

GOODWIN UNIVERSITY SNAP EMPLOYMENT AND TRAINING PROGRAM

If you are currently receiving SNAP benefits and have a high school diploma or GED, you may be eligible to take certain certificate programs at Goodwin University at no cost. Goodwin's training certificates and degree programs give you the skills to be successful in today's workforce.

SECURITY GUARD CERTIFICATION – 2 DAYS

Students in this program will develop skills in the areas of:

- ▶ Introduction to Private Security
 - ▷ Basic First Aid Information
 - ▷ Basic Criminal Justice
 - ▷ Search and Seizure
 - ▷ Use of Force
 - ▷ Public Safety Issues
- ▶ Observation & Documentation
- ▶ Communication & Report Writing for Security Officers
- ▶ Legal issues for Security Officers

This program is not credit bearing. Fees to register for the Security Officer's Training Certification Identification Card will be paid for by Goodwin University. Students will have post-completion career services follow-up assistance for 90 days by the Goodwin College Career Services Office.

CERTIFICATE IN PHLEBOTOMY AND LABORATORY SERVICES – 15 WEEKS

Students in this program will gain the skills required to becoming a skilled healthcare professional. Students will intern in a health care facility or clinical laboratory to provide the opportunity to apply knowledge and skill in performing clinical phlebotomy procedures and interacting with patients.

Students will enroll in the following courses:

- ▶ HSC 100 – CPR for the Healthcare Professional – 1 credit
- ▶ PHB 103 Introduction to Laboratory Services – 3 credits
- ▶ PHB 104 Medical Terminology/Anatomy and Physiology – 3 credits
- ▶ PHB 120 Principles and Practices of Phlebotomy – 3 credits
- ▶ PHB 121 Advanced Phlebotomy Techniques – 3 credits
- ▶ PHB 299 Phlebotomy Internship/Seminar – 3 credits

Successful FAFSA application is required prior to registration/enrollment in any credit-bearing SNAP E&T program. Lifetime access to Career Services including job-search assistance; resume-writing and mock-interviewing is available to graduates of this program. The cost of all books associated with this program are paid for by Goodwin University.

BOOKKEEPING CLERK – 22.5 WEEKS

This program will provide students with a comprehensive introduction and understanding of the role of accounting information in the business decision-making process utilizing industry-specific accounting software and related skills necessary for one to become an effective bookkeeper and improve employability for active SNAP recipients.

Students will enroll in the following courses:

- ▶ CE BAM 9015 - Certified Bookkeeping Principles
- ▶ CE BAM 9017 - Mastering, Adjusting, & Correcting Entries
- ▶ CE BAM 9020 - Mastering Inventory & Internal Controls

- ▶ CE BAM 9021 - Mastering Depreciation & Payroll (2nd semester 7 1/2 weeks)

This program is not credit bearing. Students will be eligible to sit for the Certified Bookkeeper exam offered by the American Institute of Professional Bookkeepers. Lifetime access to Career Services including job-search assistance; resume-writing and mock-interviewing is available to graduates of this program.

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT – 15 WEEKS

In this program students will learn to support physician staff by screening and sorting mail, documents, and telephone calls; scheduling patient appointments and arranging referrals; billing patients and third-party payers; controlling accounts receivables; transcribing dictation; preparing medical reports, patient histories, operative notes, manuscripts, and correspondence; maintaining office files and patient records.

Students will enroll in the following courses:

- ▶ CE HNS 9005 Basic Medical Terminology
- ▶ CE HNS 9010 Introduction to Computers
- ▶ CE HNS 9015 Basics of Billing and Coding
- ▶ CE HNS 9050 Intro to Medical Office Procedures

This program is not credit bearing. Students will be eligible to sit for the Certified Medical Administrative Assistant Exam offered by the National Healthcare Association. Lifetime access to Career Services including job-search assistance; resume-writing and mock-interviewing is available to graduates of this program.

Collegiate Certificate in CNC Machining, Quality and Manufacturing Technology – 22.5 WEEKS

This full-time, 22.5 week, 37 credit certificate program is designed to introduce and prepare students to enter the manufacturing workforce as skilled CNC machine operators while understanding the holistic process of machining a part from design through quality assurance.

Students will enroll in the following courses:

- ▶ BMM 100 – Introduction to Manufacturing – 3 credits
- ▶ BMM 140 – Manufacturing Math – 3 credits
- ▶ BMM 175 – CNC Machining – 3 credits
- ▶ BMM 275 – CMC Machining II – 3 credits
- ▶ BMM 276 – CNC Machining Application – 3 credits
- ▶ BMM 222 - Technical Drawings and Specifications – 3 credits
- ▶ BMM 240 – Computer Aided Manufacturing (CAM) I – 3 credits
- ▶ BMM 241 – Computer Aided Manufacturing (CAM) II – 3 credits
- ▶ BMM 210 – Lean Manufacturing Principles – 3 credits
- ▶ BMM 220 – Materials Properties and Processing – 3 credits
- ▶ BMM 224 Metrology and Calibration – 3 credits
- ▶ BMM 229 Advanced Metrology and Calibration w/Lab – 4 credits

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ASSOCIATE'S IN SCIENCE DEGREE IN HUMAN SERVICES – 10 Semesters (3-4 years, part-time)

The Associate in Science in Human Services program prepares students for entry-level positions in the human services field or to pursue a baccalaureate degree. It is also an excellent program for people who are working in the human services field without a degree who seek advancement opportunities in their chosen career that require an associate degree.

The program is designed to help students develop the core competencies required for professionals in many human services organizations, including conducting intakes, performing assessments, interviewing, counseling, and case management. These and other courses, including electives, provide a foundation for students to be successful in a wide array of human service professions.

The culminating course for students in the Associate in Science in Human Services program is a 180-hour internship where they will apply their learning at a local human service organization. This is an in-depth experience that is based on specific learning

objectives developed in collaboration with the student, faculty and the cooperating human service organization. With our extensive connections to the regional human service community, we seek to help students obtain internship experiences with organizations that offer the services that they would ultimately like to provide during their careers.

Students will enroll in the following courses:

- ▶ ENG 101 - English Composition – 3 credits
- ▶ ENG 1XX - Writing Competency – 3 credits
- ▶ COM 1XX - Communications Competency (COM) – 3 credits
- ▶ CAP 1XX - Computer Literacy Competency (CL) – 3 credits
- ▶ MATH 1XX - Math Competency – 3 credits
- ▶ Science Competency (SCI) - 3-4 credits
- ▶ PSY 112 - Introduction to Psychology – 3 credits
- ▶ PHIL 105 Ethics, Values, and Cultural Competence in Human Services – 3 credits

Non-Major Core Requirements - 9 Credits

- ▶ IDA 120 - Intellectual Discovery Strategies – 3 credits
- OR
- ▶ OPEN Elective - 3 credits
- ▶ SOC 101 - Introduction to Sociology – 3 credits
- ▶ PSY 212 - Life-Span Development – 3 credits

Human Services Major Core Requirements - 19 Credits

Freshman Year

- ▶ HSR 101 - Introduction to Human Services – 3 credits
- ▶ HSR 105 - Community Organization and Advocacy – 3 credits

Sophomore Year

- ▶ HSR 225 - Interviewing, Intake and Information Management – 3 credits
- ▶ HSR 230 - Introduction to Counseling – 3 credits
- ▶ HSR 325 - Case Management: Principles and Practices – 3 credits
- ▶ HSR 297 - Human Services Internship I – 2 credits
- ▶ HSR 298 - Human Services Internship II – 2 credits

Human Services Electives - 9 Credits

- ▶ DIRECTED - Electives – 9 credits

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Certificate in Welding Technology – 30 Weeks (24-credits)

Our 24-credit program covers everything from welding safety and fabrication to common welding methods including shielded metal arc welding, gas metal arc welding, flux core arc welding, and thermal cutting.

Your coursework will teach you how to navigate a welding worksite safely and includes projects that mirror the type of work you will be doing in the field. At Goodwin, you will use state-of-the-art machinery to create and weld complex parts using our CNC plasma table; put your skills to the test using our virtual reality welding machine; and have the opportunity to learn precise pipe alignment with our innovative Bluco table. With a Welding Technology certificate from Goodwin College, you will be prepared to pursue certification or entry level employment in the field as a welder or cutter.

Students will enroll in the following courses:

Semester 1

- ▶ BMM 151 - Welding Safety – 3 credits
- ▶ BMM 153- Welding Principles – 3 credits
- ▶ BMM 155 - Welding Fabrication – 3 credits
- ▶ BMM 157- Thermal Cutting – 3 credits

Semester 2

- ▶ BMM 252- Introduction to Shielded Metal Arc Welding (SMAW) – 3 Credits
- ▶ BMM 254- Introduction to Flux Core Arc Welding (FCAW) – 3 Credits
- ▶ BMM 256- Introduction to Gas Tungsten Metal Arc Welding (GTAW)/Tungsten Inert Gas (TIG) – 3 Credits
- ▶ BMM 258- Introduction to Gas Metal Arc Welding (GMAW)/Metal Inert Gas Welding (MIG)– 3 Credits

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Certificate in Insurance Claims & Processing Specialists – 30 weeks (18-credits)

This full-time 30-week, 18-credit certificate program is designed prepare students for a variety of opportunities within the insurance industry. This program will provide students with transferable skills, whether they are more attracted to working as an insurance agent or as an invaluable customer service representative in the insurance field. Throughout the state of Connecticut, small insurance agencies are in critical need of both entrepreneurial salespeople and customer service experts.

Students will enroll in the following courses:

- ▶ BUS 123 Principles of Insurance- 3 credits
- ▶ BUS 125 Sales and Service I: The Fundamentals- 3 credits
- ▶ BUS 126 Sales and Service II: Customer Focus- 3 credits
- ▶ BUS 135 Customer Relations in a Multicultural World- 3 credits
- ▶ BUS 225 Insurance Software Management- 3 credits
- ▶ BUS 299 Cooperative Work Assignment- 3 credits

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