



Noncredit Program Schedule

Summer 2012



Continuing Education
& Community Services

Table of Contents

NONCREDIT COURSES	Page #
Registration Information	3
Business and Industry Services Network	5
<u>Allied Health</u>	
• Certified Nurse Aide	7
• Patient Care Technician	6
<u>Technology Training</u>	
• Ed-2-go® - Instructor Facilitated Online Noncredit Courses	12
• Ed-2-go® - Courses Career Training Programs	30
• Getting Your Feet Wet With Photoshop CS5	9
• Introduction to Microsoft Excel 2010	9
• Intermediate Microsoft Excel 2010	9
• Introduction to Microsoft Word 2010	8
• Intermediate Microsoft Word 2010	8
<u>Personal Enrichment</u>	
Boating Safety	10
Grant Writing	11
Directions	41
Noncredit Registration Form	43

Staff Directory

Marjorie Valentin, Associate Dean of Continuing Education & Community Services
E-mail: mvalentin@trcc.commnet.edu

Peg Stroup, Director of B.I.S.N.
E-mail: mstroup@trcc.commnet.edu

Ana Gonzales, Continuing Education Assistant
E-mail: agonzales@trcc.commnet.edu

Linda Mathieu, Administrative Assistant
E-mail: lmathieu@trcc.commnet.edu

Jacqueline Staller, Office Assistant
E-mail: jstaller@trcc.commnet.edu

Ellen Clinesmith, PT Allied Health Coordinator
E-mail: eclinesmith@trcc.commnet.edu

Enrollment

Continuing Education has an open enrollment policy for noncredit programs. Non-credit registrations are accepted on a first-come, first-served basis. Due to limited seating, we encourage early registration.

Registration

Noncredit registrations will only be accepted and processed if all information is complete. You need to provide the completed noncredit registration form, any prerequisite requirements (see course description), and payment in full. You will be contacted by mail or phone if the class is full. Your name will then be added to the current semester's call list, and your name and address will be placed on the following semester's mailing list.

You can register:

• By mail

Mail in the completed noncredit registration form and payment to:

Three Rivers Community College
Continuing Education
574 New London Turnpike
Norwich, CT 06360-6598

• By fax

For credit card payments. We accept Visa or MasterCard *ONLY*. Fax: 860-886-5063

• In person

For in-person noncredit registration, please go to:

Three Rivers Community College
574 New London Turnpike
Room C135, 1st, floor
Operating hours: Monday through Friday,
8:00 a.m. to 4:30 p.m.

Telephone or web noncredit registrations will not be accepted, as payment must accompany your noncredit registration form.

Payments

All registrations received, must be accompanied by the full amount due. Acceptable forms of payment are cash in the exact amount, check or credit card payments (Visa or MasterCard only). Credit card payments sent by fax or mail will be processed for the full amount of tuition and fees unless otherwise directed. A \$25 returned check fee will be charged for any check not honored by a banking institution. Books and supplies are additional costs that must be paid for at the time of purchase.

Third Party Payments

If you receive tuition assistance from employers, agencies, or companies, you need to submit a payment authorization on official letterhead signed by a recognized official of the organization to the Continuing Education Office. You can attach this letter to your noncredit registration, mail it to our office, or fax it to (860) 886-5063.

Noncredit Installment Payment Plans

Students registering for noncredit programs costing \$300 or more may enter into a payment plan agreement. This allows students to defer full payment of tuition beyond the initial registration date. An initial payment of 1/2 tuition plus a nonrefundable \$25 payment plan fee is due with the registration form. The balance is due two weeks prior to the start of the initial program. To initiate the payment plan, please contact the Continuing Education Office.

Veterans' Tuition Reimbursement

Please contact the Three Rivers' Veterans Representative at 860-383-5247 for qualification requirements.

Refund Policies for Noncredit Courses Written & Verbal withdrawal

A full refund for noncredit 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 Continuing Education Department by:

- Mail,
- Fax (860-886-5063)
- Phone: (860-885-2608) or by
- E-mail:

Continuing_Education@trcc.commnet.edu.

No refunds OR credit towards another program will be considered after the first class has begun. Refunds are mailed directly to you approximately two to four weeks from the processing date.

Noncredit 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.

Bookstore

Books are required for some of the noncredit programs. Please refer to the course content for details. If you require additional information, please call the TRCC bookstore directly at 860-887-6842.

CEUs (Continuing Education Units)

The CEU is a nationally recognized standard of measurement for continuing education activities. The CEU concept provides individuals with recognition for their efforts to update or broaden their knowledge or skills.

A CEU is generally defined as being equal to 10 class hours (50-minute hours).

Transcripts

Official transcripts for noncredit courses are not available. In lieu of this, the Office of Continuing Education can provide you with a course history report. This report will have record of your noncredit courses only, the college seal, along with the appropriate signatures. A written request is required, and there is no fee charged at this time.

**Business and Industry Services Network
Customized Business Education & Training
Solutions**

**Contact Person: Peg Stroup, Director of
B.I.S.N. Tel: 860-885-2310
E-mail: mstroup@trcc.commnet.edu**

The Business and Industry Services Network (B.I.S.N.) is a collaborative effort of the Community Colleges of Connecticut that provides a statewide link between business, education, and training. Three Rivers can help you to define and assess your needs as well as design and deliver complete training programs on a demand basis. Our experience with business and industry can help you reach your business goals. No other single source can provide you with so many different resources, conveniently and reliably.

Your business is unique; no prepackaged solution can effectively meet your business needs. B.I.S.N. department has the flexibility to customize our services to your specific requirements. Workshops and seminars, even courses for college credit, are planned to fit your schedule at your facility or ours. Program content is tailored to answer your specific questions and solve your problems whether you have 10 employees, 100 employees, or more.

Meet with us free of charge to discuss and analyze your organization's training ideas, needs, plans. Invite us to design a training solution specifically for your organization. Let us work with you to develop an innovative training approach that will accomplish the results that you want learn about our top-notch team of trainers and instructors – all of whom have industry experience

Schedule training at your convenience.

Three Rivers Community College collaborates with local Adult Education Programs to develop and implement English as second language (ESL) training programs

**Employers we have provided customized
training programs for the New Millennium**

3M
Atlantic Packaging
Birk Manufacturing
CECO Concrete
City of Norwich
Coherent DEOS
Community Partnership
Department of Corrections
Department of Motor Vehicles
Department of Developmental Services
General Dynamics, Electric Boat Corp.
High Hopes, LLC
Hospice of Southeastern Connecticut
Independent Electrical Contractors of New England
JDS Uniphase
Lawrence & Memorial Hospital
Miranda Creative
New England Board of Higher Education
New London & Norwich Adult Education
Norwich Housing Authority
Ortronics
Pfizer, Inc.
Rand Whitney
S&S Worldwide
SeConn Fabrication
Thames Valley Council for Community Action, Inc.
Tees Plus
Trumpf
W. W. Backus Hospital
Wyman Gordon/PCC Structural

Allied Health

Patient Care Technician

CRN# 50562

Instructor: Joan Montgomery & Lisa Orowson

Prerequisites:

- 3 months full-time experience as a CNA, must provide proof of your CNA state certification
- Proof of TB (PPD) test results within the last year
- Proof of 2 Measles & 1 Rubella or Titer (if born prior to January 1, 1957, proof is not required.).

This proof must accompany your registration or registrations will be denied.

A Patient Care Technician (PCT) is supervised by a registered nurse and functions as a direct caregiver and member of the patient care team. This program teaches age-appropriate patient care that includes assisting patients with activities of daily living; monitoring vital signs; applying respiratory therapy equipment; collecting specimens; maintaining skin integrity through application of soaks; simple dressing changes; removing Foley catheters and peripheral I.V.'s; application of DynaMap and pulse oximetry; obtaining capillary blood glucose results and continuously observing patient for behavioral or safety reasons. Responsibilities, which may vary slightly, depending on your assigned shift, are to provide physical (includes heavy lifting) and psychosocial support to patients, report changes in patient condition to an RN supervisor, record selected patient information in the medical record, and communicate effectively and cooperate with other team members to ensure continuity of care. control, wound care, ostomy care, catheter and specimen care, respiratory procedures, documentation. For further requirements and expectations, please refer to the Allied Health Information & Guideline Booklet provided to you at the time of registration.

Lecture Days/Dates: Mondays & Thursdays, May 21—June 14 **(NO CLASS 5/28/12)**

Lecture Times: 5:00—9:00 PM

Room: A206

Clinical Days/Dates: Mondays & Thursdays, June 18—July 23

Clinical Times: 5:00—10:00 PM

Clinical Site: W. W. Backus Hospital
Washington Street
Norwich, CT 06360

Tuition Cost: \$1,000, plus books at additional cost

CEUs: 7.7

Allied Health

Certified Nurse Aide

CRN# 50569

Instructor: Lynne Woodside

Prerequisites:

- Proof of high school completion,
- Proof of TB (PPD) test results within the last year and **This proof must accompany your registration or registrations will be denied.**
- Must successfully complete our In-house math and English comprehension test. The In-house testing arrangements will be made prior to submitting your registration & payment. Waiver for the testing will be considered for those who provide proof of prior college level courses. Appointments are one-hour long and will be scheduled Monday - Friday (exception on Holidays), between 9:00 AM - 3:00 PM. Upon successful completion, you will receive a CNA admissions packet.



PLEASE NOTE: A seat **will not be held** until all of your documentation and payment is received.

This 120-hour Certified Nurse Aide 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's name will be placed on the State Certified Nurse Aide Registry.

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.

Days/Dates Mondays & Wednesdays, June 11—July 18 **(NO CLASS 7/4/12)**
Clincials: Mondays & Wednesdays, July 23—August 20
Room: A206, 2nd floor
Clincials: TBD
Tuition: \$850, plus books at additional cost
CEUs: 12

Technology Training

Introduction to Microsoft Word 2010

CRN# 50563

Instructor: Gina Laudone

Do you need some assistance learning the more recent version of word processing software, Microsoft Word 2007? If the answer is yes, this *introductory* six-hour workshop will help. This instructor-led workshop will provide you with the basic features of Word 2007 including, entering and editing text, browsing documents, formatting text, using tables, inserting headers and footers, proofing and printing documents, and inserting graphics.

This workshop will be presented using a hands-on approach. Come and learn about the new graphical user interface, Ribbons to see what all the talk is about. *Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard and mouse, and Windows XP. Book purchased separately through Bookstore.*

Day/Dates: Tuesdays, July 10 & July 17
Time: 5:30—9:00 PM
Location: B116
Cost: \$99 plus book at additional cost
CEU's: .7

Intermediate Microsoft Word 2010

CRN# 50564

Instructor: Gina Laudone

Have you recently acquired Microsoft Word 2007 and have taught yourself some of the basic applications but still need to more than just the basics? If the answer is yes, this six-hour workshop will help. This course was designed for the Microsoft Word 2007 user who has some basic knowledge of the software but would like to learn the more sophisticated features. This instructor-led workshop will provide you with the intermediate features of Word 2007 including, how to work with styles; work with sections and columns; format tables; print labels and envelopes; use templates; work with graphics; manage document revisions; and use Web features. This workshop will be presented using a hands-on approach. Come and learn more about the new graphical user interface, Ribbons, to see what great new features the newest version has to offer. *Prerequisite: Students taking this workshop should have some basic knowledge of Windows and Microsoft Word 2007 or have completed the basic course, "Ribbons, Ribbons and More and Microsoft Word 2007." Book purchased separately through Bookstore.*



Day/Dates: Tuesdays, July 19 & July 31
Time: 5:30—9:00 PM
Location: B116
Cost: \$99 plus book at additional cost
CEU's: .7

Technology Training

Introduction to Microsoft Excel 2010

CRN# 50565

Instructor: Kimberly O'Connor

If you would like some assistance with learning the most recent version of Microsoft Excel, then this *introductory* six-hour workshop is for you. This instructor-led workshop will provide you with the basic features of Excel 2007 including formulas and functions, formatting a worksheet, creating charts and graphics and analyzing data with formulas. This workshop will be presented using a hands-on approach. Come and learn about the new graphical user interface, Ribbons. Ribbons replace the current system of layered menus, toolbars, and task panes in Microsoft Office applications. *Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard and mouse, and Windows XP. Book purchased separately through Bookstore.*

Day/Dates: Tuesdays, June 5 & June 12
Time: 5:30—9:00 PM
Location: B116
Cost: \$99 plus book at additional cost
CEU's: .7

Intermediate Microsoft Excel 2010

CRN# 50566

Instructor: Kimberly O'Connor

Take your basic Excel skills to the next level, while working faster and more productively, by learning to use some of Excel 2007's most powerful tools. After completing this course, you will know how to create and manage links between workbooks; apply special and custom number formats; create and manage styles; create an outline, consolidate data and utilize the subtotals capability; define and apply range names; sort and filter using complex criteria; save and publish worksheets as web pages with hyperlink; create more complex charts; use Excel's powerful auditing features; and create and manage templates. *Prerequisite: Students who have successfully completed the Ribbons, Ribbons, and More and Microsoft Excel 2007 or equivalent. Book purchased separately through Bookstore.*

Day/Dates: Tuesdays, June 19 & June 26
Time: 5:30—9:00 PM
Location: B116
Cost: \$99 plus book at additional cost
CEU's: .7

Getting Your Feet Wet With Photoshop CS5

CRN# 50567

Instructor: John Fast

This course assumes no prior knowledge of Adobe Photoshop. Photoshop CS5 will be used to provide a thorough understanding of the basic construction of digital images. Setting of preferences for Adobe Photoshop, Bridge and RAW processor will be included to get you started on the right foot. The default workspace of each of the program elements will be used. Adobe Bridge will be used to upload images to the computer and to review, rate and

Technology Training

label images. Bridge will also be used to catalogue images for quick retrieval. The student will learn how to make contact sheets of images and create “picture packages” for printing. Basic digital image adjustments including cropping, tonal range adjustments, color correction and sharpening will be included. The student will learn how to repair typical damage to images.

Prerequisite: Students taking this workshop should be familiar with personal computers, the use of a keyboard and mouse and Windows 7.

Day/Dates: Thursdays, July 12 & July 19
Time: 9:00 AM—4:00 PM
Location: Room B116
Cost: \$200, includes handouts
CEU's: 1.2

Personal Enrichment

Boating Safety

CRN# 12432

Instructor: DEEP Staff

This program is taught by volunteers or employees of the Connecticut DEP Boating Division and is designed to fulfill the requirements for the Connecticut Safe Boating Certificate and the Personal Watercraft Operator's Certificate. Upon successful completion of the course and final examination, the student can send or carry the diploma, the application for certification, and the appropriate fee to any State DEP office to obtain the Safe Boating Certificate and/or the Personal Watercraft Operator's Certificate. For more information about the licensing process, please visit the website of the Department of Environmental Protection at www.dep.state.ct.us.

You will learn:

- * Safety equipment requirements
- * Boating regulations
- * Rules and navigation
- * Tides and sunrise/sunset data
- *Environmental awareness
- *Boat launches and local regulations
- *Safety information

Qualifications: Students must attend all classes to qualify for the certificate of completion. There is no age requirement, but participants must be able to read and comprehend the material covered to independently take and complete the final exam.

Preregistration is required—walk-ins will not be allowed as classes do fill prior to the first night.

Dates: June 5 – June 7
Days: Tuesdays, Wednesdays & Thursdays
Room: B127
Times: 6:00 – 9:00PM
Cost: \$20

Personal Enrichment

Grant Writing

Instructor: *Harriet Grayson*

This class is designed for anyone who wants to learn how to research and write grants and this includes people seeking out new careers (not mere jobs), volunteers who want to be really helpful and bring in revenue to a favorite school or community organization as well as those working for nonprofits who want to expand their skills. Can you write a clear sentence? Are you able to follow directions? That's all you need to be successful PLUS persistence. You leave the class knowing enough to write that first grant.

Two Sections being offered

Room: B120
Cost: \$95
CEUs .6



CRN# 50573

Date: June 18
Day: Monday
Times: 9:00 AM—4:00 PM

CRN# 50576

Date: June 19 & June 26
Day: Tuesdays
Times: 5:30—8:30 PM

ED-2-GO[®]

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

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.

How to Get Started:

Visit our Online Instruction Center www.ed2go.com/trccce

Click the Courses link, choose the department and course title you are interested in 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.

Once enrolled, you will receive an **email. This email will contain your registration form.** Use the registration form to pay for your class. Fill out the necessary personal/payment information on the form before mailing or faxing the registration form or stop by the college to pay. ***Your registration form and payment must be received one business day prior to the start of first class.***

When your course starts, return back to our Online Instruction Center (www.ed2go.com/trccce) and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you created during enrollment.

Start Dates:

A new section of every course in this catalog will begin on **June 20, July 18, & August 15, 2012.**

Requirements:

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

BUSINESS COURSES**Accounting Fundamentals (I & II)**

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$97

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries. \$97

Customer Service Fundamentals

Become indispensable to any organization by understanding how to identify and meet customer needs. \$97

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business. \$97

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages. \$97

Introduction to Peachtree Accounting

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software. \$97

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. \$97

Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results. \$97

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. \$97

Fundamentals of Supervision and Management (I & II)

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts. \$97

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing. \$97

Business Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted. \$97

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money. \$97

START YOUR OWN BUSINESS**Learn to Buy and Sell on eBay**

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$97

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$97

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer. \$97

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner. \$97

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business. \$97

Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. \$97

Writing and Selling Self-Help Books

Learn how to position your self-help book for success, write a persuasive

proposal for agents and publishers, and use storytelling techniques to make your message compelling. \$97

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others. \$97

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss. \$97

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$97

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist. \$97

Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career. \$97

Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-

ED-2-GO®

based business as a gift basket designer. \$97

GRANT WRITING/NONPROFITS

Nonprofit Fundraising Essentials

Learn the basics of fundraising for nonprofit organizations, from annual and special fund drives to more advanced projects involving corporate and foundation relations, major gifts, and planned giving. \$97

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality. \$97

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors. \$97

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers. \$97

Get Grants!

Learn how to develop successful, fundable grants from experts in the field. \$97

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. \$97

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$97

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$97

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$97

PERSONAL DEVELOPMENT

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents. \$97

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches. \$97

ED-2-GO®

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. \$97

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. \$97

Computer Skills for the Workplace-Gain

A working knowledge of the computer skills you'll need to succeed in today's job market. \$97

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension. \$97

Mastering Public Speaking

Learn the secrets of effective public speaking and small group communication. \$97

PERSONAL ENRICHMENT

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. \$97

Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others. \$97

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. \$97

Keys to Effective Communication-

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$97

Handling Medical Emer-

gencies Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$97

Homeschool with Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially. \$97

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director. \$97

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$97

ED-2-GO[®]

TEST PREP

SAT/ACT Preparation - Part 1

Get your best possible score on the verbal and reasoning sections of the new SAT exam. \$97

SAT/ACT Preparation - Part 2

Do your best on the quantitative section of the new SAT. \$97

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$97

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$97

GRE Preparation - Part 2

Learn a variety of useful techniques for tackling the math section of the GRE. \$97

LSAT Preparation - Part 1

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills. \$97

LSAT Preparation - Part 2

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers. \$97

Praxis I Preparation

Develop the knowledge and skills you need to pass the Praxis I Exam as you review and prepare for everything the test includes. \$97

DIGITAL PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$97

Photoshop Elements I and II are now available!

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level! \$97

Photographing People With Your Digital Camera

Expert shows you how to take beautiful pictures of adults, children, and babies. \$97

ENTERTAINMENT

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$97

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$97

ED-2-GO[®]

Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be. \$97

Going Green at Home

Step into a green lifestyle as you discover simple, cost-effective ways to make your home environmentally friendly. \$97

FAMILY & FRIENDS

Luscious, Low-Fat,

Lightning-Quick Meals Discover how easy it can be to prepare meals that are both delicious and nutritious! \$97

Genealogy Basics

Begin an exciting and fascinating exploration of your roots. \$97

Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition. \$97

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer. \$97

Empowering Students with Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs. \$97

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations. \$97

LANGUAGES

Speed Spanish I (II and III)

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time. \$97

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. \$97

Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed. \$97

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$97

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. \$97

ED-2-GO®

Easy English 1 (2 & 3)

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies. \$97

Spanish for Law Enforcement

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. \$97

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. \$97

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$97

ART, HISTORY, MATH, & MORE

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage. \$97

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades. \$97

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. \$97

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems. \$97

LAW & LEGAL CAREERS

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals who work closely with them. \$97

Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims. \$97

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. \$97

Workers' Compensation

Gain essential skills and a solid understanding of one of the fastest-growing areas in law. \$97

ED-2-GO®

LSAT Preparation - Course 1 of 2

Learn about law school entrance procedures and improve your test-taking skills. \$97

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages. \$97

PERSONAL FINANCE

Real Estate Investing

Build and protect your wealth by investing in real estate. \$97

Real Estate Investing II: Financing Your Property

Discover the tools professional investors use to crunch numbers and analyze potential deals, and learn how to make better decisions with sophisticated, yet easy-to-use worksheets for doing your own financial analysis. \$97

Where Does All My Money Go?

Learn how to get control of your money once and for all. \$97

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$97

Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement. \$97

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks. \$97

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes. \$97

Protect Your Money, Credit and Identity

Learn how to guard against scam artists, identity thieves, predatory lenders, and abusive debt collectors. \$97

HEALTH CARE

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team. \$97

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. \$97

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. \$97

ED-2-GO®

Human Anatomy and Physiology (I & II)

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce. \$97

Medical Math

Master the math skills you need to succeed in the medical field. \$97

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$97

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life. \$97

Certificate in End of Life Care

(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses. \$189

Certificate in Gerontology

(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population. \$189

Certificate in Legal and Ethical Issues in Nursing

(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care. \$165

Certificate in Pain Assessment and Management

(24 contact hours) This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain. \$165

Certificate in Perinatal Issues

(14 contact hours) Stay current with emerging trends affecting childbearing women, newborns, and families. \$105

VETERINARY

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$97

Become a Veterinary Assistant II: Canine Reproduction

Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care. \$97

Become a Veterinary Assistant III: Practical Skills

Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner. \$97

Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career. \$97

TEACHING**Teaching Writing: Grades 4-6**

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. \$97

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. \$97

Solving Classroom Discipline Problems (I & II)

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$97

Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms. \$97

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher. \$97

Guided Reading: Strategies for the Differentiated Classroom

Learn creative ways to bring differentiated instruction and guided reading to life in your classroom. \$97

Guiding Reading and Writing: Strategies for Maximum Student Achievement

Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. \$97

Integrating Technology in the Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. \$97

Creating the Inclusive Classroom: Strategies for Success

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity. \$97

Ready, Set, Read!

Learning specialist shows you how to develop successful readers and writers. \$97

Singapore Math Strategies: Model Drawing for Grades 1-6

In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context. \$97

ED-2-GO®

Teaching Students With Autism: Strategies for Success

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom. \$97

Response to Intervention: Reading Strategies That Work

Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need. \$97

Teaching Students with Learning Disabilities

Learn how to successfully meet the diverse needs of the learning disabled students in your classroom. \$97

Empowering Students with Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs. \$97

Teaching ESL/EFL Reading (also for Grammar and Vocabulary available)

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher. \$97

Teaching Students with ADHD

Learn practical strategies for helping

children with attention deficit hyperactivity disorder (ADHD) succeed in school. \$97

Teaching Adult Learners

Learn powerful techniques for reaching and motivating adult learners in today's student-centered classroom. \$97

Teaching Preschool: A Year of Inspiring Lessons

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year. \$97

Spanish in the Classroom

Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking students and parents. \$97

WRITING

Writeriffic: Creativity Training for Writers

Banish writer's block forever with these tricks from the published writer's toolbox. \$97

Write Your Life Story

Give your family and friends an inspirational autobiography. \$97

Advanced Fiction Writing

Explore advanced fiction writing techniques with a published novelist. \$97

ED-2-GO®

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. \$97

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. \$97

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published. \$97

Beginner's Guide to Getting Published

Published writer shows you how to give yourself the credibility you need to get your works published. \$97

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$97

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. \$97

A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve

your writing with vivid descriptions, memorable settings, and believable characters. \$97

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$97

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books. \$97

Effective Business Writing

Develop powerful written documents that draw readers in and keep them motivated to continue to the end. \$97

Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them. \$97

BASIC COMPUTER LITERACY

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing. \$97

Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look. \$97

ED-2-GO[®]

Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more. \$97

Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software. \$97

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. \$97

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself. \$97

COMPUTER APPLICATIONS

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor. \$97

Intermediate Microsoft Word

Take advantage of Word's publishing capabilities to create eye-catching documents. \$97

Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more. \$97

Introduction to Microsoft Access

(Intermediate course available)

Store, locate, print, and automate access to all types of information. \$97

Introduction to Microsoft Excel

(Intermediate course available)

Discover the secrets to setting up fully formatted worksheets quickly and efficiently. \$97

Advanced Microsoft Excel

Increase your potential and maximize your value by becoming an expert Microsoft Excel user. \$97

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more. \$97

Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease. \$97

Introduction to Microsoft Outlook

Communicate and manage information better and faster. \$97

Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest. \$97

COMPUTER APPLICATIONS

Introduction to Illustrator CS3 (CS4 & CS5)

In this class, you'll get the training you

ED-2-GO®

need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market. \$97

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data. \$97

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business. \$97

Performing Payroll in QuickBooks

Discover the secrets of effortlessly setting up and processing your payroll. \$97

QuickBooks for Contractors

Harness the power of QuickBooks Premier Contractor Edition for increased success. \$97

Introduction to Photoshop (CS3 , CS4 & CS5)

Learn the basics of using Adobe Photoshop to create images and edit photos. \$97

Intermediate Photoshop CS3(*CS4 intermediate course available*)

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity. \$97

Introduction to CorelDraw

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web. \$97

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers. \$97

Introduction to Adobe InDesign CS4 & CS5

You'll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more. \$97

WEB DESIGN

Intermediate Dreamweaver

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert. \$97

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web. \$97

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers. \$97

ED-2-GO[®]

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective. \$97

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines. \$97

Introduction to Flash

Learn how to create exciting interactive animations from a working Flash designer and author. \$97

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! \$97

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher. \$97

WEB PROGRAMMING

Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. \$97

Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails program-

ming environment and the Ruby programming language. \$97

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques. \$97

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator. \$97

Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET. \$97

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server. \$97

COMPUTER PROGRAMMING

C++ for the Absolute Beginner

Learn to program in C++, even if you have no prior programming experience! \$97

C# Programming for the Absolute Beginner

(Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language. \$97

ED-2-GO®

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language. \$97

Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database. \$97

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development. \$97

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator. \$97

CERTIFICATION PREP

Basic CompTIA® A+ Certification Prep

Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3). \$115

Intermediate COMPTIA A+ Certification Prep

Take the second step toward becoming a CompTIA A+ certified technician by

going inside the PC to install and configure drives and then diving into the Windows operating system. \$115

CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate. \$115

CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech. \$115

Advanced CompTIA A+ Certification Prep

Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers, and how to network, secure, and troubleshoot. \$115

NETWORKING/TROUBLESHOOTING

Introduction to Networking (Intermediate course available)

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. \$97

Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks. \$97

ED-2-GO[®] Online Career Training Programs

Three Rivers Community College, in partnership with ed2go (formerly Gatlin Education Services), offers online open enrollment non-credit programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed. Although each course is self-study, each online course has an instructor assigned to answer student questions and solve student problems. Each program has specific learning outcomes related to industry standards. A majority of the course are designed to be completed with 90 to 180 days (3 months to 6 months). Students can visit the website at www.gatlineducation.com/trccce to receive program information, register or ask questions related to the course.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. Some of the general program descriptions are listed below. Detailed program outlines, descriptions, requirements and demos are available at www.gatlineducation.com/trccce. For information related to registering, students can call the Continuing Education Department at (860) 885-2607. Please note:

- Upon your initial registration at the website, you will be emailed a non-credit Three Rivers registration form which will include our different payment options. Financial assistance and payment plans are available through ed2go and a partner loan service.
- Once a course is accessed either by requesting materials or viewing lessons, there are not refunds.

Courses require proof of high school completion or equivalent.

ED-2-GO[®] Online Career Training Programs

Business and Professional

Administrative Professional with Microsoft Office Specialist 2003 Training – 380 hours - \$1,995

Learn the skills you need for a successful career as an administrative professional. Office management, communication skills, event planning and more are covered in this program, along with training on the Microsoft Office 2007 suite of programs.

Administrative Professional with Microsoft Office Specialist 2007 Training – 480 hours - \$2,295

Learn the skills you need for a successful career as an administrative professional. Office management, communication skills, event planning and more are covered in this program, along with training on the Microsoft Office 2003 suite of programs.

Certified Alternative Dispute Resolution Specialist – 240 hours - \$2,995

This online Alternative Dispute Resolution Certificate (ADR) program is offered in partnership with IADR GLOBAL. Dispute Resolution is a rapidly growing field of study and a process commonly used in federal and local government agencies, corporations, non-profit and for profit agencies as well as in private ADR practices.

Certified Bookkeeper – 140 hours - \$1,795

The Certified Bookkeeper Online Training Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Certified Global Business Professional – 400 hours - \$2,495

The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Certified Mediator – 120 hours - \$1,595

This comprehensive online training program will provide you with the core skills necessary for the practice of mediation.

Chartered Tax Professional – 180 hours - \$1,795

Learn to prepare individual tax returns for almost all U.S. taxpayers! With this innovative program, you can start working and earning money while completing your program.

Marketing Design Certificate – 360 hours - \$5,595

This program focuses on design for marketing and business—creating logos, advertisements, communications, and more. You'll learn Photoshop, Illustrator, and Microsoft

ED-2-GO® Online Career Training Programs

PowerPoint while gaining fundamental technical and aesthetic skills.

Non-Profit Management – 300 hours \$2,095

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

Paralegal – 300 hours \$1,795

The Paralegal Online Training Program will prepare you for success in this growing career field. You'll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

Pay Per Click Marketing – 150 hours \$1,495

Pay-per-click marketing refers to a specific type of advertising where you pay a search engine every time a potential customer clicks on your ad. The program covers search-engine marketing, Internet advertising, using Google's AdWords program, keyword marketing, building ads, conducting research, and more.

Professional Bookkeeping with QuickBooks 2010 – 140 hours - \$1,695

Master basic bookkeeping and accounting skills using QuickBooks 2010.

Payroll Practice and Management – 80 hours - \$1,595

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today.

Purchasing and Supply Chain Management – 300 hours - \$2,095

Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you'll learn in this online program.

Records Management Certificate – 180 hours - \$1,395

This comprehensive program will help you establish a successful records management program, including electronic, magnetic, and paper media.

Search Engine Marketing – 250 hours - \$1,895

Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

ED-2-GO® Online Career Training Programs

Search Engine Optimization – 150 hours - \$1,495

The Search Engine Optimization Online Training Program will teach you how to increase a Web site's traffic by improving its rankings with search engines.

Healthcare and Fitness

Administrative Dental Assistant – 150 hours - \$1,595

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

Administrative Medical Specialist with Medical Billing and Coding – 300 hours - \$1,995

Get the skills you need to become an administrative medical specialist, medical billing specialist, or a medical coder.

Administrative Medical Specialist with Medical Billing and Coding + Medical Terminology – 360 hours - \$2,295

Become an administrative medical specialist, medical billing specialist, or a medical coder. You'll learn the essential skills, as well as mastering medical terminology.

Advanced Coding for the Physician's Office – 80 hours - \$1,395

Take the next step in your career and prepare for the Certified Procedural Coding national certification

exam with the help of this online training program.

Advanced Hospital Coding and CCS Prep – 80 hours - \$1,695

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

Fitness Business Management – 200 hours - \$2,395

Learn how to manage a personal training program, department, or facility as a strategic business with this innovative program.

ICD-10 Medical Coding – 200 hours - \$1,595

Prepare for and implement the changes that ICD-10 will bring to the medical coding system.

Clinical Dental Assistant – 240 hours - \$1,995

The Clinical Dental Assistant Online Training Program will provide you with the skills you need to become a dental assistant. After you've completed this program, you'll be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.

ED-2-GO[®] Online Career Training Programs

Medical Billing and Coding – 240 hours - \$1,595

Prepare for a career as a medical billing and coding professional.

Medical Billing and Coding + Medical Terminology – 300 hours - \$1,895

The Medical Billing and Coding + Medical Terminology Program will prepare you for an entry-level position doing medical billing or coding, while also teaching you proper medical terminology and spelling.

Medical Terminology – 60 hours - \$595

Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.

Medical Transcription – 240 hours - \$1,595

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

Medical Transcription + Medical Terminology – 300 hours - \$1,895

Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

Nutrition for Optimal Health, Wellness, and Sports – 200 hours - \$2,395

Learn to develop individual nutrition programs for clients, patients, or personal use.

Hospitality and Service Industry

Certified Wedding Planner – 300 hours - \$1,395

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Child Development Associate Training – 120 hours - \$850

If you like working with children, a career as a childcare professional might be right for you. This certificate program in Childcare and Education will allow you to earn your national Child Development Associate (CDA) certification, while working at your own pace in a flexible, self-directed online learning environment.

ED-2-GO® Online Career Training Programs

Certified Protection Officer – 50 hours - \$850

As a Certified Protection Officer (CPO), you're always in demand. Prepare for this exciting career through the online certification program offered at Smart Horizons Career Online Education. You'll learn about report writing, physical security, emergency procedures, workplace violence, traffic control, fire prevention, use of force, and operational risk management. The program is conducted entirely online and gives you the opportunity to learn at your own pace as you complete the academic requirements for certification. Throughout, you'll have the support of an experienced, enthusiastic teacher who is committed to your success.

Child Development Associate Training Renewal– 45 hours - \$499

Renew your Child Development Associate (CDA) credentials online, in the comfort of your own home! These courses provide the 45 hours or 4.5 Continuing Education Units (CEUs) required by the CDA Council to renew your CDA credential. The courses are selected from the eight CDA competency areas to provide a breadth of knowledge, and they support the requirements for renewing your certification for Associates original settings, age-level endorsement, and specialization.

Travel Agent Training – 200 hours - \$1,595

Learn the basic skills needed to operate a computer reservation system for airlines, travel agencies, cruise lines, hotel, or as a home-based agent, and get started in a career in the travel industry.

IT and Software Development

.Cisco® CCNA® Certification Training – 100 hours - \$1,995

The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, and operate simple routed LANs and WANs while preparing you for Cisco Exam 640-802.

CompTIA™ A+ Certification Training – 150 hours - \$1,695

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive.

CompTIA™ Network+ Certification Training – 80 hours - \$1,495

Prepare for a career as a network technician and qualify to take the CompTIA Network+ certification exam as you master basic networking concepts and gain a fundamental knowledge of network design, security, routing, and switching.

ED-2-GO[®] Online Career Training Programs

CompTIA™ Security+ Certification Training – 80 hours - \$1,495

Take your first step toward a career as a security professional and prepare yourself for the CompTIA™ Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security.

3ds max – 300 hours - \$1,695

Learn to use 3ds Max to design, develop, and create 3D animation

Forensic Computer Examiner – 80 hours - \$3,095

The Forensic Computer Examiner Online Training Program will train you to thoroughly examine digital media and to clearly document, control, prepare, and present examination results. This program will prepare you for the Certified Computer Examiner test.

Help Desk Analyst: Tier 1 Support Specialist – 120 hours - \$1,495

Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support!

Microsoft Certified IT Professional: Server Administrator (MCITP) – 240 hours - \$1,895

Learn to administer and manage Windows 2008 Networks, and prepare for the Microsoft 70-640, 70-642, and 70-646 exams that qualify you for MCITP certification.

Microsoft Certified System Administrator Plus 2003 (MCSA+) – 340 hours - \$2,195

This program is for you if you already hold CompTIA certifications and wish to also complete the MCSA training.

Microsoft Certified System Administrator 2003 (MCSA) – 440 hours - \$2,495

This program prepares you for the MCSA credential on Microsoft Windows 2003, which demonstrates that you have the technical proficiency and expertise to successfully manage and maintain the Microsoft Windows Server 2003 System for medium- to large-sized companies.

Microsoft Certified System Engineer 2003 (MCSE) – 700 hours - \$3,295

Prepare for MCSE certification with the Microsoft Certified Systems Engineer 2003 Online Training Program! The MCSE 2003 credential is the premier certification for IT pros who work with the Microsoft Windows 2003 platform and Microsoft server software.

ED-2-GO® Online Career Training Programs

Microsoft Project 2007 – 60 hours - \$795

Learn how to use Microsoft Project to plan, manage, and track projects effectively while getting the preparation you need to take the Microsoft Project professional certification exam.

Microsoft Web Developer – 200 hours - \$1,995

Learn how to develop on the Microsoft platform using .NET Framework 3.5, and prepare for the Microsoft 70-536 and 70-562 certification exams.

RFID (Radio Frequency Identification) on the Web™ - 70 hours - \$2,495

RFID on the Web will give you the knowledge to successfully implement and support an RFID system and to pass the CompTIA RFID+ Certification exam.

Web Applications Developer – 267 hours - \$2,195

The Web Database Developer Online Training Program will teach you to incorporate database design, development, and deployment into e-commerce sites, dynamic Web sites, and business-to-business data collaboration.

Webmaster – 150 hours - \$1,795

The Webmaster Online Training Program will teach you to design, develop, and maintain Web sites.

Management and Corporate

Lean Mastery – 60 hours - \$1,695

Eliminate waste from your business by learning and implementing the principles of lean business.

Management for IT Professionals – 390 hours - \$2,095

Learn leadership skills that will help you succeed as a manager in the IT field.

Management Training – 360 hours - \$2,095

If you're thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Project Management – 40 hours - \$1,495

The Project Management Online Training Program will help you improve your project management skills and prepare you for certification as a Project Management Professional.

Project Management with Microsoft Project 2007 – 100 hours - \$1,995

Improve your project management skills while preparing for certification as a Project Management Professional, and learn how to use Microsoft Project 2007 software as you prepare for the Microsoft Project professional certification exam.

ED-2-GO[®] Online Career Training Programs

Six Sigma Black Belt -200 hours - \$2,695

The Six Sigma Black Belt Online Career Training Program provides you with an in-depth look at the Six Sigma Black Belt problem-solving methodology, deployment, and project development approaches.

Six Sigma Green Belt – 100 hours - \$1,895

The Six Sigma Green Belt Online Training Program encompasses all aspects of running a Six Sigma Green Belt business, including management, service delivery, design, production, and customer satisfaction.

Media and Design

Digital Arts Certificate – 360 hours - \$5,995

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital photography, imaging, and illustration. This program covers Adobe Photoshop and Illustrator and more.

Event Management and Design – 300 hours - \$1,895

From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

Game Art Certificate – 360 hours - \$5,995

The Game Art Online Training Program will help you build technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects will help you develop a high-quality portfolio of game art.

Graphic Design With Photoshop CS5 Training – 200 hours - \$1,795

Prepare for a career in graphic design by mastering Photoshop cs5, the world's most popular application for creating and editing graphic images.

Graphic Design With Photoshop CS5 Training, Software Included – 200 hours - \$2,495

Prepare for a career in graphic design by mastering Photoshop cs5, the world's most popular application for creating and editing graphic images. Photoshop CS5 software license is included in the program fee.

Multimedia Arts Certificate – 360 hours - \$5,995

The Multimedia Arts Online Training Program gives you the conceptual, technical, and visual design skills required to create multimedia applications and environments. You'll explore Adobe Photoshop, Flash, and After Effects, as well as digital video editing.

ED-2-GO[®] Online Career Training Programs

Residential Interior Designer -120 hours - \$1,995

Prepare for a career as a residential interior designer by learning the basics of good design, getting familiar with design styles and movements, exploring the materials that interior designers use, and putting your knowledge to work as you create your own design concept for a family room.

Video Game Design and Development – 500 hours - \$1,995

Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

Web Design Certificate – 360 hours - \$5,995

Learn to use Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash to create stunning Web sites.

Skilled Trades and Industrial

Carpentry – 80 hours - \$1,395

Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

Certified Architectural Glass Technician – 170 hours - \$1,795

Prepare for a career as an architectural glass technician and gain the skills you need to take the National glass Association's glass Installer Certification Exam.

Certified Auto Glass Technician – 140 hours - \$1,695

Master the skills you need to become a professional auto glass technician, and prepare for the National glass Association's Auto glass Installer Certification Exam.

Freight Broker/Agent Training – 150 hours - \$1,695

Become a part of the exciting trucking, freight logistics, and transportation industries! This program will teach you everything you need to know to start your own freight business or become a freight agent.

Home Inspection Certificate – 200 hours - \$2,095

Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

ED-2-GO[®] Online Career Training Programs

HVAC Technician – 320 hours - \$3,095

The only HVAC Technician training program of its kind on the Web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

Sustainable Energy and Going Green

Certified Green Supply Chain Professional – 60 hours - \$1,595

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

Certified Indoor Air Quality Manager - 16 hours - \$795

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

Certified Indoor Environmentalist – 32 hours - \$895

Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor Environmentalist Program will help you take the next step in your career.

Performing Comprehensive Building Assessments – 30 hours - \$695

This program will give you a thorough understanding of the building assessment process, focusing on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine improvement opportunities, and prepare a work scope that will guide the homeowner's decision-making process for making the improvements.

Principles of Green Buildings – 30 hours - \$595

The Principles of Green Buildings (PGB) program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Senior Certified Sustainability Professional – 110 hours - \$2,495

Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sus-

ED-2-GO[®] Online Career Training Programs

ustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise's sustainability strategy.

Solar Power Professional – 120 hours - \$1,695

Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

Wind Energy Apprentice – 240 hours - \$2,195

This entry-level Wind Energy Apprentice program prepares y

Directions to Campus

**Three Rivers Community College:
574 New London Turnpike
Norwich, Connecticut 06360**

From New London:

Follow Route 32 to I-395. Take Exit 80 east.** (travel time approximately 15 minutes)

From Groton/Mystic:

Follow I-95 south to Route 32 - Norwich. Take I-395 north to Exit 80 east.** (travel time approximately 25 minutes)

From Colchester and points West:

Follow Route 2 east until it merges with Route 32 south. Take Exit 28S on to I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 West Main Street).** (travel time approximately 23 minutes)

From Jewett City and points North:

Take I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 West Main Street).** (travel time approximately 20 minutes)

From Ledyard/Navy Subbase area:

Follow 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80 east.** (travel time approximately 25 minutes)

From New Haven and points south:

Take I-95 north to I-395 north (exit 76). Take I-395 north to Exit 80 east.**

**** From all points above:**

Go five lights down to New London Turnpike. Turn right. TRCC is about .2 miles on left.

By Bus:

SEAT bus transportation is available directly to the college during the day. Contact Southeastern Transit for Further Information @ 860-886-2631.

NOTES



Three Rivers Community College
NONCREDIT REGISTRATION FORM

<i>Office Use ONLY</i>	
Student ID# @	_____
Entered by	_____
Date	_____

PLEASE CLIP AND RETURN TO:

Continuing Education & Community Services
 Three Rivers Community College • 574 New London Turnpike • Norwich, CT 06360-6598
 Telephone: 860-885-2608 • Fax: 860-886-5063

Registration deadline is one business day prior to the start of class, which includes the online Ed-2-Go®. Payment and required prerequisites must accompany your registration. Completion of any program does not guarantee employment.

LEGAL NAME: _____

FORMER NAME (s): _____

STREET: _____

TOWN/STATE/ZIP CODE: _____

TELEPHONE #: _____ DATE OF BIRTH: _____
(Required by College)

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____
(Required by the College)

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, *please do not mail cash* Check, made payable to **TRCC**

Visa MasterCard Discover

Amt. Charged	Credit Card #	Exp. Date
--------------	---------------	-----------

Zip Code of Credit Card Holder *(Required by Credit Card Company)*

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I understand that in order to maintain accurate student records, and for other legitimate business purposes, it may be necessary for Three Rivers Community College to share personally identifiable information pertaining to me with another Community College in the Community College System or with the System Office. Accordingly, I hereby authorize Three Rivers Community College to release such information contained in my education record for legitimate business purposes relating to my application for admission, registration for courses and my continued enrollment at Three Rivers Community College.

I also pledge myself to comply, in good faith with all the rules and regulations of the College. I realize that any misleading information on this application may be cause for dismissal.

 Signature

 Date

**Three Rivers Community College
Continuing Education
574 New London Turnpike
Norwich, CT 06360
(860) 885-2608**

Where Learning Works!