



Caretaker Update from HVRHS Career Experience Program Credit and Non-Credit Certificate Programs at NCCC

November 5, 2020

Dear Caretaker of an HVRHS Junior or Senior,

Recently, the School Counseling department sent information to your student about enrolling in free classes at Northwest Community College this spring as part of its [High School Partnership Plan](#). You can find more information from Ms. Terni about that [here](#). If your child meets the school criteria and is interested, they should see their school counselor and Ms. Terni, CCRC Coordinator, to apply.

To supplement that information from School Counseling, I've created a listing with links and descriptions of credit and non-credit bearing courses NCCC offers as part of their certificate programs. These certificates can give your child a leg up in their career pursuits. My thought is that if your student plans to participate in the partnership program, why not take a course in an area of interest that could incrementally cost-effectively build to a certificate--and a career?

In a nutshell, certificate programs afford a competency level in an academic or professional discipline by focusing on the core courses. They can generally take one or two semesters to complete. They are part of what's known as "stackable" credentials, meaning you can start with a certificate, build to an associate's degree or further certifications, and potentially move on to a bachelor's degree.

Even if your child is not interested or able to participate in the high school partnership program, this is useful information for when they graduate and are planning their next steps.

If your child wants to explore career options and paths to them that can result from a certificate, please have them make an appointment with me. If they're considering enrolling in a course at NCCC, they should contact their school counselor or Ms. Terni. They will ensure that they meet the criteria and application deadline and the course selection fits with their academic plan.

Be well--and stay well,
Mary B. O'Neill, Ph.D.
Career Experience Coordinator

Credit and Non-Credit Certificate Programs at NCCC

The listing below contains all the credit and non-credit programs at NCCC across the school's variety of careers and academic programs. Click on the links to be taken to the NCCC webpage for that certificate. You'll find more information there.

I. Credit Certificate Programs at NCCC

Certificate Programs involve the core courses for a program of study without liberal arts and elective requirements of a two-year associate's degree.

They are part of what's known as a "stackable" degree. You can begin incrementally and at your pace, earn a certificate--often in a semester or two depending on the program, stack an associate's degree or further certificates on top by adding the required courses, then transfer to a four-year college and stack a bachelor's degree on top of that if desired. The Connecticut State Colleges and Universities system facilitates this by easily transferable credits.

Arts

[Fine Arts](#)

The Fine Arts Certificate Program is a program for the student who wishes to begin studying art at the college level. All courses can be applied to the Associate degree program in Fine Art.

[Graphic Design](#)

The Graphic Design Program aims to provide the student with entry-level graphic design skills. All courses apply to an Associate Degree. Students learn the principles and processes of graphic design while working in up-to-date computer graphics and photography studios.

[Digital Publishing](#)

This certificate program aims to prepare students for entry-level jobs in business, public relations, advertising, and publishing. Students will gain basic competency in computer-assisted design and will be able to produce brochures, newsletters, and related material.

Business

[Business Management Certificate](#)

This certificate program prepares students for entry-level positions in business organizations. It may also benefit those interested in job advancement, career change, or becoming an entrepreneur. Additionally, this program may be valuable to students seeking basic business knowledge and skills to prepare for entry into a B.S. or MBA degree program. All courses apply to an Associate in Science degree program in Business and Management Administration.

[Computer Business Applications](#)

This certificate program prepares students to apply computer applications such as word processing, spreadsheets, databases, internet, e-mail, and presentation software to solve problems and have competency in office procedures. This program also prepares students for work responsibilities, including researching and organizing information, preparing electronic communication and business correspondence, preparing electronic presentations and information, and document processing.

[Marketing and Sales](#)

This career program prepares students for entry-level positions in marketing, retailing, and sales. It may also be beneficial to those who are interested in job advancement or a career change.

Health Sciences

[Allied Health Science](#)

Nursing Preparation: Through careful academic advising, students gain a strong academic foundation as they complete nursing prerequisites and liberal arts and science courses required in various Associate and Bachelor's degree RN programs in Connecticut and Massachusetts. **Other Allied Health Programs:** Many of the courses in the Allied Health Certificate program also prepare students to enter other allied health programs such as dental hygiene, medical assisting, physical therapist assistant, radiology technology, respiratory therapy, and others. Students must work with an advisor and consult specific program requirements to select the appropriate courses for each program.

[Health Information & Reimbursement Specialist](#)

The Health Information and Reimbursement Specialist Certificate program is designed to prepare students for entry-level positions in health information and reimbursement management in physician's offices, hospitals, ambulatory care centers, health insurance companies, and other allied health venues. The healthcare industry faces significant changes in how providers and insurers generate, maintain, and communicate documentation related to medical records, insurance, coding, and financial reimbursement. Specialized training in this field will provide graduates with the skills and knowledge necessary to function effectively as an integral member of the healthcare team and enhance career opportunities for those currently employed in related positions.

[Medical Assistant Certificate](#)

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. Medical assisting is one of the nation's fastest-growing careers. The United States Bureau of Labor Statistics attributes job growth to the following factors: Predicted surge in the number of physicians' offices and outpatient care facilities, technological advancements, and a growing number of elderly Americans who need medical treatment. Medical assistants are cross-trained to perform administrative and clinical duties.

[Home Child Care](#)

This is a career program that aims to prepare students to work as child care providers in their own homes or the child's home. All courses apply to an Associate in Science degree program in Early Childhood Education.

[Child Development Associate Preparation](#)

Successful completion of the Child Development Associate (CDA) preparation training program fulfills the CDA credential's hourly education requirement. It enables students to make an application for the nationally recognized CDA Credential.

[Human Services](#)

The Human Services certificate is a career program designed for students seeking to develop skills necessary for employment in Human Services. All courses transfer to the Associate Degree in Human Services. The student gains the knowledge and experience needed for immediate work as a paraprofessional in various positions in casework, probation, mental health, geriatric counseling, welfare, mental retardation, and other settings that require similar skills.

[Therapeutic Recreation](#)

Graduates of this program are qualified to work as Therapeutic Recreation Directors under Connecticut State Regulations. Employment opportunities in the Therapeutic Recreation field have been growing at a steady pace over recent years. Connecticut State Law requires extended care facilities to employ one full-time Recreational Therapist for every 60 beds in the facility. This, along with the steady growth of facilities of this type in the state, has created many jobs for qualified Recreational Therapists. Students learn valuable competencies through experiential learning opportunities, such as class projects and fieldwork. Many graduates of this program elect to continue to pursue an Associate Degree. All courses taken in the certificate program apply toward the Associate Degree.

[Deaf Studies](#)

The Deaf Studies Certificate program will help students gain an in-depth understanding of the Deaf Community and an understanding of bilingual and bicultural issues, especially those with a B.A degree or higher.

Computers and IT

[Computer Programming](#)

Students will acquire background and skills to enable them to work with digital machines from microprocessors to microcomputers to mainframe systems configured in Local Area and Wide Area Networks. Students will learn the logical and physical technologies associated with hardware, software, connectivity, and project design planning.

[Data Science](#)

The Data Science Certificate provides exposure to critical elements of data science, including data structures and data sources, programming languages, statistical principles, computing and analytics, data management, machine learning tools, and data science applications. [See what our students are saying!](#)

This certificate must be paired with a transfer associates degree or higher in any field (recommended fields include mathematics, science, computer science, computer programming, business, marketing, and web design).

[Computer Help Desk](#)

Computer Help Desk The Computer Help Desk Certificate is designed for students preparing for the positions of Help Desk Technician, Technical Support Specialist, and Customer Service Representative, who provide technical assistance, support, and advice to customers and users. This certificate concentrates on the development of skills in the diagnosis and solution of technical and computer-related problems. The experience and training in the Computer Help Desk Certificate will begin to prepare students for the core and elective computer industry network certification examinations such as the national Computer Technology Industry Association (Comp TIA) A+ and Network+ certification examinations.

[Web Master and Internet Design](#)

The growth of the Internet and the expansion of the World Wide Web (the graphical portion of the Internet) have generated various occupations related to the design, development, and maintenance of Web sites and their servers. For example, webmasters are responsible for all aspects of a website, including performance issues such as the speed of access and approving the site's content. Internet developers or Web developers, also called Web designers, are responsible for day-to-day site design and creation. (Occupational Outlook Handbook)

[Computer Numeric Control \(CNC\)](#)

Upon successful completion of all program requirements, graduates should be able to:

1. Demonstrate the proper methods for the operation and set-up of CNC Milling and Turning machines and for shot safety, print reading, hand tools, measurement, layout work, and fluids cutting.
2. Demonstrate the proper use of tools, programs, and machines used by machine operators and programmers.
3. Demonstrate the ability to cut parts efficiently and accurately contour, drill, pocket, face, peel mill, and engrave.

Advanced Manufacturing

[Manufacturing Design](#)

NCCC's Manufacturing Design Certificate prepares students to operate, program, and set-up typical CNC milling/turning machines, as well as design parts in 3-dimensional software. This certificate can be paired with other manufacturing certificates and NCCC's [Technology Studies – Manufacturing Option Associates Degree](#). Students are eligible to obtain several National Institute of Metalworking Skills (NIMS) credentials as part of this certificate.

[Manufacturing Processes](#)

Upon successful completion of all program requirements, graduates should be able to:

1. Use common methods of machining to shape parts to specifications with the emphasis on traditional tool room machinery (lathes, milling machines, drilling machines, and grinders).
2. Use common cutting and precision measuring tools and instruments and perform set-ups and procedures for milling machines, lathes, grinders, drill presses, and measuring instruments.
3. Read and interpret blueprints.

II. Non-Credit Certificate Programs

[Allied Health Programs](#)

There are a host of credit-free allied health offerings at Northwestern Connecticut Community College. These programs can serve as entry-level positions in health care or can be used to stack credentials to expand your employment opportunities. The instructors are all actively working in their fields of specialty and bring current experience and expertise to you in the classroom and clinical sites.

Some of the non-credit certificates carry up to 6 college credits with them. For example, CNA training includes four college credits and EMT training includes six credits as part of the program.

Here are the course listings for summer/fall 2020 to give you a sense of what's available [Non-credit Allied Health Course Catalog](#). It includes financial aid and scholarship information.

Certified Nurse Aide (CNA)

This 120-hour program will prepare individuals with the entry-level skills needed to take the state examination for certification. We offer classroom lectures, hands-on laboratory skills instruction, and clinical rotation at an area nursing facility. Four-week Day and six-week evening programs are available. For more information, contact Cheryl Conaty at 860-773-1453 or cconaty@txcc.commnet.edu

Nurse Aide Refresher

This course may be for you if you have let your nurse aide certification lapse and want to refresh your skills before taking the state certification examination. You will participate in classroom and hands-on laboratory skills instruction. For more information, contact Cheryl Conaty at 860-773-1453 or cconaty@txcc.commnet.edu

Hospital Patient Care Technician

This program combines the competencies of a certified nurse aide with additional skills to prepare students for a career in medical facilities, specifically hospital settings. Pre-requisites include: Current CT Nurse Aide certification, high school diploma or GED, completed application and health clearance, and immunizations. National Health Care Association certification for EKG and phlebotomy is available in conjunction with NCCC's Medical Assistant program. For more information, contact Erin Kennedy at 860-738-6419 or ekennedy@nwcc.edu

Pharmacy Technician

This comprehensive, 60-hour course will prepare students for entry-level positions in a community, hospital, or long-term care setting. Upon successful completion of the course, students will be eligible to take the Pharmacy Technician Certification Board (PTCB) national examination. A high school diploma or GED and fluency in mathematics, metric conversion, and basic algebra are required to complete necessary pharmaceutical calculations. A math competency test, at no cost, is required before registering. For more information, contact Erin Kennedy at 860-738-6419 or ekennedy@nwcc.edu

Emergency Medical Technician – Basic (EMT-B)

Successful completion of this course enables the EMT student to take the national written and state practical exams for certification. Successful completion of the national exam allows the student to get their Connecticut certification. Students must be at least 16 years of age. Students under 18 must have parental permission to enroll. For more information, contact Erin Kennedy at 860-738-6419 or ekennedy@nwcc.edu

Central Sterile Processing Technician – NEW

In this 60-hour program, you will learn skills such as identifying equipment, decontamination, sterilizing, processing, assembling, storing, and distributing medical devices in health care settings. Upon successful completion, you will take the national Certification Board for Sterile Processing and Distribution exam. For more information, contact Erin Kennedy at 860-738-6419 or ekennedy@nwcc.edu

ServSafe – Qualified Food Operator (QFO)

This 8-hour course prepares you to take the examination from the National Restaurant Association for certification as a QFO, which fulfills the Connecticut Public Health Code requirement. You will learn the standards of food safety, food-borne diseases, and foodservice sanitation. Offered six times per year, testing occurs at the end of this Saturday program. For more information, contact Erin Kennedy at 860-738-6419 or ekennedy@nwcc.edu

Credit and Non-Credit Certificate Programs at NCCC

Prepared by Dr. Mary O'Neill, Career Experience Coordinator

Basic Life Support for Health Care Providers and Renewals

This American Heart Association (AHA) course is intended for the health care professional and includes CPR, AED, foreign body airway obstruction relief, barrier devices, and use of bag-valve masks. Offered six times per year on Saturday mornings. For more information, contact Erin Kennedy at 860-738-6419 or ekennedy@nwcc.edu

First Aid and CPR, AED

This American Heart Association's Heart Saver course is offered in the spring and fall to anyone with limited or no medical training who needs a course completion card in first aid to meet job, regulatory or other requirements. Upon successful completion, students will receive an AHA Heartsaver completion card that is valid for two years. For more information, contact Erin Kennedy at 860-738-6419 or ekennedy@nwcc.edu

Disaster Preparedness

A Community Emergency Response Team (CERT) training program is being offered FREE of charge to help prepare yourself, your family, and your neighbors in the event of a disaster. During an emergency disaster 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. In coordination with local, state, and federal emergency response agencies, and made available nationally by FEMA, communities are training and organizing CERT teams across the country. Participants must be at least 16 years of age. Students under 18 must have written parental permission. For more information, contact Erin Kennedy at 860-738-6419 or ekennedy@nwcc.edu