

Directory of Training Providers in Fairfield County



Published by
The Business Council of Fairfield County
as a component of the One Coast, One Future Initiative
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www.BusinessFairfield.com

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About The Directory

The Directory is a publication of the JobsNet Council, a managed network of resource organizations. It is designed to be a resource for Fairfield County residents seeking opportunities to improve their skills and find employment and for employers seeking to upgrade the skills of their employees. The Directory provides brief profiles, including contact information, of community based organizations, higher education institutions, proprietary schools, government agencies, and locally focused job boards which employers can use to post available jobs. It also describes the types of training offered, post-employment support, training funds available for specific occupations, and contact names and phone numbers for each organization.

For more information, please contact:
The Business Council of Fairfield County at 203-359-3220.

About One Coast, One Future

The JobsNet Council is a component of the *One Coast, One Future* initiative, a cooperative effort between the public and private sectors in Fairfield County, Connecticut. Its focus is to stimulate economic growth, job creation and individual economic opportunity by linking the Coastal Fairfield County region's business centers in a new and stronger alliance for their mutual benefit. The *One Coast, One Future* initiative is a partnership of the Bridgeport Regional Business Council and the Business Council of Fairfield County in cooperation with the Greater Norwalk Chamber of Commerce.



The One Coast/One Future Initiative of Coastal Fairfield County is funded through a grant from the U.S. Small Business Administration (SBA). SBA's funding should not be construed as an endorsement of any products, opinions, or services. All SBA-funded projects are extended to the public on a nondiscriminatory basis.

About JobsNet

The region has both a labor and a talent shortage that is projected to grow significantly over the next 15 years. The high cost of living and severe highway congestion limit the region's ability to recruit workers through relocation or longer distance commuting. While we are fortunate to be an international immigration magnet, the arriving workforce does not fit easily into the available positions in our knowledge-based, technology-driven economy. Most importantly, most immigrants have a lack of English language proficiency and a poor skills fit with well paying jobs in the local labor market. The problem is exacerbated by fragmented media markets, limited mass transit services, and municipally-focused support networks (community-based organizations, libraries adult education programs, etc.) in a regionally-focused labor market. The impending retirements of "boomers" will make the problem even more difficult to solve.

JobsNet is a managed network of resource organizations that will help employers recruit, train and retain employees. Its activities are directed by the JobsNet Council, a team of

employers, training providers, educational institutions, constituent services groups, and public agencies.

The JobsNet initiative links resources and opportunities to the needs of employers and workers. Three industries have been identified as having immediate and growing labor needs: retail, health care and financial services. In the short term, improved information sharing will reduce some of the current labor market inefficiencies. Longer term, the initiative will seek to build a workforce community culture that views all vacancies as entry points into a regional career ladder, while training and education opportunities will be tailored not just to assure entry-level proficiency, but also to enable upward mobility.

More information is available at www.coastalfairfieldcounty.org.

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Community Organizations

Action for Bridgeport Community Development, Inc (ABCD) - ABCD is a full service community organization serving the residents of Bridgeport, Fairfield, Stratford, Easton, Trumbull and Monroe in northern and mid-Fairfield County. It offers a range of services to families including: early learning (family literacy and Head Start); winter fuel oil, utility heating bills and winterization assistance; eviction, foreclosure and first month rent help; a free clothing closet and food pantry.

This past year, ABCD started a new initiative called Total Learning that will employ new approaches to teaching in a Head Start setting working with 860 children served by the organization.

ABCD also operates a community employment service department called New Ventures, which is designed to assist and empower residents in achieving self-sufficiency. The New Ventures initiative provides counseling skills and pre-employment readiness classes for individuals on an as-needed basis as well as basic computer training and job placement assistance. New Ventures has also provided more than 2,000 Community Service hours for persons ordered to meet court mandated community service.

The program also offers residents a chance to participate in the federally funded Individual Development Account (IDA) program which is designed to help individuals save and generate assets that can be used to purchase a home, start a business, or obtain a higher education.

Contact:

Charles Tisdale
1070 Park Ave.
Bridgeport, CT 06604
203-366-8241
www.abcd.org

ASPIRA of Connecticut – Founded in 1990, ASPIRA is dedicated to serving the educational, leadership and employability needs of Latino youth and their families in six cities across the state. Locally, ASPIRA serves the Latino community in Bridgeport, Stamford, and Waterbury. It provides a wide range of educational enrichment programs and guidance counseling to Latino youth focusing on reducing high school dropout rates, financial literacy, SAT prep as well as math, science and technology in grades 6th through 8th.

ASPIRA also offers the APEX (ASPIRA Parents for Educational Excellence) Workshop Series consisting of ten sessions that address topics including self-esteem in parents and children; school structure; helping children improve their study habits; communication skills for the home; and parents' rights in the schools. The curriculum is provided in both Spanish and English.

ASPIRA also sponsors the Lighthouse program, an after-school educational enrichment, cultural awareness, and recreational program located in 11 Bridgeport schools. It serves children in grades K-12 three hours a day, five days a week and all day during the summer. Volunteers, including parents, teach special classes, car-pool students, read to children and help them with homework.

ASPIRA also has forged a partnership with Home Depot and several other national Hispanic organizations to help recruit candidates for full-time and part-time positions across the country. ASPIRA also outfits its community centers with the most current computer technologies and training to help its youth succeed in school and the workplace.

Contact:

Vincent Siberon
1600 State St.
Bridgeport, CT 06605
203-336-5762
www.ct-aspira.org

Bridgeport Area Youth Ministry (BAYM) – A community-based program designed to enable inner-city youth to discover their talents and apply them in a real world business environment through computer technology, training, and career development. BAYM's interdisciplinary program – computer Genesis – trains young people, ages 14-19, in all aspects of PC technology from repair and manufacturing to network administration and customer service. An 8-week course designed for teens to learn Windows XP, Microsoft Office XP, web design, and how to build your own computer is scheduled for the spring.

BAYM also employs some of its students to work in its repair workshop following training. Students rebuild and refurbish used machines and troubleshoot and repair broken computers. Money raised through the sales of refurbished computers and through the BAYM service department helps support BAYM programs. The organization also provides networking and computer service contracts for non-profits, churches and small businesses.

Contact:

Elliot Calderon
506 Logan St.
Bridgeport, CT 06607
203-336-9333
www.baym.org

CTE, Inc., Community Action Agency for Greater Stamford – CTE is the federal and state designated Community Action Agency for the Stamford, Greenwich and Darien communities. Its mission is to help low-income individuals and families overcome the physical, economic and psychological barriers to self-sufficiency. To accomplish that mission, CTE offers a variety of services including an employment and training program that provides a full complement of pre-employment readiness skills, job placement and retention, as well as computer training, English as a Second Language program, family support, and a substance abuse recovery program.

CTE's Employment and Training program is designed to help all individuals achieve self-sufficiency by preparing them to find, keep and succeed at jobs that pay a living wage. The program also includes its asset-building Individual Development Account (IDA), equity that can be used only for buying a house, starting a business or obtaining higher education.

CTE's UBS Warburg Technology Lab offers a wide range of programs for its clients including, individualized testing, basic keyboarding, and a computer skills class in a variety of Microsoft Office applications. CTE's Community Employment Incentive Program (CEIP) is a case management and referral program funded by the U.S. Department of Labor for single

individuals who are receiving or have received cash assistance, food stamps and/or medical assistance. The program focuses on job development and placement.

CTE also assists businesses located in the Stamford Enterprise Zone (South End and Waterside) in identifying trained and/or qualified personnel from among zone residents to fill job vacancies. A CTE staff person helps match unemployed residents with appropriate training opportunities to prepare them for jobs.

Contact:

Michael Hyman
Director, Employment & Training
34 Woodland Ave.
Stamford, CT 06902
203-352-4864
www.ctecap.org

The Kennedy Center, Inc. – Founded in 1951 by Evelyn Kennedy and a small group of parents of children with special needs, the Kennedy Center has become one of Fairfield County’s most highly regarded community rehabilitation organizations supporting adults and children with disabilities. The Center’s Employment Services division builds partnerships with employers in helping them to meet their staffing needs and it assists individuals seeking employment. The vocational and on-site job coaching services work to strengthen relationships and employment productivity between employers and workers with disabilities and special needs.

The Center pre-screens prospective job applicants in many areas that can meet an employer’s needs, and a case manager stays connected with the new employee’s supervisor during the early weeks of employment to make sure that the employee is productive and the employer is satisfied with the new hire’s performance. Some of the skill areas of the Kennedy Center’s trainees include: assembly; clerical; customer service; driving; housekeeping; maintenance; packaging; and stocking.

The Center also operates its own business enterprise, Kennedy Industries, which offers a variety of services including: assembly, shrink-wrapping, product inspection, heat sealing, fulfillment, packaging (all types), and warehousing. Additionally, Kennedy Industries is able to manufacture elastic ace bandages in a variety of sizes, cloth Johnny coats for hospitals and clinics, and beauty/health spa treatment gowns. The Center operates its own production facilities on Garden Street, Bridgeport, but utilizing its Supported Employment program, it can provide employees to do specific work at the employer’s facilities. In this scenario, trained vocational instructors or job coaches supervise Kennedy Industries workers on-site. The job coach’s goal is to ensure that quality control standards are consistently met.

Contact:

Rich English
2440 Reservoir Ave.
Trumbull, CT 06611
203-365-8522 ext. 245
www.thekennedycenterinc.org

FSW Inc. (formerly Family Services Woodfield) - FSW is one of Connecticut’s oldest and most comprehensive private, nonprofit human services agencies, serving 23,000 clients

annually. Serving residents of six communities of greater Bridgeport (Bridgeport, Fairfield, Easton, Monroe, Stratford, and Trumbull), FSW provides counseling, moral and financial support and assistance to clients dealing with a variety of challenges from HIV, domestic violence, and illiteracy to moving from welfare to work, facing a housing crisis, or re-entering the community from a juvenile detention program.

FSW is also a national leader in helping low income clients create personal and financial assets to achieve self-sufficiency. FSW believes that the knowledge and skills needed to build financial assets are critical to a family's success. FSW's programs help people understand how to save and manage their money so that they can achieve their dreams of getting a college degree, owning a home or starting their own business. Family Assets, LLC, a subsidiary of FSW, also provides emergency interest-free loans and money management training to families threatened with eviction or foreclosure.

FSW is committed to offering work opportunities and support to youth who are at-risk or already involved in the juvenile justice system. The youth development programs help young people develop the skills they need to participate successfully in their communities. One option is involvement in FSW's Youth Business Center that provides skill building in businesses including a boat-building shop, a music production studio, and a guitar-making workshop.

FSW's employment program, "Empowering People for Success,(EPS)" helps individuals move from welfare to work. Support consists of pre-employment counseling, resume writing, mock interviews, and job placement. FSW also counsels clients on effective strategies for job retention and career advancement.

Contact:

Cynthia Maignan
475 Clinton Ave.
Bridgeport, CT 06605
203-368-5565
www.fswinc.org

Goodwill Industries of Western Connecticut – Goodwill Industries serves people with disabilities, economic disadvantages, and other barriers to employment throughout western Connecticut with offices in Stamford, Bethel and Waterbury in addition to its corporate office in Bridgeport. Goodwill Industries' mission is to help people achieve independence and self-sufficiency through employment and related support services.

Goodwill Industries provides a wide array of services geared to employers seeking reliable employees. Services include: vocational skills assessment; matching job ready applicants with specific employer skill needs; on-site job coaches to help train and assist new employees to meet performance goals; new employee follow up retention services to ensure that both the employee and the employer are satisfied; and occupational skills training in clerical, retail sales, nurse's aide and computer repair. Goodwill also provides training for occupational skills training based on specific needs in the local labor market.

Goodwill Industries also operates its own enterprises that include:

- **Good & Clean Program** – It brings small groups of workers into the community to perform cleaning and landscaping services for businesses and private residences.

- **Retail** – It has 10 retail stores in southwestern Connecticut that serve as training facilities and employment opportunities for people with disabilities and other special needs. The training process includes career counseling, case management and placement assistance.
- **Industrial Contracts Department** - Goodwill Industries has been serving local and national businesses as well as government agencies for over 30 years, taking on contract work that includes but is not limited to packaging, assembly, and mailing/fulfillment. Due to reduced production costs, Goodwill is able to offer competitive bidding on most contracts.

All of these services help people with disabilities and those trapped in cycles of welfare dependency to change the direction of their lives and experience the joy of earning a paycheck and achieve independence and self-sufficiency.

Contact:

Goodwill Industries Human Services
 165 Ocean Terrace
 Bridgeport, CT 06605
 203-368-6511
www.goodwillwct.org

Job Corps, Region One - The nation's largest career training program for youth ages 16-24, Job Corps provides vocational job training, high school diploma completion, assistance with job placement and follows up support at no cost to the student. Each year approximately 65,000 students take advantage of the program and 90 percent start new careers, enroll in higher education program or enlist in the military. Program eligibility includes being between ages of 16 and not yet 25 at time of enrollment; a U.S. citizen, a lawfully admitted permanent resident alien, refugee, asylum-granted person or parolee; have limited financial resources; and in need of further vocational training, education or assistance in order to obtain gainful employment.

During a typical eight-month stay in the program, students improve their math and reading skills by more than 2 1/2 levels. The program offers career skills training in more than 60 occupational areas ranging from computer technology, accounting, automotive repair, carpentry, and plumbing to culinary arts/food service, facility maintenance and health care occupations.

Job Corps Region 1 centers are located in Connecticut, Maine, Massachusetts, New Jersey, New York, Puerto Rico, Rhode Island and Vermont. The Connecticut centers are located in Hartford and New Haven. During a student's tenure in Job Corps, he or she will work with a counselor to develop a personalized career plan. In addition to occupational skills, students are offered classes in communication, problem-solving and social skills. They are given training in job search, resume writing and interviewing skills to increase their employability capacity. Students also gain valuable experience through internships, work-based learning experience and job shadows with local businesses to raise their job readiness level. For more information regarding hiring of Job Corps graduates,

Contact:

Ray Jones
 455 Wintergreen Ave.
 New Haven, CT 06515

203-367-3472

<http://bostonregion.jobcorps.gov/>

Job Corps Connecticut Center

Marrakech, Inc. – Founded in 1971, Marrakech is a private, nonprofit organization that provides residential, education and job placement services to people facing economic and behavioral health challenges. The program has continued to develop programs and services that support individuals with challenging behaviors, families with complex needs, youth who are at risk, and people without disabilities who are unemployed and underemployed.

One of Marrakech's programs – Supported Employment Individual (SEI) – is designed to help individuals achieve independence and success through competitive employment in the community. The SEI program works with employers to provide on-site job development and coaching supports to new employees who have the potential and skills to work independently, but require periodic assistance on the job. Once an individual job placement is made, job supports can be reduced over time. In some cases though, the needs of the individual may require assistance that can remain in place for an indefinite period.

Each program participant is assigned an Employment Specialist (ES) who is responsible for evaluating the interests, skills, abilities and preferences of the person served. The ES facilitates job development, job coaching supports and transportation when necessary. This type of assistance ensures an effective job retention rate and higher productivity for the employer. The program is designed to help individuals with barriers to employment overcome them during the first critical weeks on the job and achieve career success and fulfillment. The SEI program recognizes that having a job is an important component in life that promotes positive self-esteem, confidence and personal growth. To be eligible for the Marrakech programs, individuals must be referred through their State of Connecticut Department of Mental Retardation case manager.

Contact:

John D. Allen
Director, Employment Services
Six Lunar Drive
Woodbridge, CT 06525
203-389-2970 ext.1333
www.marrakechinc.org

Urban League of Southwestern Connecticut – The Urban League offers a wide range of education, employment and cultural programs designed to enable African Americans and other minority groups in the Stamford area to secure and sustain economic self-reliance. It provides job readiness and interview preparation, computer training, ESL classes geared toward specific professions, and an online job bank of available positions for youth and adults.

The Urban League's employment assistance includes:

- **Technology Training** – Computer training sessions that offer comprehensive skills in computer operations, software applications, Internet navigation and research. The League also helps students explore career opportunities in the IT field.

- **Interview Education sessions** – Seminars involving recruiters and human resource specialists from local employers who offer advice on successful interview techniques, as well as mock interview training.
- **Business ESL classes** – Classes are geared toward specific professions, including healthcare, office clerical, computer and the Internet, and Business Writing for the Non-English Speaker.
- **Financial Literacy for Youth** - Classes introduce students to topics such as: entrepreneurship and income generation; money management, credit and saving; investing and the stock market. Students will also be counseled regarding career opportunities in the financial industry.

Contact:

Valarie Shultz-Wilson
 46 Atlantic St.
 Stamford, CT 06901
 203-327-5810, ext 112
www.ulswc.org

CTWorks Centers - CTWorks is a collaboration of state, regional and local organizations addressing the workforce development needs of both job seekers and businesses seeking qualified employees. The three primary partners in CTWorks are: CT Department of Labor; The Workplace, Inc., Southwestern Connecticut’s Regional Workforce Development Board; and Career Resources, Inc, the center’s operator. CTWorks Centers are located in Derby, Bridgeport, and Stamford, offering a variety of free services and training for job seekers and job ready workers for employers.

CTWorks offers free services to employers including: posting of employment opportunities on its job boards; referrals of qualified job candidates from its current pool of clients; and a Rapid Response Team site visit for those businesses involved in a lay-off or closure.

CTWorks also offers training with its Career Coach, a mobile computer training lab, equipped with 10 student workstations, and an IT instructor who will provide computer training or familiarization for your employees away from the office, but just outside your worksite. The CTWorks Career Coach also helps your recruitment needs by scheduling a job fair dedicated to your company or group of companies in your local area. The Career Coach helps to facilitate job fair details include pre-screening, recruiting, and an onboard interview room. The Career Coach comes to the employer’s location or goes to a site where job candidates gather.

CTWorks Centers along with The Workplace Inc., and CT DOL work closely with local employers on innovative programs that increase worker productivity and training. There are many workforce development programs available that are no cost and low-cost to employers.

Contact:

Scott Wilderman
 350 Fairfield Ave.
 Bridgeport, CT 06604
 203-333-5129
www.ctworkssw.org

Higher Education Institutions

University of Connecticut, Stamford – UConn Stamford is a commuter satellite campus to the main campus in Storrs. It offers full 4-year undergraduate degrees in a variety of disciplines ranging from business administration, economics, and family studies to education, psychology, the Connecticut Information Technology Institute (CITI), and for returning adults, a specially tailored Bachelor of General Studies. In addition to MBA and EMBA degrees through the School of Business, and PhD in educational leadership, its Center of Continuing Studies provides courses for personal and professional growth.

UConn Stamford has an active Department of Career Services providing a full range of services to employers seeking to recruit students for full-time permanent positions, internships, cooperative education and volunteer opportunities. The University of Connecticut Recruiting Program provides a convenient and efficient means to connect with viable candidates.

- **On Campus Interviews** - The College facilitates scheduling of interviews to assist employers with a convenient and efficient way to meeting and reviewing viable candidates for available job opportunities. Employers are encouraged to contact the college at recruiting@uconn.edu to request an interview date.
- **Electronic Job Postings** - Employers have the opportunity to list full-time, internship or cooperative education positions via UConn web-based recruiting system, HuskyCareerLink. UConn students and alumni can apply online for positions posted by employers. To post a job on HuskyCareerLink, simply go to the following website and register as a new employer: www.ecampusrecruiter2.com/uconn.
- **Career Fairs** - Career Fairs are held on the UConn Stamford campus in the spring and the fall. The Internship/Co-op Career Fair is held in February, and provides an opportunity to businesses and government agencies to meet with students and focus on cooperative education, internship and summer career-related experiences. The Career Services Department also hosts human services and nonprofit organizations in February for the college annual Human Services/Non-Profit career fair.

Contact:

Department of Career Services
One University Place
Stamford, CT 06901
203-251- 9549
www.career.uconn.edu/

Fairfield University – A Jesuit university offering undergraduate, graduate, and continuing education study for 5,000 students from 35 states and 46 countries. The University was highly ranked in the 2007 US News & World Report's "America's Best Colleges," for its M.A. programs and named in the 2007 Fiske Guide to Colleges list of "Small Colleges and Universities Strong in Business." The University's Charles F. Dolan School of Business was named to The Princeton Review's top 237 business schools in the nation in 2006. Nearly one third of Fairfield students are engaged in volunteer programs including soup kitchens, health centers, literacy instruction, and helping the homeless.

Fairfield University's Career Planning Center provides various services to employers interested in hiring students or alumni to fill part-time, full-time, internship and summer employment positions. Those services include:

- **Career Fairs** – There are a spring and fall career fairs held annually. Contact the Career Planning Center for dates and information.
- **Job Posting Board** – An increasing number of employers utilize the University’s on-campus recruiting program and resume referral service. Post jobs at: <http://apps.fairfield.edu/Jobs/index.cfm> and follow instructions to enter job descriptions.
- **On-Campus Recruiting** – More than 100 companies and organizations annually choose to participate in the University’s recruiting program. Students submit resumes via a web-based database, eRecruiting.com. Employers can review applicant resumes online up to the application deadline. They can also contact students directly through email to schedule an interview. Employers interested in arranging campus interview dates are encouraged to phone 203-254-4081 or email fberry@mail.fairfield.edu.

Contact:

Cathleen Borgman
 Career Planning Center
 1073 North Benson Rd.
 Fairfield, CT 06824
 203-254-4000
www.fairfield.edu

Sacred Heart University (SHU) – Ranked by US News & World Report’s “America’s Best Colleges 2006” in the top tier of Master’s Universities in the North, the University was also listed by the Princeton Review as among the “Best in the Northeast” college rankings. It offers undergraduate and graduate degrees in Arts & Sciences; Education & Health; University College; and the newly established John F. Welch College of Business.

The University’s Office of Career Development provides a helpful range of services to employers to facilitate recruiting and employment efforts among current students and graduates including career fairs, online job postings and on-campus recruitment options.

- **Online Job Postings** – eRecruiting, the University’s online job posting system, is available 24 hours a day, enabling employers to post new opportunities, edit or otherwise manage current job and internship postings, review resumes, request interviews and view SHU’s up-to-date career calendar. To access the employer login page, go to <http://shu.erecruiting.com/emp/sblogin>.
- **Internship and Career Fairs** – SHU holds career fairs in the spring and the fall, attracting approximately 400 students and alumni from a wide variety of academic majors. The Spring Internship & Career Fair will be held on February 22, 2007 from 11:00am – 2:00pm.
- **On-campus Interviews** – SHU will help employers promote job opportunities by forwarding selected resumes (based on pre-determined qualifications.) They will contact students employers want to meet and set up all appointments and logistics required for the desired interview date. This kind of coordination is available to employers for a stand-alone event, at a career fair, or as a follow-up to an online job posting.

Contact:

Office of Career Development
5151 Park Ave.
Fairfield, CT 06825
203-371-7975
CareerDev@sacredheart.edu

Western Connecticut State University – WCSU is a liberal arts institution offering undergraduate and graduate degrees in its Schools of Business, Arts and Sciences, Professional Studies, and Visual and Performing Arts to more than 6000 full and part-time students.

WCSU aspires to be a public university of choice for programs of excellence in the liberal arts by providing students with skills in communication, problem-solving, and critical thinking, a state-of-the-art background in information technologies, and a strong sense of commitment to public service.

The University's Career Development Center (CDC) offers a variety of services to employers including job posting, co-op programs, on-campus recruiting and career fairs.

- **On-Campus Recruiting** – This service is available to graduating seniors who have pre-registered with the CDC and to prospective employers who schedule to conduct initial interviews on campus for full-time positions with their company. Interviews are held during fall and spring semesters. Students must also submit a copy of their resume in advance to employer they wish to apply to.
- **Job Postings** – The University's CDC provides a wide range of off-campus part and full-time job listings, summer employment and full time positions of interest to graduating seniors and alumni. These jobs are posted through WCSU's electronic job referral system with College Center, providing 24-hour access to listings. To access the WCSU College Central System follow the link: Access CollegeCentral.com/wcsu.
- **Co-Op Program** – The program provides students with the opportunity to get career-related experience in their academic field while receiving credit and a salary. The Co-op Program is open to students who have completed 45 credits and are in good academic standing. Employers frequently use the program as a recruiting tool and many students are eventually offered full-time permanent positions with the company.

Contact:

Career Development Center
181 White St.
Danbury, CT 06810
203-837-8263
www.wcsu.edu/cdc

University of Bridgeport – UB offers a diverse range of undergraduate and graduate programs in the schools of Business, Education and Human Resources; General Studies; Arts, Humanities and Social Sciences; and Engineering and Technology. The university also offers a variety of distance learning degree programs and courses that allow you to attend class anytime from any location as long as you have a computer, email, and access to the Internet. UB's Center for Business Information Technologies offers IT Certification programs and training courses for information system professionals and career change adults. Since 1991, the College of Chiropractic has offered a Doctor of Chiropractic degree.

The University's Career Services Center offers services to employers seeking to hire qualified employees including online job postings, on-campus recruiting, resume referrals, and career fairs.

- **Online Job Postings** - UB invites employers to post job openings on MonsterTRAK Post-a-Job system free of charge. Once in the MonsterTRAK system, employers will log into an existing account or create a new account to begin the process. For information about the Post-A-Job system, please email employer.itrak@monster.com or contact UB's Career Services Center at 203-576-4466.
- **Campus Recruiting** – The University's Career Services Center is available to assist employers to schedule recruiting dates prior to the Job and Internship Fair in the spring and facilitate space and logistics. Student resume referrals would also be facilitated by the Career Services Center prior to recruiting dates and job fairs.
- **Job & Internship Fairs** – Held in the spring and fall semesters. UB also sponsors separate job fairs for non-profit human services organizations and students interested in a teaching career. UB's Spring Job & Internship Fair is scheduled for Thursday, March 1, 2007 from 1-5 pm in the Social Room of the Cox Student Center.

Contact:

Career Services Center
126 Park Ave.
Bridgeport, CT 06601
203-576-4466
careercenter@bridgeport.edu

Norwalk Community College – NCC provides a broad range of credit and non-credit liberal arts, sciences, and information technology associate degree and certification programs leading to transfer, employment, and lifelong learning to residents of southwest Fairfield County. NCC recognizes the diverse needs of its students and strives to offer a learning environment that supports students in the achievement of their education and life goals. It focuses on developing strong community partnerships, and fulfills the college's vision of intellectual inquiry, open dialogue, multicultural awareness and life-long learning.

NCC's Career Center offers a broad range of pre-employment services to students and assistance to local employers trying to fill available jobs. NCC provides job-posting opportunities to local employers and an invitation to attend the college's annual Career Expo

every spring semester where local companies come to showcase their employment openings.

- **Job Posting** – Employers can post jobs for free on NCC’s Internet-based system – www.collegecentral.com/ncc. Employers must register with NCC’s Career Center before posting. Students may list resumes on same Internet system and employers will have access to review them.
- **Career Expo** – NCC’s Career Services Department holds a Career Expo each spring semester where local companies come to showcase their employment openings. Contact the Career Services Department for dates for the next Career Expo.

Contact:

Cathy Miller
188 Richards Ave.
Norwalk, CT 06854
203-857-7032
www.ncc.commnet.edu

Housatonic Community College – HCC serves an 11-town area in Southwestern Connecticut, providing a range of credit and non-credit liberal arts and sciences, and technical associate degrees and certificate programs. Students can choose from one of 66 degree or certificate programs or from the many non-credit Continuing Education classes offered year-round. HCC also offers intensive health career programs in four technical specialties including physical therapy, occupational therapy, clinical laboratory technology, and nursing that has a collaborative program with Bridgeport Hospital School of Nursing.

In response to community and student need and desire for personal enrichment, Housatonic offers Associate degree programs in preparation to transfer to four-year institutions, as well as occupationally oriented Associate degree and Certificate programs. Short term, non-credit courses, seminars and workshops as well as targeted student services also help satisfy community and personal needs. These programs prepare students for employment and advancement in business, industry, allied health, early childhood education, natural sciences, computer arts and information systems, and human services.

Special support services are also offered to students and the local community including disabilities support services; career and transfer counseling; academic support and tutoring; library facilities and instruction; English as a Second Language; and an array of student activities including The Women’s Center.

Contact:

Brenda Alexander
Director, Human Resources Department
900 Lafayette Blvd.
Bridgeport, CT 06604
203-332-5162
www.hcc.commnet.edu

Gibbs College – The College offers associate degree, diploma, and certificate programs in design, technology and business disciplines including: visual communications; digital media

and web design; fashion design & merchandising; computer network operations; and ebusiness.

Gibbs College's specialized Associated Degree, certificate and diploma programs reinforce the important communication, interpersonal and career-building skills necessary for entry into any job market. Students can earn an Associate of Applied Science degree in as little as two years. Employers value Gibbs College education because it is reinforced by practical hands-on learning and professional internships. Students learn by doing. They earn problem-solving skills and develop excellence, integrity, and confidence that will help them succeed in the workplace.

The Career Services office provides global access to graduates and job opportunities from domestic and international companies. Gibbs College reviews each student's career goals, job skills, history and educational background in order to provide employers with the best possible match for the job. The Career Services office's goal is to provide the right candidate to the right employer.

Contact:

Career Services Office
10 Norden Place
Norwalk, CT 06855
203-838-4173
www.gibbsnorwalk.edu/career.asp

St. Vincent's College – A community-based Catholic College providing two year associate degrees in nursing and allied health areas including Cardiovascular Technology, Medical Assisting, Nursing and Radiography. St. Vincent's takes its mission from the historic commitment of the Daughters of Charity of St. Vincent de Paul to care for the sick, poor, and to educate others for the health care ministry.

The college also offers a number of Continuing Education certificates in the health and health care management area. The Colleges' professional development courses can be taught at a health care facility when convenient to the facility's staff. Courses include CPR, Management & Supervision, computer classes, stress reduction, allied health courses and professional development seminars.

The college is an affiliate of St. Vincent's Medical Center in Bridgeport that offers St. Vincent's students the opportunity to have hands-on clinical experience to master the skills required to launch a new career.

Contact:

Human Resources Department
2800 Main St.
Bridgeport, 06606
203-576- 5235
www.stvincentscollege.edu

Albertus Magnus College – Small Catholic, liberal arts college offering undergraduate and graduate programs in Liberal Studies, Management; a Master of Arts in Art Therapy and an M.A. in Business Administration. Last year, the College added a new Master of Arts in Leadership program. The College has also added a new program – "New Dimensions Degree

complete Program” – located at its satellite campus in Stratford. It targets adult learners who have work experience and who want to maintain their professional and personal commitments while pursuing educational goals.

The College’s Office of Career Services works with employers seeking to hire, providing job posting boards, on-campus interview facilities, and opportunities to present an overview of an employer’s open positions and background.

- **Campus Event Planning** - The Office of Career Services will handle all planning details related to the employer’s event including publicity. Ideal lead-time is three weeks prior to the event. Pre-Registration is required by interested students and alumni to attend employer event. For On-Campus interviewing sessions, the Office of Career Services will collect resumes for employer and review prior to the event. This will allow employer to pre-select those candidates of interest.
- **Event timing** – ideal timing for employer information sessions or On-Campus interviewing is 4:30-5:30pm. The majority of on campus events are scheduled in October, November, February, March and April.
- **Job Postings** – Employer may submit job opening information to the college Office of Career Services on its organizational letterhead or they may use the college Job Posting Form found online. Employers may mail or fax the Job Posting form to the Career Services office (203-773-8984).

Contact:

Amy Wilson
300 Long Beach Blvd.
Stratford, CT 06615
203-401-4046

dominick.albertus.edu/studentlife/careersvcs.shtml

Post University – Regional Campus, Danbury – Founded in 1890 as a proprietary business school to support the training and educational needs of the labor force in central Connecticut, Post University now offers degree and certificate programs on campus and online to meet the demands of the current professional fields. The programs include: business; information management; health sciences & human services; entertainment and sports industries; equine management; security and justice; and education.

The University has an active Career Services office that offers comprehensive career counseling and development for students designed to help them make appropriate career choices. Services include co-op and internship search assistance and full-time job search assistance.

The Career Services office offers employers an electronic job board placement service – S.O.A.R. – to list employment opportunities. Employers can register with S.O.A.R. On-Line, or schedule an appointment with a Career Services professional by calling 203-596-4507.

Contact:

Carrie Gibbs
Career Services
800 Country Club Rd.
Waterbury, CT 06723

203-596-4504

www.post.edu/careerservices.shtml

Charter Oak State College – A distance-learning college established in 1973 to assist adult learners in completing their college degree. Due to student demand, Charter Oak began offering courses online in 1998. Today, the college offers more than 150 video and online courses. The college offers four General Studies Degrees – an associate degree in arts and in science; and 120 credit BA and BS degrees, customized to the student’s educational background and goals.

Charter Oak also develops new courses and program based on the needs of our students and workforce demands. New courses offered include the After School Education credential, the Pharmacist Refresher Course, the RN Refresher Course, and the Home Care Nursing Course. The College also offers certificate programs in Project Management, Computer Security, and Public Safety Administration.

One of Charter Oak’s appeals is the way credits can be combined to form a degree. In addition to taking video and online courses with the College, students may also utilize credits from:

- Courses transferred from other regionally accredited colleges and universities;
- Standardized tests (CLEP, DANTES);
- Corporate & agency training programs rated by the ACE/PONSI evaluations;
- Military service schools and occupational rating evaluated by ACE.

Contact:

Career Resources

555 Paul J. Manafort Drive

New Britain, CT 06053

860-832-3800

info@charteroak.edu

Locally Focused Job Boards (websites)

The following websites provide information regarding Connecticut and Fairfield County-based jobs in a broad range of industries and specific skill-sets. For further information regarding employment, go to the JobsNet Resource page on The Business Council of Fairfield County website: www.businessfairfield.com/JobsNet.

- www.flipdog.com/jobs/all/Connecticut/ (All Connecticut Jobs)
Flipdog.com is a national job search website affiliated with Monster job search engine that is focused on jobs throughout Connecticut. Site is for job seekers and employers, offering searches and job postings under job categories, job titles, and specific companies. Users of Flipdog will also receive the benefit of a Career Resources section from Monster.com that covers career advice, sample resumes and cover letters, salary comparison calculator, and entry-level jobs and internships.
- www.ConnecticutJobs.com
This site is a local employment website for job seekers and employers. It is part of the LocalCareers.com Network and is not affiliated with any state agency or staff firm. For job seekers, the website offers various tools to manage career, including a job database for the entire state, career email alerts, resume database and

distribution services, and calendar of career events including local job fairs. For employers, ConnecticutJobs.com is a targeting recruiting tool that includes online job postings for 60 days, resume database access, banner advertising, and career event and open house listings. The site also offers career resource information including regular columnists who opine about workplace, job search and career management.

- www.CTJobs.com
This site is the collaboration of Connecticut's leading metro, suburban and neighborhood newspapers. The site offers the most current employment opportunities from the state's leading employers and provides job seekers with excellent local coverage of job opportunities, allowing them to search for available jobs in a specific town or region of the state. The CTJobs.com network of newspapers includes jobs listed in: The Chronicle, The Connecticut Post, The Day, The Hour, The Journal Inquirer, NewsTimes, The Record-Journal, Westerly Sun, and Republican-American. The site also includes company profiles of local employers, career advice and Continuing Education resources.
- www.ajb.org/ct/ (Connecticut's Job Bank)
America's Job Bank (AJB) is one of the biggest job search websites in the U.S. It is operated by the US Department of Labor in collaboration with state Departments of Labor and the CareerOneStop federal-state partnership in workforce development. This site focuses on jobs throughout Connecticut in collaboration with the Connecticut Department of Labor, offering a variety of resources for jobseekers looking for work and employers trying to find qualified employees for specific positions. For job seekers, the website offers the usual career resources tools and personal job search accounts. For employers, the website offers job posting, resume search and alerts for prospective employees who match job qualifications.
- www1.ctdol.state.ct.us/jcc/ (Connecticut Job & Career ConneCTion)
This website is produced by the Connecticut Department of Labor's Office of Research. It is a comprehensive source of jobs and careers available within the state. The Job & Career ConneCTion website is intended for use by students, teachers, counselors, job developers and job seekers, but does not provide direct job posting tools for employers. The website helps job seekers identify occupations that may be a match for their skills, interests, and personality and provides them with detailed information on these occupations. The website will also help jobseekers find appropriate education and training opportunities throughout the state and identify employers who may hire individuals for those occupations.
- www.FairfieldCountyJobs.com
This is an online job board serving the employers and jobseekers of Southwestern Connecticut. Jobseekers may search jobs for free by keyword, city, or category. Employers are charged a fee (starting at \$99 per job) to post their positions. The website only targets employers located in the Fairfield County labor market. FairfieldCountyJobs.com is a private, for-profit business and is not part of any county government institution in Connecticut. The site was founded in 1999 and attracts more than 80,000 visitors each month. FairfieldCountyJobs.com is the flagship site of a network of regional job boards serving Connecticut's largest counties.

- www.monstertrak.com (Popular job-search resource for college students)
MonsterTrak is the most popular website for college students and recent graduates seeking employment opportunities and internships during school and post graduation. The site enables employers to target job listings to students and alumni from specific colleges and universities across the country. MonsterTRAK allows employers to list a single job title for up to four weeks at a specific school, a select group of schools or a wider reach of schools across the U.S. The site's Buy-in-Bulk program helps employers save on job postings and can be utilized with 12 months of purchase. Website also offers a resume search tool for employers as well as a direct email campaign to target jobseekers based on educational profiles and employment preferences. MonsterTRAK provides direct access to active job seekers through partnerships with college and university career centers.

Government Agencies

Connecticut Department of Labor (CTDOL) - The Department of Labor provides an active Business Services staff assigned to serve the business community in Southwestern Connecticut. CTDOL provides employers with a range of services including recruitment assistance, job posting on CT's Job Bank and job fairs, candidate referral options from its state Job Bank (more than 57,000 resumes) and interview and recruitment facilities at CT Works Centers in Derby, Bridgeport, and Stamford.

Employers can post job openings electronically or by mail on Connecticut's Job Bank at no cost, resulting in state and national exposure. For information or assistance in job posting, call CT Job Bank at 860-754-5050; fax: 860-754-5052; or log on to www.ctdol.state.ct.us and click on "Business Services" link.

The local Bridgeport office of CTDOL has four Career Development Specialists supporting CTWORKS and The Workplace Inc., providing career counseling to job seekers, individual assessments (including Myers-Briggs type Indicator), and checking to see that job seekers meet minimal qualifications before making referrals to employers.

Contact:

Victor Fuda
203-455-2701
www.ctdol.state.ct.us/

The WorkPlace, Inc. – The WorkPlace is Southwestern Connecticut's Regional Workforce Development Board. It serves as a convener, a catalyst, a collaborator, and an advocate for workforce development throughout southwestern Connecticut. It designs and administers initiatives that help people prepare for careers and strengthens the workforce in Fairfield County for employers. In addition to coordinating job training and education to meet the needs of residents and employers in a 20-community region, the WorkPlace administers job training and preparation services funded by the state and federal agencies. Due to its nonprofit status, many of the WorkPlace's services are provided at no cost to the job seeker or employer.

The WorkPlace, Inc., strives to anticipate and understand the changes shaping the economy in Southwestern Connecticut and labor force in order to respond to the needs of employers and workers. In doing so, The WorkPlace has created a Business Services unit to foster dialogue between industry and education providers to focus on the ongoing challenge of educating and training workers. To help ensure economic expansion by regional employers,

The Workplace will continue to provide access to information to jobseekers and employers that will aid in understanding Connecticut's dynamic and changing economy. Some of the programs its Business Services unit will manage include:

- **Customized worker training** - Proposals for funding of customized incumbent-worker training programs. Currently, there are funds available in manufacturing and healthcare industries.
- **Additional training funds** – These funds will be coordinated through federal and state agencies as well as private sources.
- **Labor market publications** – Gather, analyze and package workforce data in a convenient format to assist with strategic planning, staffing, and training issues.
- **Training provider conduit** – Operate as an expert on training providers, including what they offer and the quality of their services.

Contact:

Adrienne Parkmond
Director of Workforce Development
350 Fairfield Ave.
Bridgeport, CT 06604
203-576-7030 x 309
aparkmond@workplace.org

Proprietary Schools

The organizations listed below have received approval and certification by a Regional Workforce Development Board and the Connecticut Department of Labor to provide education and training for persons awarded Individual Training Accounts (ITA) under the Workforce Investment Act (WIA). Training providers' programs are subject to removal from the list of WIA Approved Training Programs if they intentionally supply inaccurate information or fail to maintain standards required for approval.

Prospective students are encouraged to review the list prior to enrolling in a program to ensure that a training provider is eligible to enroll persons and to received WIA training funds. To be eligible for WIA training funds, individuals must be considered low-income adults (generally 125% of the local poverty level) or dislocated workers – someone recently laid off and certified as a dislocated worker by the local One Stop Employment Center or Regional Workforce Development Board.

Inclusion of information regarding any program of training services or an institution, organization or individual providing training services is in no way an endorsement of that program, institution, organization or individual. The Regional Workforce Development Boards, who obtained the information directly from the training providers, supplied the data included on this list. The accuracy of the information is not guaranteed. Students are requested to report to their Regional Boards any inaccuracies found in the information.

The cost information included may represent only the dollar amount, per student, for required program fees. Additional costs may apply, including expenses for out-of-district or out-of-state tuition, non-required fees, books, equipment, materials and supplies, tools, uniforms or living expenses. Before enrolling, individuals should check directly with the training provider to inquire if financial assistance is available or if additional costs may be incurred.

Allstate Commercial Driver Training School, Shelton – Founded in 1975, Allstate has been providing instruction, training and job placement to prospective professional truck drivers for more than three decades. Classroom preparation is combined with practical, hands-on training leading to a commercial operators license with entry-level skills in the trucking industry.

Training courses include CDL Class A (for tractor trailers) and Class B (straight truck driving) licenses as well as forklift operation, safety training and individually-tailored refresher courses for truckers who have been out of the business for extended periods or let their licenses lapse. The CDL Class A training is six weeks long. CDL Class B training is two weeks in duration.

Admission to Allstate training is dependent upon meeting the following qualifications:

- Applicant must be at least 18 years old.
- An applicant must possess valid driver's license and have an acceptable driving record.
- An applicant must be able to read, write and speak basic English. Lack of a high school diploma or GED shall not disqualify a prospective student.
- Students must have a Department of Transportation physical form completed before road training begins.

Allstate offers on-site job placement assistance to its graduates and will work one-on-one with each student to help them find suitable employment upon graduation. Allstate will provide, with a graduate's permission, names and school records of graduates for submission to potential employers who request data from the school.

Contact:

Allstate Commercial Driving Training
11 Constitution Blvd., South
Shelton, CT 06484
1-800-246-9567
www.allstatetraining.com

Danae's Training Center, Bridgeport – The school offers one course in Certified Nurse's Aide Training that provides graduates with skills to seek employment in the hospital or home health care field. Graduates receive a certificate of course completion, but must pass state exam to earn NNA license.

Training includes 150 hours over a six-week period with classes meeting during the day and evening. Training admission requires students to be 18 years old, and speak, read and understand English as determined by written evaluation. Students must also pass a physical examination and have PPD vaccination prior to first day of classes.

Total program cost is \$3,000, including application and registration fees plus cost of books and uniforms. School does not provide further information regarding coursework or whether graduates are offered job placement assistance.

Contact:

Patricia Newton-Foster
49 Cannon St.
Bridgeport, CT 06604
203-335-4426 or pattynewtonfoster@unicarellc.com

D&L Tractor Trailer School, Bridgeport – D&L has been in business since 1973 providing training for those wanting to pursue a career in the trucking industry. The school offers students two basic programs. One provides graduates training and a certificate in CDL (Certified Driver's License) Class A Tractor Trailer driving and operation. The second program offers students a CDL Class B certificate in straight truck driving and operation. Both programs are offered on weekend or weekday training schedules.

D&L's Class A Tractor Trailer license programs will prepare students for the written CDL exams as well as the hands-on skills test. Classroom instruction and hands-on training will include knowledge of the following areas: CDL air brakes; CDL Combination vehicles; CDL hazardous materials; CDL Doubles and Triples; backing maneuvers; and highway/city/rural driving.

D&L's Class B Heavy Truck license program will provide classroom instruction and hands-on training in many of the same areas as for Class A license. Upon completion of the CDL Class A and B programs, students will be license tested by the DMV at D&L's facility using its own equipment.

The CDL Class A Tractor Trailer course costs approximately \$4,000 including registration, testing and licensing fees and takes 160 hours to complete. The CDL Class B Heavy Truck program costs \$3,500 including the same fees and is 40 hours in duration.

Admission requirements: Students must be 18 or older, possess a valid driver's license; must pass a physical and drug screen; and must meet DOT requirements for employment. Final acceptance of the applicant will be made by a school official after reviewing the enrollment packet. Students are admitted, trained and referred for employment regardless of race, color, age, religion, gender, national origin, marital status, or physical handicap (except in case of a bonafide occupational qualification or need.)

Contact:

Holly Bitman
Admissions Director
510 Barnum Ave.
Bridgeport, CT 06608
203-336-5550
cdl4011@aol.com

Dent-Temp Careers, Stratford – The Edso Dental Training Centers offers a dental assistant training program designed to provide students with the basic skills to function at an entry-level position in a general dentistry practice. The course consists of six specific knowledge/skill areas of dentistry during a 56 hour, eight-week program.

The course knowledge areas covered are:

- Dental terminology equipment, sterilization and amalgam procedure.
- Composite procedure includes uses of instruments and materials in composite procedure.

- Radiology, including terminology, theory, equipment, settings and film developing.
- Prosthodontics, including crown, temporary crown and procedures, materials and pouring models.
- Endodontics procedures including material, instruments and indications for endotherapy, and
- Oral surgery, including extractions, periodontal surgeries, sealants, bleaching, and night guards.

Admission requirements are: basic fluency and comprehension of English. The cost of the course, including books, is \$2000. Many states require dental assistants to be certified in Radiology. The exam is given by the ADAA (American Dental Assistant Association) and is separate from Edso Dental Training Centers. The test and testing fee are not included in the course tuition.

Contact:

Edna Soloman
 Director
 4949 Main St.
 Stratford, CT 06614
 203-380-9858
dentemp2@aol.com

Groundwork Bridgeport – The organization started in 1998 as a collaborative effort between the Environmental Protection Agency (EPA), the National Park Service (NPS), the national Groundwork USA, and the City of Bridgeport. Its mission is to bring about the sustained regeneration, improvement and management of the physical environment of the City of Bridgeport, by empowering people, businesses, and organizations to promote environmental, economic and social well-being.

Groundwork Bridgeport's focus on urban revitalization and beautification through a variety of landscape and recreation development initiatives also extends to a training program in landscape installation and maintenance.

The course, entitled "Entrepreneurial Self Sufficiency" is for individuals who are committed to starting their own landscape business and have a demonstrated work ethic. The course is 28 hours long during a week of classroom instruction and hands-on applications in various aspects of landscape installation and management.

Cost of the training is \$8,687 including tuition, books, testing and landscaping equipment and materials.

Contact:

Richard Tani
 Executive Director
 510 Barnum Ave., Suite 304
 Bridgeport, CT 06608
 203-335-6126
groundworkbpt@sbcglobal.net

Head Quarters Barber Institute, Bridgeport – The organization offers a single course in barber training that provides a certificate for graduates and preparation assistance when taking the state license exam.

The barber training is given in the evening for individuals seeking a career change while continuing current employment. Classroom and hands-on training is 1,600 hours long during an 80-week period. Admission requirements: All students must be 16 years of age or older and possess a high school diploma or GED.

Total program cost, including application and testing fees, books, and equipment, is \$5,125.

Contact:

Tonahja Cohen
President
3619 Main St.
Bridgeport, CT 06606
203-373-1150
BUBB714@yahoo.com

H.E.L.P. Ministries, Bridgeport - The organization offers four training courses in medical, pharmacy and administrative office clerical skills. The courses range from two to ten weeks in length and are offered days or evenings including classroom instruction and hands-on operation of current office automation and information equipment.

The courses include:

- Administrative Office Assistant: 6 weeks duration. Cost: \$2,625 including application, registration fees, and books.
- Medical Office Assistant/General Office Worker: 10 weeks duration. Cost \$2,875 including application, registration fees and books.
- Microsoft Word and Keyboard skills: 4 weeks duration. Cost: \$925 including fees and books.
- Pharmacy/Medical Technician: 8 weeks duration. Cost: \$2,375 including fees and books.

Admission requirements for Pharmacy/Medical technician are high school diploma or GED. There are no requirements for the other courses. All graduates earn certificates of completion from H.E.L.P. Ministries.

Contact:

Carolyn Evans
Executive Director
955 Connecticut Ave., Suite 2101
Bridgeport, CT 06607
203-331-8227
carolynetu@aol.com

Leon Institute of Hair Design, Bridgeport – The Institute is in its 49th year of operation, offering students a program of study that prepares them for careers in hair dressing and Cosmetology. Leon’s licensed professionals teach theory, demonstrate a full range of hair dressing and cutting techniques, and supervise practical (clinic) assignments. In addition, there are lectures and workshops from hair stylists with leading beauty salons, manufacturers’ representatives and other specialists as well as field trips to hair style shows and beauty salons to enhance practical experience.

The Hairdressing and Cosmetology course involves 1500 hrs over 65 weeks of instruction at a cost of \$8150. The course is broken down into three sections:

- **Theoretical instruction** (200 hours) - Includes sanitation & hygiene; hairstyle, care & treatment; manicuring; chemical procedures; skin care, facials, make-up and shaving; and state laws covering the profession.
- **Practical instruction** (580 hours) - Covers most of the same treatment areas listed above, and
- **Supervised instructions** (720 hours) - Covers treatment and skill areas listed under theoretical instruction.

Admission requirements to the Leon Institute include a high school diploma, or high school equivalency certificate. Individuals age 16 or older without a high diploma or GED will be admitted to the Institute based on results of national recognized, standardized test that satisfies the U.S. Department of Education and that meets guidelines established by NACCAS (National Accrediting commission of Cosmetology Arts and Sciences).

Contact:

Ellen Folchick
Registrar
111 Wall St.
Bridgeport, CT 06604
203-335-0364
leons06604@yahoo.com

Pam’s Secretarial School, Inc., Bridgeport - The school offers certificate-training programs in bookkeeping, computer technical support and executive assistant/clerical fields. The courses range in duration from 12 to 30 weeks to include classroom instruction and practical experience.

The courses include:

- **Bookkeeping Specialist** - Covers accounting and related skills including payroll and general bookkeeping. Night classes for 75 hours during 12 weeks of classes. Total program cost is \$3,000.
- **Computer Technical Support** - Covers computer theory, installation, and repair techniques. Classes are taught days and weekends, 410 hours during 30 weeks. Total program cost is \$18,450.
- **Executive Assistant** - Covers various clerical, administrative and communication skills required of the position of administrative assistant or

executive secretary. Classes are taught during the day, 390 classroom hours over 30 weeks. Total program cost is \$14,625. There are no admission requirements listed.

Contact:

Pamela Stevens
President
1046 State St.
Bridgeport, CT 06605
888-872-6352
pamelamstevens@yahoo.com

Stat Training Center, Bridgeport – The school offers certificate training courses in three occupational specialties: Certified Nurse Aide/Assistant; Cosmetology/Hairdressing; and Nail Technician. The courses range in duration from three weeks to 10 months including classroom instruction and practical experience.

The training courses include:

- **Cosmetology/Hairdressing** - Course takes 1,500 hours over a 10-month period. Classes are held weekdays and evenings. Cost is \$6,365 including books, exam fees and equipment. Admission requirements are high school diploma or GED. If lacking either of these documents, applicant must take standardized entrance exam approved by U.S. Department of Education.
- **Certified Nurse Aide/Assistant** - Stat offers a day and evening training course in this occupational specialty. Class duration is 100 hours over three weeks. Cost for either training is \$1,166 including registration and exam fees, books and equipment. Admission requirements: 18 years or older and have completed the 9th grade. Must also speak and understand English and pass a physical exam.
- **Nail Technician** - Training requires 50 hours of classroom instruction and practical experience during five weeks of weekday and evening classes. Total program cost is \$550. Admission requirements: 16 years or older and must have completed 9th grade.

Contact:

Kelley Prout
Admissions Director
955 Connecticut Ave., Suite 5102
Bridgeport, CT 06607
203-366-1140
rdkbrown@aol.com

T.J. Computer Learning Center, Bridgeport - The school is part of T.J. Computer Consultants, an IT management computer company founded and operated by CEO Jeremiah Harvin for more than a decade. The company's courses are designed to train individuals and businesses to become familiar with the newest information technologies. At the Learning Center, individuals can expand or develop a range of IT skills from website design, programming, website hosting and networking development to all of the Microsoft Office Programs. In addition, the Learning Center offers DSL and computer sales and installation.

The Learning Center offers training in 23 programs covering various computer systems and applications ranging from A+ Certification; Advanced JavaScript Programming; Front Page 2000 Advanced; and HTML 4.0 Programming (Level 1); to the entire Microsoft Office Suite (Word, Access, Outlook, Power Point, and Excel); the Windows 2000 Network and Operating Systems Basic; Network+ Certification; and Windows 2000 for Windows NT Administration.

The courses range in duration from 5 to 12 weeks depending on the level of the program or application and the computer skills of the student. Classes are offered weekdays, evenings and weekends. Program costs vary from \$1,500 to \$3,000, again depending on the class hours and the advanced level of the systems or application to be taught. For specific class schedule and per course cost, use contact numbers below.

There are no specific admission requirements, but there are program pre-requisites depending on the specific course.

Contact:

Jeremiah Harvin
35A Courtland St.
Bridgeport, CT 06604
203-345-2131
jerry101209@hotmail.com

Training Direct, LLC, Bridgeport – The school offers training in a variety of occupational specialties ranging from Certified Nurse Aid, Medical Insurance Billing & Coding, and Pharmacy Technician to Paralegal, Veterinary Assistant, and Hotel-Motel Management that lead to entry-level employment. The school offers some of its training online and some courses are taught on-site at the school facility. Training Direct encourages independent computer literacy for all its students.

- **Certified Nurse Aid** - The school offers three separate courses in this occupational specialty ranging in duration from 3 weeks to 13 weeks. The course content is consistent for all three courses. The only difference is the class schedule for weekdays, evenings or weekends. Total program cost is \$1,295. Course is taught onsite.
- **Medical Insurance Billing and Coding** - Training takes 26 weeks and classes are offered days, evenings and weekends. Total program cost is \$695. Course is taught onsite.
- **Medical Office Assistant** - Training takes 24 weeks. Total program cost is \$695. Course is taught online via Internet connection or onsite.
- **Pharmacy Technician** - Training takes 24 weeks. Total program cost is \$695. Course is taught online via Internet connection or onsite.
- **Paralegal** - Training for entry-level position in a law firm. Training takes 24 weeks. Total cost is \$695. Course is taught online via Internet connection or onsite.
- **Veterinary Assistant** - Training takes 26 weeks, including days, evenings and weekends. Total cost is \$695 and is taught onsite.

- **Hotel-Motel Career Training** - Training takes 26 weeks, offered weekdays, evenings and weekends. Total program cost is \$695. Course is taught onsite.

Admission requirements: Students must be 18 years old, and possess a basic fluency in English.

Contact:

Pamela Fortunato
Student Services Coordinator
3851 Main St.
Bridgeport, CT 06606
203-372-8842
pamf.trainingdirect@yahoo.com

Valley Medical Institute, Trumbull - Founded in 1994, the school has an enrollment of 300 students and offers training in two occupational specialties – Certified Nurse’s Aide and Dental Assistant.

- **Dental Assistant Training** - The Institute offers two training courses in this occupational skill set. The longer course is offered on weekends and takes 125 classroom hours over 4 months to complete. The shorter course takes 125 hours over two months with class held on weekdays and weekends. Admission requirements include: minimum age of 18, possession of high school diploma or GED. Those who have neither must take standardized entry exam approved by the Department of Education. Total program cost is \$2,970.
- **Certified Nurse’s Aide Training** - The course is given in the day and evenings and takes 100 hours to complete over one month. Admission requirements include: minimum age of 17, possession of high school diploma or GED. Students who have neither must take standardized entry exam approved by the Department of Education. Total program cost is \$1,192.

The Institute offers state radiology license test preparation assistance for students who have received Dental Assistant certificates.

Contact:

Thomas Masi
Director
35 Nutmeg Drive
Trumbull, CT 06611
203-378-2210
arcadia@msn.com