



QUINEBAUG VALLEY
COMMUNITY COLLEGE

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION FALL 2022 SCHEDULE

BUSINESS, MANAGEMENT, & PROFESSIONAL DEVELOPMENT

Sales Fundamentals BIS L9337, 3310

Although the definition of a sale is simple enough, the process of turning someone into a buyer can be very complex. It requires you to convince someone with a potential interest that there is something for them in making their interest concrete – something that merits spending some of their hard-earned money. The Sales Fundamentals workshop will give participants a basic sales process, plus some basic sales tools, that they can use to seal the deal, no matter what the size of the sale. Your participants will become more confident, handle objections, and learning how to be a great closer.

Total Hours: 12 Costs: \$199
Dates: 10/6-10/27 Days: TH
Time: 8:30 a.m. - 11:30 a.m. Location: W102

Manufacturing Blueprint Reading*

BIS L9042, 3312

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning and tolerancing methods, and notes. Upon successful completion you should be able to interpret basic blueprints, calculate necessary dimensions and visualize the features of a part.

Total Hours: 30 Costs: \$399
Dates: 10/3 - 11/9 Days: M/W
Time: 5 p.m. - 8 p.m. Location: TBA

Supervising Others MGMT L9045, 3361

Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it. The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

Total Hours: 12 Costs: \$249
Dates: 10/14 - 11/4 Days: F
Time: 8:30 a.m. - 11:30 a.m. Location: W102

Fundamentals of Project Management

BIS L9335, 3311

Principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. Many employees are expected to understand project management techniques and how to apply them to projects of any size. This workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day.

Total Hours: 14 Costs: \$249
Dates: 11/10, 17 Days: TH
Time: 8 a.m. - 3:30 p.m. Location: W202

Supply Chain Management

BIS 3358, 3358

Supply Chain Management improves the coordination and relationship between suppliers, producers, and customers. It must be kept at a high level of organization to be successful in today's global economy. Goods and services are now pieced together from all over the world, and this process can be hectic and complicated if not managed correctly. Understanding Supply Chain Management concepts will help your company and employees to be on target to lower costs, improve efficiency, and increase customer satisfaction. This course will provide your employees with the understanding of how Supply Chain Management can improve and help almost any type of business.

Total Hours: 14

Dates: 12/1, 12/8

Time: 8 a.m.- 3:30 p.m.

Costs: \$ 249

Days: TH

Location: W102

COMPUTER APPLICATIONS

Computer Bootcamp COMP L9000, 3305

This 8-hour course is ideal for the beginning computer user. It will give you the foundation for working on a Microsoft Windows-based personal computer or laptop. Students will learn the basics of computer hardware and software, how to navigate the desktop, Internet search strategies, file management, and Blackboard. Students will become familiar with the Windows operating system, email, word processing, spreadsheet, and presentation applications. Course activities include drafting emails, creating a flyer, creating a chart, creating a slideshow, as well as class discussions and collaborations.

Total Hours: 8

Dates: 9/12 - 9/21

Time: 4 p.m. - 6 p.m.



Costs: \$279

Days: M/W

Location: E236

Word Basics COMP L8008, 3306

Gain a basic understanding of Microsoft Word in this 6-hour course that utilizes Office 365. Students will learn the basic features of Microsoft Word, including navigating the software ribbons, creating, saving, and editing basic documents including letters, flyers and reports. Students should have some fundamental keyboarding skills.

Total Hours: 6

Dates: 10/3 - 10/10

Time: 4 p.m. - 6 p.m.

Costs: \$199

Days: M/W

Location: E236

Word Beyond the Basics

COMP L8014, 3307

Take a deeper dive into Microsoft Word in this 6-hour course. Students will learn intermediate-level features of Microsoft Word, including creating tables, mail merges, and templates.

Total Hours: 6

Dates: 10/12 - 10/19

Time: 4 p.m. - 6 p.m.

Costs: \$199

Days: M/W

Location: E236

TUITION ASSISTANCE

**CALL US TODAY TO LEARN MORE
ABOUT TUITION ASSISTANCE FOR
SELECT COURSES!**

(860)932-4005

Excel Basics**COMP L8009, 3308**

Gain a basic understanding of Microsoft Excel in this 6-hour course that utilizes Office 365. Students will learn the basic features of Excel, including creating, saving, and editing basic spreadsheets. Basic formulas and functions will be introduced, but basic formatting will be the focus.

Total Hours: 6
 Dates: 10/24 - 10/31
 Time: 4 p.m. - 6 p.m.

Costs: \$199
 Days: M/W
 Location: E236

Excel Beyond the Basics**COMP L8015, 3309**

Explore Excel's intermediate-level features in this 6-hour course. Students will create and work with charts, functions, conditional formatting, and sorting. The course will also focus on tips and tricks to ensure your spreadsheet looks great for that next meeting or presentation.

Total Hours: 6
 Dates: 11/7 - 11/14
 Time: 4 p.m. - 6 p.m.

Costs: \$199
 Days: M/W
 Location: E236

PROFESSIONAL DEVELOPMENT**Quickbooks****COMP L9110, 3314**

Millions of small business owners use QuickBooks to handle their bookkeeping needs. This reliable accounting software is ideal for saving time when managing your financials and helping scale your business. This course bundle will introduce you to QuickBooks 2019 and teach you how to utilize its introductory and intermediate features. You will first learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create invoices and statements, track inventory, and generate reports. You will then learn how to manage multiple company files, export data, and process your business transactions. . Students will be enrolled in the online courses and access will be provided via email confirmation.

Total Hours: 48
 Dates: 9/21/22 - 12/7/22
 Time: ONLINE

Costs: \$199
 Days: ONLINE
 Location: online

Accounting Fundamentals Series**BIS L9264, 3315**

Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, the courses in this bundle will give you a solid foundation in financial matters. If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you. This course is provided by a training partner. . Students will be enrolled in the online courses and access will be provided via email confirmation.

Total Hours: 48
 Dates: 9/21/22 - 12/7/22
 Time: ONLINE

Costs: \$199
 Days: ONLINE
 Location: online

Accounting with Quickbooks*

BIS L9338, 3316

This comprehensive course will teach you the basics of accounting with QuickBooks Online, the most widely used accounting software for small business owners. You'll master the basics double-entry bookkeeping and get hands-on experience handling accounts receivable, accounts payable, sales taxes and other common financial activities. This course is facilitated by a vendor partner and consists of three (3) courses: Accounting Fundamentals, Accounting Fundamentals II, and Quickbooks Online. Students will be enrolled in all three courses upon registration.

Total Hours: 96

Dates: 10/19 - 3/29/23

Time: ONLINE

Costs: \$395

Days: ONLINE

Location: online

HEALTH CAREERS

Certified Nursing Assistant*

HMED L9056, 3304

This course will provide students with the required training to obtain CNA 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. In order to successfully complete this course, students will be required to: Achieve a 70 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 CNA registry; Successfully complete clinical training.

Total Hours: 105

Costs: \$1499

Dates: 8/25 - 11/10

Days: M/T/TH

Time: 6 p.m.-9 p.m.

Location: E243 + clinical location



TUITION ASSISTANCE

CALL US TODAY TO LEARN MORE
ABOUT TUITION ASSISTANCE FOR
SELECT COURSES!

(860)932-4005

Pharmacy Technician*

HMED L6000, 3300

This certificate program is being offered in partnership with Three Rivers Community College and 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. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Proper customer service in the health care setting will also be emphasized. The instructor will spend time focusing on 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. This class prepares the student to take the national Pharmacy Technician Board (PTCB) national certification exam, included in course cost. Visit <http://www.ptcb.org/> for more information.

Total Hours: 84

Dates: 9/6 - 12/13

Time: 5:30pm- 8:30p.

Location: Online

Costs: \$1800

Days: T/TH



Veterinary Assistant* HMED L9061, 3357

The Veterinary Assistant Program consists of 132 hours of classroom instruction followed by 90 hours of clinical rotation. The course begins with *Veterinary Assistant I: Fundamentals*, which consists of introductory topics and concepts in veterinary assisting. *Veterinary Assistant II: Diagnostics and Treatment* builds upon the basics concepts in Vet Assistant I and shows the practical applications of the veterinary assistant's daily tasks. This includes blood analysis, urinalysis, radiology, and other diagnostic and treatment skills. There are classroom and lab-based study sessions. *Veterinary Assistant III: Surgery and Dentistry* topics comprise the final sessions. An introduction to surgical preparation, anesthesia, and dental skills round out the course. A working knowledge of how to prepare instruments, scrub patients for surgery, and assist in dental procedures is the focus of the final classroom sessions. Veterinary Clinical Rotations are set up with either the local veterinarian that the student chooses or with one of the instructor's hospitals. Some students currently have a relationship with a veterinarian and will feel comfortable completing the task list at a local vet hospital. Students are encouraged to open a dialogue with a particular vet if they are so inclined to limit their travel to a clinic closer to their home.

Total Hours: 222 Costs: \$2000
Dates: 9/13-2/23 Days: T/TH
Time: 6:30 - 9:30 p.m. Location: TBA



Introduction to Medical Cannabis

HMED L7011, 3302

This course provides introductory knowledge about cannabis as well as detailed information about how medical cannabis is practiced in Connecticut. This class will explore approved medical conditions and how cannabis can be used to treat them. A variety of topics including state laws on medical marijuana, the chemical composition of cannabis, and how it plays a role in human physiology and pharmacology.

Total Hours: 5 Costs: \$150
Dates: 30-Nov Days: W
Time: 4 p.m.-8 p.m. Location: Online

Dementia Care HMED L7015, 3301

This course will focus on methods practiced across the senior care industry. Training provided by Taylor Lajeunesse, CDP, CMDCP will cover a wide variety of techniques taught by professionals like Teepa Snow, Dr. Cameron Camp, and LiveWell (formerly known as the Alzheimer's Resource Center). Education provided in this course will cover how to recognize when someone has a cognitive impairment, how to approach individuals living with cognitive impairment, and strategies to encourage and promote continued independence in the community.

Total Hours: 8 Costs: \$100
Dates: 12/8 - 12/9 Days: TH/F
Time: 5p-8p. Location: Online



SECURITY GUARD

CT Security Guard Certificate

PRFD L6008

This is the Connecticut mandatory class for Security Guard Certification; CT Guard Card. The class goes over all the basics about the Security Industry and how to be a Security Officer. It also covers all the laws pertaining to the security industry in CT, all the state laws governing self-defense and use of force, and the laws governing citizen's arrest in Connecticut. We cover the use of force continuum, fire safety, the history of security, work place violence, terrorism, fire safety, communication skills, and many other aspects of the security industry.

Total Hours: 8

Costs: \$150

Dates: See options below

Days: Thursday

Time: 9 a.m. - 5 p.m.

Location: See options below



- CRN 3317: September 8, 2022, Danielson – W102, or
- CRN 3318: October 6, 2022, Danielson – W105, or
- CRN 3319: November 10, 2020, Willimantic Room 1

TRADES

OSHA 10 for Construction

BIS 9236, 3322

This training program is conducted in accordance with current OSHA Outreach Training Program and Construction Training Procedures (effective April 1, 2019) and intended to provide construction workers basic information about their OSHA rights, employer responsibilities, how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. Topics include Introduction to OSHA, OSHA Focus Four Hazards, PPE, Health Hazards in Construction, and other elective and optional topics as deemed appropriate by facilitator, i.e., Excavations, Scaffolds, Stairways & Ladders, etc.

Total Hours: 12

Costs: \$175

Dates: 9/26 - 9/29

Days: M-R

Time: 5:30 - 9 p.m.

Location: TBA

REAL ESTATE

REAL ESTATE PRINCIPLES & PRACTICES*

REAL L5015, 3321

This course meets the minimum requirements set forth by the real estate commission. Learn about land use controls and regulations, market analysis, financing, contracts, and transfer of titles. This course prepares you for the practice of real estate and provides an understanding of real estate law and ethical practice. Students must attend 60 hours and pass this course with a grade of 70 in order to qualify for the state's licensing exam (PSI exam). Textbooks are required for this course and can be purchased in the bookstore.

Total Hours: 66

Costs: \$499

Dates: 9/12 - 11/28

Days: M/W

Time: 6 p.m. - 9 p.m.

Location: W105

PAYMENT OPTIONS & TUITION ASSISTANCE

Direct Payment

QVCC accepts Visa, MasterCard, American Express, Discover, cash, and check.

Payment Plans*

Courses with asterisks in the schedule are eligible for a 3-installment payment plan contract for a \$25 non-refundable fee. Initial installment is due at the time of registration.

Third Party Pay

Employers paying for student costs can contact the business office to set up direct billing for employees enrolled in QVCC courses.

American Job Centers:

Additional funding may be available through State and Federal programs funded by the Eastern Connecticut Workforce Investment System www.ewib.org.

EWIB Healthcare Pipeline:

The Eastern CT Healthcare Pipeline Initiative provides no-cost training to address the hiring needs of our regional Healthcare Employers. Download the [flyer here](#) or apply directly at the [EWIB portal](#).

SNAP Employment and Training Program

If you currently receive food stamps with no cash benefits, you may be eligible for SNAP E&T (Employment and Training) assistance. For more information, please visit [QVCC's SNAP Employment and Training Program webpage](#).

Connecticut Indian Council, Inc.

Native American Employment and Training Program. Native documentation required: self, parent(s) and/or grandparent(s). New London – (860) 437-0013; N. Stonington – (860) 599-1413

Tuition Assistance

Tuition assistance is available through the QVCC Foundation for several workforce development programs. Fill out the [application](#) or email us for more information.

REGISTRATION - ONLINE, IN PERSON, OR BY PHONE



[Workforce Development and Continuing Education Registration Form](#)



Monday – Friday: 8:30 am to 4:00 pm
Student Affairs Suite, Room C151
742 Upper Maple Street, Danielson, CT 06239



(860) 932-4005 or (860) 932-4110

Refund Policy

A 100% refund will be granted up until five (5) business days before the start of your class as long as the request is made during normal business hours. See above for Office Hours.

Course Cancellation

If a course is cancelled due to low enrollment, we attempt to notify each person registered by telephone or email. For this reason, it is extremely important that we have both your home and work telephone numbers, as well as your current email address. We also post a notice in the main lobby on the night the class would have started.

COMING SOON FOR FALL 2022!



Amazon Web Services:

AWS Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing and support.

CompTIA A+ Certification: CompTIA A+ Certification validates the latest skills needed by today's computer support professionals. It is an international, vendor-neutral certification recognized by major hardware and software vendors, distributors and resellers.



Asplundh Utility Arborist Trainee:

Trainee/Groundskeeper certificate provides students with basic skills needed to start in this exciting career. The program will provide an overview of available careers and certifications that are part of this industry.



Administrative Office Associate:

This course is designed for individuals who are seeking an entry-level career in an office environment.

MOTORCYCLE: BASIC RIDER COURSE FALL 2022 SEASON

Motorcycling is one of the most exciting forms of transportation. Part of the thrill of motorcycling is to know 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, the Connecticut Basic Rider Course (BRC) is the place to start. This course offers expert instruction for both the beginner and experienced rider. Successful completion of this course fulfills the requirements of the State-approved novice rider course for licensing, leaving only the written test to be taken at the CT Department of Motor Vehicles (DMV).

Motorcycles will be provided. Ranges are located in Colchester and Norwich.

Fee: \$220 non-refundable



860-932-4005



qvcc.edu/motorcycle

