 12:30 pm • Rm: F338

CRN 1888
Monday, March 27
8:00 am - 12:30 pm • Rm: F338

CRN 1889
Danbury Campus
Saturday, April 29
8:00 am - 12:30 pm • Rm: D305

CRN 2158
Danbury Campus
Saturday, May 6
8:00 am - 12:30 pm • Rm: D305

CRN 1890
Tuesday, May 9
8:00 am - 12:30 pm • Rm: F354

CRN 1891
Saturday, May 13
8:00 am - 12:30 pm • Rm: F338

CRN 1892
Tuesday, May 23
8:00 am - 12:30 pm • Rm: F354

CRN SU17
Saturday, June 3
8:00 am - 12:30 pm • Rm: TBA



Health Care / Central Sterile Processing

Central Sterile Processing Technician

Approved for
WIOA & VA
Funding

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

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

National certification exams are available and will be described in more detail in class. The Medical Terminology course offered on page 32 is recommended but not required.

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

CRN 1897

12 sessions

Danbury Campus

Tuesday, February 28 - May 16

6:00 pm - 9:15 pm • Rm: D302

Instructor: Dena Ramirez, CRCST, CIS

\$1,100

Professional Certification

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

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

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

Here is what our students say...

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

*Lesley Shepard, NVCC Student
Central Sterile Processing Technician*



Health Care / Central Sterile Processing

Central Sterile Processing Technician Professional Practice Experience

Approved for
WIOA & VA
Funding

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

Prerequisites:

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

Additional Important information:

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

Coming Soon!

Please contact the program coordinator to be placed on the "interested list." LCrick@nv.edu



Career Spotlight

Central Sterile Processing Technicians

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for medical equipment preparers is \$39,392 and the entry level hourly rate is \$15.47. The current job market calls for Central Sterile Processing Technicians not just in hospitals, but also in places like surgical centers, endoscopy offices, dental offices, and even traveling opportunities for temporary assignments. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer good or favorable job opportunities. The CTDOL projects an average of 12 annual job openings through 2024.

Health Care / Essentials



Computers & Electronic Medical Records in Health Care

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

Select one of the following sections:

CRN 1884 4 sessions
Monday, April 17 - May 8
9:00 am - 12:00 pm • Rm: F125
Instructor: Staff \$315

CRN 1883 4 sessions
Danbury Campus
Wednesday, May 24 - June 14
6:00 pm - 9:00 pm • Rm: D306
Instructor: Staff \$315

Medical Terminology

The Language of Health Care

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

Select one of the following sections:

CRN 1886 8 sessions
Wednesday, March 8 - April 26
9:00 am - 12:00 pm • Rm: F121
Instructor: Staff \$255

CRN 1885 8 sessions
Danbury Campus
Monday & Thursday, April 20 - May 15
6:00 pm - 9:00 pm • Rm: D305
Instructor: Staff \$255

CRN 2194 8 sessions
Monday, May 1 - June 26
No class 5/29
6:00 pm - 9:00 pm • Rm: F122
Instructor: Staff \$255

Medical Math



Brush up your basic math skills and enhance them in the convenience of your own home with this online program. Gain the medical math skills you need for anything from calculating dosages to using scientific formulas. Whatever medical field you're in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily.

Review fractions, decimals, and percentages and measurement systems. Learn conversions and dosage calculations for oral, parenteral, and intravenous medications.

This course will give a solid grounding and build confidence to know that you'll be ready to tackle any calculation needed for medical math in future courses or on the job. \$125

Health Care / Essentials

Customer Service and Communication in Healthcare

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

Select one of the following sections:

CRN 1864 1 session
Monday, April 10
9:00 am - 12:00 pm • Rm: F121
Instructor: Staff \$40

CRN 1863 1 session
Danbury Campus
Wednesday, April 19
6:00 pm - 9:00 pm • Rm: D305
Instructor: Staff \$40

CRN SU17 1 session
Tuesday, June 27
6:00 pm - 9:00 pm • Rm: F354
Instructor: Staff \$40

Patient Confidentiality

Everyone's Job, Not Everyone's Business!

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

Select one of the following sections:

CRN 1861 1 session
Monday, April 3
9:00 am - 12:00 pm • Rm: F121
Instructor: Pamela Swendsen MSN, RN \$40

CRN 1860 1 session
Danbury Campus
Wednesday, April 26
6:00 pm - 9:00 pm • Rm: D305
Instructor: Staff \$40

CRN SU17 1 session
Thursday, June 29
6:00 pm - 9:00 pm • Rm: F354
Instructor: Staff \$40

Here is what our students say...

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

Jeanine LaPlante, NVCC Student
Customer Service and Communication
in Healthcare



NVCC Learn 2 Earn!

nv.edu/nc • 203-575-8029 • nc@nv.edu

Health Care / Medical Coding and Billing

Medical Coding and Billing Specialist

Approved for
VA Funding &
partial WIOA
funding

Next session begins Fall 2017!

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

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

At \$6,650, you'll find that NVCC is extremely cost-effective compared to other medical coding and billing programs. The cost includes textbooks for all modules.

Career Spotlight

Medical Coding and Billing Specialist

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for medical records and health information management technicians is \$46,241 and the entry level hourly rate is \$14.97. National certification is available from recognized professional organizations. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer very good job opportunities. The CTDOL projects an average of 49 annual job openings through 2024.



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

Health Care / Nurse Aide Certification (CNA)

Approved for
WIOA, VA &
HPOG Funding

NVCC is proud to offer one of Connecticut's largest, oldest and most respected CNA programs. All of our instructors are experienced Registered Nurses. We exceed the minimum standards set by the State for the number of course hours; so you will get more hours of practice in our health lab and more supervised time working with residents in the clinical setting. Some courses provide an opportunity to expand your skills to the acute and homecare settings.

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

Students will attend classes in a college setting and have free access to college support resources, including the Max R. Traurig Library and Center for Job Placement and College Opportunities. A graduation ceremony is held for all successful participants and graduates are awarded completion certificates and a custom-designed NVCC CNA pin to wear proudly on their uniform. We hope that you decide to join us. You will be happy that you did!

Important course and student information:

- Federal and State-mandated attendance requirements must be met.
- A textbook will be provided for your use for the duration of the class at no additional charge. A workbook is included in the cost of the course and will be provided in class.
- A health screening and up-to-date immunizations are required by the second week of class. Documentation must be in the form of a completed NVCC CNA Health form. This form can be downloaded at nv.edu/cna.
- A watch with a second hand and a uniform consisting of navy blue scrub top and bottom with white or black shoes are required.
- Students are responsible for their own transportation to and from clinical location. Some but not all clinical facilities are located on a bus line and availability is not guaranteed.
- A criminal background check is required of all students entering the program. Cost is included in the course fee. Students with criminal convictions may have difficulty finding employment, especially in health care and may be denied clinical placement. Felony or misdemeanor offenses may prevent you from participating in clinical and mandate withdrawal from the program. No course refunds are available in this situation. Please consult the program coordinator prior to registration if you have any concerns.

See pages 37 for FAQs.

Here is what our students say...

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

Ryan Kelly
NVCC Student, CNA

Career Spotlight Certified Nurse Aide

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for certified nurse aides is \$32,519 and the entry level hourly rate is \$12.83. Registration on the Connecticut Nurse Aide Registry is mandatory for employment in Connecticut. Successful completion of the Connecticut Nurse Aide Competency Exam is required for registry. The exam is given on site and included in the cost of the course. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 639 annual job openings through 2024.

Health Care / Nurse Aide Certification (CNA)

Approved for
WIOA, VA &
HPOG Funding

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

CNA - Nurse Aide Certification

Select one of the following sections:

CRN 2176
Waterbury, Days
February 6 - April 7
Rm: F338
Instructor: Staff RNs
120 hours
\$1,500

CRN 2159
Danbury Days
March 13 - May 1
Rm: D305
Instructor: Staff RNs
120 hours
\$1,500

CRN 2168
Waterbury, Evenings/Saturdays
April 11 - June 27
Rm: F338
Instructor: Staff RNs
120 hours
\$1,500

CRN 1880
Waterbury, Days (Accelerated)
May 22 - June 28
Rm: F121
Instructor: Staff RNs
120 hours
\$1,500

CRN SU17
Danbury, Evenings/Saturdays
June 26 - August 21
Rm: D305
Instructor: Staff RNs
120 hours
\$1,500

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



Home Care for CNA's - **New!**

Have you considered transitioning to home care where you can put your skills to use in a one-on-one setting? A Home Care CNA is an important part of the health care team who will provide services that promote, maintain, and/or restore physical, social, or emotional health to clients in the home setting. There is also the opportunity for self-employment.

This course will provide you with the essential knowledge and skills to expand your career. Experienced instructors will facilitate discussions of the legal and ethical responsibilities of caring for individuals in their homes. You will compare successful strategies for supporting and improving patient nutrition and learn safe methods for transferring and ambulating clients in their own living spaces. Class sizes are small to afford ample time to practice adapting your basic CNA skills to the home environment in our brand new lab facilities.

Prerequisite: You must be a current CNA or have successfully completed a CNA program within 2 years.

Select one of the following sections:

CRN 2195
Danbury Campus
Monday & Wednesday, March 27 - April 10
6:00 pm - 9:00 pm • Rm: D305
Instructor: Staff
5 sessions
\$225

CRN 2031
Friday, May 5, 6:00 pm - 9:00 pm
Saturday & Sunday, May 6 & May 7
8:00 am - 3:00 pm • Rm: F340
Instructor: Staff
3 sessions
\$225

Home care is now one of the fastest growing areas of employment in health care. Older adults, the main recipients for home care is the fastest growing population in the country. Home Care CNA's are in demand at home health care agencies, assisted-living facilities and adult day-care centers.

Health Care / Nurse Aide Certification (CNA)

CNA Frequently Asked Questions

Can I pay for tuition in smaller payments?

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

Can I get financial aid for the CNA course?

Sorry, federal financial aid is not available for any of our non-credit courses. You may qualify for educational funding at the American Job Center if you meet income and employment criteria. Please contact them in Waterbury at 203-574-6971 or Danbury at 203-730-0451. Some area employers offer tuition reimbursement; please check directly with your employer. As noted above, we also offer a convenient NVCC tuition installment plan that allows you to pay for the course in installments. See page 4 for more options.

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

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

My certification has lapsed. What should I do?

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

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

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

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

Registration details are on pages 70-71.

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

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

How can I get information about CNA courses at NVCC?

1. Visit us online at nv.edu/cna to view or download detailed course calendars, tuition installment plan and health form.
2. Call 203-575-8029 or email nc@nv.edu to request a CNA information packet be mailed to you.
3. Visit Kinney Hall, Room K407, on the Waterbury Campus or NVCC Danbury Campus, 190 Main Street, to pick up a CNA information packet.
4. Attend one of our Free Information Sessions. See page 5.



Health Care / Patient Care Technician (PCT)

Approved for
WIOA, VA &
HPOG Funding

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

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

PCT Package

If you are ready to get going and want to finish quickly, then you should register for the PCT Package. The schedule provides you with all the required courses, Medical Terminology and the Hospital Clinical in a preset calendar to have you job ready in just months. The Package also includes Computers for Health Care and Math for Health Care as part of the program, a \$365 value. Students who already have their current CNA certification may request to join the Package schedule at a reduced rate. See page 40.

PCT Individual Courses

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

Required Courses:

- Advanced Patient Care Skills43
- BLS - Basic Life Support 29
- Computers & EMR in Healthcare32
- Customer Service and Communication
in Health Care.....33
- EKG & Pulse Oximetry Skills43
- Nurse Aide Certification (CNA)..... 35-36
- Patient Confidentiality 33
- PCT Orientation 39
- Phlebotomy for the PCT41
- Rehabilitation Skills42

Electives: Choose 2:

- Alzheimer's and Other Dementias **
- Behavioral Health **
- Caring for the Pediatric Client.....41
- Care of the Growing Family **
- Compassionate Care for the End of Life **
- Hospital Clinical42
- Medical Terminology.....32

** In future semesters

Health Care / Patient Care Technician (PCT)

Why PCT at NVCC?

Student Success is Our Expectation!

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

Here is what our students say...

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

Heather Classey
NVCC Student, CNA & PCT

PCT Orientation

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

Topics will include:

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

Select one of the following sections:

CRN 1856	1 session
Saturday, January 28	
10:00 am - 12:00 pm • Rm: F340	
Instructor: Kimberly Grivner, RN	\$20
CRN 1858	1 session
Monday, March 6	
10:00 am - 12:00 pm • Rm: F338	
Instructor: Kimberly Grivner, RN	\$20
CRN 1857	1 session
Danbury Campus	
Monday, April 17	
7:00 pm - 9:00 pm • Rm: D305	
Instructor: Kimberly Grivner, RN	\$20
CRN 1859	1 session
Tuesday, May 16	
6:30 pm - 8:30 pm • Rm: F340	
Instructor: Kimberly Grivner, RN	\$20

Health Care / Patient Care Technician (PCT)

Approved for
WIOA, VA &
HPOG Funding

PCT Package

This program is designed to get you job ready in just months. Start with an orientation to the job role, earn your Nurse Aide Certification (CNA) and culminate in a hospital clinical experience. In this PCT Packaged 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 certification may request to join the program at a reduced rate.

- 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.

PCT Package

Select one of the following sections:

CRN 1854 / 1855 297 hours
Waterbury Days
February 6 - June 21
Rm: F338
Instructor: Staff RNs with CNA \$3,975
without CNA \$2,475

CRN 2156 / 2157 297 hours
Danbury Campus, Evenings / Saturdays
April 17 - October 2017
Room: D305
Instructor: Staff RNs with CNA \$3,975
without CNA \$2,475



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 1898 4 sessions
Thursday, March 16 - April 6
6:00 pm - 9:00 pm • Rm: F338
Instructor: Linda Carosella, APRN, PNP \$225

Phlebotomy for the Patient Care Technician

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

Prerequisite: CNA

Required course for PCT. Please see Phlebotomy Technician on page 46 if clinical is desired.

Select one of the following sections:

CRN 2160 10 sessions
Danbury Campus
Monday & Wednesday, January 30 - March 6
No class 2/20
9:00 am - 12:00 pm • Rm: D305
Instructor: Sandra Smith, PBT (ASCP) \$430

CRN 1895 10 sessions
Monday & Wednesday, May 17 - June 21
No class 5/29
9:00 am - 12:00 pm • Rm: F338
Instructor: Sandra Smith, PBT (ASCP) \$430

CRN 1896 10 sessions
Danbury Campus
Monday & Wednesday, May 18 - June 22
No class 5/29
6:00 pm - 9:00 pm • Rm: D305
Instructor: Staff \$430



Health Care / Patient Care Technician (PCT)

Rehabilitation Skills

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

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

Prerequisite: CNA, HHA, MA or permission of the coordinator, Patricia Targett, at PTargett@nv.edu.

Select one of the following sections:

CRN 1872 7 sessions
Tuesday, February 7 - February 28
5:30 pm - 8:30 pm
Saturday, March 4 - March 11
9:00 am - 3:00 pm • Rm: F338
Instructor: Staff \$250

CRN 1873 4 sessions
Danbury Campus
Wednesday, March 15 - April 5
9:00 am - 3:00 pm • Rm: D305
Instructor: Staff \$250

CRN 2174 6 sessions
Tuesday & Friday, May 30 - June 16
9:00 am - 1:00 pm • F354
Instructor: Staff \$250



Hospital Clinical

Care of the Hospitalized Patient

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

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

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

Questions about prerequisites must be addressed before the start of the course. Contact the program coordinator, Patricia Targett at ptargett@nv.edu. An information packet, will be emailed prior to the start of class. Please be sure to provide your updated email address to be sure you don't miss this important information.

Must register two weeks prior to the start date.

Select one of the following sections:

CRN 1870 4 sessions
Danbury Campus
Thursday, March 23 • 4:00 pm - 10:00 pm
Saturday, March 25 - April 8 • 6:30 am - 2:30 pm
Rm: Off Campus
Instructor: Roger Woods, RN \$500

CRN 2173 4 sessions
Thursday, May 18 • 4:00 pm - 10:00 pm
Saturday, May 20, June 3 & June 10
6:30 am - 2:30 pm • Rm: Off Campus
Instructor: Colleen D'Amico, MSN, RN \$500

Health Care / Patient Care Technician (PCT)

Advanced Patient Care Skills

This 24-hour course is designed to build on the knowledge and skills of the CNA course. Participants will learn skills including:

- wound care and sterile dressings;
- respiratory procedures;
- advanced catheter care and specimen collection;
- pre and post-operative care;
- administration of enemas and colostomy care;
- nasogastric tubes and tube feedings;
- and point-of-care testing - glucometer

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

Prerequisite: CNA

Select one of the following sections:

CRN 1868 7 sessions
Thursday, February 9 - March 9, 5:30 pm - 8:30 pm
Saturday, February 11, 9:00 am - 3:00 pm
Tuesday, March 7, 5:30 pm - 8:30 pm
Rm: F338
Instructor: Kimberly Grivner, RN \$340

CRN 1867 5 sessions
Danbury Campus
Thursday, February 16 - March 2, 9:00 am - 3:00 pm
Tuesday, February 21 - February 28
9:00 am - 12:00 pm
Thursday, March 9, 9:00 am - 12:00 pm • Rm: D305
Instructor: Kimberly Grivner, RN \$340

CRN 2171 8 sessions
Tuesday & Friday, April 21 - May 19
No class 4/25
9:00 am - 12:00 pm • Rm: F338
Instructor: Kimberly Grivner, RN \$340

EKG & Pulse Oximetry Skills

Learn the knowledge and skills to accurately obtain a 12-lead EKG and pulse oximetry measurement. Cardiac and respiratory anatomy and function, lead and sensor placement, recognition of normal vs. abnormal readings and how to adapt to unusual patient situations will also be taught. This course includes classroom and hands-on lab experience. A textbook will be provided for your use for the duration of this course at no extra charge.

Select one of the following sections:

CRN 1866 3 sessions
Monday, January 30, 5:30 pm - 8:30 pm
Wednesday, February 1, 5:30 pm - 8:30 pm
Saturday, February 4, 9:00 am - 3:00 pm • Rm: F338
Instructor: Katherine Voros, BSN, RN \$250

CRN 1865 3 sessions
Danbury Campus
Tuesday, January 31 - February 7
9:00 am - 12:00 pm
Thursday, February 2, 9:00 am - 3:00 pm • Rm: D305
Instructor: Katherine Voros, BSN, RN \$250

CRN 2172 3 sessions
Tuesday, April 11 - April 25
9:00 am - 1:00 pm • Rm: F338
Instructor: Katherine Voros, BSN, RN \$250

SU17 3 sessions
Danbury Campus
Saturday, June 3 - June 17
8:30 am - 12:30 pm • Rm: D305
Instructor: Katherine Voros, BSN, RN \$250



Health Care / Pharmacy Technician

Pharmacy Technician

Approved for
WIOA Funding

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

Prerequisites:

- High School Diploma, GED or equivalent.
- High school math, including solving simple algebraic equations. For online math and algebra refresher, please see ed2go.com/nvcc

Important Student Information:

- Students with criminal convictions may have difficulty finding employment, especially in healthcare. Felony or misdemeanor offenses will preclude you from participating in clinical and mandate withdrawal from the program. No course refunds are available. Please consult the program coordinator prior to registration if you have any concerns.
- Students may register for Pharmacy Technician Clinical with the start of spring registration beginning in November. Look for more information on our web page, nv.edu/pharmacy

Select one of the following sections:

CRN 1899 23 sessions

Danbury Campus

Thursday, February 9 - June 22 • Rm: D302

Wednesday, April 19 - May 3 • Rm: D305

6:00 pm - 9:00 pm

Instructor: Mehak Talwar Rawal \$1,095

CRN 1900 23 sessions

Monday & Wednesday, March 6 - May 24

No class 4/12

9:00 am - 12:00 pm • Rm: F122

Instructor: Michelle Greenspan \$1,095

Here is what our students say...

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

Rebecca Donahue
NVCC Student
Pharmacy Technician

Medical Math



Brush up your basic math skills and enhance them in the convenience of your own home with this online program.

Gain the medical math skills you need for anything from calculating dosages to using scientific formulas. Whatever medical field you're in, the hands-on activities in this course will help you perform day-to-day math tasks quickly and easily.

Review fractions, decimals, and percentages and measurement systems. Learn conversions and dosage calculations for oral, parenteral, and intravenous medications.

This course will give a solid grounding and build confidence to know that you'll be ready to tackle any calculation needed for medical math in future courses or on the job. \$125

Certification

PTCB Exam PTCB.org

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

Health Care / Pharmacy Technician

Pharmacy Technician Clinical

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

Prerequisites:

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

Important Student Information:

- Current health screening (within 1 year) that includes: Up-to-date immunizations, negative TB documentation and proof of flu vaccine is due at the first class. NVCC health form is available for download at nv.edu/pharmacy.
- All students are required to have a background check prior to clinical participation. Cost is included in the cost of the course. Felony or misdemeanor offenses will preclude you from participating in clinical and mandate withdrawal from the program. No course refunds are available. Please consult the program coordinator prior to registration if you have concerns.
- Business casual dress and/or white lab coat are required.



CRN 1901

Monday – Friday, 5 sessions, 12:30 pm - 6:30 pm scheduled for one week between 1/2/17 - 5/31/17. Contact the program coordinator, Lisa Crick at 203-596-8711 after you register and she will schedule your dates and facility. \$325

Career Spotlight

Pharmacy Technician

The Connecticut Department of Labor (CTDOL) reports the average annual income for Pharmacy Technicians is \$34,320 with an entry-level hourly rate of \$11.46. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer very good job opportunities. The CTDOL projects an average of 54 annual job openings through 2024.

Here is what our students say...

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

*Julie Brazauskas
NVCC Student
Pharmacy Technician*

Health Care / Phlebotomy Technician

Phlebotomy Technician



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

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

- Danbury Hospital
- 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, navy blue v-neck scrub top and matching pants, along with white or black closed toes shoes/sneakers, are required to be worn for all classes, labs, and clinical. Uniform must be washable. No sweats, spandex, or leggings will be allowed.

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

Select one of the following sections:

CRN 1894 200 hours
Classroom: Monday & Wednesday, March 6 - June 28
No class 5/29
9:00 am - 12:00 pm • Rm: F121
Clinicals are scheduled after successful completion of classroom work.
Instructor: Sandra Smith, PBT (ASCP) \$3,150

CRN 1893 200 hours
Danbury Campus
Monday, Wednesday & Thursday
Classroom: April 17 - June 26
6:00 pm - 9:00 pm • Rm: D305
Clinicals are scheduled after successful completion of classroom work.
Instructor: Staff \$3,150

***For detailed course calendars and NVCC health forms, please visit nv.edu/phleb or call 203-575-8029.**

Prerequisites: High school graduation/GED. Students must:

- maintain personal medical insurance coverage;
- submit a current health screening, including up-to-date immunizations and documentation of the flu vaccine;
- and have transportation to clinical sites and daytime availability.

Career Spotlight

Phlebotomy Technician

The role of the Phlebotomy Technician has evolved in health care. As a technician, you will collect and prepare blood specimens for analysis; process Medicare and insurance requirements and claims; perform receptionist and scheduling duties; work under the direction of the medical laboratory scientist; and acquire a basic understanding of coding and billing procedures. The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for phlebotomists is \$38,597 and the entry level hourly rate is \$15.35. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer very good job opportunities. The CTDOL projects an average of 49 annual job openings through 2024.

Health Care / Social and Human Services *New!*

Social and Human Services Assistant

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

Prerequisite: High school diploma or GED

Select one of the following sections:

CRN 1903 13 sessions

Danbury Campus

Monday & Wednesday, March 13 - April 24

6:00 pm - 9:00 pm • Rm: D302

Instructors: Barbara Bowers, MSW

Laurie Reisman, LCSW \$1,100

CRN 1984 6 sessions

Saturday, April 22 - June 3

No class 5/27

9:00 am - 4:00 pm • Rm: F121

Instructors: Barbara Bowers, MSW

Laurie Reisman, LCSW \$1,100



Career Spotlight

Social and Human Services Assistant

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

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

Hospitality

Food Safety Certification

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

The textbook, Food Safety Certification: Servsafe Coursebook, 6th Ed., w/Exam, ISBN 978013383503 may be purchased at the George D. Yonan Memorial Bookstore (see page 66). This course requires students to access and participate in learning activities online. Computers are available on campus.

CRN 1916

8 sessions

Monday, January 23 - March 27

No class 2/20, 3/13

5:30 pm - 6:50 pm • Rm: T509

Instructor: Karen Rotella, MS

\$129

ServSafe Alcohol

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

The short text, Servsafe Alcohol: Fundamentals of Responsible Alcohol Service w/exam Sheet, 2nd Edition, ISBN 9780132100663, which may be purchased at the George D. Yonan Memorial Bookstore (see page 66), must be read prior to the start of class. Upon successful completion of the exam the student will receive a certificate from the National Restaurant Association.

CRN 1917

3 sessions

Monday, April 3 - April 17

5:30 pm - 6:50 pm • Rm: T509

Instructor: Karen Rotella, MS

\$49



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

Languages

Elementary Spanish I

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

Select one of the following sections:

CRN 1983 28 sessions
Danbury Campus
Monday & Wednesday, January 23 - May 15
No class 2/20, 3/13, 3/15
5:30 pm - 6:50 pm • Rm: D205
Instructor: Staff \$465

CRN 1982 28 sessions
Tuesday & Thursday, January 19 - May 16
No class 3/14, 3/16
9:35 am - 10:55 am • Rm: K711
Instructor: Staff \$465



Beginning Conversational French

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

Discover Sign Language

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

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

Instant Italian

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

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

Languages

English as a Second Language (ESL)

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

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

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

Naugatuck Valley Community College
has what you need!

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

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

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



ESL Information and Registration

Waterbury Campus

750 Chase Parkway, Waterbury
Karlene Ball
kball@nv.edu • 203-575-8156
Rm: ACE, E500

Danbury Campus

190 Main Street, Danbury
203-437-9699
Mon. - Fri., 8:00 am - 5:00 pm



Need training for your staff?

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

Manufacturing

NVCC is committed to providing the educational and training opportunities for employees and potential employees that will meet the needs of manufacturers in our region. In association with the Advanced Manufacturing Technology Center, we are proud to offer courses on a variety of production topics. These courses are offered at NVCC Waterbury AMTC, W. F. Kaynor and Henry Abbott Technical High Schools. If you are an employer with employees that need some additional knowledge or skills, please contact Judith Slisz, Business and Industry Program Coordinator at 203-596-8743 or jslisz@nv.edu.

Manufacturing Math I

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

CRN 1836 14 sessions
Kaynor Technical High School
Monday & Wednesday, February 27 - April 19
No class 4/10 & 4/12
5:30 pm - 8:30 pm • Rm: Kaynor
Instructor: Michelle Allen \$600



Blueprint Reading I

An introduction to blueprint reading with a study of orthographic projection. Topics include lines and their uses, auxiliary views, sectional views, basic and special dimensioning, dimensioning practices for holes, chamfers, angle, tapers, keyways diameters and radii. Geometric tolerancing and dimensioning is covered. Textbook is included in the cost of the course and will be provided in the first session.

CRN 1793 8 sessions
Kaynor Technical High School
Tuesday & Thursday, February 23 - March 21
5:30 pm - 8:30 pm • Rm: Kaynor
Instructor: Thomas Kenyon \$465

Blueprint Reading II

This course provides further study of simple and complex drawings for machining and assembly purposes. The student will expand their blueprint reading skills to include: application and meaning of geometric characteristics and controls, and weldment, forging and castings. Textbook is included in the cost of the course and will be provided in the first session as needed.

CRN 2152 8 sessions
Kaynor Technical High School
Tuesday & Thursday, March 28 - April 27
No class 4/10 & 4/12
5:30 pm - 8:30 pm • Rm: Kaynor
Instructor: Thomas Kenyon \$465

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

Manufacturing

OSHA 10 Hour General/Manufacturing

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

CRN 2125 2 sessions
Saturday, May 13 & May 20
9:00 am - 4:00 pm • Rm: E623
Instructor: Luis Camacho \$355

Metrology

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

CRN 2145 10 sessions
Kaynor Technical High School
Tuesday & Thursday, May 2 - June 1
5:30 pm - 8:30 pm • Rm: Kaynor Tech
Instructor: Thomas Kenyon \$350

Master Cam

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

Prerequisite: Students must have basic blueprint reading (page 51) and computer skills.

CRN 2129 4 sessions
Monday - Thursday, January 9 - January 12
6:15 pm - 9:15 pm • Rm: T402
Instructor: Eugene Rek \$350



Need training for your staff?

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

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

Manufacturing

Introduction to EDM

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

CRN 1826 3 sessions
Friday, Tuesday & Wednesday
January 13 - January 18
6:00 pm - 9:00 pm • Rm: T401
Instructor: Eugene Rek \$286

Intermediate EDM

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

Prerequisite: Introduction to EDM or permission of the instructor.

CRN 2147 4 sessions
Monday, Tuesday, Wednesday & Thursday
March 13 - March 16
6:00 pm - 9:00 pm • Rm: T402
Instructor: Eugene Rek \$380

Quality Control Inspection

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

CRN 2146 8 sessions
Kaynor Technical High School
Tuesday & Thursday, March 2 - March 28
5:30 pm - 8:30 pm • Rm: Kaynor
Instructor: Scott Haeffner \$400

Tool & Die Technology Basics

A tool & die specialist is a class of machinists in the manufacturing industry who can make jigs, fixtures, dies, molds, machine tools, cutting tools, gauges, and other tools used in manufacturing processes.

This course will introduce the students to this specialized field of manufacturing called tool & die making. Gain in-depth training on the set-up and operation of the Waterbury Farrell Deep Draw Press used with progressive die technology, a crucial component of the tool & die industry.

Tool and Die specialists are in demand by our regional manufacturing companies. Knowledgeable and experienced machinists are required to sustain this critical technology.

CRN 2151 7 sessions
Kaynor Technical High School
Tuesday & Thursday, April 18 - May 18
5:30 pm - 8:30 pm • Rm: Kaynor
Instructor: Staff \$499

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

Manufacturing

Career Spotlight

Manufacturing

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

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

CAD 2D

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

Select one of the following sections:

CRN 2197 31 sessions
Tuesday & Thursday, January 19 - May 11
No class 3/14, 3/16
9:35 am - 12:00 pm • Rm: T502
Instructor: Staff \$450

CRN 2196 30 sessions
Monday & Wednesday, January 23 - May 15
No class 2/20, 3/13, 3/15
5:30 pm - 7:55 pm • Rm: T503
Instructor: Staff \$450

CNC Basics

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

CRN 2213 8 sessions
Kaynor Technical High School
Monday & Wednesday, February 27 - March 22
5:30 pm - 8:30 pm • Rm: Kaynor
Instructor: Edward Drapatin \$550

CNC Intermediate

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

CRN 2150 8 sessions
Kaynor Technical High School
Monday & Wednesday, April 3 - May 3
No class 4/10 & 4/12
5:30 pm - 8:30 pm • Rm: Kaynor
Instructor: Edward Drapatin \$550

Need training for your employees?

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

Manufacturing / Online

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

Manufacturing Applications

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

Manufacturing Fundamentals

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



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



Purchasing Fundamentals

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

Supply Chain Management Fundamentals

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

Six Sigma Total Quality Applications

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

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

Motorcycle Rider Safety

NVCC - Waterbury Training Site

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

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

Basic Rider Course (BRC): designed to teach individuals with little or no riding experience what is involved in operating a motorcycle or scooter safely. The BRC begins with the development of the fundamental skills: straight-line riding, braking, turning, and shifting. It then expands on these basic skills into more advanced street riding techniques. This course consists of 22 hours combined classroom and on-cycle instruction, with periodic breaks. Successful completion of this course fulfills the requirements of the State-approved Basic Rider Course for licensing. On-cycle testing is completed at NVCC as part of this course. The written and vision tests are taken at the DMV. Motorcycles or Scooters and helmets are provided. Participants must have a valid CT driver's license. (A motorcycle learner's permit is not required to take this course.) **Fee: \$220**

Intermediate Rider Course (IRC): designed for riders with some experience who are currently riding their own motorcycle/scooter. Riders will improve skills in braking, cornering, evasive maneuvers, and learn 'street strategies' necessary for survival. The course consists of 10.5 hours combined classroom and on-cycle instruction, with periodic breaks. Successful completion of this course fulfills the requirements of the State-approved Intermediate Rider Course for licensing. Participants must have a valid Connecticut motorcycle permit and use their own street legal (no straight pipes) motorcycle or scooter that is registered and insured in the participant's name. You must ride to class, no hauling bikes/scooters to class on a trailer or truck is permitted. Bikes will be inspected. You must provide proof of your current motorcycle permit, registration, and insurance card. **Fee: \$130**



Please see page 57 for important registration and class information.

Student information packets, course schedules, registration and waiver forms will be available January 5th 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: \$100 / Passengers: \$20**



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



Important Registration & Class Information:

Motorcycle Spring 2017 registration, beginning January 5th, 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 a minimum of three business days (72 hours) prior to the start of class. Full attendance is mandatory. **You must be on time for class. If you are late, you will not be permitted to enter and you will not be refunded the course fee.** In order to complete your training, you will need to register for another course section and pay the fee again.

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

Online Learning with ed2go



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

Prices start at \$125 per course. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

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

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

Course dates:

Section 1: 1/18 - 3/10

Section 2: 2/15 - 4/7

Section 3: 3/15 - 5/5

Section 4: 4/12 - 6/2

Section 5: 5/17 - 7/7

Looking for a specific course?

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

Accounting and Finance

- Accounting Fundamentals
- Accounting Software
- Personal Finance and Investments

Business

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

Computer Applications

- Adobe
- Microsoft
- Other Applications

Design and Composition

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

Health Care and Medical

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

Language and Arts

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

Law and Legal

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

Personal Development

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

Teaching and Education

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

Technology

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

Writing and Publishing

- Business Writing
- Creative Writing
- Grant Writing
- Publishing

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

Real Estate

Real Estate Principles and Practices

Approved for
WIA & VA
Funding

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

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

Select one of the following sections:

CRN 1918 17 sessions
Tuesday, February 7 - May 30
5:30 pm - 9:30 pm • Rm: E623
Instructor: Cathy Poehler \$650

CRN 2162 19 sessions
Danbury Campus
Tuesday, 6:00 pm - 9:00 pm • Rm: D305
Saturday, 9:00 am - 1:00 pm • Rm: D302
March 21 - June 10
No class 4/4, 4/22, 4/29
Instructor: Paul Thury \$650

CRN 1919 23 sessions
Tuesday & Thursday, May 18 - August 17
No class 5/30, 6/6, 7/4
6:00 pm - 9:00 pm • Rm: E623
Instructor: Staff \$650

Career Spotlight

Real Estate Salesperson

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for Real Estate Salespersons is \$50,614 and the entry level hourly rate is \$14.58. Employment in this occupation is expected to grow about as fast as average, and the number of annual openings will offer very good job opportunities. The CTDOL projects an average of 56 annual job openings through 2024.

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



Security Officer

Security Officer Certification with Finger Printing

Approved for
WIOA & VA Funding

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

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

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

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

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

Here is what our students say...

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

Kevin Milia
NVCC Student
Security Officer Certification

Select one of the following sections:

CRN 1912 1 session
Saturday, February 11
8:00 am - 4:00 pm • Rm: E632
Instructor: James Dubowsky \$185

CRN 1913 1 session
Saturday, March 18
8:00 am - 4:00 pm • Rm: E632
Instructor: James Dubowsky \$185

CRN 1914 1 session
Danbury Campus
Saturday, April 22
8:00 am - 4:00 pm • Rm: D302
Instructor: James Dubowsky \$185

CRN 1915 1 session
Saturday, May 20
8:00 am - 4:00 pm • Rm: E632
Instructor: James Dubowsky \$185

Career Spotlight Security Officer

Security Officer positions are available in many businesses such as security agencies, retail stores, hospitals, schools, banks, housing complexes, and construction businesses. The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for a security officer is \$30,511 and the entry level hourly rate is \$10.58. Employment in this occupation is expected to grow about as fast as average, but the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 198 annual job openings through 2024.

Test Prep Center / SAT / ACT / Praxis

New Online Format!



Ed2Go spring Course dates:

Course dates:

Section 1: 1/18 - 3/10

Section 2: 2/15 - 4/7

Section 3: 3/15 - 5/5

Section 4: 4/12 - 6/2

Section 5: 5/17 - 7/7

SAT/ACT Prep Course

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

Anticipated SAT Test Dates: 3/11, 5/6, 6/3

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

Praxis Core Preparation

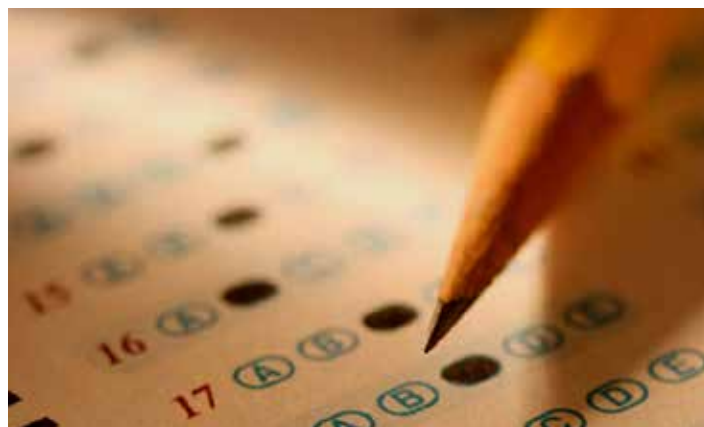
\$125

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

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

For CT Praxis Test Requirements, go to:

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



Welding

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

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

There are many career paths for a skilled welder and at NVCC you can earn the qualifications you need to start your career in this exciting field! You may want to sample three common welding techniques in our Welding Processes course or pursue advanced skills and certification in specialized welding techniques. Take advantage of entry level and advanced courses in Gas Tungsten Arc Welding (GTAW), Shielded Metal Arc Welding (SMAW), and Gas Metal Arc Welding (GMAW), right here in our state-of-the-art lab at NVCC. Our advanced level courses will help you prepare for certification in accordance with American Welding Society standards. If you are not sure of what class to take or what technique will meet your career goals, please attend our free welding 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 4261	1 session
Wednesday, December 7	
6:30 pm • Rm: T531	
Instructor: Sharon Lutkus	
CRN 2126	1 session
Wednesday, January 11	
6:30 pm • T509	
Instructor: Sharon Lutkus	
CRN 2127	1 session
Wednesday, May 31	
6:30 pm • T509	
Instructor: Sharon Lutkus	

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

- jobsinwelding.com
- aws.org

WELDING CERTIFICATIONS

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

Welding

Basic Gas Tungsten Arc Welding (GTAW / TIG)

Approved for
VA Funding

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

CRN 2097 15 sessions
Tuesday & Thursday, February 16 - April 6
6:00 pm - 9:00 pm • Rm: T403
Instructor: Joseph Demeter \$2,100

Here is what our students say...

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

*James Porrata
NVCC Student
GTAW*

Advanced Gas Tungsten Arc Welding (GTAW / TIG)

Approved for
VA Funding

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

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

CRN 2100 17 sessions
Tuesday & Thursday, April 18 - June 8
No class 5/25
6:00 pm - 9:00 pm • Rm: T403
Saturday, May 13 & May 20
9:00 am - 4:00 pm • Rm: E623
Instructor: Joseph Demeter \$2,500



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

Welding

Basic Gas Metal Arc Welding (GMAW/MIG)

Approved for VA Funding

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

CRN 2095 15 sessions
Monday & Wednesday, February 13 - April 5
No class 2/20
6:00 pm - 9:00 pm • Rm: T403
Instructor: Angelo Petrolle \$2,100

Advanced Gas Metal Arc Welding (GMAW/MIG)

Approved for VA Funding

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

Prerequisite: Basic GMAW or permission of the instructor.

CRN 2096 17 sessions
Monday & Wednesday, April 17 - June 7
No class 5/29
6:00 pm - 9:00 pm • Rm: T403
Saturday, May 13 & May 20
9:00 am - 4:00 pm • Rm: E623
Instructor: Angelo Petrolle \$2,500

Basic Shielded Metal Arc Welding (SMAW/STICK)

Approved for VA Funding

Learn the basics of Shielded Metal Arc Welding (SMAW). The SMAW techniques and processes are often referred to as STICK welding and are widely used in the maintenance and construction industries. Gain an understanding of the required equipment, interpret welding symbols and prints, and then put it all together while you practice your new welding skills in a state of the art welding lab. Textbooks, safety gear and materials are included.

CRN 2101 10 sessions
Saturday, January 28 - April 1
9:00 am - 3:30 pm • Rm: T403
Instructor: Angelo Petrolle \$2,800

Advanced Shielded Metal Arc Welding (SMAW/STICK)

Approved for VA Funding

This advanced course in SMAW welding will prepare the student for welding certification. Students will be tested in accordance with the American Welding Society (AWS) D1.1/D1.1M 4G Overhead certification. Includes the cost of NVCC certification, lab materials and OSHA 10 Safety Certification.

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

CRN 2102 12 sessions
Saturday, April 22 - July 8
9:00 am - 3:30 pm • Rm: T403
Saturday, July 15 & July 22
9:00 am - 4:00 pm • E625
Instructor: Angelo Petrolle \$3,300



Program Staff

Boating Safety

Lisa Crick

Bookkeeper

Judith Slisz

Business

Judith Slisz

Central Sterile Processing Technician

Lisa Crick

Computer Technology

Judith Slisz

English as a Second Language

Karlene Ball

Fitness & Wellbeing

Lisa Crick

Hospitality

Judith Slisz

Languages

Judith Slisz

Manufacturing

Sharon Lutkus

Medical Administrative Assistant

Lisa Crick

Medical Coding and Billing Specialist

Lisa Crick

Motorcycle Rider Education

John Purdy

Nurse Aide Certification (CNA)

Patricia A. Targett

Online Learning with ed2go

Sharon Lutkus

Patient Care Technician (PCT)

Patricia A. Targett

Pharmacy Technician

Lisa Crick

Phlebotomy Technician

Patricia A. Targett

Real Estate & Appraisal

Judith Slisz

Security Officer

Lisa Crick

Social and Human Services Assistant

Lisa Crick

Teaching & Education

Sharon Lutkus

Test Prep

Sharon Lutkus

Wedding Planner

Judith Slisz

Welding

Sharon Lutkus

Writing

Judith Slisz

Staff Directory

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

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

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

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

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

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

Andrea Petrario, Registration
203-575-8029 • apetrario@nv.edu

John Purdy, Coordinator
203-575-8123 • jpurdy@nv.edu

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

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



NVCC Non-Credit Program Staff

Questions?

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

Customer Information

George D. Yonan Memorial Bookstore

Location: Student Center/Plaza Level, Room S300

Phone: 203-575-8075

Email: naugatuck@bkstr.com

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

Extended Hours Spring 2017

Saturday, Jan. 14..... 9:00 am–1:00 pm

Monday, Jan. 16..... Holiday, Closed

Tuesday, Jan. 17–Friday, Jan. 20 ... 8:30 am–7:00 pm

Thursday, Jan. 19 Credit classes begin

Saturday, Jan. 21..... 9:00 am–1:00 pm

Monday, Jan. 23–Thursday, Jan. 26 8:30 am–6:00 pm

Friday, Jan. 27 9:00 am–1:00 pm

Saturday, Jan. 28..... 9:00 am–1:00 pm

Regular Hours • Spring 2017

Beginning Monday, January 30, the Bookstore will revert to regularly scheduled hours:

Monday, Tuesday8:30 am - 6:00 pm

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

Friday8:30 am - 1:00 pm

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

Textbook and Course Supply Information

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



Duplicate Non-credit Certificates

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

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

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

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

Customer Information

Certificate Completion

Certificate requirements for completion are stated with the appropriate programs in the catalog. If you have prior experience and wish to discuss a course substitution, please contact the program coordinator. See page 65.

Changes & Cancellations

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

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

College Closings & Delays

College closings due to inclement weather are announced over local AM/FM radio/TV stations, on the college website (nv.edu), 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 203-437-9699 for an automated message.

Nondiscrimination

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

Financial Assistance

Federal financial aid does not support non-credit programming.

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

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

Refund Policy

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

Telephone: 203-575-8029

Mail: Non-Credit Refunds, Room F323
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 203-575-8035. Adjustments will only be provided to those students who have completed the disabilities disclosure process. Please contact the appropriate office at least three weeks prior to the course. Failure to do this may result in a delay or inability to provide the requested adjustment(s).

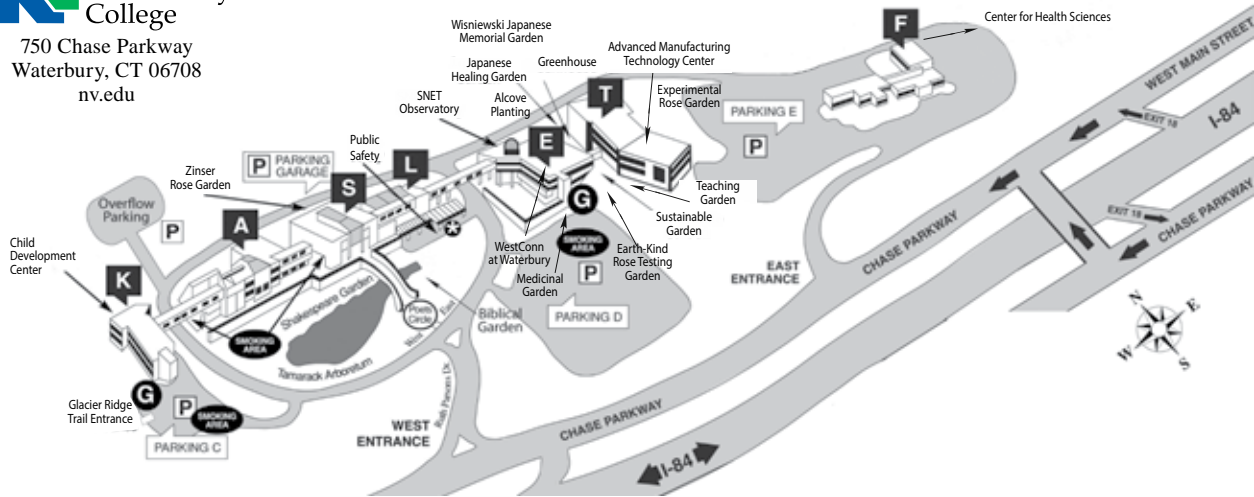
Tuition Installment Plans

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

Campus Map



750 Chase Parkway
Waterbury, CT 06708
nv.edu



Legend:

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

Parking & Facilities

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

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

See page 69 for directions.

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

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

Directions to NVCC

NVCC Waterbury Campus 750 Chase Parkway, Waterbury

Route 8

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

Route I-84 West

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

Route I-84 East

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

Parking for Waterbury Campus

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

NVCC at W.F. Kaynor Technical High School 43 Tompkins Street, Waterbury

Route I-84 East

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

Route I-84 West

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

Route 8 South

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

Route 8 North

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

NVCC Danbury Campus 190 Main Street, Danbury

Route I-84 East:

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

Route I-84 West

Take I-84 West toward Danbury. Take exit 5. Turn right at the light onto N. Main St./Main St., CT-53, for 1.1 miles. At the intersection of West and Main Streets, 190 Main St. is on the right.

Parking for Danbury Campus

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

NVCC at Henry Abbott Technical High School 21 Hayestown Avenue, Danbury

Route I-84 East

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

Route I-84 West

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

Parking is readily available outside the front entrance.

Non-Credit Registration

Customer Information

Payment must be made at the time of registration. Students are responsible for the applicable charges should they fail to withdraw from the class(es) they have registered for within three business days (72 hours) prior to the start of class.

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

Refund Policy - see page 67.

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

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

How to Register

Waterbury Campus

Walk In:

NVCC, 750 Chase Parkway, Waterbury, CT 06708-3011
Office of Non-Credit Lifelong Learning Registration,
Founders Hall, Room F323
Monday - Friday, 8:00 am to 5:00 pm

Mail:

Complete registration form (*see page 71*) and mail with payment to: NVCC,
Non-Credit Lifelong Learning Registration,
Room F323
750 Chase Parkway
Waterbury, CT 06708-3011

Fax:

Fax completed registration form (*see page 71*) with credit card information to 203-575-8277.
AMEX/MC/Visa/Discover only

Phone:

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

Danbury Campus

Walk In only:

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

Questions?

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

Mail or Fax Your Registration

Mailing / Fax Instructions:

1. Complete the registration form; include birth date, social security number, citizenships status, and the CRN for each class (see course catalog for CRN number). Please include phone numbers and email so that our office may contact with room changes and cancellations.
2. Determine your payment method; check, money order, or credit card (AMEX/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 F323, Office of Non-Credit Lifelong Learning Registration, 750 Chase Parkway, Waterbury, CT 06708-3011
 - Fax the form to with credit card (AMEX/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: AMEX 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:

--