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## Adult Literacy

CCRI offers opportunities to acquire foundational skills and knowledge to enrich yourself, your family, your workplace and your community.

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CCRI is committed to enhancing Rhode Island's economic development efforts by offering a multitude of training programs geared to help you get to work.

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## Community Education/ Personal Development

Take some time to stop and smell the roses. We've got it all, from beekeeping to voice-overs.

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**The Community College of Rhode Island and its Center for Workforce and Community Education offer noncredit classes for personal enrichment based on community demand. Offering these classes does not imply that the college or CWCE endorses their philosophy or content.**

## Online Learning

If you are highly motivated and enjoy working independently, online learning empowers you to decide when and where learning fits into your busy schedule.

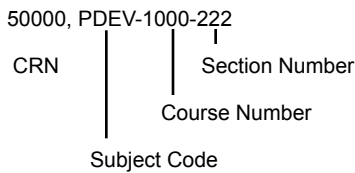
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## How to Read this Booklet

### Numbering System:

Course numbers indicate the following:



### Days / Dates:

Days are coded in the following manner:

|               |              |
|---------------|--------------|
| M - Monday    | F - Friday   |
| T - Tuesday   | S - Saturday |
| W - Wednesday | U - Sunday   |
| R - Thursday  |              |

**Courses notated with a (W) mean that you may be eligible to receive financial assistance through the Workforce Investment Act (WIA)**

## Locations - Workforce and Community Education Offices

**Warwick, Knight Campus, 400 East Ave., Warwick, RI 02886  
401-825-1214**

**Lincoln, Flanagan Campus, 1762 Louisquisset Pike, Lincoln, RI 02865  
401-333-7070**

**Newport, Newport County Campus, One John H. Chafee Blvd., Newport, RI 02840  
401-851-1661**

**Providence, Liston Campus, One Hilton St., Providence, RI 02905  
401-455-6019**

**Davies Career & Technical High School, 50 Jenckes Hill Road, Lincoln, RI 02865**

***There are several ways to register.  
See Page 29 for details.***

## General Educational Development (GED®)

CCRI operates two GED® testing sites, one at the Flanagan Campus in Lincoln and the second at the Liston Campus in Providence. The fee for the GED® test is \$55. No registration fee applies.

If you are interested in taking the GED® test, the first step is to register for a two-day orientation and assessment test session. You must be available for three hours each day. At this time, you will learn about the GED® and be tested to determine the most appropriate next step based upon your individual needs. If you are academically prepared to take the official GED® test, you will be able to register for testing at the Lincoln or Providence campuses. If you require some academic brush-up, you will be directed to an appropriate preparation class either at CCRI or another adult education agency.



CCRI only offers high-level GED® classes for students preparing to enter post-secondary education.

The Spanish GED® test also is offered at CCRI. There is a one-day orientation/assessment required. If you require some academic brush-up, you will be directed to another adult education agency.

### GED® Orientation / Assessment

*\$20 (no registration fee applies)*

#### Providence Campus (English) Monday and Friday, 9 a.m.

50056 GEDT-2000-301 Jan 23 & 27  
50057 GEDT-2000-302 Feb 13 & 17  
50058 GEDT-2000-303 Mar 5 & 9  
50059 GEDT-2000-304 Mar 19 & 23  
50060 GEDT-2000-305 Apr 23 & 27

#### Providence Campus (Spanish) Friday, 9 a.m.

50062 GEDT-2500-301 Jan 6  
50063 GEDT-2500-302 Feb 3  
50064 GEDT-2500-303 Mar 2  
50065 GEDT-2500-304 Apr 6

#### Lincoln Campus (English) Monday and Tuesday, 9 a.m.

50156 GEDT-2000-155 Jan 3 & 4\*  
*\* meets on Tuesday and Wednesday*  
50050 GEDT-2000-150 Jan 9 & 10  
50051 GEDT-2000-151 Feb 6 & 7  
50052 GEDT-2000-152 Feb 27 & 28  
50053 GEDT-2000-153 Mar 12 & 13  
50157 GEDT-2000-156 Apr 2 & 3  
50054 GEDT-2000-154 Apr 9 & 10

For more information, please contact Angela Salvadore at  
401-455-6140 or [asalvadore@ccri.edu](mailto:asalvadore@ccri.edu).

## Transition/Bridge to College Programs

The Center for Workforce and Community Education (CWCE) partners with five adult education programs including: Aquidneck Island Adult Learning Center, Dorcas Place, Education Exchange, Rhode Island Regional Adult Learning (RIRAL), and Westbay Community Action Program, associates in the Rhode Island Transition to College and Careers Initiative. Each agency provides transition or bridge to college and career programs for nontraditional adult students returning to academic life. Programs offer student success preparation, including academic instruction, tutoring, mentoring and development of college success skills. Select programs also offer a college class at the Community College of Rhode Island. In addition, there is assistance with financial aid and college application processes.



**To find out more about RIRAL TTC and Dorcas Bridge to College programs, contact:**

RI Statewide Transitions to College Policy Advocate: 401-455-6114 or 401-851-1659  
CCRI, Center for Workforce and Community Education, 401-455-6059, [www.ccri.edu](http://www.ccri.edu)  
Dorcas Place, 401-273-8866, ext. 152, [www.dorcasplace.org](http://www.dorcasplace.org)  
RIRAL TTC, 401-722-9800, [www.transitiontocollege.org](http://www.transitiontocollege.org)  
Westbay Adult Education Academy, 401-732-4666, ext. 130, [www.westbaycap.org](http://www.westbaycap.org)  
Education Exchange, 401-783-0293, [www.EdExRI.org](http://www.EdExRI.org)  
Aquidneck Island Adult Learning Center, 401-847-7171, [www.aialc.com](http://www.aialc.com)

### ATTENTION EMPLOYERS Workplace Literacy Programs Available!

Do your employees need to upgrade their basic skills or English language skills to better meet the demands of the workplace? CCRI can help. We offer a wide variety of customized workforce literacy skills training. Designed to meet the needs of your workplace, our program will provide your employees with the opportunity to upgrade their job skills in classes conveniently offered on site. Grant funds can help to defray the cost of the program.\*

We offer ESL classes, GED preparation, adult basic education, and instruction in reading and math.

**If your company is interested in learning more about CCRI's workplace literacy programs, call Lynn Watterson at 401-455-6042.**

*\*Program is funded by the Rhode Island Department of Education.*

### English as a Second Language (ESL)

Classes are designed to give students an understanding of the basics of the English language. The goal of the program is to help speakers of other languages achieve a level of English proficiency that will enable them to function better in everyday living, enter a job training program, improve performance at a job site or pursue further education.

Anyone studying ESL at CCRI for the first time must take a placement test. No test is necessary for anyone starting at Level I. Students must register in advance.

#### Placement Test

\$20 (no registration fee applies)

#### Lincoln

60954, ESLP-9111-159, W, Nov 30, 6 p.m.

60955, ESLP-9111-160, S, Dec 3, 9:30 a.m.

60956, ESLP-9111-161, W, Dec 7, 6 p.m.

60957, ESLP-9111-162, W, Dec 14, 6 p.m.

60958, ESLP-9111-163, W, Dec 21, 6 p.m.

50028, ESLP-9111-150, W, Jan 4, 6 p.m.

50029, ESLP-9111-151, S, Jan 7, 9:30 a.m.

50030, ESLP-9111-152, R, Jan 11, 6 p.m.

#### Providence

60961, ESLP-9111-310, T, Nov 15, 9:30 a.m.

60962, ESLP-9111-311, T, Nov 29, 9:30 a.m.

60963, ESLP-9111-312, T, Dec 6, 9:30 a.m.

60964, ESLP-9111-313, T, Dec 13, 9:30 a.m.

60965, ESLP-9111-314, T, Dec 20, 9:30 a.m.

50031, ESLP-9111-301, T, Jan 10, 9:30 a.m.

50032, ESLP-9111-302, T, Jan 17, 9:30 a.m.

50033, ESLP-9111-303, T, Jan 24, 9:30 a.m.

## English as a Second Language (ESL)

### English Language Basics

Six levels of basic English are offered at the Flanagan Campus and Davies Career & Technical High School in Lincoln. The Liston Campus in Providence offers Levels 1-4. All classes are offered in 15 sessions with a total of 45 hours. Classes cost \$175 plus a \$5 registration fee. A reading class and a writing class also are offered for those who wish to continue after completing the different levels.

#### Lincoln (Levels 1 - 6)

50001...50006, ESLP-9001...9006-150  
S, 9 a.m.-noon, 15 mtgs, Jan 14 - Apr 21

#### Davies Career & Technical High School, Lincoln (Levels 1 - 6)

50007...50012\*, ESLP-9001...9006-700  
T&R, 5:30-8:30 p.m., 15 mtgs, Jan 17 - Mar 13  
\* Level 5: 50019

50013...50018, ESLP-9001...9006-701  
T&R, 5:30-8:30 p.m., 15 mtgs, Apr 3 - May 29

#### Providence (Levels 1 - 4)

Level 1  
50020, ESLP-9001-301  
M&W, 5:30-8:45 p.m., 14 mtgs, Jan 23 - Mar 7  
50021, ESLP-9001-302  
M&W, 5:30-8:30 p.m., 15 mtgs, Mar 26 - May 14

Level 2  
50022, ESLP-9002-301  
T&R, 5:30-8:45 p.m., 14 mtgs, Jan 24 - Mar 8  
50023, ESLP-9002-302  
T&R, 5:30-8:30 p.m., 15 mtgs, Mar 27 - May 15

Level 3  
50024, ESLP-9003-301  
S, 9 a.m.-12:15 p.m., 14 mtgs, Jan 28 - May 5

Level 4  
50025, ESLP-9004-301  
S, 12:30-4 p.m., 14 mtgs, Jan 28 - May 5

#### ESL Reading Class

Students must have completed Level 5 in order to enroll.

\$175 + \$5 Registration Fee

50027, ESLP-2300-150  
S, 9 a.m.-noon, 15 mtgs, Jan 14 - Apr 21, Lincoln

#### ESL Writing Class

Students must have completed Level 5 or take a writing sample test in order to enroll.

\$175 + \$5 Registration Fee

50026, ESLP-2191-150  
W, 5:30-8 p.m., 15 mtgs, Jan 18 - Apr 25, Lincoln

#### ESL Conversation and Pronunciation

Students must have completed Level 3 or understand verb tenses and have enough vocabulary to carry on a simple conversation.

\$65 + \$5 Registration Fee

50034, ESLP-2730-301  
W, 5:30-8 p.m., 8 mtgs, Feb 1 - Mar 28,  
Providence

50035, ESLP-2730-150  
S, 12:30-3 p.m., 8 mtgs, Feb 4 - Mar 24, Lincoln

### Prepare for HR certification with the SHRM Learning System Course

If you've been planning to earn your Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) designation, now is the time to enroll in our updated and expanded HR Certification Institute exam preparation course based on the SHRM Learning System.



By attending our course, you will develop new knowledge and skills that will improve your workplace effectiveness immediately. By enrolling in our classroom-based format, you also get the added benefit of:

- o A structured classroom environment that enhances learning and helps you stay on track.
- o An experienced instructor to explain concepts and apply them to your industry.
- o Opportunities to network and share real-world experiences with other HR professionals.
- o Minimizing travel and maximizing employer tuition assistance.

There's never been a better time to pursue your PHR or SPHR designation. With our blended approach, you'll learn from printed workbooks, software, online tools and a dynamic classroom experience. In addition, you can earn 3.5 continuing education units (CEUs) for completing this course.

*Instructor: Steve Hines*

*\$1,100 + \$5 Registration Fee (includes SHRM instructional manual and Web-based tutorial)*

*\*50123, SHRM-0001-301*

*T, 6-8:30 p.m., Jan 24 - May 1, Providence*

**\*SHRM members: Please use CRN 50124 to receive the \$50 discount.**

**Registration deadline is Jan. 17, 2012.**

**For more information or to register, please call the  
Institute for Leadership & Organizational Development at 401-455-6188.**

## Workforce Investment Act (W)

The federal jobs program is designed to offer training vouchers for individuals who need new or additional skills to access employment.

Programs are offered in partnership with your local netWORKri office.

If you are interested in any of the below programs or additional programs that might become available, contact your local netWORKri office to see if you qualify for WIA-funded programs.

**CCRI is a certified training provider for the following noncredit training programs:**

### Noncredit Programs

Certified Nursing Assistant  
Office Skills Training  
Pharmacy Technician  
Teacher Assistant  
Teacher Assistant with Para Pro Exam Prep

### Noncredit Online Programs

Administrative Professional with MOS  
Certified Bookkeeper  
Senior Certified Sustainability Professional

**Courses notated with a (W) mean that you may be eligible to receive financial assistance through the Workforce Investment Act (WIA).**

## Adult Skills Training Program

The Adult Skills Training Program is a grant-funded program that enables qualified participants to receive skills training, remedial education and job-seeking skills for a \$175 registration fee. Programs are offered at the CCRI campuses, Woonsocket Career & Technical Center and Davies Career & Technical High School.

**Certified Nursing Assistant (CNA) (Page 10)**  
**Office Skills Training (Page 19)**

*Only those interested in obtaining full-time employment upon program completion or those seeking to upgrade current job skills may apply.*

*For enrollment information and eligibility requirements, call 401-333-7286.*

### Certified Nursing Assistant (CNA) Training (W)

#### Demand for Certified Nursing Assistants in Rhode Island is Enormous!

These paraprofessional members of the health care team provide personal and related health care assistance to individuals who are sick, disabled, dependent or residents of health care facilities. All individuals wishing to be employed as a nursing assistant or home health aide in Rhode Island must complete an approved nursing assistant training course.



We offer a diverse schedule of classes that will enable you to accomplish your goal in six to 10 weeks, depending on the schedule. Classes are held at CCRI campuses at a variety of days and times, including evenings, as follows:

- Days - 9 a.m. to 1 p.m., Monday to Thursday, seven to nine weeks, Lincoln
- Afternoons - 1 to 5 p.m., Monday to Thursday, seven to nine weeks, Lincoln
- Evenings - 5 to 9 p.m., three nights per week, seven to nine weeks, Warwick and Lincoln

The program consists of 120 hours of training – 88 hours of classroom and laboratory learning as well as 32 hours of clinical training in a nursing facility. Topics covered include basic nursing skills, resident's rights, vital signs, social services, basic rehabilitative services, personal care skills, and safety and emergency procedures. Completion of CCRI's CNA program qualifies students for a maximum of six credits applicable to the Renal Dialysis Technology Certificate program.

If you are interested in the CNA program, your **first step is to register for one of the following dates to take the CNA pre-test**. This reading comprehension pre-test MUST be taken prior to registering for the CNA program. *(Note: If you are a Rhode Island Works recipient, you must contact the REACH Office prior to enrollment.)*

#### CNA Pre-test

\$20 (no registration fee applies)

50069 CNAT-1000-150 R, 2 p.m., Jan 5, Lincoln

50074 CNAT-1000-155 T, 2 p.m., Mar 13, Lincoln

50070 CNAT-1000-151 T, 2 p.m., Jan 17, Lincoln

50075 CNAT-1000-156 R, 2 p.m., Mar 29, Lincoln

50071 CNAT-1000-152 R, 2 p.m., Feb 2, Lincoln

50076 CNAT-1000-157 T, 2 p.m., Apr 10, Lincoln

50072 CNAT-1000-153 T, 2 p.m., Feb 14, Lincoln

50077 CNAT-1000-158 R, 2 p.m., Apr 26, Lincoln

50073 CNAT-1000-154 R, 2 p.m., Mar 1, Lincoln

After the pre-test, you will be given an application and a physical form that must be completed by your physician or health care provider. Students will be scheduled for a class of their choice upon receipt of the completed application, physical and Bureau of Criminal Identification (BCI) form. You will be notified two weeks prior to the start of class. CPR certification must be attained prior to the clinical portion of the program, which takes place during the last two weeks of training. Certification must be Healthcare Provider level by the American Heart Association.

Tuition for the program is \$700 (plus \$5 Registration Fee), payable upon acceptance. The textbook is included, but please note that the state licensing fee is not. Financial aid assistance is not available for this noncredit course.

Upon successful completion of the course, we will schedule you to take the state boards in our fully equipped, state-of-the-art testing center. Your instructor will explain the state's application process and licensing fees upon your completion of the program.

**For more about the CNA program, call 401-333-7336.**

**See Page 29 for information on accommodations for individuals with disabilities.**

## Teacher Assistant Training

To be employed as a teacher assistant in Rhode Island, the following criteria must be met:

- 1** Have a high school diploma OR a general equivalency diploma (GED)  
For more information on CCRI's GED Program, see Page 4.
- 2** Must have completed a RIDE Teacher Assistant Training Program approved by the Rhode Island Department of Education (RIDE)  
Exceptions to this qualification are:  
Have certification as a teacher assistant (TA) in another state or hold an associate degree or bachelor's degree and have completed coursework or other training that covers the knowledge and skills needed for entry-level instructional TAs as articulated in RIDE TA Standards. The law does not specify the degree has to be in education or a related field, but training needs to have covered the standards regarding TA knowledge and skills.  
For more information on CCRI's Teacher Assistant Training Program, see below.  
**Must meet one of the following three requirements:**
  - Completed at least two years of study at an institution of higher education.
  - Obtained an associate or higher degree.
  - Successfully completed the ParaPro Assessment (reading, writing and mathematics).
- 3**

For more information about the ParaPro Assessment, visit [www.ritap.org/ta](http://www.ritap.org/ta).

For more information on CCRI's ParaPro Assessment Review Class, see below.

### Teacher Assistant Training Program

This program provides training consistent with state standards for anyone interested in being employed as a full-time, part-time or substitute teacher assistant. Instruction is provided by a multidisciplinary team. Topics to be addressed include: roles and responsibilities of the teacher assistant, human development, diversity, special education, basic rights, school health and safety, the instructional process, school laws, computer and technology skills, positive classroom climate and team-building.

A certificate recognized by RIDE is awarded upon successful completion of all classes, assignments, job shadowing and the final exam. Participants must successfully complete a reading, language and mathematics assessment at the first class session.

*\$270 (includes pre-test, registration fee and training manual)*

**Although this is a noncredit training program, one credit is transferable to CCRI's Human Services programs.**

#### Lincoln

50118, TCHR-1000-150 &  
50119, TCHR-2000-150  
T&R, 6-9 p.m., 14 mtgs, Mar 22 - May 8

#### Warwick

50120, TCHR-1000-002 &  
50121, TCHR-2000-002  
M&W, 6-9 p.m., 14 mtgs, Feb 22 - Apr 9

### ParaPro Assessment Review Class

This class is designed to assist students who are preparing to take the ParaPro Assessment. Instruction, review and practice are provided in requisite reading, mathematics and writing skills.

*\$60 + \$5 Registration Fee*

50122, TCHR-5000-001  
M&W, 6-9 p.m., 4 mtgs, Apr 23 - May 2, Warwick

**See Page 29 for information on accommodations for individuals with disabilities.**

### Online Alcohol Server Awareness Training

To work in the hospitality industry, Rhode Island state law requires employees to be alcohol server certified.

**Servers • Bartenders • Bouncers • Valets • Managers**

The industry leader in alcohol server training now offers the best online training available to the hospitality industry! eTiPS is a Web-based server training program offering outstanding online training as well as eTiPS certification.



Sessions cost just \$40 and can be completed anywhere, anytime.

#### How do I take the eTiPS course?

Visit the eTiPS Training Portal: <https://web.gettips.com/plogini.nsf/etips?OpenAgent&S=120602>  
Scroll to the bottom and click Register.

### Food Manager

#### Food Manager Certification

Enhance your status in the field of food service by receiving your certificate in food sanitation. This state-approved program includes the following: highlights of the R.I. Food Code; food safety practices; food handling policies and procedures; food premises and equipment; and subjects such as waste management, accident prevention, pest management and food safety systems. Fee includes book and testing, but does not include Department of Health application fee.

\$199 + \$5 Registration Fee

50165, FOOD-1000-150

M, 4-7 p.m., 6 mtgs, Jan 9 - Feb 20, Lincoln

50166, FOOD-1000-001

S&Su, 8 a.m.-5 p.m., 2 mtgs, Jan 28 & 29, Warwick

50167, FOOD-1000-002

R, 4:30-7:30 p.m., 6 mtgs, Feb 23 - Mar 29, Warwick

50168, FOOD-1000-003

S, 8 a.m.-5 p.m., 2 mtgs, Mar 10 & 17, Warwick

50169, FOOD-1000-700

M, 6-9 p.m., 6 mtgs, Mar 19 - Apr 23, Davies Career and Technical High School, Lincoln

50170, FOOD-1000-004

T, 4:30-7:30 p.m., 6 mtgs, Apr 10 - May 15, Warwick

50171, FOOD-1000-005

S&Su, 8 a.m.-5 p.m., 2 mtgs, Apr 14 & 15, Warwick

#### Food Manager Recertification

The Food Manager Certification must be renewed every three years. This six-hour course will satisfy the R.I. Department of Health requirements by providing you with a review of important food sanitation procedures and new requirements. Upon completion of the course, your R.I. Department of Health Certification of Renewal form will be signed.

\$59 + \$5 Registration Fee

50172, FOOD-2000-001

S, 9 a.m.-3:30 p.m., 1 mtg, Jan 21, Warwick

50173, FOOD-2000-002

S, 9 a.m.-3:30 p.m., 1 mtg, Feb 18, Warwick

50174, FOOD-2000-700

T, 4-7 p.m., 2 mtgs, Mar 13 & 20, Davies Career and Technical High School, Lincoln

50175, FOOD-2000-003

S, 9 a.m.-3:30 p.m., 1 mtg, Mar 24, Warwick

50176, FOOD-2000-150

R, 4-7 p.m., 2 mtgs, Apr 26 & May 3, Lincoln

### Comprehensive Certified Pharmacy Technician II Program (W)

This R.I. Board of Pharmacy-approved course is designed to teach students the fundamentals and particulars of being a Pharmacy Technician II. This course is taught in three modules. This program must be taken in its entirety. Courses are not available separately.

The program is geared toward a variety of students including those interested in becoming pharmacy technicians, pre-pharmacy students or those with a health care background looking to strengthen their current skills. This class introduces students to various pharmacy practice settings and covers drug classes, basic physiology, drug interactions and daily pharmacy operations. This program trains individuals to effectively assist in pharmaceutical preparations and complete daily required tasks in any pharmacy environment, although on-the-job training is still a part of pharmacy training. This class also will prepare you to take the national certification exam.

Also, students will be thoroughly trained in the basic concepts of pharmacy calculations. Students will have the opportunity to understand and practice math concepts and calculations needed to become a certified pharmacy technician.

Following the classroom training, 105 hours, students will have a time frame of approximately two weeks to sit for the national certification exam and obtain their state license.

They then will be assigned to an externship position of 60 hours that will complete their training.

If you are interested in this program, you must attend an orientation. All applicants must supply a copy of a high school diploma or GED certificate and complete a TABE assessment comprising math, reading and language, as well as complete a Bureau of Criminal Identification (BCI) form.

Please call Sue Caressimo at 825-2399 for details about the upcoming orientation at 5 p.m. on Jan. 11.

#### **Certified Pharmacy Technician**

*T&R, 5-9 p.m., Mar 27 - Jun 26, Warwick  
\$3,000 (includes \$5 registration fee)*

**See Page 29 for information on accommodations for individuals with disabilities.**

#### **Dietary Manager Certification**

This certification course for dietary managers in long-term care facilities includes 50 hours of classroom instruction and 25 hours of supervised field experience. Taught by nutrition expert Cynthia Bjerke RD, M.Ed, the course offers an overview of nutrition principles and in-depth examinations of diet therapy, medical nutrition therapy and food production management.

*This class will be available in Spring 2012. Call 401-825-2320 for more information.*

### Facility Management Certificate Program Noncredit Course Offerings\*

The mission of this certificate program is to provide the knowledge, skills and tools needed for successful facilities management along with a thorough understanding of practical experience in HVAC, plumbing, fire protection and electrical codes that will assist in key decision-making processes of the facility manager.

#### Building Plumbing Systems

This 12-hour course will provide the necessary details on plumbing for facility managers including how-to information on basic skills, major renovation and the installment of all new plumbing systems. The course will cover how to avoid common plumbing code violations and permits.

\$195 + \$5 Registration Fee

50131, WKFT-5015-001

M, 5:30-9:30 p.m., 3 mtgs, Mar 5 - 19, Warwick

#### Fire Protective Systems and Equipment Including Emergency Plans

The emergency action plan should address emergencies that the employer may reasonably expect in the workplace. Examples are fire, toxic chemical releases, hurricanes, tornados, blizzards, floods and others. This course will teach participants the four principles of mitigation, preparedness, response and recovery.

\$95 + \$5 Registration Fee

50132, WKFT-5012-001

M, 5:30-9:30 p.m., 1 mtg, Apr 9, Warwick

#### Security Issues

This course will introduce and explain what is necessary to ensure proper levels of security including analysis and vulnerability assessments for the work environment. The intent of a facilities security assessment is to highlight general and specific findings and briefly describe recommended improvements required to strengthen security.

\$95 + \$5 Registration Fee

50133, WKFT-5013-001

M, 5:30-9:30 p.m., 1 mtg, Apr 16, Warwick

#### Lead Renovation, Repair and Painting (RRP)

See Page 18 for course details.

#### OSHA Awareness/Regulations

Instruction of regulatory standards covers the serving and maintenance of machines and equipment in which there is potential for unexpected energization or start-up of the machines or equipment or release of stored energy that could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy. Additionally, it requires employers to establish a program and utilize procedures for affixing appropriate lock-out devices or tag-out devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored materials to prevent injury to employees.

\$95 + \$5 Registration Fee

50134, WKFT-4100-001

M, 5:30-9:30 p.m., 1 mtg, Apr 23, Warwick

#### EPA Awareness / Regulations - Resource Conservation Recovery Act (RCRA) Training (Hazardous Waste Training)

RCRA's goals are to protect human health and the environment from the hazards posed by waste disposal; to conserve energy and natural resources through waste recycling and recovery; to reduce or eliminate the amount of waste generated, including hazardous waste; and to ensure that wastes are managed in an environmentally safe manner.

\$45 + \$5 Registration Fee

50155, WKFT-5014-001

M, 6-8:30 p.m., 1 mtg, Apr 30, Warwick

## Facility Management, continued

### Online Offerings

#### MS Software Programs:

##### Word, Excel, Access, PowerPoint

\$94 + \$5 Registration Fee

COMI-1100 also can be substituted for this course

##### Effective Business Writing

\$94 + \$5 Registration Fee

ENGL-1410 also can be substituted for this course

For more information on our online courses and availability, see Page 27.

\*For more information on this program, including the for-credit course offerings, please visit us online at [www.ccri.edu/cwce/career](http://www.ccri.edu/cwce/career).

## Building Performance Institute (BPI)-Approved Training

The Building Analyst Professional Training program trains students to use building science technology to help customers solve heating, cooling and air leakage problems that can drive high energy costs in homes. Training totals 36 hours and includes 16 hours of field training. At the end of the course, students will be prepared to take the Building Performance Institute certification exam. BPI's certification standards are nationally recognized.

Building Analyst Professional Training topics include:

- Fundamentals of building science
- Identifying and understanding building performance problems including ice dams, mold and mildew and indoor air quality issues
- Analyzing buildings using "blower door" technology and other diagnostic equipment
- Assessing building tightness, mechanical and distribution systems and combustion safety for a "whole house" performance-based approach
- Practical application of "blower door," combustion safety and other diagnostics for assessing air leakage and efficiency in buildings.

\$645 + \$5 Registration Fee

50111, WKFT-5017-001

W&R, 5:30-9:30 p.m. and S, 8 a.m.-4 p.m., Mar 7 - 24, Warwick

## Building Performance Institute (BPI) Online Exam

Please bring the following items to the exam:

- Photo ID
- Your e-mail address (required to take the exam)
- Non-graphing calculator (Calculators on cell phones or other PDA devices will not be permitted.)

\$245 + \$5 Registration Fee

50112, WKFT-5018-001

T, 5:30-8 p.m., 1 mtg, Mar 27, Warwick

### Environmental Safety Training

#### Lead Abatement Supervisor/Contractor Annual Review

Licensed Lead Hazard Reduction Supervisors and Contractors are required by the R.I. Department of Health to take this class annually in order to maintain licensure. Students may not take this class if their Lead Hazard Reduction license expired more than six months prior to the date of class.

\$135 + \$5 Registration Fee

50094, LEAD-1050-001

S, 8 a.m.-4 p.m., 1 mtg, Jan 21, Warwick

50095, LEAD-1050-301

M&W, 5:30-9:30 p.m., 2 mtgs, Feb 6 & 8, Providence

50096, LEAD-1050-302

S, 8 a.m.-4 p.m., 1 mtg, Apr 14, Providence

#### Lead Inspector Annual Review

Licensed Lead Inspectors are required by the R.I. Department of Health to take this class annually in order to maintain licensure. Students may not take this class if their Lead Inspector license expired more than six months prior to the date of class.

\$145 + \$5 Registration Fee

50107, LEAD-1080-001

T&R, 5:30-9:30 p.m., 2 mtgs, Jan 17 & 19, Warwick

50108, LEAD-1080-301

T&R, 5:30-9:30 p.m., 2 mtgs, Feb 21 & 23, Providence

50109, LEAD-1080-002

S, 8 a.m.-4 p.m., 1 mtg, Mar 10, Warwick

#### Lead Abatement Supervisor/Contractor Training

Forty hours of instruction and a passing grade of 70 percent on the final course exam certify your eligibility to take the State Lead Exam for a permanent lead abatement supervisor contractor license.

\$490 + \$5 Registration Fee

50088, LEAD-2000-001

T&R, 5:30-9:30 p.m. and S, 8 a.m.-4 p.m., 8 mtgs, Feb 7 - 23, Warwick

50089, LEAD-2000-002

T&R, 5:30-9:30 p.m. and S, 8 a.m.-4 p.m., 8 mtgs, Apr 3 - 19, Warwick

#### Lead Abatement Worker Training

Twenty-four hours of instruction and a passing grade of 70 percent on the final course exam will certify your eligibility for a permanent lead abatement worker license.

\$295 + \$5 Registration Fee

##### English:

50097, LEAD-3000-001

T&R 5:30-9:30 p.m. and S, 8 a.m.-4 p.m., 5 mtgs, Mar 20 - 29, Warwick

#### Lead Renovation, Repair and Painting (RRP)

This course is accredited by both the EPA and the R.I. Department of Health. This course is approved for purposes of certification under Section 402 of the Toxic Substances Control Act (TSCA).

In April 2010, EPA began requiring that firms performing renovation, repair and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities and schools be certified by EPA. These firms must use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Individuals can become certified renovators by taking this eight-hour course. Students will learn how to comply with EPA's rule and how to perform lead-safe work practices.

\*Certificates of completion are required to include a photo of the certified renovator/remodeler. Students must submit a digital head shot photo via e-mail to [jkling14@ccri.edu](mailto:jkling14@ccri.edu) upon registration.

\$145 + \$5 Registration Fee

50100, LEAD-4000-001

S, 8 a.m.-4 p.m., 1 mtg, Jan 28, Warwick

50101, LEAD-4000-301

S, 8 a.m.-4 p.m., 1 mtg, Feb 25, Providence

50102, LEAD-4000-002

S, 8 a.m.-4 p.m., 1 mtg, Mar 24, Warwick

50103, LEAD-4000-302

S, 8 a.m.-4 p.m., 1 mtg, Apr 28, Providence

### Environmental Safety Training, continued

#### Lead Inspector Training

Forty hours of instruction and a passing grade of 70 percent on the final course exam certify your eligibility to take the State Lead Exam for licensure as a lead inspector.

\$545 + \$5 Registration Fee

50104, LEAD-5000-001

T&R, 5:30-9:30 p.m. and S, 8 a.m.-4 p.m.,  
8 mtgs, Jan 31 - Feb 16, Warwick

#### Lead Mitigation Inspector Training

The Rhode Island Housing Resources Commission's rules and regulations were changed in May 2007 to require 10 hours of lead mitigation inspection training that includes three hours of classroom training and seven hours of field experience to conduct four independent clearance inspections in order for environmental lead inspectors and environmental lead inspector/technicians to retain their HRC certification to perform lead mitigation inspections.

CCRI is conducting the Lead Mitigation Inspector Training in two parts: (a) the classroom component at a charge of \$75 (includes the \$5 registration fee) and (b) the field experience component at a charge of \$160 for four independent clearance inspections conducted under the supervision of HRC-certified environmental lead inspectors.

\$80 plus \$5 CWCE Registration Fee

(Seven-hour apprenticeship is a separate charge - \$160)

50110, LEAD-7010-001

T, 6-9 p.m., 1 mtg, Mar 6, Warwick

### Plumbing Apprenticeship Program



This program of study satisfies the state requirement for plumbers' apprentice educational hours. Students should register for the course that corresponds with their year of apprenticeship. Courses are designed to provide students with the necessary knowledge to progress through the four-year apprenticeship and help prepare students to pass the state licensing examination.

This program is approved by the State Apprenticeship Council of the Rhode Island Department of Labor and Training. Classes include reading assignments and written tests. Attendance is strictly enforced and make-up classes are limited.

#### The courses include the following areas of study:

##### Plumbing I

- Introduction to plumbing • fixtures and faucets • plumbing drawings • plumbing math
- plastic pipe and fittings • introduction to drain, waste and vent systems • distribution systems • copper pipe and fittings • cast iron pipe and fittings

\$775 + \$5 Registration Fee (includes book)

50113, WKFT-5020-150

T, 6-9 p.m., and the third Saturday of each month,  
8 a.m.-noon, Jan 4 - Aug 28, Lincoln

#### Plumbing II, III and IV to be offered in Fall 2012.

Call 401-825-2416  
to find out more information.

### Pet Assisted Therapy Program

Since 1996, The D.J. Professional Pet Assisted Therapy Certificate Program has been a continuous course offering through the Center for Workforce and Community Education at CCRI. This program is named in honor of Pearl Salotto's family therapy pet, D.J., with whom she worked for more than a decade. Their early experiences as a pet assisted therapy team led to the development of this curriculum, which Salotto first taught at the State University of New York at Rockport in 1990. It is an ethics-based and goal-directed approach to pet assisted therapy. The program is designed to provide an academic foundation for individuals who:



- appreciate the awesome implications of pets in our lives
- understand our responsibility to all living things
- recognize the possibilities that pets can provide such as wellness, friendship, adjunct treatment for medical and emotional conditions, education, stimulation, motivation and character-building.

The level of study of this program is appropriate for already-licensed professionals interested in extending their repertoire, for paraprofessionals in need of additional education and for non-professionals seeking an opportunity to make a difference.

Students completing the program receive a certificate of completion from CCRI and are eligible to apply for credentialing from the Windwalker Humane Coalition for Professional Pet Assisted Therapy.

#### **Course I: Family Therapy Pets – The Ethical Foundation of PAT**

This course looks at the bond between humans and companion animals from a historical, theoretical and practical perspective. The course will focus on history, research, ethics, safety and legal issues. Students will learn how to set up safe and effective treatment-based programs in a variety of settings. The link of these between animals and people also will be covered. The format will include visiting credentialed family therapy pets, lectures, discussions, videos, guest speakers and field trips. Temperament testing also will be included. State-of-the-art issues including credentialing and insurance will be covered. It is hoped that, by the end of Course I, each student will have a solid educational background to build on his or her bond of love, trust and understanding with the family pet, so as to be able to create professional pet assisted therapy programs based on the pet's personality and his or her own humanity, background, talents and interests. Students must pass PAT I before going on to PAT II.

*Pearl Salotto, B.A., M.P.S.*

*\$199 + \$5 Registration Fee (Textbooks included.)*

*50129, PATT-1000-301*

*T, 3-5 p.m., 12 mtgs, Mar 13 - May 29, Providence*

#### **Important Note:**

**Prior to Course II, students are required to have insurance for their pet. Please consult with your insurance agent.**

#### **Course II: Building on the Bond – Hands-On, Paws-On Learning**

In this course, the family therapy pet and guardian will work together getting acclimated to the sights, sounds and situations encountered in agencies and schools, including wheelchairs, school bells, elevators and stairs. While most of the sessions take place at Delmyra Kennels, there are also sessions at the Cranston Arc and Elmhurst Extended Care. The class includes training in pet therapy skills, basic obedience and lectures on animal behavior, how to “read” the pet and pet therapy with other animals, which are welcomed in the internship. Teams also will have the opportunity to practice approaching a patient in bed. There will be a mid-term evaluation as well as a final competency.

*\$199 + \$5 Registration Fee*

*To be offered in Summer 2012.*

### Pet Assisted Therapy, continued

#### Course III: Internship: Experiencing the Joy

This professional internship typically spans six months and is divided into two segments. In the first, the typical student will spend one hour per week for 10 weeks at one of our training sites. At our Elmhurst Extended Care site, students will work with their family therapy pets in the program dubbed "Moving Forward with Joy." At the Cranston Arc site, teams will work in the program "Maximum Joy." Both of these sites not only have graduates of this program as full-time staff, but have long welcomed professional pet assisted therapy into their facilities. It is hoped that through working at these sites, students and their pets will not only touch and change lives and motivate patients to the accomplishment of treatment goals, but also will also gain the confidence and experience to move forward.

In the second phase of the internship, students will work directly with Pearl Salotto to create their own program in a site that does not have pet therapy. Following the initial program development, based on the students and their pets' interests and talents, they will then complete one hour per week for 10 weeks. Weekly documentation and a final paper are required at both sites.

*Pearl Salotto, B.A., M.P.S.*

*\$199 + \$5 Registration Fee*

*50130, PATT-3000-301*

***Although this is a noncredit training program, one credit may be transferable to CCRI's Human Services programs upon successful completion of all three courses. For more information, please visit [www.ccri.edu/cwce](http://www.ccri.edu/cwce).***

### Office Skills Training (W)

If you are serious about entering the clerical field of work, this course is for you. This 22.5-hours-per-week, noncredit program offers 19 weeks of intensive, hands-on training. Topics include instruction on basic Windows operation, Internet, electronic mailing, general office practices and academic support services. You also will learn the complete 2007 Office Suite software package and work at your own desk with your own personal computer. Participants enjoy our intimate classroom environment, where caring professionals provide small group instruction. Because no class is larger than 15 students, you can be sure that you will obtain the knowledge, skills and abilities that are required by today's employers.

Become part of the CCRI community and join us for a rigorous, yet stimulating, experience. Upon successful completion, you can receive six credits when enrolling in the Basic Office Skills or Office Administration Certificate Program or 10 credits available in an Office Administration associate degree program at CCRI. Classes meet from 9 a.m. to 2 p.m. Monday through Friday, beginning in May. Financial assistance is available if you qualify. You must have keyboarding experience and access to a personal computer. Placement test and an interview are required prior to registration. Please call 401-333-7283 for more information.

*\$2,500 + \$5 Registration Fee  
(materials included)*

## Transportation-Related Training

### Commercial Driver's License (CDL) Preparation Class

The commercial driver's license (CDL) is mandated by federal legislation and required for drivers of large vehicles, buses and trailers, etc. CCRI has developed, in collaboration with the state Registry of Motor Vehicles, a preparation course that nearly 20,000 truck drivers have taken since its inception. The course includes information that will prepare you for each of the mandated tests. **\$89 + \$5 Registration Fee**



50177, CDLT-1000-001

T, 6-8 p.m., 4 mtgs, Jan 3 - 24, Warwick

50178, CDLT-1000-002

W, 6-8 p.m., 4 mtgs, Feb 1 - 22, Warwick

50179, CDLT-1000-150

R, 6-8 p.m., 4 mtgs, Mar 1 - 22, Lincoln

50180, CDLT-1000-003

W, 6-8 p.m., 4 mtgs, Apr 4 - 25, Warwick

### CDL Road Test Preparation Class

This class is not mandatory, but is offered for those who are interested in a little extra practice.

**\$59 + \$5 Registration Fee**

50181, CDLT-2000-001

R, 6-8 p.m., 1 mtg, Jan 19, Warwick

50182, CDLT-2000-002

M, 6-8 p.m., 1 mtg, Feb 13, Warwick

50183, CDLT-2000-150

T, 6-8 p.m., 1 mtg, Mar 13, Lincoln

50184, CDLT-2000-003

M, 6-8 p.m., 1 mtg, Apr 16, Warwick

### CDL Road Test

The CDL road test is an integral portion of the testing procedure. Located at the Quonset Business Park, the range is where candidates demonstrate their driving skills and are evaluated by certified examiners. For more information on the CDL Road Test, call 401-825-1146.

**\$100 (no registration fee applies)**

### Driver Education

Driver education classes for Rhode Island students are offered at participating local schools and on CCRI's campuses in Lincoln, Providence, Warwick and Newport. Students can register on a first-come, first-served basis as long as they meet the age requirement of 15 years and 10 months by the first day of class.



**\$85 (no registration fee applies)**

*Please note that all registrations are processed through CCRI and must be done prior to the start date of your class. Students must be sure to bring verification of age to the first class.*

**For complete program information, visit us on the Web at**

**[www.ccri.edu/cwce](http://www.ccri.edu/cwce)**

**Register early ... classes fill fast!**

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### Motorcycle Safety Training Basic Rider Course (BRC)

The BRC provides safety education and training that is compulsory for every Rhode Island motorcyclist – the only such state requirement in the nation. CCRI has purchased motorcycles, built special housing for them and has incorporated the national Motorcycle Safety Foundation (MSF) standards into the curriculum.



*Funding for the program is provided from student tuition and from fees assessed by the Registry of Motor Vehicles. Approximately 3,000 individuals sign up for classes every year.*

*In-state residents: \$99 (no registration fee applies)*

*Out-of-state residents: \$199 (no registration fee applies)*

**For class schedules and more information on our Motorcycle Safety Training programs, visit us on the Web at [www.ccri.edu/cwce](http://www.ccri.edu/cwce)**

## Reiki Workshops

### Reiki First-Degree Workshop

Reiki [“ray-key”] is an ancient system of natural healing. In Japanese, Reiki means “universal life force energy” and is a holistic, hands-on healing system that touches on all levels: body, mind, emotion and spirit. Reiki is gentle and noninvasive. It enhances the body’s natural ability to heal itself and is a powerful way to relieve stress and promote wellness. These gentle techniques address imbalances within our body, mind and emotional systems, helping us to rebalance and create wellness. Because it is “universal,” Reiki is for everyone. All one needs is the desire to learn, an open mind, the commitment to practice and instruction and attunements by a Reiki master teacher.

In this workshop students will:

- Understand the meaning and history of Reiki.
- Learn and demonstrate a Reiki I self-treatment.
- Receive two sets of attunements (four in total), that enable us to access universal life force energy easily and consistently.
- Participate in a guided meditation.
- Learn different techniques to locate, perceive and move energy.
- Explore our individual strengths as healers.
- Scan the body for energy changes.
- Learn about the body’s seven major energy centers.
- Understand the importance of being grounded and protected, and principals for directing energy.

Students are required to bring a pillow and blanket, a bag lunch, snack, plenty of water and a pen or a pencil. Maximum of six students.

\$159 + \$5 Registration Fee

50144, PDEV-4021-580, S, 9 a.m.-4 p.m., 2 mtgs, Feb 11 & 18, Newport

50145, PDEV-4021-581, S, 9 a.m.-4 p.m., 2 mtgs, Mar 24 & 31, Newport

50146, PDEV-4021-582, S, 9 a.m.-4 p.m., 2 mtgs, Apr 21 & 28, Newport

### Healing with Crystals/Minerals Workshop

In this workshop students will:

- Learn about the crystal/mineral kingdom.
- Discover their properties and attributes.
- Explore the quartz crystal family.
- Feel the energy of various crystals.
- Experience a crystal therapy lay-out session.

Maximum of six students.

\$54 + \$5 Registration Fee

50141, PDEV-4022-580, S, 9 a.m.-3 p.m., 1 mtg, Feb 4, Newport

50142, PDEV-4022-581, S, 9 a.m.-3 p.m., 1 mtg, Mar 3, Newport

50143, PDEV-4022-582, S, 9 a.m.-3 p.m., 1 mtg, Apr 7, Newport

Laura Marie Whitaker is a Reiki master teacher trained in both the Usui, Tera Mai and therapeutic touch systems of healing. In addition to teaching Reiki, she is a registered nurse who works with special needs children. Additionally, she is trained in cranio sacral therapy by the Upledger Institute and enjoys using and teaching alternative therapies such as bio magnets, Light Life Tools, dowsing, pendulum and crystals in her healing practice.

## Computers

### Introduction to Computers

This course is designed for beginners who need to know the basics of computer operation. In this hands-on class, you will learn, step by step, how to turn on the computer, use the various functions and properly shut it down. You also will learn how to use the mouse, including pointing, clicking and dragging features. Finally, you will be introduced to the Microsoft Windows operating system.

\$79 + \$5 Registration Fee

50185, PDEV-5007-700

M, 6-8 p.m., 4 mtgs, Mar 5 - 26,

Davies Career & Technical High School, Lincoln

### How to Work with Excel

In this entry-level course, you will learn the basics of using an Excel worksheet. You will learn how to enter and replace data, edit and format cells, columns and rows, enter and edit simple formulas and print the worksheet. Basic knowledge of using computer software is helpful. This is a hands-on class. Handouts will be provided.

\$79 + \$5 Registration Fee

50194, PDEV-5006-150

W, 5:30-7:30 p.m., 4 mtgs, Feb 1 - 22, Lincoln

### Step-by-Step MS Word

This course will teach you how to use Microsoft Word step by step. Topics include how to enter, select, insert, delete, move, copy, paste and format text. You will learn how to create, format, edit, save and print a document. Also how to open, save and set up a document. Instruction on how to set up your directory by creating folders and organizing your files within the folders is included. Other topics include creating an envelope, label and table, using dialog boxes, spell check, clip art, Microsoft Wizard, Microsoft help, borders, find and replace, paint, auto format, header and footer, bullets and numbers and how to print all or part of a document. Many handouts will be provided.

\$79 + \$5 Registration Fee

50195, PDEV-5008-150

W, 5:30-7:30 p.m., 4 mtgs, Mar 7 - 28, Lincoln

### How to Work with PowerPoint

In this entry-level course, you will learn how to create a presentation using design templates. You will learn to add, delete and format slides, text and clipart; check spelling and style, add sound, use slide transitions and save your presentation. Knowledge of Microsoft Word and the keyboard is helpful. This is a hands-on class. Handouts will be provided.

\$79 + \$5 Registration Fee

50196, PDEV-5018-150

W, 5:30-7:30 p.m., 4 mtgs, Apr 11 - May 2, Lincoln

## Photography

### Discover Digital Photography

Learn the basics of digital photography. What is digital? How is it different from film? You will learn the pros and cons of this "revolution" to the world of photography and our daily life. Learn how digital photography can make you a better photographer, communicator and artist.

\$34 + \$5 Registration Fee

50137, PDEV-2027-001

S, 9-11 a.m., 1 mtg, Mar 3, Warwick

### Guaranteed Better Photography

Learn how simple techniques can be critical to creating an image that is tack sharp, technically perfect and exhibits a great composition. You will learn the importance of discipline, practice, patience, using the proper gear and various other techniques that pros use to capture "keepers" that earn them awards and money. This course will teach you how to take your photography to the next level.

\$34 + \$5 Registration Fee

50135, PDEV-2038-001

S, 9-11 a.m., 1 mtg, Mar 10, Warwick

50136, PDEV-2038-301

S, 9-11 a.m., 1 mtg, Apr 28, Providence

# Community Education & Personal Development

## Marketing Your Photography



So you captured striking subjects and created beautiful imagery. Keepers for sure! Now what? If you would like to go beyond building a great portfolio and start marketing your artwork and your talents as an artist of photography, this course is for you. Learn the basics of marketing and understanding the importance of creating an online Web site presence, networking, social media, offline marketing such as business cards, brochures, direct marketing and much more.

\$44 + \$5 Registration Fee

50138, PDEV-2041-001

S, 9 a.m.-noon, 1 mtg, Mar 31, Warwick

## Outdoor Photography

This course will introduce to you the various subjects you could pursue as an outdoor photographer. We will cover nature, weather, astrophotography and outdoor events. You will be shown visual examples while being taught how each image was created. This course is designed to inspire you and ignite within you an interest in pursuing and creating your own "niche."

\$34 + \$5 Registration Fee

50139, PDEV-2039-001

S, 9-11 a.m., 1 mtg, Apr 7, Warwick

## General Interest

### ABC's of Investing

No matter what your age, chances are you want a better future. That means making the most of your money. But where do you start? What can you do? How can you make your money work for you? Learning the answers can be easier than you think.

This workshop is the easy way to learn time-proven methods for saving, investing and working toward your financial goals. Whether you're starting out or hoping to learn something new, this workshop will give you real-world strategies that are easy to follow. So mark your calendar, because there's no better time than today to start preparing for tomorrow.

\$69 + \$5 Registration Fee

50140, PDEV-3015-001

W, 6-8 p.m., 6 mtgs, Mar 28 - May 2, Warwick

## Retirement Planning Today

This course provides an easy-to-understand education on life planning and retirement planning strategies. The course teaches you how to:

- Create a plan to retire early.
- Use new tax laws to your advantage.
- Ask the right questions when evaluating insurance coverage.
- Select the retirement plan distribution choice that is right for you.
- Use five investment strategies to minimize risks and maximize returns.
- Plan retirement income strategies to preserve your standard of living.

\$54 + \$5 Registration Fee

50067 PDEV-2000-001

R, 6:30-9:30 p.m., 2 mtgs, Mar 8 & 15, Warwick

50068 PDEV-2000-002

T, 6:30-9:30 p.m., 2 mtgs, Mar 13 & 20, Warwick

50153 PDEV-2000-580

S, 9 a.m.-noon, 2 mtgs, Jan 28 & Feb 4, Newport

50154 PDEV-2000-581

R, 6:30-9:30 p.m., 2 mtgs, Feb 2 & 9, Newport

## SAT Prep for High School Students

Getting ready for college includes getting prepared for the SAT. Being familiar with the types of test questions will boost your scores and the chances of being accepted at the college of your choice. We'll cover the content areas of the SAT and you'll practice test-taking techniques. Find out what your weak subject areas are now, then study for the real thing.

\$124 + \$5 Registration Fee

### Lincoln

50084, SATP-1000-150

S, 9:30 a.m.-noon, 8 mtgs, Mar 3 - Apr 21

50087, SATP-1000-151

T, 6:30-9 p.m., 8 mtgs, Mar 6 - Apr 24

### Warwick

50085, SATP-1000-001

S, 9:30 a.m.-noon, 8 mtgs, Mar 3 - Apr 21

50086, SATP-1000-002

W, 6:30-9 p.m., 8 mtgs, Mar 7 - Apr 25

### Go “green” with our online renewable energy courses!

With online training you have flexible anytime, anywhere learning. Take a look at what we have to offer and start training today!

#### LEED Certifications

- Energy Efficient Design for Architects
- LEED AP Interior Design + Construction
- LEED AP Operations + Maintenance (O+M)
- LEED AP Building Design and Construction BD+C
- LEED Green Associate

#### Indoor Air Quality Certifications

- Certified Indoor Air Quality Manager (CIAQM)
- Certified Indoor Environmentalist (CIE)
- Certified Microbial Investigator (CMI)
- Indoor Air Quality - Standard 62.1

#### Energy Auditing/Weatherization

- Commercial Energy Auditor/Consultant
- Home Energy Analyst (HERS)
- Weatherization Energy Auditor (BPI)
- Weatherization Installer (WAP) Shell Technician

#### Renewable Energy Training

- Alternative Energy Operation (industrial)
- Certified Green Specialist
- Photovoltaic System Professional
- Solar Hot Water Heating
- Wind Energy Professional

#### Sustainability - Green Supply Chain

- Fundamentals of Sustainable Buildings
- Green Supply Chain Professional
- Sustainability Professional

#### Environmental Training Certificates

- Solid Waste Operations Certificate

#### Entry Level Green Training

- Carbon Strategies
- Green Building for Contractors-Level 1
- Green Building for Contractors-Level 2
- Green Building Sales Professional
- Green Building Technical Professional
- Green Purchasing Fundamentals
- Intro to Building Energy Efficiency
- Sustainability 101

### Also offered:

#### Industrial and Skilled Trades

- Code Training/New Construction Inspection
- HazWoper 24-Hour Moderate Risk
- OSHA - 30 Hour Construction Industry Training w/ Study Guide
- OSHA - 30 Hour General Industry Training w/ Study Guide
- Landscaping
- Starting Your Own Landscaping Business
- Composting Operations
- Garden Design
- Garden Maintenance
- Horticulture Foundations



#### Smart Home Technology

- Home Network Design and Configuration
- Fundamentals of Structured Wiring
- Home Entertainment Systems
- Home System Automation and Integration
- Home Technology Tools, Products and Services
- Home Theater Design and Installation
- Introduction to Residential Technologies
- Lighting, Water and Temperature Control Systems
- Security, Surveillance and Access Control Systems
- Telecommunications Systems



## Spanish in the Workplace



- Spanish for Banking
- Spanish for Construction
- Spanish for Educators
- Spanish for EMTs and Paramedics
- Spanish for Firefighters
- Spanish for Food Service
- Spanish for Health Care
- Spanish for Hospitality
- Spanish for Human Resources
- Spanish for Law Enforcement
- Spanish for Manufacturing
- Spanish for Public Safety Officers
- Spanish for Social Services
- Spanish for the Workplace
- Spanish for Warehouses and Distribution Centers

## Education



- TOEFL Test Preparation

## Healthcare

- Activities Professional Part 1 and 2 (MEPAP)
- Certified Electronic Health Records Specialist (CEHRS)

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## Achieving Teller Excellence

**Jump-start a rewarding career in the banking industry  
with this world-renowned teller training program  
used by more than 1,000 banks around the world.**

Tellers are the heart of any bank's retail operation. To customers, they are the bank. Without excellence on the teller line, no branch can maximize its financial success. Banks from coast to coast are looking for tellers who are professional and prepared. Achieving Teller Excellence is a comprehensive program that teaches you the knowledge, skills and attitude that will make you the best teller you can be. Achieving Teller Excellence has trained more than 300,000 tellers around the world. The Achieving Teller Excellence program is designed to prepare you to begin working at a bank immediately. From how to count money to bank regulation compliance, this course will provide the industry's best bank teller training. Upon completion, you'll receive a Banker's Academy Teller Certification (BATC) that will jump-start your career in today's banking industry. With Banker's Academy's global presence, the BATC will put you a step above all other applicants.

- Do you want a great rewarding job?**
- Do you want to feel secure in your financial future?**
- Do you need better benefits?**
- Do you want to advance your career?**

If you answered "yes" to any of these questions,  
the Achieving Teller Excellence program is a great first step.

**For complete program information, including course descriptions  
and class schedules, visit us online at  
[www.ccri.edu/cwce/distance](http://www.ccri.edu/cwce/distance)**

### Online Noncredit Career and Workforce Training Programs

These programs are designed by a team of professionals who work with an existing textbook or base of material to provide the most effective Web-based learning experience. Instructors are actively involved in the students' online learning experience by responding to any questions or concerns as well as encouraging and motivating them to succeed. Each program includes books, CD-ROM, lessons, quizzes and assignments. Grades are a combination of computer-graded tests and the instructor's evaluation of each student's work.

#### Program Offerings Include:

##### Sustainable Energy

- Principles of Green Building
- Comprehensive Building Assessments
- Building Analyst Quick Start Program (BPI BA Certification)
- Biofuel Production Operations
- Natural Gas Plant Operations
- Green Supply Chain Professional
- Certified Indoor Air Quality Manager (CIAQM)
- Certified Indoor Environmentalist (CIE)
- Senior Certified Sustainability Professional (W)
- Wind Energy Apprentice

##### Skilled Trades & Industrial

- HVAC Technician
- Architectural Glass Technician
- Auto Glass Technician
- Window and Door Installer
- Carpentry

##### Health Care

- Certified National Pharmaceutical Representative
- Pharmacy Technician
- Veterinary Assistant

##### Hospitality and Gaming

- Casino Blackjack Dealer
- Casino Poker Dealer

##### Internet, Design and Technical

- AutoCAD 2011 with 3D
- Business Marketing Design
- Digital Arts
- Forensic Computer Examiner
- Graphic Design with Photoshop CS3
- Help Desk Analyst
- Interior Design
- Multimedia Design
- Pay Per Click Marketing
- Search Engine Marketing
- Search Engine Optimization
- Web Database Developer

##### Business and Professional

- Administrative Professional with Microsoft Office Specialist (W)
- Administrative Professional with Microsoft Certified Application Specialist (MCAS)
- Administrative Professional with Microsoft Office 2007 Master
- Certified Bookkeeper (W)
- Certified Global Business Professional
- Certified Wedding Planner
- Certified Mediator
- eBusiness
- Event Management & Design
- Grant Writing
- Lean Mastery
- Payroll Practice and Management
- Project Management
- Purchasing Management
- Records Management
- Residential Interior Designer
- Six Sigma Blackbelt
- Six Sigma Greenbelt

##### Networking and CompTIA Certification Prep

- A+
- Network+ / Server+
- Security+
- RFID (Radio Frequency Identification) on the Web

##### MS Certification Prep

- MS Office Specialist
- MCSE
- MCTS
- MCDBA
- MCDST
- MCITP
- MCSA
- MCSA+
- MOS

##### Video Game Design

- 3ds Max
- Video Game Art
- Video Game Design and Development

### Instructor-Facilitated Online Courses

#### Convenient, affordable and effective!

**Take online courses from your home  
or office at the times that are most convenient for you.**

Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors have a reputation for creating warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

#### How to get started

A new section of each course starts monthly. All courses run for six weeks with a two-week 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.

1. Visit our Online Instruction Center at [www.ed2go.com/ccri](http://www.ed2go.com/ccri).
2. Click the "Courses" link. Once you choose the department and course title you are interested in, select the "Enroll Now" button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the classroom.
3. When your course starts, return to our Online Instruction Center and click the "Classroom" link. To begin your studies, simply log in with the username and password you selected during enrollment.

#### Start dates:

A new section of every ed2go course in this catalog will begin on:

**Jan. 18, Feb. 15, March 21 and April 18.**

#### Requirements:

All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

#### Ready to explore our catalog?

To see all of our offerings, visit our online instruction center at [www.ed2go.com/ccri](http://www.ed2go.com/ccri).

#### **A new section of every ed2go course will begin once a month!**

There are more than 300 courses to choose from. Topic areas include computer applications, database management and programming, test prep, languages, personal enrichment, graphic design, writing and publishing, digital photography, grant writing and more.

**Most courses cost only \$99 (includes registration fee).**

**To view all of our online offerings, or for more information,  
visit us on the Web at [www.ccri.edu/cwce/distance](http://www.ccri.edu/cwce/distance)**

### Online Professional Certificate in Personal Fitness Training

CCRI's Center for Workforce and Community Education, in partnership with the College-University Partners Network™, industry experts, internship affiliates, a board of advisers and national organizations, is providing the following Online Professional Certificates in Nutrition, Fitness and Health:



- Family Nutrition - NEW!**
- Functional Family Nutrition - NEW!**
- School Nutrition and Wellness - NEW!**
- Certified Posture Specialist™ (CPS™) - NEW!**
- Fitness Business Management**
- Nutrition for Optimal Health, Wellness and Sports**
- Personal Fitness Training/Advanced Fitness Training**
- Personal/Group Exercise Training for Older Adults**
- Women's Exercise Training and Wellness**

These programs are interactive, comprehensive Web-based certificate programs, several with an optional elective field internship course, that allow students from around the world to fit courses into their busy work and home schedules. The certificate programs are designed to supply essential educational pathways and career opportunities to those seeking to start a career in the emerging health/fitness industry, those actively involved in the allied health/medical field and registered dietitians who desire continuing educational units/credits. In addition, those from the surrounding community who want the most up-to-date information on how to become/stay healthy will benefit from these certificates as well.

Courses are instructor-led, and you benefit from ongoing guidance, instruction and interaction from instructors who hold either a master's or doctoral degree in exercise physiology, kinesiology, biomechanics, physical therapy, nutrition or other exercise science-related degrees. Our instructors are leading experts, national presenters and teachers in the health and fitness industry who will support their students and can serve as valuable resources and mentors. The certificate programs are offered three times per year in the fall, spring and summer semesters, and can be completed in three to six months, depending on the certificate program. Courses may be taken individually, if desired, and students have up to two years to complete a certificate.

These online programs will provide advanced education and CECs or CPEUs for group fitness instructors, personal trainers, RDs, physical therapists, nurses, athletic trainers and chiropractors seeking recertification or career advancement. In addition, the growth in demand for a qualified fitness professional attests to the fact that this is a valuable, much-needed service profession. According to the U.S. Department of Labor's Bureau of Labor Statistics Occupational Outlook Handbook, overall employment for fitness professionals is expected to increase 44 percent by 2012.

**For complete program information, including course descriptions  
and class schedules, visit us online at  
[www.ccri.edu/cwce/distance](http://www.ccri.edu/cwce/distance)**

## Registration & Payment Information

### Registration by Mail

Complete a registration form on the next page. If you need additional forms, you may use photocopies or download one from [www.ccri.edu/cwce](http://www.ccri.edu/cwce). Attach a check or money order for the appropriate amount payable to CCRI or provide credit card information. Mail to:

#### CCRI

#### Center for Workforce and Community Education

1762 Louisquisset Pike  
Lincoln, RI 02865-4585

### In-Person Registration

You may register for any course in person at any Center for Workforce and Community Education Office (Lincoln, Providence, Warwick or Newport campuses). Plan to pay for the course fees by check, money order or credit card at time of registration. For more information on hours of operation by campus, visit our Web site at [www.ccri.edu/cwce](http://www.ccri.edu/cwce).

### Registration by Fax

Use your Visa, MasterCard or Discover Card to register 24 hours a day, seven days a week by completing the registration form on the next page and faxing it to our Lincoln office at 401-333-7237.

*\*Please note: American Express is not accepted.*

### Confirmation and Cancellations

Consider your registration confirmed unless you are notified otherwise. You will be notified if the course is closed, canceled or if the starting date is changed. The college reserves the right to cancel a course when registration is less than the minimum required.

### Fees

All course fees are payable at the time of registration. An additional \$5 nonrefundable registration fee is applicable to each course unless noted otherwise. Waivers are not applicable to non credit courses. Some courses require a materials fee for supplies or transportation as stated in the course description.

*CCRI is a state-supported agency; therefore, tuition and fees are subject to change at any time.*

### Refunds

**If the Class is Full or Canceled:** We will refund your payment, including the \$5 Registration Fee.

**If you Withdraw from the Course:** You must withdraw from the course **BEFORE the first class meets**. The course fee will be refunded to you; the registration fee is nonrefundable in this case. To withdraw, call 401-333-7070, 401-455-6019 or 401-825-1214 between 9 a.m. and 3 p.m. before the course start date.

**Partial Refunds:** No partial refunds are made under any circumstances. The \$5 registration fee is nonrefundable unless the course is full or canceled.

### Classroom Assignment

Classroom assignments are made prior to or on the start date of every course. This is done for your convenience and to ensure that the best classroom is utilized for each course. Look for posted signs when you enter.

### Receive Tax Credit for Continuing Your Education

The Hope Scholarship provides tax credit if you are pursuing a degree or other recognized educational credential. The Lifetime Learning Credit is available to individuals continuing their education. Those individuals need not be enrolled in a degree program or a program that gives a recognized educational credential. See IRS tax publications or consult your tax accountant.

### Notice of Nondiscrimination

The Community College of Rhode Island does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, or status as a veteran.

### Accommodations for Individuals with Disabilities

Individuals who require accommodations in a CWCE course because of a documented disability should contact Jane King at 401-825-2293 or [jkings14@ccri.edu](mailto:jkings14@ccri.edu). It is recommended that this be done at least two weeks prior to course registration; however, additional time may be needed depending on the nature of the requested accommodation(s). CCRI campuses are accessible to individuals with disabilities. Questions regarding building accessibility and evacuation procedures should be directed to the Campus Police offices in Lincoln at 401-333-7035, in Warwick at 401-825-2109, in Providence at 401-455-6050 and in Newport at 401-851-1600.

