

FALL 2022 CAREER-TRAINING CERTIFICATES

SNAP E&T and WIOA Scholarships Available

www.capitalcc.edu/ce

SCHEDULE LEGEND

Class Days: Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, Saturday = S, Online = O
 Format: Remote = Class has online live meetings, Hybrid = Class has online live meetings & classes on campus,
 Online = Course is offered online with no live meetings, On Campus = Course has live meetings at the College
 Times: Asynchronous = Student learns on their own time. Dates: Open Enroll = Student starts anytime.

TITLE	FORMAT	DAYS	TIMES	DATES	CRN	COST
COMPUTERS						
AWS Cloud Foundations	Remote	MW	1pm-4pm	9/12-10/5	3532	\$899
Intro to Commercial Drones.	Online	O	Asynchronous	9/1-12/31	3385	\$1250
IT Bootcamp	Remote	TR	5:30pm-8:30pm	11/8-12/6	0000	TBD
Computer Fund. Prep Course*	On Campus	S	10am-12pm	10/8-10/29	3529	\$279
Computer Fund. Prep Course*	On Campus	TR	6pm-8pm	11/8-11/17	3531	\$279

HEALTHCARE

Administrative Medical Assistant	Hybrid	TRS	On campus: TR-9-12pm, Remote: S-9-12pm	10/18-1/26	3237	\$2699
Administrative Medical Assistant	Hybrid	MTR	On campus: MT-5.30p-8.30pm, Remote: R-5.30p-8.30pm	11/15-2/23	3238	\$2699
Asistente Cuidados Personal (Course in Spanish)	On Campus	MW	6:00PM-8:30PM	10/17-1/11	3495	\$2200
C.N.A. Refresher	On Campus	MTWRF	Lec - 9.30am-12.30pm, Lab 8.30am-1.30pm	Starts 9/12	0000	\$399
C.N.A. Refresher	On Campus	MTWR	Lec/Lab 6pm-9pm Clinical 5pm-9pm	Starts 9/19	0000	\$399
Community Health Worker	Hybrid	TRS	TR-5:30-7:30pm, S-9-12pm	10/25-1/31	3497	\$2699
EKG Technician w/BLS	On Campus	MW	5:30pm-8:30pm	10/17-12/14	3181	\$1730
Nurse Aide Certif (CNA)w/BLS	On Campus	MTWRF	Lec - 9.30am-12.30pm, Lab 8.30a-1.30p-Clin 8a-2p	9/12-11/2	3340	\$1650
Nurse Aide Certif (CNA)w/BLS	On Campus	MTWRF	Lec - 9.30am-12.30pm, Lab 8.30a-1.30p-Clin 8a-2p	11/14-1/13	3527	\$1650
Nurse Aide Certif (CNA)w/BLS	On Campus	MTWR	Lec/Lab 5.30pm-8.30pm, Clinical 5pm-9pm	9/19-12/05	3343	\$1650
Pharmacy Technician	Online	O	Asynchronous	9/13-12/18	3489	\$1599

SECURITY

Safety & Security Guard w/CPR	On Campus	MTR	5:15pm-9:15pm	11/14-11/17	0000	\$1100
-------------------------------	-----------	-----	---------------	-------------	------	--------

TRADES

Asplundh Utility Arborist Trainee	On Campus	MTR	6:00pm-9:00pm	10/17-12/5	3501	\$1190
Manufacturing Intro	On Campus	MTWRF	4pm-9.30pm	10/10-11/15	0000	Free*

FALL 2022 PROFESSIONAL DEVELOPMENT COURSES

www.capitalcc.edu/ce

SCHEDULE LEGEND

Class Days: Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, Saturday = S, Online = O
Format: Remote = Class has online live meetings, Hybrid = Class has online live meetings & classes on campus,
Online = Course is offered online with no live meetings, On Campus = Course has live meetings at the College
Times: Asynchronous = Student learns on their own time

TITLE	FORMAT	DAYS	TIMES	DATES	COST
BUSINESS					
Business Analytics Using Excel	Online	O	Asynchronous	10/1-10/31	\$115
Fund. of Superv. & Management	Online	O	Asynchronous	10/12-12/02	\$115
High Speed Project Management	Online	O	Asynchronous	10/12-12/02	\$115
Six Sigma: Total Quality Applic	Online	O	Asynchronous	10/12-12/02	\$115
COMMUNICATION & INTERPERSONAL SKILLS					
Achieving Success w/Diffic People	Online	O	Asynchronous	10/12-12/2	\$115
Certificate in Mindfulness	Online	O	Asynchronous	11/16-1/6	\$110
Conflict De-escalation Techniques	WebEx	F	9:00am-4:00pm	10/7	\$110
Effective Business Writing	Online	R	9:00am-4:00pm	10/13 & 10/27	\$200
Certificate in Stress Mgmt	Online	O	Asynchronous	10/12-12/2	\$110
COMPUTERS					
Excel: Functions and Formulas	WebEx	F	9:00am-4:00pm	11/4	\$110
QuickBooks Online Introduction	Online	O	Asynchronous	10/12-12/2	\$115
PC Security Introduction	Online	O	Asynchronous	10/12-12/2	\$115
Excel: Introduction	Online	F	9:00am-4:00pm	10/7	\$110
Excel: Intermediate	Online	F	9:00am-4:00pm	10/21	\$110
Excel: Pivot Tables, Power Pivots & Charts	Online	F	9:00am-4:00pm	11/18	\$110
Understanding the Cloud	Online	O	Asynchronous	11/16-1/6	\$115
FOREIGN LANGUAGE					
Spanish I	Online	O	Asynchronous	11/16-1/6	\$115
Spanish III	Online	O	Asynchronous	10/12-12/2	\$115
GRANT WRITING					
A To Z Grant Writing	Online	O	Asynchronous	10/12-12/2	\$115
Advanced Grant Proposal Writing	Online	O	Asynchronous	11/16-1/6	\$115
TRADES					
OSHA 10 Construction	On Campus	S	8am-2.30pm	9/3-9/17	\$110