

Job Focused Training

Web Page Design Certificate

Quinebaug Valley Community College's Web Page Design Certificate Program is intended to address both the industry's need for designers to possess greater competency in language, visual communication, and graphic design skills, as well as formal training for the avid hobbyist in essential industry standard software programs. This certificate program will benefit both web page designers and those individuals who want to gain the necessary skills to obtain an entry-level web page designer position. In this four-part, 84-hour series, students will work in a single environment to quickly create, build, and manage Web sites and Internet applications. Get visual layout tools, experience rapid web application development, and utilize extensive code-editing support.

To earn a certificate you must:

- Complete all 4 modules (Courses will be offered each Fall/Spring semester)
- Take all modules at QVCC
- Take all modules within 1 year
- Complete all required homework and assignments

Classes may be taken individually for personal interest, but you will not earn a certificate unless you have completed all four classes. There will be NO make-ups for missed hours. Successful completion of this program does not guarantee employment. ***Special package price of \$1099 if you register for all four sections at once.***

May be eligible for WIA funds – contact CT Works. Price includes all textbooks and materials.

Part 1: HTML (21 hrs)

In this session, students will learn to set a goal for web presentation, understand how different browsers portray web pages, and apply the criteria for selecting text and multimedia elements. Students will learn to understand URLs and file naming, as well as preparing a web site to be seen by search engines. Students will learn to insert in-line GIF and JPEG images, media, image maps, and animation. Attendees will also learn about cascading style sheets and accessibility. Students are encouraged to bring a flash/thumb drive to this class to save their work.

Tuesday & Thursday
October 6th – October 27th
6:00pm – 9:00pm
Room E236
CRN 3411.....\$299

Part 2: Java Programming (21 hrs)

In this session, students will learn what JavaScript is, how it works, and how you can use it to organize your web pages. This offers both the recreational and professional web site owner the capability to change a static site into a dynamic site. With JavaScript, you can extend HTML to do all kinds of things. You can learn to create animated text or graphics, change background colors, insert random phrases at the click of a button, work in a digital clock, create scrolling text in a box or on the status line, show off your artwork in an interactive portfolio, and change images without reloading the web page. Attendees will also learn about accessing and displaying databases. Students are encouraged to bring a flash/thumb drive to this class to save their work.

Tuesday & Thursday
November 3rd – November 24th
6:00pm – 9:00pm
Room E236
CRN 3412\$299

Part 3: Dreamweaver Basics (21 hrs)

Master the basics of document creation, animation, and how to insert and format text, images, hyperlinks, tables, multimedia files, and other types of Web page content. Students will learn about visual layout tools and extensive code editing support, while experiencing rapid web application development. In addition, students will learn to utilize Dreamweaver's built in FTP software to publish their sites to the World Wide Web. Students

are encouraged to bring a flash/thumb drive to this class to save their work.

Tuesday & Friday
December 1st – December 22nd
6:00 – 9:00 pm
Room E190
CRN 3413\$299

Part 4: Graphic Design (21 hrs)

This final course in the series will build upon the previous classes by teaching students how to apply their practical skills to different concepts using technical drawing, computer-aided design, imaging, color theories and concepts. Students will be introduced to the creative world of visual communication, broaden their understanding of graphic design, and learn the skills for increased creativity when designing publications for the web. Students are encouraged to bring a flash/thumb drive to this class to save their work.

Tuesday & Friday
January 5th – January 26th
6:00 – 9:00pm
Room E190
CRN 3414.....\$299

Certified Nursing Assistant & Home Health Aide Certificate Program

This course will provide students with the required training to obtain dual C.N.A.- Home Health Aide certification in the state of Connecticut. Classroom lectures will cover all aspects of patient/resident/home care, including support for all activities of daily living, cultural diversity, death and dying, as well as managing a client with Alzheimer's or dementia. Students will be required to provide a high school diploma or GED, Health Certification forms, and TB Testing forms prior to the start of class. These forms can be accessed directly from the Community & Professional Learning office or through QVCC's website. Attendees must complete a total of 110 mandatory classroom/clinical hours to pass this course. The course schedule allows for students to miss up to six hours in total, but there will be **NO** make-up classes except for a medical condition with written documentation. Students should be prepared for considerable physical activity in this class, and must be able to lift 75 lbs in order to take part in clinical exercises. **May be eligible for WIA funds – contact CT Works.**

Price includes all textbooks and materials.

In order to register and successfully complete this course, students will be required to:

- Provide a high school diploma or GED at the time of registration
- Must take and score a 65 or greater on the reading portion of the **Basic Skills Assessment** test (BSA)
- Complete a total of 109 mandatory combined classroom and clinical hours. The current schedule allows for students to miss 6 hours of class, and there will be **NO** make-up classes for additional missed hours.
- Provide Health Certification and TB Testing forms prior to the start of clinical training. These forms can be accessed directly from the Community & Professional Learning office or through the college website. Failure to provide these forms before clinical rotation may result in removal from the class until the forms are completed. No refund will be granted for classes missed.
- Lift at least 75 lbs in order to take part in clinical exercises. Students should be prepared for considerable physical activity in this class.
- Respect residents' rights while undergoing clinical training. Any blatant violation of this agreement during clinical rotation will be grounds for immediate dismissal from the program.
- Achieve a 60 average on all quizzes, a 70 or better on the written final, and pass the five primary clinical skills in order to receive certification and placement on the Connecticut C.N.A. registry.

Section 1: Danielson C.N.A. + HHA

Monday, Wednesday, Thursday

September 21 – December 17

6:00pm – 9:00pm

** No Class – November 25 & 26

Room: M W: E181 & R:W100

CRN 3420.....\$949

Clinical 1:

Monday, Wednesday, Thursday

November 16 – December 10

** No Class – November 26

4:30 – 9:30 pm

CRN 3421

Section 2: Willimantic C.N.A. + HHA

Monday, Wednesday, Thursday

October 5 – January 6, 2010

** No Class – November 26, December 24 & 31

9:00am – 12:00pm

Room M: 9 WR: 10

CRN 3417.....\$949

Clinical 2: Willimantic

Monday, Wednesday, Thursday

December 2 – December 28

** No Class – November 26

8:30am – 1:30pm

CRN 3418

Certified Nursing Assistant

This course will provide students with the required training to obtain C.N.A. certification in the state of Connecticut. Classroom lectures will cover all aspects of patient/resident care, including support for all activities of daily living, cultural diversity, death and dying, as well as managing a client with Alzheimer's or dementia. Successful completion of this course does not guarantee employment. **Price includes all textbooks, materials, and Nurse Aide Registration Fee. May be eligible for WIA funds – contact CT Works.**

In order to register and successfully complete this course, students will be required to:

- Provide a high school diploma or GED at the time of registration
- Must take and score a 65 or greater on the reading portion of the **Basic Skills Assessment** test (BSA)
- Complete a total of 100 mandatory combined classroom and clinical hours. The current schedule allows for students to miss one class, and there will be **NO** make-up classes for additional missed hours.
- Provide Health Certification and TB Testing forms prior to the start of clinical training. These forms can be accessed directly from the Community & Professional Learning office or through the college website. Failure to provide these forms before clinical rotation may result in removal from the class until the forms are completed. No refund will be granted for classes missed.
- Lift at least 75 lbs in order to take part in clinical exercises. Students should be prepared for considerable physical activity in this class.
- Respect residents' rights while undergoing clinical training. Any blatant violation of this agreement during clinical rotation will be grounds for immediate dismissal from the program.
- Achieve a 60 average on all quizzes, a 70 or better on the written final, and pass the five primary clinical skills in order to receive certification and placement on the Connecticut C.N.A. registry.

Section 3: Danielson

Monday, Wednesday, Thursday

November 16 – February 10, 2010

** No Class – November 25 & 26 December 14, 16, 17, 24, 31

6:00 pm – 9:00 pm

Room: M W: E181 & R: W100

CRN 3422.... \$819

Clinical 3:

Monday, Wednesday, Thursday

January 7, 2010 – February 3, 2010

4:30 pm – 9:30 pm

CRN 3423

Real Estate Principles & Practices

This pre-licensing real estate course prepares students to take the Connecticut salesperson and brokerage exam. Participants who intend to do so must be at least 18 years of age, attend 60 hours of mandatory classroom instruction, and pass the in-class exam with a grade of 70 or better. Students should be proficient in basic math skills. The instructor will review all subjects typically included in the state licensing exam from property and agency law to contracts, mortgages, environmental issues, and real estate math. Fair housing, leases, property management, taxes & liens, as well as real estate brokerage will also be covered in detail. Students have three attempts to pass the in-class exam, and the state exam must be completed within one year of graduation from this course. There will be NO make-ups for missed hours. **Price includes all textbooks and materials. Course fee does NOT include the state exam fee (approximately \$100). May be eligible for WIA funds – contact CT Works.**

Section 1: Danielson

Instructor: Jan Zacharski

Monday & Wednesday

October 5 – January 12, 2010

6:00 pm – 9:00 pm

Room M: W105 W: W205

CRN 3410.....\$429

Medical Terminology

This 32-hour course (half in-class/half online) will introduce students to the systems of the body and terminology related to each system, along with anatomy. Common medical abbreviations of tests, diseases and procedures will be introduced. Students will learn about the structure of medical words, including prefixes, suffixes, combining forms and how to decipher medical words. There will be NO make-ups for missed hours.

****Note**:** Medical Terminology must be taken concurrently with Medical Billing & Coding unless a student has obtained written authorization waiving the requirement from the Program Coordinator (860-412-7373). Students must successfully pass a written test to obtain a waiver for this requirement. **Price includes textbook and materials. Eligible for WIA funds – contact CT Works**

****Note**:** Student must provide a high school diploma or GED at the time of registration

Section 1: Willimantic

Monday's

September 21 – December 14

6:30pm – 9:00pm

Room 1

CRN 3409...\$229

Medical Billing & Coding Certification (w/computer)

This 96-hour Medical Billing & Coding course offers the skills needed to solve insurance billing and coding problems, to complete insurance claim forms, to trace delinquent claims, and to appeal denied claims. The course covers the following areas: CPT Coding book (Introductions, guidelines, evaluation and management, surgery, radiology, laboratory and medicine procedures for physician billing); ICD-9 Coding Book (Introduction and guidelines for diagnosis coding and hospital procedure coding); the HCPCS Coding Manual for supplies; and learning the rules and regulations of the basic third party payers (insurances) and reimbursement.

Students will learn how to use each of the coding manuals with ease in looking up the proper procedure, diagnosis, or supply code when billing for an insurance company. Additionally, this course includes a computer lab module which simulates working at a doctor's office using the computer; beginning with making appointments right through to sending claim forms and patient bills.

Students who complete this course will be qualified to sit for the American Academy of Professional Coders (AAPC) – Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Management Association (AHIMA), Certified Coding Associate (CCA) exam; and/or other National Certification Exams. This course includes hands-on computer training using either Medisoft or Medical Manager Software. ****Note****: Medical Terminology must be taken concurrently with Medical Billing & Coding unless a student has obtained written authorization waiving the requirement from the Continuing Education Coordinator. Students must successfully pass a written test to obtain a waiver for this requirement. Financial assistance and payment plan options available. Successful completion of this course does not guarantee employment. There will be NO make-ups for missed hours. Please call or email for more details: Tel: (860) 412-7373; Email: jcouillard@qvcc.commnet.edu. **Price includes textbooks, materials, and student membership in the AAPC. Course fee does NOT include the national exam (approximately: \$260) Eligible for WIA funds – contact CT Works**

****Note****: Student must provide a high school diploma or GED at the time of registration

Section 1: Willimantic

Tuesday & Thursday

September 22 – December 17

5:30pm – 9:25pm

Room 1

CRN 3408...\$1,799

Pharmacy Technician

Pharmacy technicians help licensed pharmacists provide medication and other healthcare products to patients. Technicians usually perform routine tasks to help prepare prescribed medication, such as counting tablets and labeling bottles. They also perform administrative duties, such as answering phones, stocking shelves, and operating cash registers. This 70-hour Pharmacy Technician course is a certificate program that will prepare students to start a new career path at a hospital or pharmacy while working under the supervision of a registered pharmacist as described above. Proper customer service in the healthcare setting will also be emphasized. Additionally, the instructor will spend some time focusing on the quantitative procedures, such as: prescription filling, sterile product preparation, compounding, and calculating prescription dosages, which would be a requirement if students choose to pursue a career as a registered pharmacist. Technicians; however, usually refer any questions regarding prescriptions, drug information, or health matters to the registered pharmacist. Students will be required to provide a high school diploma or GED prior to the start of class. In addition students are required to take the Math portion of the Basic Skills Assessment and achieve a score of 40 or greater. *The current course schedule allows for one missed class and there will be NO make-ups for missed hours.* Successful completion of this course does not guarantee employment. **Price includes all textbooks and materials. Course fee does NOT include the PTCB examination fee (approximately \$129).**

May be eligible for WIA funds – contact CT Works.

Section 1: Danielson

Monday & Thursday
October 5 – January 21, 2010
** No Class – November 26, December 24, 31
6:30pm – 9:00pm
Room M: C127 R: W202
CRN 3419\$999

Section 2: Willimantic

Tuesday & Thursday
October 22 – January 19, 2010
** No Class – November 26, December 24, 31
9:00am – 12:00pm
Room 5
CRN 3407.....\$999

Become an EMT

Emergency Medical Technicians provide care to ill and injured individuals in critical times, often making the difference between life and death. EMTs work in a number of different environments including on ambulances and in Hospital Emergency Departments. Personnel work in both volunteer and paid positions for municipal (government) and commercial agencies. Coverage is provided for emergencies 24 hours/day and 7 days/week with some employers offering non-traditional work weeks including 8, 12, and 24 hour shifts. This occupation is expected to grow by 19% between 2006 and 2016 per the Bureau of Labor Statistics.

EMT-Basic Course Description: Our intense course exceeds the National Department of Transportation and the State of Connecticut Department of Public Health's, guidelines for an Emergency Medical Technician - Basic.

This exciting and demanding program introduces the EMT-B candidate to basic human anatomy and physiology, response to emergencies, and the treatment and transportation of ill or injured individuals. The course curriculum involves lectures, hands-on practical training, and emergency department observation time. The EMT-B candidate must maintain an average of 75% or higher in order to take the course final written and practical skills exams. Candidates that successfully complete both testing phases will be scheduled for the Connecticut State final written and National Registry EMT Basic practical exams.

Price includes all textbooks and materials. Course fee does NOT include the state certification exam (approximately \$100).

Section 1: Willimantic

Tuesday & Thursday
October 13 – April 29
6:30pm – 9:25pm
Room Subject to change
CRN 3426...\$629

Veterinary Assistant Program

This 190 hour (approximately 10 months) program prepares students to assist the veterinarian in all aspects of animal care. Veterinary Assistants provide surgical and nursing care to animals in clinics, as well as field settings. They also provide basic care, perform laboratory procedures, and assist in the veterinary clinic with other functions. Veterinary Assistants work in a variety of settings including animal hospitals and clinics, animal shelters, laboratories, zoos, and animal parks. Successful completion of this program does not guarantee employment. **Admission Requirements: High school diploma or GED and score at least 65 on the Reading portion of the Basic Skills Assessment.**

The Veterinary Assistant program is **NOT** the same as a Veterinary Technician program. A Veterinary Technician requires a 2 year degree and national certification exam. Vet Assistant students will complete the following sequential courses, pass a comprehensive final exam, and successfully complete clinical rotations:

Section 1: Foundations of Veterinary Assisting

Tuesday & Thursday
October 6 – November 19
6:30pm – 9:30pm
Room T: W233 R: W243

Section 2: Diagnostics and Treatment

Tuesday & Thursday
December 15 – February 25, 2010
6:30pm – 9:30pm
Room T: W233 R: W243

Section 3: Surgical and Dental Procedures

Tuesday & Thursday
March 23, 2010 – May 27, 2010
6:30pm – 9:30pm
Room T: W233 R: W243

Clinical Rotations – 30 hours of hands-on training with local Veterinarians and/or Veterinary Technicians.

Cost \$1599 with textbook and materials included.

Sustainable Building Advisor (New Program)

The National Sustainable Building Advisor Program (NaSBAP) offers a 9-month certificate training course and exam specifically designed for working professionals eager to apply sustainable concepts to the buildings they design, develop, and construct. The Sustainable Building Advisor (SBA) course welcomes a diverse range of students drawn from architecture and planning firms, engineering companies, developers and contractors, government agencies, research institutions, resource conservation organizations, utilities and environmental consulting organizations.

Through expert instructors and guest speakers, team projects, site visits to exemplary projects, and access to the latest in green building resources, the SBA course provides attendees the information they need to create buildings that are energy and resource efficient, healthy working and living environments, environmentally responsible and cost effective.

The SBA course provides students an integrated approach, tools and resources to accomplish the following:

- Identify and articulate key sustainable building practices and goals
- Analyze the costs and benefits of implementation
- Work with designers, architects, builders, operators, and utilities managers to achieve them in their projects
- Apply LEED, Built Green, and other relevant criteria and established guidelines effectively
- Take a leadership position in their organizations and communities in a rapidly growing field

Individuals successfully completing the course are eligible to take an exam and earn the designation CSBA (Certified Sustainable Building Advisor).

Section 1: Danielson

Friday & Saturday
October 16, 2009 – June 19, 2010

8:30am – 4:30pm
Room F: C127 S: Subject to change
CRN 3425...\$2799