

FALL 2017-2018 SCHEDULE OF NON-CREDIT COURSES



The Center for Workforce Development
Park Place East
Winsted, CT 06098
<http://www.nwcc.edu>

Allied Health 860-738-6484
Business & Industry 860-738-6444



CENTER FOR WORKFORCE DEVELOPMENT

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NURSE AIDE CERTIFICATION (C.N.A.)

Earn 4 college credits

CLASS SCHEDULES

Day and Evening Programs

All classes meet M-T-W-Th

Day: Class 8:30am-2:00pm

Clinical 7:00am-2:00pm

Eve: Class 4:00pm- 9:00pm

Clinical 4:00pm -9:00pm plus 2 Fridays 7:00am-2:00pm

Fall 2017

Eve: August 14 – September 21, CRN# 2028

Day: October 30 – December 12, CRN# 3142

2018

Day: January 22 – March 7, CRN# TBD

Nurse aide training is a great way to start your health care career. We will provide you with the entry level skills needed to take the state examination for certification. Our 120-hour program provides classroom lecture and hands-on laboratory instruction with clinical experience at skilled nursing facility. **Please Note:** Those convicted of a felony may not be eligible for clinical experiences and may find it difficult to secure employment in health care.

Cost: \$1215. All course materials, uniform and state testing fees are included.

For more information and/or an application please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484. The application process includes an interview and health screening.



This is a WIOA approved program. Financial assistance may be available directly through the American Job Center, Torrington. Call 860-496-3500 for more information.



If you are solely receiving Supplemental Nutritional Assistance you may be eligible for a financial scholarship. Please contact our SNAP coordinator at 860-738-6419 for more information.



There are partial scholarship funds available through the Greenwoods Scholarship Foundation for those that meet certain criteria and complete an application. Call 860-738-6484 for more information and an application.

NURSE AIDE REFRESHER

The Nurse Aide refresher course prepares individuals to take the CT State competency examination for re-certification. This course can help former nurse aides who want to reenter the job market in a long term care facility. This course is not required by the State of Connecticut in order to take the Prometric Nurse Aide examination. Your name must appear on the Prometric-CT nurse aide registry as a “lapsed” nurse aide to enroll in this program. The program offers up to 60 hours of review and practice in the classroom and skills lab.

Clinical time at a long term care facility is not part of the refresher program. The refresher program is available in conjunction with our regularly scheduled nurse aide classes and as space permits. For a schedule of upcoming classes refer to the previous page.

Please note: Those convicted of a felony may find it difficult to secure employment within a health care setting.

The refresher student is responsible to register to take the Prometric state examination through an approved regional test site.

Nurse Aide Refresher (NCCC)	\$250.00
<u>Additional fees:</u>	
Textbook (optional)	48.00
Prometric testing fee:	108.00

For more information on testing, the recertification process or to view your current certification status visit the Prometric link at www.prometric.com/NurseAide/CT.

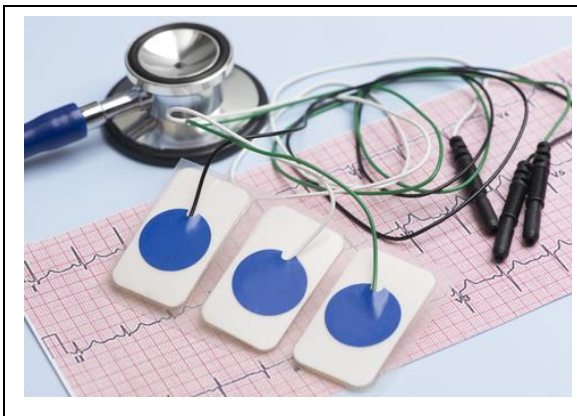
For more information and/or an application on the Nurse Aide Refresher program please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484. The application process includes an interview.

HOSPITAL PATIENT CARE TECHNICIAN

This non-credit certificate program combines the competencies of a certified nurse aide with the additional advanced skills to prepare students for a career in medical facilities, specifically hospital settings.

Pre-requisites:

- High school diploma
- Current CT Nurse Aide certification
- Completion of an application/interview
- Health clearance and immunization



For more information and/or an application please contact Heather Cappabianca, RN, MHA at hcappabianca@nwcc.edu or call 860-738-6484.

Please Note: Those convicted of a felony may not be eligible for clinical experiences and may find it difficult to secure employment in health care.

BASIC LIFE SUPPORT (BLS) FOR HEALTH CARE PROVIDERS (HPCT Step 1)

This American Heart Association course teaches CPR, use of an automated external defibrillator (AED), barrier devices, bag-valve masks and foreign-body airway obstruction relief. This 5-hour course is intended for the health care professional. Fee includes text and AHA certification.

CRN: 3144 Saturday, September 9, 8:00am-1:00pm, \$76

CRN: 3420 Saturday, November 11, 8:00am-1:00pm, \$76

CRN: TBD Saturday, January 13, 2018 8:00am-1:00pm, \$76

MEDICAL TERMINOLOGY (HPCT step 1)

Medical Terminology is taught in a condensed and practical application version using a body systems approach. This is an ideal 24-hour non-credit course for anyone considering working in a health care setting. You will gain an understanding of the principles of medical terms, the use of prefixes, suffixes and word roots. You will gain confidence in using medical terminology as you learn the meanings of common abbreviations and proper pronunciation.

CRN: 3253, M/W, September 6 - September 20, 6:00pm-8:00pm, \$200

EKG and PHLEBOTOMY – National Health Care Association certification available in conjunction with NCCC Medical Assistant program and requires a personal interview.

For more information and/or an application please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484. The application process includes an interview and health screening.

ELDER CARE ASSISTANT



This course will provide the knowledge and skills necessary to support the frail, elderly to remain in their home. Duties may include: providing encouragement and supervision of bathing, dressing and ambulation. Assistants are also important to maintaining a clean and safe environment. In Connecticut there is no certification or approved curriculum for this role and the job title and duties are determined by the employer. For more information see:

<http://www1.ctdol.state.ct.us/CTReP/>

This class will provide classroom lecture and demonstrations by a Registered Nurse with hands-on practice in our skills laboratory. Topics to be covered include professionalism, normal signs of aging, communicating with people with dementia and hearing loss, safety, fall prevention, infection control, nutrition and meal preparation, handling linens and bed making. Supervision of dressing, bathing, positioning and ambulation will be discussed and demonstrated. In addition, **Heartsaver® First Aid CPR AED** and **ServSafe® Food Handler** training and certification is included.

A high school diploma is preferred but not required. The ability to read and convey information verbally and in writing is required.

Please note: Background checks are routinely completed for job applicants in health care professions and a positive report may be a barrier to employment.

CRN# 3427, Monday-Friday October 16 – October 27, 8:00am-2:00pm, \$500

For more information and/or an application please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484.



If you are solely receiving Supplemental Nutritional Assistance you may be eligible for a financial scholarship. Please contact our SNAP coordinator at 860-738-6419 for more information.



There are partial scholarship funds available through the Greenwoods Scholarship Foundation and the Tabor Foundation for those that meet certain criteria and complete an application. Call 860-738-6484 for more information

EMERGENCY MEDICAL TECHNICIAN

Reasons to choose NCCC's EMT program:

- **Earn 6 college credits**
- All Paramedic Instructors
- New Allied Health Center classroom and skills lab
- Laerdal Simulation equipment
- High volume ride time with Champion Ambulance
- Mock victim participation in state testing
- Excellent completion and pass rates

Emergency Medical Technicians respond to health care emergencies such as heart attacks, car accidents and fires. They provide life support to seriously ill or injured patients before they reach the hospital. Successful completion of this course enables the EMT Student to take the National written and Practical exams for Certification. Successful completion of the national exam allows the student to get their CT Certification.

CRN# 3419, T/Th plus 2 Saturdays, September 26 - March 15, 2018, 6:00pm-10:00pm, \$900

Course fee does not include:

Text Book: Brady's Emergency Care, 13th Edition which can be purchased at the NCCC bookstore.

\$100 State of Connecticut EMT Practical Exam is the psychomotor (practical skills) portion of the test.

\$70 National Registry of Emergency Medical Technician (NREMT) computer testing and registration.

For more information please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484.



This is a WIOA approved program. Financial assistance may be available directly through the American Job Center, Torrington. Call 860-496-3500 for more information.



There are partial scholarship funds available through the Greenwoods Scholarship Foundation for those that meet certain criteria and complete an application. Call 860-738-6484 for more information



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PHARMACY TECHNICIAN

This comprehensive, 60-hour course will prepare students for an entry-level position in a community, hospital or long-term care setting. It is also an excellent review for the Pharmacy Technician Certification Board (PTCB) national certification exam. Topics will include medical terminology specific to the pharmacy; reading and interpreting prescriptions; and defining drugs by generic and brand names. Students will learn dosage calculation; I.V. flow rate; drug compounding; and dose conversion. Dispensing of prescriptions; inventory control; billing, and insurance reimbursement will also be discussed. The course fee does not include the PTCB exam fee.

Course Pre-requisite:

High School Diploma or GED and fluency in mathematics, conversions and algebra are required to complete necessary pharmaceutical calculations. Students who have not successfully completed any college-level course work in mathematics, or are unable to provide a transcript, will be required to take a mathematics competency test, at no cost, prior to registering. Call 860-738-6484 to register for a testing date. The test takes approximately one hour.

CRN:3151, Monday & Wednesday, September 26 – December 6, 6:30pm - 9:30pm, \$950 plus fees.

Course fee does not include:

Pharmacy Certified Technician Training Manual, 13th edition. \$60.

Text is also available in CD delivery format.

Calculations workbook, \$30

National certification testing \$129

For more information please contact Heather Cappabianca, allied health program coordinator at hcappabianca@nwcc.edu or call 860-738-6484.



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LYME DISEASE AND TICK-BORNE ILLNESSES

Overview of Lyme disease and Tick-borne illness will be provided. Topics to be covered include: mode of transmission and incidence and the need for communication across agencies and disciplines to address this public health crisis. Review of current research in New England and beyond to find best practices for prevention and treatment. Both the typical and the unusual presentations of Lyme and tick-borne infections, their diagnoses and treatments will be discussed. Included in this presentation will be; psychiatric and behavioral presentations of Lyme in children and adults, diagnostic testing options currently used by Lyme specialists, an in-office or online diagnostic screening tool and case studies from pediatrics to the elderly. Treatment solutions including antibiotics, integrative medicine, detoxification, supplements, and herbal preparations for a comprehensive treatment strategy will be presented.

CRN:3430, Tuesday, September 19, 6:30pm-9:00pm, \$35

NATURAL HEADACHE CURES

Headaches are a condition that we have all experienced. Depending upon their frequency and severity, they can affect our work performance and enjoyment of life. Learn about the different types of headaches, the varied causes and what treatments are most effective. Natural headache cures provide an alternative to opening the medicine cabinet.

CRN: 3431, Tuesday, September 26, 6:30pm-9:00pm, \$35

Register for **both** programs:

CRN# 3429 2-Tuesdays, September 19 and September 26, 6:30pm-9:00pm, \$50

Presenter:

Dr. Carla Hutt received her Doctorate of Naturopathic Medicine from Bastyr University in 1998 and began a family medicine practice. She joined the faculty of University of Bridgeport College of Naturopathic Medicine, where for seven years she taught naturopathic medical students and served as the Director of the Naturopathic Dispensary. Her 19-year private practice in rural CT and NH has continued to evolve utilizing integrative medicine and acupuncture; she is a member of the International Lyme and Associated Diseases Society and specializes in Lyme disease, and headaches. Dr. Hutt has been an invited speaker on a variety of topics including Lyme disease, natural cures for headaches, and energy medicine. Her new book on Natural Headache Cures is awaiting publication.

SERVSAFE/QUALIFIED FOOD OPERATOR COURSE

In this eight hour ServSafe course you will learn the standards in food safety, food-borne diseases and food service sanitation. The successful completion of the exam given at the end of class certifies you as a Qualified Food Operator, which fulfills the Connecticut Public Health Code requirement and is a national certification from the National Restaurant Association. This QFO course is offered bi-monthly.

It is highly recommended that you obtain and review the required ServSafe Manager textbook prior to the class.

The textbook with the testing sheet can be purchased at the NCCC bookstore.
The testing sheet must be brought to the class by the student.

CRN: 3146, Saturday, September 9, 8:00am-4:00pm, \$100

CRN: 3254, Saturday, November 11, 8:00am-5:00pm, \$100

CRN: TBD, Saturday, January 13, 2018. 8:00am-5:00pm, \$100

For more information please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484.



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BASIC LIFE SUPPORT (BLS) FOR HEALTH CARE PROVIDERS

This American Heart Association course teaches CPR, use of an automated external defibrillator (AED), barrier devices, bag-valve masks and foreign-body airway obstruction relief. This 5-hour course is intended for the health care professional. Fee includes text and AHA certification.

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CRN: 3420 Saturday, November 11, 8:00am-1:00pm, \$76

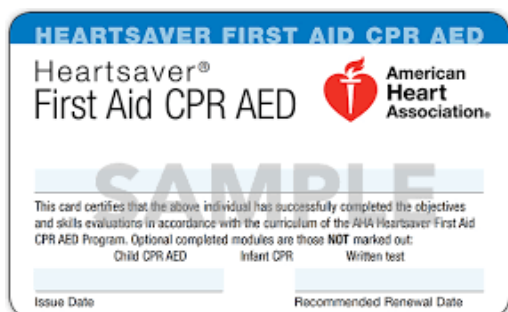
CRN: TBD Saturday, January 13, 2018, 8:00am-1:00pm, \$76

BLS RENEWAL

For those that require BLS renewal, content will be provided in the classes above, \$46

For more information or to register please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484

FIRST AID and CPR - American Heart Association



Heartsaver® First Aid CPR AED is a video-based, instructor-led course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrives. Skills covered in this course include first aid; choking relief in adults, children, and infants; and what to do for sudden cardiac arrest in adults, children, and infants. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies.

This course teaches skills with the AHA's research-proven practice-while-watching technique, which allows instructors to observe the students, provide feedback, and guide the students' learning of skills

This course is for anyone with limited or no medical training who needs a course completion card in first aid to meet job, regulatory or other requirements. Upon completion of this course, students receive an American Heart Association Heartsaver First Aid Course Completion Card that is valid for two years.

CRN:3320, Friday, November 10, 8:00am-2:30pm, \$56

For more information or to register please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484

DISASTER PREPAREDNESS



QUOTES FROM FORMER PARTICIPANTS:

“This class rocks!” “Incredible!”

“Those teachers are skillful – respond positively to all questions – a totally upbeat attitude.”

CERT is a training program that prepares you to help yourself, your family, and your neighbors in the event of a disaster. During an incident, emergency personnel may not be able to reach everyone right away. By getting trained in **CERT**, you will have the skills to help emergency responders save lives and protect property.

Participants learn how to:

- Identify and anticipate hazards
- Reduce fire hazards
- Extinguish small fires
- Assist emergency responders
- Conduct light search and rescue
- Set up medical treatment areas
- Apply basic medical techniques
- Help reduce survivor stress

This program is offered FREE of charge; however pre-registration is required.

Students must be at least 16 years of age. Students under 18 must have parental permission.

Instructor: Thomas Vannini, Emergency Preparedness Program Specialist for the Department of Emergency Management and Homeland Security, State of CT.

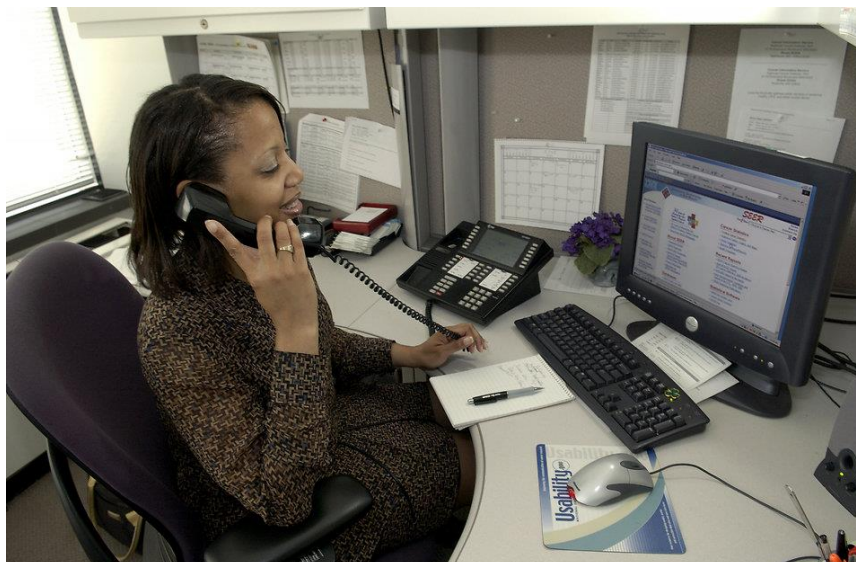
For more information please contact Heather Cappabianca, allied health program coordinator, at hcappabianca@nwcc.edu or call 860-738-6484.

CRN: 3145, 8-Wednesdays, September 27 – November 15, 6:30pm-9:30pm



Microsoft Office 2016 Certificate (Word, Excel, PowerPoint, Access, and Outlook)

The computer plays a significant role as a productivity tool in many fields of study and employment. This course focuses on integrating comprehensive computing skills as a means of introducing students to the knowledge, skills, and techniques necessary to achieve proficiency in the Microsoft Office software suite. The computer operating systems, file management operations, computer concepts and vocabulary are included as integral elements to understanding the software applications environment. Students will examine productivity and computing procedures in the workplace and academic settings, enhance their computer skills, and be able to critically apply these skills in various situations.



Instructor, Shyrel Bauby, has over 30 years of experience as instructor, manager, and software developer for multiple companies in the tech and financial industries (The Hartford, TyMetrix, Electronic Data Systems, Webster Bank, State of Connecticut). Specialties include project management, software and hardware support, application development, technical writing, training, and curriculum development.

Financial assistance is available to qualified individuals through the SNAP Scholarship and WIOA funding through the Department of Labor. For more information or to register for this class, contact Jane Williams, Program Coordinator, at jwilliams@nwcc.edu or call (860) 738-6444.



CRN 3324

Sept. 26-Oct. 31

Tue. & Thur. 9:00-12:00

\$950.00



Bookkeeping Certificate and QuickBooks

This 39-hour course introduces students to entry level bookkeeping principles and procedures. Students will examine case studies from the text and identify ways to streamline bookkeeping activities. In addition to the text, practical examples will be examined to better understand bookkeeping and its application in small and large companies. QuickBooks 2015 is incorporated to further help students apply accounting principles to this popular bookkeeping software.

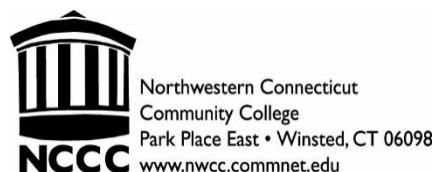
Byron Francis, instructor, holds his **MBA** from the University of New Haven and has taught a wide range of classes in public and private institutions. He enjoys teaching and working with a diverse group of students.

***Course pre-requisite:** Students should possess high school level reading and math skills, computer competency and basic clerical skills.*

Financial assistance is available to qualified individuals through the SNAP Scholarship and WIA funding through the Department of Labor. For more information or to register for this class, contact Jane Williams, Program Coordinator, at jwilliams@nwcc.edu or call (860) 738-6444.



CRN 3255 Nov. 02-Dec. 19 Tuesdays and Thursdays 10:00-1:00 \$950.00



Real Estate Principles and Practices

This required course for real estate salesperson licensing provides clear explanation of modern real estate practices and a working knowledge of real estate in Connecticut. Recognized by the Real Estate Consortium of Community Colleges of Connecticut and approved by the State of Connecticut Real Estate Commission (RPL. 0072) this course meets the minimum 60-hour requirement outlined by the State. For a summary of the Connecticut Real Estate Licensing requirements refer to: www.ct.gov/dcp. Property owners, buyers, sellers, and anyone interested in pursuing real estate careers or operations will find this course beneficial and rewarding. Those students intending to sit for the State of Connecticut Real Estate Exam must attend 60 class hours (excluding the final exam class) and pass this course with a grade of 70 or better. Instructor: Richard Mihalcik.

Required textbooks: Modern Real Estate Practice 19th edition by Galaty, Alloway & Kyle and Connecticut Real Estate Practice & Law 13th edition, by Pancak.

CRN 3141: Tue/Thur., 6:35pm-9:35pm, Founders Hall 306 - September 19 – December 7, 2017

Course fee: \$459 Textbooks must be purchased separately and may be available at the NCCC Bookstore:

Call the NCCC Bookstore at 860-379-6226 for stock and hours of operation.

All real estate courses are approved by the Real Estate Commission under the auspices of the Real Estate Consortium of CT Community Colleges. Therefore, approved courses for NCCC can be found at the Department of Consumer Protection (DCP) website under the title of Real Estate Consortium of CT Community Colleges. NCCC course information is subject to changes made at any time by the CT DCP.

***Refund Policy:** NCCC reserves the right to change instructors or cancel/reschedule a course in the event of insufficient enrollment or unforeseen circumstances. If your course is canceled, you will have the option of applying your course fee to another course or you will receive a full refund. If you are unable to attend a course you must withdraw at least FIVE COLLEGE BUSINESS DAYS before the first scheduled class meeting in order to receive a refund.

Register through NCCC, Center for Workforce Development, Park Place East, Winsted, CT 06098

Tel. 860-738-6444 FAX 860-738-6453

Name _____ SSN or NCCC Student ID _____

Address _____ Maiden name if applicable _____

City _____ State _____ Zip _____

Phone (home) _____ Phone (cell) _____

Birthdate _____

E-mail address _____

(1) Gender: ___Male___ Female (2) Connecticut Resident: ___Yes___ No (3) Citizenship: ___U.S.

Citizen___Non-U.S. Citizen

(4) Ethnicity: ___Hispanic/Latino ___Non-Hispanic/Latino ___Choose not to respond

(5) What is your race? ___White___Black or African American___Asian___American Indian or Alaska Native

___Native Hawaiian or other Pacific Islander___Other___ Choose not to respond

PAYMENT INFORMATION

Check# _____

(Circle card type) VISA/MC/DISCOVER _____ 3-digit security code _____

Exp.Date _____

AMERICAN EXPRESS _____ 4-digit security code _____ Exp.

Date _____

Name as it reads on card _____ Billing zip code _____

_____ **CRN 3141: Real Estate Principles and Practices, Tues./Thurs., September 19 – December 7, 2017**

COURSE FEE ENCLOSED: \$459.00*

Become a Personal Trainer & Live Your Passion!



Northwestern Connecticut Community College has partnered with **W.I.T.S.** (World Instructor Training School), an organization that has been training and certifying fitness professionals for over 23 years.

Whether you are interested in launching your fitness career as a **Certified Personal Trainer**, a new fitness professional, an experienced trainer, or someone with an interest and passion for helping others live healthier lifestyles—we have the courses for you!

Our online/blended courses are designed to expand your skills while meeting continuing education requirements for recertification.

Our courses will help you maintain nationally-recognized certifications, and develop the business acumen to either take a management role or pursue entrepreneurship opportunities within the fitness industry.

<http://www.nwcc.edu/academics/non-credit-programs-continuing-education-center-workforce-development>



Jane Williams, Center for Workforce Development, 860-738-6444, jwilliams@nwcc.edu

Fitness Certifications


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"Educational Excellence For Fitness Professionals."
1-888-330-9487 www.witseducation.com

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