WORKFORCE TRAINING PROGRAMS

SPRING 2020 NON-CREDIT COURSE SCHEDULE

Spring Classes start January through May

Enhance your job skills, train for a new career

CONVENIENT CLASSES

AFFORDABLE

ONLINE & ON CAMPUS
Welcome to Three Rivers Community College  
Spring 2020

I’m delighted to welcome you to Three Rivers, a college committed to your higher education and career preparation. Almost anywhere you go in the community, you’ll find someone who attended Three Rivers. It makes sense. We provide a quality education.

In this booklet, you’ll find our Spring Workforce non-credit training courses. Register now to ensure you get the classes you want. Our admissions staff are here to help you, so be sure to reach out to them with any questions. Visit www.threerivers.edu/wce or call today at 860-215-9902 to register.

Welcome to Three Rivers Community College!

Mary Ellen Jukoski, Ed.D.  
President

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Three Rivers Community College  
574 New London Turnpike  
Norwich, CT. 06360

Off-campus Instructional Location  
Naval Submarine Base, Groton, CT  
860-445-5575

CONTACT INFORMATION

Workforce and Community  
Education 860-215-9028  
Veterans Services 860-215-9235

Three Rivers Community College is a member of the Connecticut State Colleges and Universities Board of Regents for Higher Education.
Workforce Training Programs
Non-Credit Courses

Register Now!

Reinvent your career.
Learn new job skills.

Here is a complete listing with dates and times for all workforce training courses offered this spring. For online courses, go to page 12.

Reinvent your career. Learn new skills. Enrich your life.

This spring, make a difference in your life by taking a course at Three Rivers Community College.

Time to reinvent your career or learn new skills? Choose from a broad range of non-credit training and certification Workforce programs. You’ll join approximately 2,500 students, many of whom have started new careers or been promoted in their current company. Many of these courses have been developed through Three Rivers partnerships with area companies and manufacturers, resulting in programs for high-demand industries that respond to employer hiring needs, which means jobs for you.

Want to enrich your life? You can also find personal enrichment and professional development courses at the College through our vibrant Adventures in Lifelong Learning Program for adults age 50 and over.

Join us this spring whatever your goals.

Three Rivers Community College
Your College. Your Future!
American Heart Association Basic Life Support (AHA BLS)

threerivers.edu/basic-life-support

SNAP* Eligible

This four-hour course teaches both single-rescuer and team basic support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics. In this instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS instructor to complete BLS skills practice and skills testing. Students will also complete a written exam.

Students successfully completing this four-hour certification course will receive their Healthcare Provider certification e-card by email within 20 days and is valid for 2 years.

This course is designed for individuals in the healthcare profession.

CRN #14230

Instructor: CPR Alive

Date and Time:

Monday, 5/18/20
5:00-9:00 pm  Room: B127

Cost: $95

Registration deadline: 5/11/20

Certified Nurse Aide Program

threerivers.edu/cna

WIOA and SNAP* Eligible

This 120-hour Certified Nurse Aide (CNA) training program is designed to prepare individuals with the necessary skills and knowledge to become a Certified Nurse Aide, the first step to a career in the medical field. Upon successful completion of the course, the graduate will be qualified to be placed on the State Certified Nurse Aide Registry. This course is approved by the Department of Public Health (DPH).

Course topics include, but not limited to: giving basic nursing and personal care to patients; helping patients maintain or regain everyday tasks including eating, bathing, dressing, and toileting; communicating with patients and providing physical (includes heavy lifting) and emotional support to them; making patient observations and reporting them; and participating in care planning. For further requirements and expectations, please refer to the Allied Health Information & Guideline Booklet provided to you at the time of registration.

Any person who has successfully completed a DPH approved nurse assistant training program (CNA) meets the training requirements necessary to take the homemaker-home health aide competency evaluation and be certified as a Home Health Aide. Licensed home health agencies can administer this evaluation. Visit https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx to find a list of licensed agencies.

Prerequisites:

- Provide proof of TB (PPD) test results read within the last 12 months from the clinical end date.
- Successfully complete our in-house Math and English Comprehension test prior to submitting registration and payment. Waiver for the testing will be considered for those who provide proof of prior math and English college-level courses. See page 7 for details.

CRN# 14228

Instructor: Pam Smith


Dental Assisting Program

threerivers.edu/dental-assisting

WIOA and SNAP* Eligible

This two-course program is designed to prepare students for a career in the dental profession. According to the Bureau of Labor Statistics, “Employment of dental assistants is expected to grow by 31 percent from 2010 to 2020, much faster than the average for all occupations.”

Required Courses

1. Dental Assisting I (Offered Fall 2020)

Dental Assisting I is a 130-hours course that provides an introduction to Dentistry and Dental Assisting as well as Basic Life Support (AHA BLS) Certification. Topics include infection control, dental charting, preparing the patient, basic chairside assisting, dental instruments and hand-pieces, tray set-up and procedures, dental materials and business administration procedures.

Dental Assisting I is designed to introduce people interested in changing careers to the dental profession. It is also designed to teach students that plan to continue their training in dental assisting by working in a dental practice. Students will learn material through PowerPoint lectures, discussion and lab demonstrations.

2. Dental Assisting II

Dental Assisting II is a 230 hour course with a combination of lecture and clinical. The first 80 hours will be
held in the classroom at Three Rivers Community College. Students will be responsible for completing the remaining 100 hours at individual clinical sites. Assistance in obtaining clinical sites will be provided. All clinical hours will need to be completed by August 2020. This course will provide dental assistant students with the fundamental principles upon which dental radiology is based. The course will cover basic radiation health and safety. This course will serve as an introduction to dental radiography equipment and the production and evaluation of dental radiographs.

Topics include understanding dental radiation, processing radiographic film, identifying and correcting errors, exposing and evaluating radiographs, mounting and labeling radiographs, and applying infection control techniques.

Course content will focus on preparing the student to sit for the "Radiation Health & Safety (RHS) and the "Infection Control Exam” (ICE) portion of the Dental Assisting National Board (DANB) Certification as required by law in the State of Connecticut in order to expose radiographs in a dental setting. The DANB RHS and ICE exams are administered by computer only at PROMETRICS Testing centers.

The first 60 hours will be held in the classroom at Three Rivers Community College. Students will be responsible for completing the remaining 100 hours at individual clinical sites. Assistance in obtaining clinical sites will be provided. All clinical hours will need to be completed by August 31, 2020.

Prerequisites: Successful completion of Dental Assisting I

CRN# 14270

Instructor: Brandie Frechette

Dates and Times:
9:00 am - 2:00 pm  Room: A206

Cost: $1,800, plus cost of textbook

CEUs: 13

Registration deadline: 1/16/20

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**ECG Technician Certification Program with AHA BLS**

threerivers.edu/ecg

**WIOA and SNAP* Eligible**

This comprehensive 54-hour ECG Technician Certification Program with AHA (American Health Association) BLS (Basic Life Support) prepares students to function as ECG Technicians and take their national certification exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography.

Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the ECG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. ECG Technicians also analyze printed readings of ECG tests, measuring various “cardiac intervals and complexes” and determining normal vs. abnormal ECG. Certification details to be given by instructor.

In the last class, students will take the 4-hour American Heart Associations’ Basic Life Support (AHA BLS) course. It teaches both single-rescuer and team basic support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR and team dynamics.

Upon successful completion, students will receive their Healthcare Provider certification e-card (valid for 2 years) by email within 20 days. The AHA BLS course is included in the cost of the ECG program. **Students who do not complete the BLS training included in the course will need to complete and pay for the BLS certification on their own and submit proof to receive their certificate of completion.**
The ECG Technician Certification Program prepares you to take the national certification exam issued by the National Center for Competency Testing (NCTT). Students will be notified how to register for this exam. ECG exam fee not included.

**Prerequisites:**
- Must be at least 18 years of age
- Provide proof of high school completion or equivalent. (Foreign students must provide a notarized English-translated transcript.)
- Successfully complete our in-house Math and English Comprehension test prior to submitting registration and payment. Waiver for the testing will be considered for those who provide proof of prior math and English college-level courses. See page 7 for details.

**CRN# 14231**
**Instructor:** Lorna Wheeler
**ECG Dates and Times:** Mondays and Wednesdays, 3/2/20-5/18/20 6:00-8:30 pm Room: B120
**Cost:** $1,100, textbook included
**CEUs:** 5
**AHA BLS Dates and Times (see page 2 for course details):**
Wednesday, 5/18/20 5:00-9:00 pm Room B127
**Cost:** included

**Registration deadline:** 2/24/20

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**Medical Administrative Assistant Program**
threerivers.edu/medical-admin-asst

**WIOA Eligible**

This one-year program will train you as an entry-level Medical Administrative Assistant and sit for the National certification.

Administrative Medical Assistants perform a variety of tasks that include communicating with patients, scheduling appointments, electronic medical coding, filing insurance claims, and maintaining records. As a Certified Medical Administrative Assistant, you may perform some or all of the following tasks:
- Review and answer practice correspondence
- Operate computer systems to accomplish office tasks
- Answer calls, schedule appointments, greet patients and maintain files
- Update and maintain patient and other practice-specific information
- Coordinate operation reports such as time and attendance

A Certified Medical Administrative Assistant (CMAA) is a recognized professional certification from the National Healthcare Association (NHA) (http://www.nhanow.com/). Although not required by the government, this certification can help job candidates demonstrate their professional skills to prospective employers.

Please note that this program consists of classes offered onsite at Three Rivers Community College and online. Courses can be completed in one year. At the completion of this program, students can sit for the National Healthcare Association’s (CNHA) Certified Medical Administrative Assistant exam (CMAA) at an additional cost payable to the NHA.

**Prerequisites:**
- Must be at least 18 years of age
- Provide proof of high school completion or equivalent. (Foreign students must provide a notarized English translated transcript.)
- Successfully complete our in-house Math and English Comprehension test prior to submitting registration and payment. Waiver for the testing will be considered for those who provide proof of prior math and English college-level courses. See page 7 for details.

**Required Courses**

1. **Introduction to Windows 10 (online Ed2go)**
   - 24 hrs., offered every month, see page 12, $115

2. **Keyboarding (online Ed2go)**
   - 24 hrs., offered every month, see page 12, $115

3. **Administrative & Workplace Skills**
   
   Students will learn how to interact with patients, coworkers and supervisors. This course will also cover professional etiquette, attire and manners, filing and office procedures. Book not included.

   **CRN# 14251**
   **Instructor:** Heather Wydler
   **Dates and Times:**
   Tuesdays, 1/28/20-5/26/20 5:30-8:00 pm Room: B120
   **Cost:** $450, textbook not included
   **CEUs:** 4.5

4. **Medical Terminology and Anatomy for Coders**
   (Offered Fall 2020)
   
   Medical language translates into communication used by all levels of staff working in or around a clinical environment. It is very logical and organized according to body systems, anatomy, physiology and disease processes. A course in medical terminology is essential for students who will be involved in any science-related career. In this 90-hour class students will be introduced to the systems of the body and terminology related to each system, along with anatomy. Common medical abbreviations of texts, 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.

   **Cost:** $900, plus cost for textbooks
   **CEUs:** 9
5. Introduction to Microsoft Word (online Ed2go)
- 24 hrs., offered every month, see page 12 $115

6. Introduction to Microsoft Excel (online Ed2go)
- 24 hrs., offered every month, see page 12, $115

7. Medical Math
- 24 hrs. offered Summer 2020, $250

8. Basic CPT and ICD-10-CM and Health Insurance
- 45 hrs., offered Summer 2020, $450

9. Computers in the Medical Office (Offered Spring 2020)

**WIOA and SNAP* Eligible**

Students will learn how to use the full-featured and current SimChart for the Medical Office. This course offers medical office training using current, realistic medical office cases while building transferable computerized medical billing and scheduling skills. Students who complete this course will learn the appropriate terminology and skills to use any patient billing software program with minimal additional training. As students’ progress through SimChart they learn to gather patient information, schedule appointments and enter transactions. The practical, systematic approach is based on real-world medical office activities.

This course uses Blackboard Learn. Students will need to log on to a computer on campus prior to the first day of class.

**Prerequisite:** Basic computer skills.

**CRN# 14233**  
**Instructor:** Leslie Schwanfelder

**Dates and times:**
Wednesdays, 2/5/20-5/20/20  
No Class: 2/26/20  
5:30-8:30 pm  
Room: E119

**Cost:** $450, plus cost of textbook

**CEUs:** 4.5

**Registration deadline:** 1/29/20

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**Medical Billing and Coding Program**

[www.threerivers.edu/medical-billing](http://www.threerivers.edu/medical-billing)

**WIOA and SNAP* Eligible**

This one-year program will prepare the student to become nationally certified as a CPC-A (Certified Professional Coder Apprentice). This certification is sponsored by the American Academy of Professional Coders (AAPC). The AAPC is a nationally-recognized organization offering professional accreditation, education, recognition and networking opportunities to medical coders. Required Courses are:

- These are intensive courses and require students to be prepared for each class. Students need to be able to effectively manage their time to successfully complete this program. You must take all required courses to receive a certificate.

**Prerequisites:**
- Must be at least 18 years of age
- Provide proof of high school completion or equivalent. (Foreign students must provide a notarized English translated transcript.)
- Should be familiar with personal computers, file management, use of a keyboard, mouse and Windows 8.1 or higher
- Successfully complete our in-house Math and English Comprehension test prior to submitting registration and payment. Waiver for the testing will be considered for those who provide proof of prior math and English college-level courses. See page 7 for details.

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**Are you unemployed, recently downsized, or under-employed?**

We offer a number of WIOA (Workforce Innovation and Opportunity Act) approved training programs that are funded through the American Jobs Centers.

Please contact your local American Jobs Center Office at 860-848-5200 to see if you qualify or visit their website at www.ctdol.state.ct.us/wia/wioa.htm to review the list of qualifying programs.

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**Required Courses**

1. **Medical Terminology and Anatomy for Coders (Offered Fall 2020)**

Medical language translates into communication used by all levels of staff working in or around a clinical environment. It is very logical and organized according to body systems, anatomy, physiology and disease processes. A course in medical terminology is essential for students who will be involved in any science-related career. In this 90-hour class students will be introduced to the systems of the body and terminology related to each system, along with anatomy. Common medical abbreviations of texts, 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.

This course uses Blackboard Learn. Students will need to log on to a computer on campus prior to the first day of class.

**Cost:** $900, plus cost of textbooks

**CEUs:** 9
Leslie Schwanfelder  
Instructor:

CRN# 14233  
Basic computer skills.  
Prerequisite:  
computer outside of class.  
Students must have access to a

This course uses Blackboard Learn.  
medical office activities.  
approach is based on real-world

schedule appointments and enter

learn to gather patient information,  
progress through SimChart they

additional training. As students'  
practical, systematic  
transactions. The practical, systematic

will learn the steps that clearly identify all the  
components needed to successfully  
manage the medical insurance  
claims process. The cycle shows how  
administrative medical professionals  
“follow the money.” Medical insurance  
specialists must be familiar with the  
rules and guidelines of each health  
plan in order to submit proper  
documentation, which then ensures  
that offices receive maximum,  
appropriate reimbursement for  
services provided.

Dates and times:  
Offered Fall 2020

Cost: $450, plus cost of textbooks

CEUs: 4.5

3. Computers in the Medical Office (Offered Spring 2020)

Students will learn how to use the  
full-featured and current SimChart for  
the Medical Office. This course offers  
medical office training using current,  
realistic medical office cases while  
building transferable computerized  
medical billing and scheduling skills.  
Students who complete this course  
will learn the appropriate terminology  
and skills to use any patient billing  
software program with minimal  
additional training. As students'  
progress through SimChart they

learn to gather patient information,  
schedule appointments and enter  
transactions. The practical, systematic  
approach is based on real-world  
medical office activities.

This course uses Blackboard Learn.  
Students must have access to a  
computer outside of class.

Prerequisite: Basic computer skills.

CRN# 14233  
Instructor: Leslie Schwanfelder

Dates and Times:  
Wednesdays, 2/5/20-5/20/20  
No Class: 2/26/20  
5:30-8:30 pm  
Room: E119

Cost: $450, plus cost of textbook

CEUs: 4.5

Registration deadline: 1/29/20

4. International Classification  
of Diseases - ICD-10-CM  
(Offered Spring 2020)

The United States Government  
recognizes the International  
Classification of Diseases, 10th  
Revision, Clinical Modification (ICD-  
10-CM) for morbidity reporting in the  
United States. The code set is used to  
report diagnoses and other reasons  
for healthcare encounters for billing  
in inpatient and outpatient settings.  
In this course, students will study  
the Official ICD-10-CM Conventions  
and Guidelines. Students will learn  
the steps for correct coding and  
understand the role of the ICD-10-CM  
in healthcare reimbursement.

This course uses Blackboard Learn.  
Students will need to log on to a  
computer on campus prior to the first  
day of class.

Prerequisites: Successful completion of  
Medical Terminology and Anatomy for  
Coders

CRN# 14234  
Instructor: Leslie Schwanfelder

Dates and Times:  
Thursdays, 2/6/20-3/12/20,  
5:30-8:30 pm  
Thursdays, 3/19/20-5/21/20,  
5:30-9:00 pm  
Room: E119

No Class: 2/27/20

Cost: $475, plus cost of textbook

CEUs: 4.5

Registration deadline: 1/30/20

5. Current Procedural  
Terminology (CPT) and  
Healthcare Common  
Procedure Coding System  
(HCPCS 11)  
(Offered Summer 2020)

This course will cover the HCPCS  
and identify the purpose of the  
CPT manual. It will allow students  
to convert descriptions of medical,  
surgical, and diagnostic services into  
numerical codes. Students will learn  
CPT coding conventions, organization  
of the HCPCS Level II codes, and steps  
for assigning CPT and HCPCS Level II  
codes.

Prerequisites: Successful completion of  
Medical Terminology and Anatomy for  
Coders

Dates and times: Offered Summer 2020

Cost: $575, plus cost of textbook(s)

CEUs: 6

6. Medical Coding Examination  
Preparation (AAPC)  
(Offered Fall 2020)

This course is a review of coding  
concepts and techniques required to  
pass the AAPC CPC Certification exam,  
including becoming acquainted  
with the structure and materials on the  
exam, reviewing all sections of CPT, ICD-10-CM and HCPCS and  
recognizing strategies used on the  
certification exam.

Prerequisites:  
• Successfully complete course 1-5.  
• Bring your ICD-10-CM, CPT and  
HCPCS codebooks to class.

Cost: $475, includes handouts

CEUs: 5

Pharmacy Technician  
Program

threerivers.edu/  
pharmacy-technician

WIOA and SNAP* Eligible

This comprehensive 84-hour course  
will prepare students to enter the  
pharmacy field and take the Pharmacy  
Technician Certification Board’s  
PTCB exam. Technicians work in  
hospitals, home infusion pharmacies,  
community pharmacies and other  
healthcare settings – working under
Phlebotomy Technician Program
www.threerivers.edu/phlebotomy-technician

WIOA and SNAP* Eligible

This course prepares students for entry-level competencies as phlebotomists in hospitals, clinics, blood banks, and other healthcare settings. A career as a phlebotomist offers flexible hours, nice working conditions and a chance to perform an integral, respected job in the healthcare profession with minimal post-secondary education required. In addition, a certificate in Phlebotomy can serve as a steppingstone to other health professions involving clinical, administrative and patient care. In general, phlebotomists work directly with patients from newborns to the elderly.

Students will develop skills in performing phlebotomy procedures during on-campus training followed by externships. Our graduates will be trained to collect, transport, handle and process blood and other specimens for laboratory analysis using venipuncture, and micro-collection techniques. In addition, our students will be able to identify and select equipment, supplies and additives used in blood collection and understand factors that affect specimen collection procedures and test results.

This course prepares you to take the national certification exams issued by the National Center for Competency Testing (NCCT) and/or the American Society for Clinical Pathology (ASCP). Students will be notified how to register for this exam.

Prerequisites:
- Must be at least 18 years of age
- Provide proof of high school completion or equivalent. (Foreign students must provide a notarized English translated transcript.)
- Basic 4-function calculator. No cell phones or programmable calculators allowed
- Successfully complete our in-house Math and English Comprehension test prior to submitting registration and payment. Waiver for the testing will be considered for those who provide proof of prior math and English college-level courses. See page 7 for details.

CRN# 14227
Instructor: Peter Sposato, R.Ph.

Dates and Times:
Tuesdays and Thursdays, 3/3/20-6/4/20
5:30-8:30pm Room: B118
3/3/20 & 6/4/20 – Class will be held in E119

Cost: $1,800, textbook and exam fee included
CEUs: 8.4
Registration deadline: 2/25/20
Professional Development

• DTap-Diptheria, pertussis and Tetanus
• Hepatitis B immunization
• Depending on your clinical placement, a flu shot may be required.
• Successfully complete our in-house Math and English Comprehension test prior to submitting registration and payment. Waiver for the testing will be considered for those who provide proof of prior math and English college-level courses. See page 7 for details.

CRN# 14229
Instructor: Christina Carter
Lecture Dates and Times:
Mondays, Wednesdays & Fridays, 1/31/20-4/15/20
No class 2/12, 2/17, 3/13, 4/10
6:00-9:00 pm Room: A206

Clinical Dates and Time:
Clinical placements are made on a case by case basis. Placement will be staggered after lecture ends. Dates and times may vary by clinical site. Target end date of clinical TBD

Cost: $2,000, plus cost of textbook
CEUs: 13.5
Registration deadline: 1/24/20

Veterinary Assisting Program (VAC) New
threerivers.edu/veterinary-assisting

WIOA Eligible
The Veterinary Assistant program trains people for a career working as a veterinary assistant. Over two courses, students will learn veterinary terminology, feline and canine behavior and restraint, husbandry of exotics and pocket pets, exam room procedures, pharmacology and inventory, as well as nursing skills, vaccine protocols, treatment and prevention of internal and external parasites and much more.

This program consists of 2 classes, Veterinary Assisting I and Veterinary Assisting II. The courses are comprised of 160 classroom hours plus 100 internship hours.

Prerequisites:
• Must be at least 18 years of age
• Provide proof of high school completion or equivalent. (Foreign students must provide a notarized English translated transcript.)
• Successfully complete our in-house Math and English Comprehension test prior to submitting registration and payment. Waiver for the testing will be considered for those who provide proof of prior math and English college-level courses.

Required Courses

Veterinary Assisting 1 (Offered Spring 2020)
Veterinary Assistants are a critical part of the veterinary practice team. From patient care to client education, veterinary assistants contribute in many important ways. In this course, students learn veterinary terminology, feline and canine behavior and restraint, husbandry of exotics and pocket pets, exam room procedures, pharmacology and inventory, legal issues and ethics, medical records protocols, client communication, safety procedures and front office procedures.

Veterinary Assisting I is the first part of a two part, 160 hours course/100 hour internship program that will prepare students for an assistant position in a veterinary hospital, shelter, or other animal care position.

During this section, students participate in 80 hours of classroom time and a mandatory 30 or more internship hours with an additional 40 internship hours after classroom hours and finals are completed.

Cost: $1,200
CEUs: 8

Registration deadline: 3/16/20

Veterinary Assisting 2 (Offered Summer 2020)
Students participate in 80 hours of classroom time and a mandatory 30 or more internship hours with an additional 40 internship hours after classroom hours and finals are completed.

Cost: $1,200
CEUs: 8

Online Allied Health Ed2go® Courses
Three Rivers offers over 30 fully accredited, online courses in Allied Health through our partnership with Ed2go. For more information, go to pages 12-13.

Drone Piloting New
threerivers.edu/drone-pilot

This 36-hour course is designed for anyone interested in earning a sUAS (small unmanned aircraft system) Pilot Certificate and learning about general aviation. The course will cover topics including federal regulations, airspace,
Real Estate Principles and Practices
threerivers.edu/real-estate

WIOA Eligible
This course is designed for anyone who is interested in a career in the world of Professional Real Estate, and for those who desire an in-depth knowledge of the industry. This 60-hour program is required to qualify for the Connecticut Real Estate License Exam and includes the following real estate specific topics: Law, Agency, Contracts, Forms of Ownership, Liens, Title Forms, Practices, Management, Land-Use, Fair Housing & Ethics, Closing Practices, and more! Course material is covered through a lecture-style classroom experience supplemented with textbook assignments and exercises. Students who intend to sit for the State of Connecticut Real Estate PSI Exam (at a separate and additional cost) must pass this course with a grade of 70 or better and attend a minimum of 60 classroom hours of instruction. Students cannot miss a class.

All Real Estate courses are approved by the Real Estate Commission under the auspices of Three Rivers Community College. Therefore, approved courses for Three Rivers Community College can be found at the DCP website under the title of Three Rivers Community College - www.ct.gov/dcp/site/default.asp

CRN# 14226
Instructor: Jennifer Erno
Dates and Times:
Mondays and Wednesdays, 3/9/20-5/18/20
5:30-8:30 pm
Room: B127
5/18/20 - Class will be held in B120
Cost: $470, plus cost of textbooks
CEUs: 6
Registration deadline: 3/2/20

Security Officer Training: Guard Card Certification
threerivers.edu/security-officer

WIOA and SNAP* Eligible
Are you interested in a career or part-time work in which you impact hundreds or thousands of people every day? Being a Security Officer might be for you. This is a state-required 8-hour course in order to be employed as a security officer in which you will learn about: the brief history of security, basic criminal justice, basic first aid, use of force, search and seizure, public safety/emergency response and general security officer duties.

Students will be required to complete an exam with a 70% or better as a passing score. The course will be taught by a State of Connecticut Department of Emergency Services and Public Protection approved instructor. Students will also be advised on how to apply for the Security Officer Identification Card, which is an additional fee.

Prerequisites:
• Be at least 18 years old to be employed as a security officer.
• Provide proof of high school completion or equivalent. (Foreign students must provide a notarized English translated transcript.)
• Connecticut state law states that no one shall be approved for a security officer license who has been convicted of a felony, any sexual offense or any crime involving honesty or integrity.

CRN# 14271
Instructor: Glenn MacIntyre
Dates and Times:
Tuesdays, 4/7/20-4/28/20
6:00-8:00 pm
Room: B127
Cost: $125, includes handouts
CEUs: .8
Registration deadline: 3/31/20
These non-credit courses are open to everyone. Registrations are accepted on a first-come, first-served basis, so be sure to note the registration deadline for each course. Due to limited seating, we encourage early registration.

REGISTRATION IS EASY.

• By mail
Mail in completed non-credit registration form (on page 11) and payment to:
Three Rivers Community College
Attn: Workforce and Community Education Department
574 New London Turnpike
Norwich, CT 06360-6598

• By fax
For credit card payments only. We accept Visa, MasterCard, American Express or Discover.
Fax: 860-215-9902

• In person
Go to the Workforce and Community Education Department located in the A Wing, first floor, by the Welcome Center.

PAYMENTS
Registrations received must be accompanied by the full amount due. Acceptable forms of payment are cash, check or credit card (Visa, MasterCard, Discover, or American Express).

REFUND POLICIES FOR NON-CREDIT COURSES

Written and Verbal Withdrawal
A full refund for non-credit programs will only be considered when a student drops a class up to one business day prior to the first scheduled meeting. You may submit your request to the Workforce and Community Education Department by mail, email to WCEinfo@threerivers.edu, fax 860-215-9902, or phone 860-215-9028. Refunds are mailed directly to you approximately two to four weeks from the processing date. No refunds OR credit towards another program will be considered after the first class has begun.

Non-credit Course Cancellation and Changes
The college reserves the right to limit the number of students registered in any course, to cancel any courses for which there is insufficient enrollment, and to make changes in the schedule as circumstances require. Course cancellations will be announced before the first day of class. A full refund of tuition will be granted if the College cancels a course and the student chooses not to substitute another course from the schedule.
WORKFORCE TRAINING PROGRAMS
NON-CREDIT REGISTRATION FORM

Please clip and return to:
The Workforce and Community Education Department
Three Rivers Community College
574 New London Turnpike, Norwich, CT 06360-6598  OR  Fax: 860-215-9902

Payment must accompany your registration. Completion of any program does not guarantee employment. Registrations received after the deadline date may cause a delay in students receiving or purchasing textbooks in time for course start date.

Legal Name                                  Former name(s) if applicable
Street
Town/State/Zip Code
Telephone      Email Address
Social Security #       Date of Birth

HOW DID YOU HEAR ABOUT OUR PROGRAMS?
 NEWSPAPER
 DIRECT MAIL
 INTERNET SEARCH
 EMAIL
 OTHER (please specify) ____________________________________________________________________________________

Is this your first time attending a Connecticut Community College?   Yes   No

Gender       Male   Female

U.S. Citizen?   Yes   No

Ethnicity
 Hispanic/Latino
 Non-Hispanic/Non-Latino
 Decline to State (None)

Race
 White
 Black or African-American
 American Indian or Alaskan Native
 Asian
 Native Hawaiian or Other Pacific Islander
 Other
 Decline to State

CRN#  TITLE           COST

TOTAL

 Cash (must be exact amount and paid in person)   Check, made payable to TRCC
 Visa   MasterCard   Discover   American Express

Amt. charged Credit card # Security Code Exp. date

___________________ Zip code of credit card holder (required by credit card company)

ACKNOWLEDGMENT STATEMENT
I certify that the information provided above is, to the best of my knowledge, true and correct, and I consent to the disclosure of this and program participation information between Three Rivers Community College, Connecticut State Colleges and Universities, and state and federal Departments of Labor for the purpose of maintaining accurate student records and to monitor grant performance.

Signature
Date
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Offered through Ed2go®, your instructors are famous for their ability to create warm and supportive communities of learners.

Courses
You’ll find a selection of course titles on the next page. Visit www.ed2go.com/trcce for a complete listing and course descriptions.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates
A new section of every course on ed2go.com/trcce will begin on January 15, February 12, March 18, April 15, and May 13, 2020.

Requirements
All courses require Internet access, E-mail, and Microsoft Internet Explorer or Firefox web browsers. Some courses may have additional requirements. Make sure to pay attention to any prerequisites and read course descriptions completely. Please visit our Online Instruction Center for more information.

How to Get Started
1. Visit our Online Instruction Center at www.ed2go.com/trcce.
2. After viewing the catalog and course specifics, click the course you want and select the Enroll Now button. Here you will enter your e-mail and choose a password that will grant you access to the Classroom. Follow the instructions to enroll for your course.
3. Once enrolled and paid, to complete your registration, you will be sent an email from Three Rivers Community College. This email will contain your registration form. Fill out the necessary personal information on the form (minus payment as you paid online). Please send the completed form back to us by mail, fax or stop by the college to drop off. If we do not receive your registration form, you will not receive your certificate of completion.
4. When your course starts, return to our Online Instruction Center (www.ed2go.com/trcce) and click the My Classroom link. To begin your studies, simply log in with your e-mail and the password you created during enrollment.
ONLINE NON-CREDIT COURSES

Some of our Ed2go® Online Course Offerings

We offer hundreds of courses in a broad range of interests and disciplines. Visit ed2go.com/trccce for the complete listing and course descriptions. Course start as low as $115.

Here are few examples of the kinds of courses we offer.

ACCOUNTING & FINANCES
Accounting Fundamentals
Introduction to QuickBooks 2019
Financial Analyst Suite

ARTS
Introduction to Guitar
Introduction to Digital Scrapbooking

BUSINESS COMMUNICATION
Fundamentals of Technical Writing

BUSINESS SKILLS
Administrative Assistant Fundamentals
Marketing Your Business on the Internet

BUSINESS SOFTWARE
Microsoft Office 2016 Value Suite
Introduction to Microsoft Project 2013

NONPROFIT
Introduction to Nonprofit Management
Marketing Your Nonprofit

CHILDREN, PARENTS, FAMILY, PERSONAL DEVELOPMENT
Genealogy Basics
Happy and Health Pregnancy
Resume Writing Workshop

TEACHING
Common Core Standards for English Language Arts K-5
Singapore Math Strategies: Advanced Model Drawing for Grades 6-9

COLLEGE READINESS
Grammar Refresher Series
Math Refresher

COMPUTERS APPLICATIONS / CLASSROOM COMPUTING
Basic Computer Skills Suite
Introduction to Lightroom (5 & CC)
Photoshop Elements 13 for the Digital Photographer (I & II)

COMPUTER PROGRAMMING
Introduction to Java Programming
Introduction to Python 3 Programming

CREATIVE WRITING
Travel Writing
Writing for Children

DATABASE MANAGEMENT
Intermediate MS Access 2016

DIGITAL PHOTOGRAPHY
Discover Digital Photography
Mastering Your Digital SLR Camera

GRANT WRITING
A to Z Grant Writing Series

HEALTH CARE AND MEDICAL
Certificate in Gerontology
Certificate in Pain Assessment and Management
Explore a Career in Medical Transcription
Legal Nurse Consulting
Spanish for Medical Professionals (I & II)

LANGUAGES
Discover Sign Language
Spanish for Law Enforcement

LAW AND LEGAL
Real Estate Law
Workplace Law Essentials Value Suite

MANAGEMENT AND LEADERSHIP
Mastering Public Speaking
Supervision and Management Series

NETWORKING AND COMMUNICATIONS
Computer Networking Suite
Understanding the Cloud

PERSONAL FINANCE AND INVESTMENTS
Keys to Successful Money Management
Stocks, Bonds, and Investing: Oh, My!

PROJECT MANAGEMENT
Project Management Applications

START YOUR OWN BUSINESS
Small Business Marketing on a Shoestring
Start Your Own Edible Garden

TECHNOLOGY CERTIFICATE PREP
CompTIA® Network+ Certification Prep

TEST PREP
GRE Preparation - Part 1 (Verbal and Analytical)
LSAT Preparation - Part 1

TOOLS FOR TEACHERS
Differentiated Instruction in the Classroom
Teaching Students with Autism

WEB DESIGN
Creating a Classroom Web Site
Intermediate WordPress Websites
**Manufacturing Pipeline**

Do you like working with your hands and building things? Looking for a well-paying career? Then our Manufacturing Pipeline programs could be the path to a career for you.

We offer customized non-credit programs in Welding, Design Engineering, Machinists and Intro to Manufacturing for eligible students through the Eastern Connecticut Manufacturing Pipeline Initiative. Developed to address the massive need for skilled tradespeople at Electric Boat (EB) and Eastern Advanced Manufacturing Alliance (EAMA) companies.

These short-term training programs are available to unemployed and underemployed workers unable to attend longer-term training. Applicants will be assessed for basic and occupational skills. Those accepted into one of these programs may receive conditional offers of work from the manufacturers. They also receive support from the American Job Centers staff, helping them access supportive services, stipends, and leverage needs-based payments to reduce barriers to your training enrollment and completion.

Learn more at www.threerivers.edu/ manufacturing or call 860-448-0220 x313.

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**Manufacturing Apprenticeship Center (TRCC MAC)**

Located at Grasso Tech in Groton

Three Rivers Community College is expanding its manufacturing training programs with a new 8,500 square foot, state-of-the-art MAC facility. The TRCC MAC is a bold and innovative approach to educating all aspects of manufacturing and apprenticeship training needs. The "flexible factory" has the capability to be re-configured based on the equipment needs of a course and can offer up to three different educational programs simultaneously. Additionally, in an effort to be more responsive to industry, the scheduling of courses can be offered "on-demand" (instead of conforming to the traditional academic calendar). This educational model and space is the first of its kind in Connecticut.

Through a strong partnership with Grasso Tech and located within its newly opened state-of-the-art Technical High School, TRCC has the capability to have beginner and intermediate training in nearly all trades including Machining, Welding, Electrical, Mechanical, Shipfitting, Pipefitting, Maintenance, Design Engineering, as well as customizable programs to fit an employer's needs.

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**Adventures in Lifelong Learning**

Adventures in Lifelong Learning, A.L.L., is an affiliate of Road Scholar and is under the auspices of Three Rivers Community College, Workforce & Community Education Department. The program offers an extensive selection of learning enrichment courses. The noncredit programs encompass such topics as art, history, religion, politics and myriad of other subjects. The curriculum also provides courses for entertainment, such as the classic movie series. Field trips to art galleries, studios, museums and historic edifices are also an integral part of each semester's lifelong learning agenda.

The noncredit programs, starting in October and April of each year, are open to those who are 50 years of age and older. Registration takes place in the Fall and Spring and the cost is $15 per semester. The registration fee allows members to participate in all classes. Classes are held at the College campus.

Learn more at threerivers.edu/all or contact the Program Coordinator at 860-215-9316
INCREASE YOUR ENGLISH LANGUAGE SKILLS

Three Rivers Community College offers a sequence of three ESL courses that offer English language learners the opportunity to prepare for college-level coursework.

- **ESL K060: Writing with Oral Practice and Grammar I** (4 Credits)
  Tues. and Thurs., 12:30-2:10 pm
  1/23/19 - 5/14/19

- **ESL K061: Writing with Oral Practice and Grammar II** (4 Credits)
  Tues. and Thurs., 10:30 am - 12:30 pm
  1/23/19 - 5/14/19
  or
  Mon. and Wed., 6:00-7:40 pm
  1/22/19 - 5/13/19

- **ESL K063: Writing with Oral Practice and Grammar III** (4 Credits)
  Mon. and Wed., 1:30-3:10 pm
  1/22/19 - 5/13/19

REQUIREMENTS

Placement into ESL classes is based on the results from the Reading Comprehension, Sentence Skills and Writing portions of the Accuplacer ESL Placement Test. The placement test must be taken before meeting with an advisor.

If an incoming ESL student tests below the minimum Accuplacer/LOEP levels for the placement into ESL 060, it may be necessary for a student to attend Adult Education English classes or begin our free TLC ESL course before attending Three Rivers Community College.

HOW TO GET STARTED

1. Come to the TRCC Welcome Center (Room A113, 1st floor, A Wing) to fill out an application. Or contact them at 860-215-9016, or at admissions@threerivers.edu.
2. Make an appointment to take the placement test (plan to be here for about an hour.)
3. Wait 2-3 days to be contacted by an advisor.
4. The advisor will recommend which level to begin with and give you the class schedule.
5. Organize work, family, and travel schedule so that you will not miss any classes.
6. Purchase required textbooks before the first day of class

QUESTIONS ABOUT REGISTRATION?

Contact our Admissions Office.
Phone: 860-215-9016
Email: admissions@trcc.commnet.edu
www.threerivers.edu/admissions

QUESTIONS ABOUT THE ESL PROGRAM?

Contact:
Vicky DiFilippo, Curriculum Leader
Phone: 860-215-9466
Email: vdfilippo@threerivers.edu
Deirdre H. Sebastian, advisor
Phone: 860-215-9290
Email: dsebastian@threerivers.edu
Three Rivers also offers 46 Associate Degree and 11 Certificate Programs

ASSOCIATE DEGREE PROGRAMS
(threerivers.edu/degrees)

ACCOUNTING CAREER, A.S.
ART STUDIES, A.A.*
BILOGY STUDIES, A.A.*
BUSINESS ADMINISTRATION, A.S.
  Options in: Management, Finance & Banking, Marketing, Small Business, Entrepreneurship, Hotel Management, Restaurant Management
BUSINESS STUDIES, A.A.*
  Includes courses in: Accounting, Business Administration, Finance, Management, Marketing
CERTIFIED CLINICAL MEDICAL ASSISTANT, A.S. (NEW)
CHEMISTRY STUDIES, A.A.*
COMMUNICATION STUDIES, A.A.*
COMPUTER SCIENCE TECHNOLOGY, A.S.
COMPUTER SCIENCE STUDIES, A.A.*
CONSTRUCTION TECHNOLOGY, A.A.S.
  Options in: Architecture, Civil Technology, Construction Management
CRIMINAL JUSTICE – ENFORCEMENT OPTION, A.S.
CRIMINAL JUSTICE – TREATMENT OPTION, A.S.
CRIMINOLOGY STUDIES, A.A.*
EARLY CHILDHOOD EDUCATION, A.S.
EARLY CHILDHOOD TEACHER CREDENTIAL STUDIES, A.A.*
ELECTRICAL, LASER AND ROBOTICS ENGINEERING TECHNOLOGY, A.S.
ENGINEERING SCIENCE, A.S.
ENGLISH STUDIES, A.A.*
ENVIRONMENTAL ENGINEERING TECHNOLOGY, A.S.
EXERCISE SCIENCE, A.S.
EXERCISE SCIENCE STUDIES, A.A.*
GENERAL ENGINEERING TECHNOLOGY, A.A.S
GENERAL STUDIES, A.S. (NEW – NOW ALSO AVAILABLE FULLY ONLINE)
GRAPHIC DESIGN, A.S.
HISTORY STUDIES, A.A.*
HUMAN SERVICES, A.S.
LIBERAL ARTS AND SCIENCES, A.A.
MANUFACTURING ENGINEERING TECHNOLOGY, A.S.
MANUFACTURING ENGINEERING TECHNOLOGY: LASER MANUFACTURING OPTION, A.S.
MATHEMATICS STUDIES, A.A.*
MECHANICAL ENGINEERING TECHNOLOGY, A.S.
NUCLEAR ENGINEERING TECHNOLOGY, A.S.
PATHWAY TO TEACHING CAREERS, A.A.
PHYSICS STUDIES, A.A.*

CSCU Pathway Transfer Degree offer a seamless transfer to Connecticut State Colleges and Universities (CSCU) including Central (CCSU), Eastern (ECSU), Southern (SCSU), Western (WCSU) and Charter Oak State College.

** Admission to the nursing program is selective and requires a more detailed application process. For more information, please visit www.threerivers.edu/nursing-admissions

CERTIFICATE PROGRAMS
(threerivers.edu/degrees)

ACCOUNTING CERTIFICATE
CASE MANAGEMENT CERTIFICATE
COMPUTER-AIDED DRAFTING CERTIFICATE
CONSTRUCTION MANAGEMENT CERTIFICATE
CRIMINAL JUSTICE CERTIFICATE
ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT CERTIFICATE
GENERAL STUDIES CERTIFICATE
GRAPHIC AND COMMUNICATION ARTS CERTIFICATE
INTRODUCTION TO MANUFACTURING (LEVEL 1) CERTIFICATE
LASER AND FIBER OPTIC TECHNOLOGY CERTIFICATE
LIBRARY TECHNOLOGY CERTIFICATE (ONLINE)
MARKETING CERTIFICATE
WOMEN’S STUDIES CERTIFICATE

To learn more about degrees and certificates, visit threerivers.edu/degrees.
SAVE $10,000-$75,000 by starting your bachelor’s degree at Three Rivers

Then transfer for your junior and senior year!

So, with two years at Three Rivers and two years at the university of your choice, you can still get:
- the bachelor’s degree you want,
- a residential college experience,
- full transfer* of all your Three Rivers credits,
- and a competitive associate degree!

Plus, financial aid reduces tuition for 67% of our students.

* We have over 65 transfer agreements with 19 colleges and universities.

Cost of Three Rivers for two years vs. other Connecticut colleges

$9,112 – Three Rivers
$23,692 - Connecticut State Universities (CSU)
$34,452 – UConn
$41,576 – Goodwin College
$84,224 – University of Hartford

(All figures are for 2019-2020 and include tuition and fees for two years, not room and board.)

YOU’VE GOT QUESTIONS? WE’VE GOT ANSWERS.
Contact us Monday - Friday at 860-215-9016.
www.threerivers.edu/enroll
Super Saturday - One-Stop Registration for Credit and Workforce Courses
Saturday, January 11, 2020 • 9:00 a.m. to 2:00 p.m. • A Wing, 1st Floor

Take care of all of your needs in one place at one time. Faculty and Staff Advisors are on hand to help.

- **Instant Admissions**
  Bring immunization record and high school transcript
- **Take your Placement Test**
  Schedule your test at TimeCenter.com/TRCC
- **Get your Student ID**
  student email, and access to classes & grades on MyCommnet
- **Register for Classes**
  Get the classes you need.
- **Finalize your Financial Aid**
  School Code: 009765
- **Buy your Books**
- **Tour the College, Free Food, Giveaways**
- **Giveaways and Games**

The college cashier will be available. Tuition and Fees are expected at the time of registration. Your official financial aid award can be applied as payment. Payment plans are available for students registering for 6 or more credits.

**QUESTIONS?**
Call 860-215-9016 or visit www.threerivers.edu/SuperSaturday.