Norwalk Community College
Continuing Education and
Workforce Development

FALL 2019
Greetings!

As an educational cornerstone of the Lower Fairfield County community, we are proud to deliver quality Continuing Education & Workforce Development non-credit classes in the fall, spring, and summer semesters. Our instructors are industry professionals and committed educators who deliver quality programming.

Continuing Education consists of personal enrichment classes for adults and College for Kids for youth (grades 1-12) to engage and foster lifelong learning. Workforce Development includes classes and certificate programs to assist individuals in advancement in their field of employment, as well as, be retrained or reskilled to prepare for a career change. We also offer several classes that serve as a bridge from non-credit to a college credit Certificate or Degree program. We work closely with Fairfield County businesses to provide training at their site or on campus to meet their specific business training needs.

Please take a moment to look though our catalog and select one or more courses that appeals to you… you will be glad you did.

Sincerely,

Cheryl C. De Vonish, J.D.
Chief Executive Officer, Norwalk Community College

Kristina Testa-Buzzee, Ed.D.
Associate Dean of Continuing Education and Workforce Development
Norwalk Community College

Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following persons have been designated to handle inquiries regarding the non-discrimination policies: Associate Director of Human Resources Louisa Jones at (203) 857-7301 or ljones@norwalk.edu; or Coordinator of Student AccessAbility Services Fran Apfel at (203) 857-7192 or fapfel@norwalk.edu.
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Look for these course designations throughout the catalog:

Certificate to Degree
A related Associate Degree is available. Successful certificate completion may count towards degree program application.

Health Career Academy
The Health Career Academy of the WorkPlace has scholarships available to qualified persons. Contact them at (203) 930-1637 to inquire about eligibility. See ad on inside back cover for more information.

Supplemental Nutrition Assistance Program (SNAP) Employment and Training Program
Contact Jenine Carlson (203) 857-7059. See ad on inside back cover for more information.

Computer Class
This icon indicates a computer class. Students are required to use their NetID, also referred to as Banner ID, to access college computers. See page 8.

Please note: Due to anticipated construction at NCC this Fall, some classes have not been assigned a room at time of printing. Please be sure to check your registration bill and our online catalog which will have room updates once available.
Business Management

REAL BUSINESS ISSUES FACED BY REAL BUSINESS OWNERS

Many business owners spend the majority of their time working “in” their business, not “on” their business. Many critical business planning issues go unaddressed, which may create adverse implications for the success and viability of the business in the future. This course will address these planning issues faced by Business Owners during the lifecycle of their business: Business Succession and Continuation Planning, Business Valuation, Attracting and Retaining Key Employees, Retirement Planning, Estate Planning, and Wealth Transfer. We will address the following issues: What is the plan for my business when I retire? Is my business capable of continuing its success in the event of my or my partners’ untimely death or disability? Have I done everything I can to attract, retain, and reward the key employees that are critical to my business? Have I given sufficient thought to who is the right successor to my business? Do I know what my business is truly worth? Have I taken the necessary steps to minimize my tax burden? How is my business going to fund my retirement if I am not there to run it? This is a lecture based but interactive class, and discussion is welcome.

CRN 7511
PRFD D5147 Section 01
Thursday 7:00PM-9:00PM
10/17/2019
Tuition: $49
Instructor: Jonathan Bogin Levine, M.B.A.

INTRODUCTION TO AGILE PROJECT MANAGEMENT

“Agile” is the name used for a group of modern project management methods. Agile methods break each project into small “timeboxed” iterations with defined deliverables. Throughout the project, the deliverables will be adjusted when the requirements change. Used initially only for software development projects, Agile is now used across all business units to manage all kinds of projects and to shorten delivery times. Students will learn the fundamentals of agile project management and how to apply them to their own projects or even in their own lives. In-class activities will bring the concepts to life. This class is for business professionals who manage projects as well as for anyone who wants to manage their day to day life more efficiently.

CRN 7459
2 Sessions
PRFD D5051 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $99
Instructor: Hans Rieke, Ph.D.

INTRODUCTION TO BUSINESS

This course is also available as a Credit Division class. Prices may vary.

As a platform for other business courses, this introductory course places business in perspective by surveying it in a contemporary manner and offering students a solid foundation in the various disciplines of business. It provides a conceptual understanding of our capitalistic society, accounting management, human resources, marketing, finance and controls.

CRN 7054
28 Sessions
Mon/Wed 10:00AM-11:20AM
No Class 9/2
Tuition: $599
Instructor: Victor J. Tardino

Retail Customer Service and Sales Certificate

Are you considering a career in retail? Would you like to enhance your current position in retail with updated skills in customer service? Learn how to engage the customer and be efficient at determining customer needs. With field research, classroom discussions, role-plays, and customer situation analyses, develop a strategy for managing conversations with different types of customers. After this 10-session course, you will have acquired critical skill sets for developing customer relationships through exceptional customer service that store management looks for in a store employee.

CRN 6940
10 Sessions
PRFD D5939 Section 01
June 5:00PM-9:00PM
Tuition: $25 (Refundable tuition upon successful completion of NRF exam.) Scholarships are available.
Instructor: Celia M. Batan

For more information and to register, please contact the Division of Continuing Education at NCC, (203) 857-7078 or (203) 857-7080, or lnathaniel@norwalk.edu. Please reference the Retail Customer Service and Sales Certificate Program.

Note: Students must attend all sessions to qualify for the NCC certificate.
**ENTREPRENEURSHIP COURSE**

This course is also available as a Credit Division class. Prices may vary.

This course is designed to provide theory based real world skills and resources needed to start a business. In the course, students will learn how to evaluate business ideas, develop strategies for organizing and marketing a business, assess capital needs and create sound financial statements. In addition, students will work in groups to research, develop, and write comprehensive business plans. Participants may use their own business ideas as a model for this project, with groups consisting of both aspiring business owners and NCC students.

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<tr>
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<tbody>
<tr>
<td>CRN 3601</td>
<td>D5412 Section 01B</td>
<td>NCC, Room W103</td>
<td>8/27/2019</td>
<td>$599</td>
<td>Paul Daulerio, Ph.D.</td>
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<tr>
<td>CRN 7542</td>
<td>D5409 Section 01</td>
<td>NCC, Room W130</td>
<td>10/26/2019</td>
<td>$89</td>
<td>Cynthia Mullins, J.D.</td>
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**Business Communication**

**EFFECTIVE COMMUNICATION AND CONVERSATION SKILLS**

Your work entails speaking with the public, co-workers, and clients. If you have often thought that it’s possible to minimize misunderstandings, you are right! When negotiating with others, a critical ingredient for successful outcomes is two-way interpersonal communication. This process includes “getting it right the first time”, making sure that assumptions about the situation are correct, and that expectations are the same between parties. Students will study the use of body language and learn how to begin the conversation on a positive mood. Through role-playing, you will practice what to say when gathering information and how to actively lead a conversation towards acceptable solutions and agreements. Learn how to enhance your professional image when “processing a request”, complaint, or objection. Leave with a strategy for managing future conversations in at least two real-life situations (one personal and one on-the-job).

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<tr>
<td>CRN 7455</td>
<td>D5047 Section 01</td>
<td>NCC, Room W215</td>
<td>11/14/2019</td>
<td>$139</td>
<td>Celia M. Batan</td>
</tr>
<tr>
<td>CRN 7483</td>
<td>D5092 Section 01</td>
<td>NCC, Room W134</td>
<td>10/19/2019</td>
<td>$59</td>
<td>Dominique Johnson, Ph.D.</td>
</tr>
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**THE ART AND SCIENCE OF WIN-WIN NEGOTIATIONS**

People negotiate all the time: securing a new employment opportunity, purchasing an automobile, or settling a claim, etc. Whether the topic is major or minor, negotiation is a critical problem-solving skill that all of us can benefit from. More often than not, people do poorly when negotiating because they misunderstand the process and lack effective negotiating skills. This course is designed to examine methods to develop conflict management and negotiating skills and understand best practices for negotiators. The course includes role-plays, case studies, videos, and simulations in one-on-one and group situations to develop participants, understanding of principles, strategies, and tactics of effective negotiation.

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<th>Course Code</th>
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<th>Instructor</th>
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<tr>
<td>CRN 7115 D5044 Section 01</td>
<td>NCC, Room W004</td>
<td>9/19/2019</td>
<td>$35</td>
<td>Jennifer Covello, M.B.A.</td>
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**PODCASTING: TELLING YOUR PERSONAL OR BUSINESS BRAND STORY WITH IMPACT**

Your story has the power to transform people, communities, and organizations. Learn how to craft a captivating story that makes an impact with your audience. This course will teach you some basic skills and introduce you to some innovative tools so you can produce your own podcast. It is designed for beginners, enthusiasts, and newcomers to podcasting. In this hands-on class, you will learn: the basics of capturing audio to share with others, some light audio editing skills, basic knowledge of podcast production apps, and storytelling to create your audio narrative. You will also learn ways to make your podcast into shareable social media content with new audio apps. This is a Bring-Your-Own Device (BYOD) class so please bring a chromebook, tablet, or laptop with an ability to access the internet and/or a cell phone with storage available to download a 120 MB app. By the end of the course, students will produce a short (no more than three minute) podcast. This is a Bring-Your-Own Device (BYOD) class so please bring a chromebook, tablet, or laptop with an ability to access the internet and/or a cell phone with storage available to download a 120 MB app. By the end of the course, students will produce a short (no more than three minute) podcast.

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<th>Instructor</th>
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<tr>
<td>CRN 714 D5044 Section 02</td>
<td>NCC, Room W130</td>
<td>10/17/2019</td>
<td>$35</td>
<td>Jennifer Covello, M.B.A.</td>
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**BRIDGING TRADITIONAL MARKETING WITH DIGITAL MARKETING**

Traditional marketing has evolved for decades. It included advertising, direct mail, face-to-face demonstrations, promotions, channel marketing and more. During the last 10 years, marketing products and services has turned over on its heels. With the advent of digital marketing, corporations and entrepreneurs have had to learn to use contemporary methods to reach audiences. Learn how to market your product/service in today’s new competitive marketplace.

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<tr>
<td>CRN 7543 D5050 Section 01</td>
<td>NCC, Room E230</td>
<td>9/25/2019</td>
<td>$139</td>
<td>Jack Lee</td>
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</tr>
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Registration is recommended at least one week prior to course start date.
National Bookkeeping Certification and the Norwalk Community College Certification Program

The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential, a high professional standard for bookkeepers. Certified Bookkeepers (CBs) are to bookkeeping what CPAs are to accounting; the cream of the profession. The three courses in the NCC certificate program focus on preparing you for the National Certified Bookkeeper tests by helping you truly master the skills and knowledge required for certification, which include: adjusting and correcting entries (accruals and deferrals); basic book and tax depreciation; basic payroll including paying wages, withholding, depositing and reporting taxes using the basic forms (W-2, 941, 940, etc.); recording and costing out merchandise inventory, and internal controls and fraud prevention. Upon completion of each course, students should take the appropriate National Bookkeeping Exam. The three courses do not need to be taken in any order.

Required Courses for the NCC Certificate:
- Mastering, Correcting and Adjusting Entries
- Mastering Depreciation and Payroll
- Mastering Inventory, Internal Controls & Fraud Prevention

Courses offered in the Fall and Spring semesters.

Bookkeeping

BOOKKEEPING PRACTICES

Accounting is the “language of business,” and bookkeeping plays an essential role in the operation of every successful business. In this course, students learn the accounting concepts and practices that underlie all accounting systems, whether manual or software-based. They receive an introduction to the entire accounting cycle, from transactions analysis to preparation of journals, ledgers, trial balances and financial statements, including the Balance Sheet, Income Statement and Statement of Owner’s Equity. This course is often taken by business owners and managers, and is a prerequisite for students planning to take the Bookkeeping Certification courses.

Students need to purchase the textbook online for the first class: College Accounting, Chapters 1-12, 11th edition by Nobles, Scott, McQuaig & Billie, College Accounting. ISBN: 9781111528126

CRN 3593 12 Sessions
PRFD D5095 Section 01 12 Sessions
Mon/Wed 7:00PM-9:00PM Begins 9/9/2019
Tuition: $359 Text Add’l
Instructor: Gary Del Vecchio, M.B.A.

BOOKKEEPING CERTIFICATION: MASTERING, CORRECTING AND ADJUSTING ENTRIES

This course is part of the National Bookkeeping Certification. It covers everything students need to know for error corrections, bank reconciliation, and accruals and deferrals.

Prerequisite: Bookkeeping Practices or Principles of Accounting or Financial Accounting or previous on-the-job bookkeeping experience.

CRN 3594 10 Sessions
PRFD D5860 Section 01 10 Sessions
Tue/Thur 6:00PM-8:00PM Begins 8/29/2019
Tuition: $359 Text Add’l.
Instructor: Anthony Romeo, M.S.

BOOKKEEPING CERTIFICATION: MASTERING DEPRECIATION AND PAYROLL

This course is part of the National Bookkeeping Certification. It covers everything students need to know about paying wages, withholding, depositing and reporting taxes, correct use of government forms, and depreciation on financial statements, straight-line, GAAP, production method, etc.

Prerequisite: Bookkeeping Practices or Principles of Accounting or Financial Accounting or students who have previous on-the-job bookkeeping experience.

CRN 3595 12 Sessions
PRFD D5862 Section 01 12 Sessions
Tue/Thur 6:00PM-8:00PM Begins 10/3/2019
Tuition: $359 Text Add’l.
No Class 10/22
Instructor: Anthony Romeo, M.S.

BOOKKEEPING CERTIFICATION: MASTERING INVENTORY, INTERNAL CONTROLS, AND FRAUD PREVENTION

This course is part of the National Bookkeeping Certification. It covers everything students need to know about accounting for inventory, inventory recordkeeping using the perpetual method, using the periodic method, and inventory costing.

Prerequisite: Bookkeeping Practices or Principles of Accounting or Financial Accounting or students who have on the job bookkeeping experience.

CRN 4008 9 Sessions
PRFD D5861 Section 01 9 Sessions
Tue/Thur 6:00PM-8:00PM Begins 11/19/2019
Tuition: $359 Text Add’l
No Class 11/28
Instructor: Anthony Romeo, M.S.
Legal Secretary Certificate

Earn a Certification as a Legal Secretary and start your career in the legal services field. The Norwalk Community College Continuing Education Legal Secretary Certificate Program is designed to start you on the road to career that is both rewarding and challenging. The program is designed to provide students with the basic skills needed to work in a private law firm, corporate legal department or government law office. These courses prepare students to hit the ground running when they get their first job as a legal professional or help boost those who may already be working in a law office but want to gain more skills. Students will receive a certificate after attending, completing and passing the following courses:

- Understanding Administrative Procedures in the Legal Environment
- Introduction to Legal Concepts for the Legal Secretary
- Microsoft Word - see page 8
- Microsoft Outlook

EDUCATIONAL & CAREER DEVELOPMENT

WORKPLACE AND CAREER STRATEGIES

Today’s employee needs more than just expertise in their profession; they need soft skills to be successful in the workplace. This is a career readiness course designed to arm participants with skills required to navigate today’s work environments. This course is designed to prepare participants currently enrolled in college, recent graduates and newly minted hires for the workplace. Participants will learn best practices and techniques on how to manage work relationships, challenging environments and other workplace dynamics. Topics will include: emotional intelligence, soft skills, effective communication, image and perception management, workplace culture, negotiation and advocacy, and conflict management.

Please bring a lunch/snack to class.

CRN 7454
PRFD D5041 Section 01 NCC, Room W215
Friday 9:00AM-1:00PM 10/25/2019
Tuition: $49
Instructor: Cynthia Mullins, J.D.

JOB HUNTING 2019

This class is designed to provide individualized employment readiness skills to the student through interactive, supportive, hands-on experiences. At the end of the class, you will have the tools to confidently approach finding a job. Resumes, follow-up techniques, videoed mock interviews with actual employers, reading body language, managing employment gaps and learning to navigate tough interview questions are some of the areas covered during this class. Using these experiences, the student will become comfortable with all aspects of the job search and interview process.

CRN 7486
PRFD D5867 Section 01 NCC, Room W229
Tuesday 6:30PM-8:30PM 9/17/2019
Tuition: $199
Instructor: Colleen Kearney

JOB HUNTING FOR INDIVIDUALS WITH HIGH FUNCTIONING DISABILITIES

Through hands-on, interactive, supportive activities and community experiences, the student will learn how to get a job and keep it. This small class is designed to provide individualized employment readiness skills to meet the specific challenges of each student. Writing a resume, learning the pros and cons about disclosing one’s disability, approaching an employer about a job modification, managing past terminations, employment gaps or lack of experience, learning to network, reading body language and practicing interviewing skills with actual employers will be some of the topics covered in this class.

CRN 7541
PRFD D5848 Section 01 NCC, Room W245
Wednesday 6:30PM-8:30PM 9/12/2019
Tuition: $129
Instructor: Celia M. Batan

INTRODUCTION TO LEGAL CONCEPTS FOR THE LEGAL SECRETARY

This course is a hands-on introduction into the field of law. It will give you a general background of substantive law and it will break down different areas of a legal practice so you can hit the ground running. Learn about different areas of the law including contracts, real estate, business organizations, civil law and procedure, criminal law, family law, probate and workers’ compensation.

CRN 7460
PRFD D5058 Section 01 NCC, Room W223
Thursday 6:30PM-9:00PM Begins 9/12/2019
Tuition: $239
Instructor: Robert B. Keyes, J.D.

UNDERSTANDING ADMINISTRATIVE PROCEDURES IN THE LEGAL ENVIRONMENT

The legal profession is both exciting and rewarding. This course is for those who want to get started or perhaps change careers to become a legal secretary. You will learn an overview of a law practice, management of a law office, working with attorneys and other legal staff and ethics in client relations. In addition, you will become familiar with legal research and the courts, filing and records management and mail and docket control systems.

CRN 7461
PRFD D5059 Section 01 NCC, Room W223
Thursday 6:30PM-9:00PM Begins 9/12/2019
Tuition: $259
Instructor: Robert B. Keyes, J.D.
Real Estate

All Real Estate courses are approved by the Real Estate Commission. Approved courses for NCC can be found on the DCP website under the title of Norwalk Community College.

BECOME A REAL ESTATE SALESPERSON

Your first step is to register and pass the Real Estate Principles and Practices course. This pre-licensing 60-hour course is required by the State of Connecticut.

BECOME A REAL ESTATE BROKER

Attend and successfully complete Real Estate Principles and Practices course. Please refer to www.ct.gov/dcp for more information. Licensing and education requirements subject to change.

BECOME A STATE CERTIFIED RESIDENTIAL APPRAISER

Refer to www.ct.gov/dcp, use keyword “appraisal licensing” for more information. Licensing and education requirements subject to change.

CONNECTICUT REAL ESTATE COMMISSION REQUIREMENTS

For a summary of Connecticut Real Estate & Appraisal Certification Licensing requirements, please refer to www.ct.gov/dcp, use keyword “real estate licensing” or call (860) 713-6150.

Travel

BEGINNING TRAVEL

An intensive course designed for anyone interested in a career in the travel industry. You will explore the world of travel and build a foundation in the basic concept of travel. This course is an overview of Travel and Tourism, domestic and international air travel, geography, travel technology, ground travel, accommodations, cruises and tour packages.

CRN 7178
TRAV D5003 Section 01
NCC, Room W215
Tuesday 6:30PM-9:30PM
 Begins 9/10/2019
Tuition: $249
Text Add'l
Instructor: Domenic Carriero

ADVANCED TRAVEL

This course will build on basic knowledge of the travel industry and is designed for those who have completed Beginning Travel or who are considering returning to the travel field after an absence and would like a refresher course. Instruction will concentrate on developing and building skills in the areas of marketing, sales, customer satisfaction, communications, agency accounting, home based agents, building and finding a career in travel.

Prerequisite: Beginning Travel

CRN 7190
TRAV D5004 Section 01
NCC, Room W221
Tuesday 6:30PM-9:30PM
 Begins 10/22/2019
Tuition: $249
Text Add'l
Instructor: Domenic Carriero

CRUISES

This course will cover understanding why people cruise, the travel agent’s approach to selling, booking, and group sales. Class will cover Riverboat, Small Ship Sailing, and Mega Ships. Strong emphasis on customer service in the hospitality industry. If a future in a Travel agency or Cruise line employment is what you are looking for, this course will open up all the possibilities and more.

CRN 7485
TRAV D5010 Section 01
NCC, Room E227
Wednesday 6:00PM-8:30PM
 Begins 10/23/2019
Tuition: $149
Text Add'l
Instructor: Claire Mancini

Travel Associate Certificate

The Travel Career Certificate program is designed to ensure that the student receives the most intensive, up to date and practical preparation for career in today’s travel industry. A Travel Career Certificate will open-up possibilities for travel agency, cruise lines and hospitality employment. This program was designed for the new travel consultant, a brush up for the experienced or non-agency corporate travel staff and a stepping stone for eager to learn. At the end of advance travel course, a certification test will be given. This is a CTA certificate (Certified Travel Associate) from the "Travel Institute" which shows that you have the knowledge and tools to move forward in the travel world. Students need a passing grade of 70% or higher. After 12 months of industry experience, students must submit employment verification to receive the CTA certificate. Students will receive the NCC Certificate of Completion after passing the three courses listed below.

Required Courses for NCC Certificate:
- Beginning Travel
- Advance Travel
- Cruises
Real Estate Continuing Education Seminars

Registration is recommended at least one week prior to course start date.

MANDATORY LICENSE RENEWAL REQUIREMENTS
- CT Real Estate Agency Law Review & Fair Housing Part I
- CT Real Estate Agency Law Review & Fair Housing Part II
Salespeople and Brokers must complete 12 hours of Continuing education to meet licensing renewal requirements.

RENEWAL DEADLINES
BROKERS: March 31, 2020
SALESPEOPLE: May 31, 2020
The state now requires schools to register students attending class with both their name and license number as it appears on their license.
All seminars held at Norwalk Community College, 188 Richards Avenue, Norwalk, CT.

CRN  Course  Sect  Course Title  Dates  Days  Time  Room
7490  D5007  01  CT Real Estate Agency Law Review & Fair Housing Part I  Friday 10/4/2019  9:00AM-12:00PM  W101
7501  D5134  01  Due Diligence: A Town Hall Tour  Monday 10/7/2019  6:00PM-9:00PM  W215
7492  D5008  01  CT Real Estate Agency Law Review & Fair Housing Part II  Friday 10/11/2019  9:00AM-12:00PM  W101
7496  D5137  01  Understanding Credit & Improving Credit Scores: What You Need to Know  Wednesday 10/16/2019  6:00PM-9:00PM  W105
7499  D5117  01  Flip or Flop: Investment Analysis for Residential Properties  Thursday 10/17/2019  6:00PM-9:00PM  W101
7497  D5136  01  Real Estate Agent Personal Security  Monday 10/21/2019  9:00AM-12:00PM  TBA
7494  D5135  01  Eminent Domain - What Every Real Estate Agent Should Know  Friday 10/25/2019  9:00AM-12:00PM  W101
7491  D5007  02  CT Real Estate Agency Law Review & Fair Housing Part I  Wednesday 11/6/2019  6:00PM-9:00PM  W201
7500  D5117  02  Flip or Flop: Investment Analysis or Residential Properties  Thursday 11/7/2019  6:00PM-9:00PM  W101
7493  D5008  02  CT Real Estate Agency Law Review & Fair Housing Part II  Wednesday 11/13/2019  6:00PM-9:00PM  W201
7502  D5134  02  Due Diligence: A Town Hall Tour  Thursday 11/14/2019  6:00PM-9:00PM  W101
7498  D5136  02  Real Estate Agent Personal Security  Wednesday 11/20/2019  6:00PM-9:00PM  W201
7495  D5012  01  Styles of Architecture for Real Estate Agents  Friday 11/22/2019  9:00AM-12:00PM  W101

Please stop at the Registration table to complete sign-in process.

FEES & APPROVALS
Tuition for each three-hour seminar:
Pre registration $35, Walk in registration at site $40
All seminars are approved for Real Estate Continuing Education. Classroom doors open 30 minutes before start time. Students arriving late will not be admitted.

NOTE: STUDENTS MUST HAVE THEIR REAL ESTATE LICENSE WITH THEM IN CLASS.
All seminars meet the minimum requirements for three hours of continuing education as set forth by the Connecticut Real Estate Commission for license renewal.
Important note for computer classes regarding computer access:

- All NCC students including non-credit students must use their NetID, also referred to as Banner ID, to access college computers.
- If you are taking a computer class, please read instructions on page 9.
- In order to avoid student computer accesses issues, students must register for computer classes at least three days prior to start of class.

Intro to Computer

KEYBOARDING

Knowing the locations of the keys on the computer keyboard is essential for quick typing of word processing documents for business and personal use, data entry, emails, and even responding to messages on social network sites. In just six sessions, you will learn touch-typing techniques and improve your speed and accuracy. No longer will you use the “hunt-and-peck method.” You will also learn correct techniques, which play an important role in accurate, fast keying.

CRN 7175
COMP D5299 Section 01
Wednesday 6:00PM-8:30PM
Tuition: $199
No Class 10/23
Instructor: Elizabeth Nagurney

COMPUTER BASICS

Computer Basics is the starting place for those who have little or no experience on the computer. We begin by reviewing basic computer terminology and learning about the parts of the computer and how they work together. Along the way we stress correct use of the mouse and the keyboard. As we proceed, we try out the major types of software used today, including Microsoft Word and Excel as well as other useful programs, including accessing the Internet. There is no prerequisite for this course but some ability to type would be useful.

CRN 6808
COMP D5239 Section 01
Tuesday 10:00AM-12:00PM
Tuition: $169
Instructor: Joan Singer

MicrosofT Word - Beyond the Basics

This course is for those who have used a recent version of Word (7, or 10) and are comfortable entering, editing, printing, and saving simple documents. We start with a review of the basics and move on to more advanced topics such as header/footers, columns, graphics, mail merge, and more.

Prerequisite: Basic Word functions; entering data, saving, printing.

CRN 7476
COMP D5904 Section 01
Tuesday 10:00AM-12:00PM
Tuition: $169
Instructor: Joan Singer

The One-Hour Website: How to Create Your Website with WordPress

WordPress is the fastest and least expensive way to get a professional looking website up and running. No programming language is involved. Join thousands of photographers, bloggers and small businesses creating new WordPress sites each day. In this hands-on course, you will learn how to get a site up quickly, how to refine it with the right design, how to add new content quickly, and how to format pictures for the best impact. We will also discuss how to get your new site noticed by Google.

CRN 6283
COMP D5248 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $99
Instructor: Richard Malloy

Prepare for Microsoft Office Specialist (MOS) Certification

Be MOS certified! Step up your career by becoming certified as a Microsoft Office User Specialist (MOS). This comprehensive series of courses is designed to offer the student a command of Microsoft Office software solutions. Today’s workforce demands skilled employees, and MOS certification demonstrates that you are in that select group. To receive certification as a MOS Office Specialist, a student must pass an exam administered by Microsoft for the specific application studied. The MOS exam has two levels of difficulty: proficient and expert. Successful completion of a MOS exam indicates to an employer that you have met the industry’s standard for Microsoft Office desktop training. Testing is administered at Microsoft certificated authorized centers. For details, visit https://www.microsoft.com/en-us/learning/certification-overview-mos.aspx.

Required Courses:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook

INTRODUCTION TO MICROSOFT WORD

Planning on going back to work or writing your first novel, this course will allow you to brush up on Word basics. We start with creating, printing and saving documents. We also cover correcting errors, simple formatting such as changing margins and setting tabs. This is a good follow-up course for Computer Basics.

Prerequisite: Computer Basics or equivalent experience. Students should be familiar with using both using the keyboard and the mouse.

CRN 7099
COMP D5227 Section 01
Tuesday 10:00AM-12:00PM
Tuition: $119
Instructor: Joan Singer

CRN 7175
COMP D5299 Section 01
Wednesday 6:00PM-8:30PM
Tuition: $199
No Class 10/23
Instructor: Elizabeth Nagurney
Computer Access

Please read this important note if you are taking computer classes.

All NCC students including non-credit students must use their NetID, also referred to as Banner ID, to access college computers. Access to new student accounts may take up to 24 hours after your registration has been processed.

Your NetID is your college network user name, and it allows you to log on to computers in the library and labs. Your NetID also gives you entry to http://my.commnet.edu, the “portal” entry to Connecticut Community College online services: library services, online registration, academic transcripts, grades, Blackboard Learn and more.

Logging On For the First Time:

- Your NetID is your Banner ID with the @symbol following the eight numbers (i.e. 12345678@student.commnet.edu). You received your Banner ID when you were admitted/registered and it is located on your receipt.
- Your initial password is made up of the following personal information:
  - The first three characters of your birth month (with the first letter capitalized)
  - The “&” symbol
  - The last four digits of your Social Security Number (for example: Apr&1899)

Non-Credit Students:

If you have not submitted your social security number on your registration materials (in the past or currently) then you will NOT be able to utilize this initial password and will need to go the Records Office, room E102, with a valid photo ID to request a password.

The password is case sensitive. You will be prompted to change your password.

If you need additional assistance to reset your password, please see the I.T. office in Room E319 or the Library on East Campus.

INTRODUCTION TO MICROSOFT OFFICE SUITE - 2016

Learn what you need to know today for tomorrow! Students will be introduced to the three essential business applications of today: Word, Excel and PowerPoint. In this hands-on course, students will learn the basics of word processing with Microsoft Word; create a budget spreadsheet with Microsoft Excel, do a mail merge using Word and Excel, and create a slide presentation with PowerPoint.

Prerequisite: Students should be familiar with basic Windows skills and feel comfortable using a computer. Please bring a flash drive to class.

CRN 7510
COMP D5853 Section 01
Thursday 6:00PM-9:00PM
Begins 10/17/2019
Tuition: $349
Instructor: Judith Puchalski

MICROSOFT WORD 2016

Microsoft Word 2016 takes word processing to a new level by automating common tasks and providing powerful tools to create professional-looking documents quickly and easily. Students will learn the essential vocabulary, concepts, and features of Microsoft Word, create and format documents, apply advanced formatting features, and use mail merge.

Prerequisite: Computer Basics, Intro to Windows or equivalent experience. Students should be familiar with using both a keyboard and mouse.

CRN 7470
COMP D5590 Section 01
Tuesday 6:00PM-9:00PM
Begins 10/15/2019
Tuition: $349
Instructor: Judith Puchalski

MICROSOFT EXCEL 2016

Whether you are developing a household budget, analyzing portfolio returns, or calculating mortgage payments, Microsoft Excel 2016 is an indispensable tool for organizing, analyzing and reporting complex data. Excel’s powerful analytical tools will enable you to build complex models, analyze scenarios, and solve problems with ease.

In this course, students will create and edit various types of spreadsheets, formulas, and charts. Advanced features such as scenario building, goal seeking and pivot tables are introduced, along with many of Excel’s powerful built-in functions.

Prerequisite: Basic computer skills and working knowledge of Windows

CRN 5982
COMP D5591 Section 01
Monday 6:00PM-9:00PM
Begins 9/9/2019
Tuition: $349
Instructor: Richard Malloy

ADVANCED EXCEL 2016

Microsoft has equipped the latest versions of Excel with some amazing “Power” features. In this Advanced Excel 2016 course, students will learn how to use the most important of these industrial-strength tools: specifically, Power Query (also known as Get & Transform), Power Pivot, and Power BI Desktop. The course includes a review of Excel’s database features such as pivot tables, the VLOOKUP function, and the INDEX/MATCH combination. Students will also learn how to use Excel’s new formatted tables and slicers and how to take advantage of macros and the Visual Basic for Applications programming language.

CRN 6809
COMP D5269 Section 01
Wednesday 6:00PM-9:00PM
Begins 10/23/2019
Tuition: $349
Instructor: Richard Malloy

MASTERING DATA ANALYSIS AND PRESENTATION SKILLS USING RAPIDMINER

If you understand and use Excel, this introductory course is your next step in understanding Data Analysis techniques and tools. If you work in sales, marketing, advertising, finance, medicine or any related area where data must be analyzed, you will benefit from this course. You will learn to: get insights from your data, use data to describe past performance, predict future events and make data-driven decisions you can recommend or use in your own company or business. We will use RapidMiner, a powerful software tool that requires no programming skills. You will learn how to: connect to different data sources, “clean” data and deal with missing or extreme values, discover patterns in the data (using machine learning), make and test different data models useful for making predictions, create data visualizations that suggest and support insights, make actionable recommendations and presentations. This course uses easy to understand examples to provide you with hands-on experience. Students will analyze data of their choice and present their insights to the class. The professional version of RapidMiner is free for student academic use. There is also a free (but less powerful) version available for any use.

Prerequisite: While not required it would be helpful if you were familiar with basic concepts in probability, statistics, and Excel.

CRN 7475
COMP D5926 Section 01
Tuesday 6:30PM-9:30PM
Begins 10/29/2019
Tuition: $249
Instructor: Michael Behar, Ph.D.
MICROSOFT POWERPOINT 2016
Microsoft PowerPoint 2016 allows users to deliver professional presentations and slide shows in any setting, from the boardroom to the Internet. With its formatting and multimedia tools, PowerPoint is a powerful tool when preparing business proposals, winning sales presentations and effective educational aids. Students are introduced to formal presentations, complete with graphics, and smart- art charts. Students will receive an in-depth understanding about the difference between animations and transitions. This hands-on course links state-of-the-art technology along with an online syllabus to give students the support, skill, and confidence that is needed in developing these skills beyond the classroom.

Prerequisite: An understanding and working knowledge of computer skills and a basic knowledge of Windows.

Please bring a flash drive to class.

Required Courses:
- Introduction to Programming with C#
- Introduction to Software Application Development Using C#
- Introduction to JavaScript Programming
- JavaScript Applications

MICROSOFT ACCESS 2016
Databases are indispensable for businesses, and the most popular database program for small businesses is Microsoft Access 2016. This object-oriented relational database enables even non-technical users to organize, analyze and report on large amounts of complex data. Students will learn the essentials for planning and designing databases, building and modifying tables and forms, defining table relationships, producing reports, working with queries in Access and integrating with Microsoft Word and Excel. During this six-week class, each student will create a complete database application for managing contacts.

Prerequisite: Computer Basics, Intro to Windows or equivalent.

Please bring a flash drive to class.

MICROSOFT TECHNOLOGY ASSOCIATE CERTIFICATION
This certification is for those intending to build a career in data platform administration or business intelligence. MTA certification addresses a wide spectrum of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility. https://www.microsoft.com/en-us/learning/mta-database-certification.aspx

Required Courses:
- Introduction to Relational Database (MS SQL Server)
- Programming Relational Databases (MS SQL SERVER)
- Development with C# and MS SQL
- Advanced topics MS SQL SERVER

QUICKBOOKS-PRO 2018
Students will learn how to master this powerful and flexible management tool for small business accounting and bookkeeping needs. With QuickBooks, most routine operations can be automated, enabling the manager, bookkeeper, or accountant to keep vital financial information at his or her fingertips. Students will learn accounts payable, accounts receivable, report writing, and how to reconcile bank statements.

Prerequisite: Computer Basics, Intro to Windows, or equivalent experience.

Please bring a flash drive to class.

INTRODUCTION TO QUICKBOOKS ONLINE (QBO)
Students will receive an introduction to Intuit’s cloud based accounting software, used by over 4 million small businesses globally. This hands-on course is designed for anyone with basic computer skills who wants to learn the basics of this accounting software that runs on the internet. This course uses simple, easy to understand terminology, not confusing accounting jargon. It is designed for business owners, spouses of business owners, office managers or other non-accountant users, but the class is not too basic for bookkeepers or accountants as well. Maybe you are a business owner looking for your first accounting package or wondering if you should move your current system to the “cloud” for more accessibility? Or a bookkeeper wondering how QuickBooks Online is different than QuickBooks Desktop? Learn which QBO version is right for you, along with basic company file creation and bank feed setup.

Prerequisite: An understanding and working knowledge of computer skills. Requirement: Each student is required to complete the online registration for the Intuit Education Program. Please keep a copy of your course enrollment receipt to be uploaded to Intuit. Instructions for the registration process will be emailed before the first day of class.

Computer Programming Certificate
Those who have mastery of computer programming are in demand in the business world. In this certificate program, individuals will learn how to use a variety of programming languages for business management needs.

Required Courses:
- Introduction to Programming with C#
- Introduction to Software Application Development Using C#
- Introduction to JavaScript Programming
- JavaScript Applications
INTRODUCTION TO PROGRAMMING WITH C#.NET-VISUAL STUDIO 2013

This course provides an introduction to the world of programming utilizing Visual C#.NET, a high level event-driven programming language. In this course, students will develop skills for solving problems with a computer. The basic concepts of C# are mastered in order to aid in solving these problems. More advanced programming concepts are also explored including database programming and object-oriented programming.

CRN 7467  6 Sessions  COMP D5012 Section 01  Tuesday 6:00PM-9:00PM  Begins 9/10/2019  Instructor: Kerry V. Cramer

CRN 7468  6 Sessions  COMP D5048 Section 01  Tuesday 6:00PM-9:00PM  Begins 10/22/2019  Instructor: Kerry V. Cramer

INTRODUCTION TO JAVASCRIPT PROGRAMMING

In this course, students examine the latest JavaScript language features, including: syntax and conventions, data types, operators, functions, closures, objects, timers and event handlers. The development environment will use “open source” tools including: Notepad++, jQuery, jsLint, and jsHint. Students will review best programming practices and learning to avoid common pitfalls as well as developing strong thinking and debugging skills. This is a “hands on” course. It is based on a series of increasingly challenging exercises in which students will learn to translate specifications and requirements into efficient and working code. There is no textbook for this course. Readings from freely available Web sources will be assigned. This course is a prerequisite for JavaScript Applications.

Please bring a flash drive to class.

CRN 7094  6 Sessions  COMP D5216 Section 01  Thursday 6:30PM-9:30PM  Begins 9/12/2019  Instructor: Michael Behar, Ph.D.

CRN 7064  28 Sessions  COMP D5117 Section 03B  Monday/Wed 5:30PM-7:45PM  Begins 8/28/2019  Instructor: Kerry V. Cramer

JAVASCRIPT APPLICATIONS

JavaScript is a powerful programming language built into every popular Web browser. This course uses a project-based approach where students will develop a small personal or business application using JavaScript and free software tools and frameworks (e.g., jQuery). Students will work on designing and coding a fully functional single page web-based application using a next-generation app-development platform called Firebase which runs on the Google Cloud Platform. Students will learn about data structures, interface design, event handling, and multimedia programming, as well as how to organize work, break problems down into manageable chunks, read other peoples’ code, and debug and improve their own code. Exercises and reading assignments will be assigned. Previous programming experience is not absolutely required but would be helpful.

Prerequisite: Introduction to JavaScript or with permission of instructor.

CRN 7093  6 Sessions  COMP D5050 Section 01  Thursday 6:30PM-9:30PM  Begins 10/24/2019  Instructor: Michael Behar, Ph.D.

INTRODUCTION TO RELATIONAL DATABASES AND MS SQL SERVER PROGRAMMING

This course will cover basic concepts of relational database design and SQL Programming using Microsoft SQL Server 2017. Students will get to design normalized databases and will get introduced to writing Stored procedures and Triggers to maintain data using MS SQL Server 2017.

CRN 7469  6 Sessions  COMP D5048 Section 01  Tuesday 6:00PM-9:00PM  Begins 10/22/2019  Instructor: Kerry V. Cramer

CRN 6268  6 Sessions  COMP D5102 Section 01  Saturday 9:00AM-12:00PM  Begins 9/14/2019  Instructor: Nadia Udler

PYTHON I

This course will introduce students to the basics of Python. Python is an interpreted, object-oriented high level programming language, which has recently become a popular tool in industry and in academia. Python can be used for creating Windows, UNIX and Mac applications, from simple console and web-based to elaborate graphic interfaces for video games. Python standard packages such as Numpy, Scipy and Scikit-Learn offer a range of modern methods for big data analysis and constantly expand their capabilities. As Python is free to use and open source, it can be a valuable tool for students curious about the inner workings of the data mining/machine learning methods. The ability to understand big data processing is becoming necessary for many careers, from computer programming to business managing. In this project-based course students will explore applications of Python for data analysis and computer-aided decision making. Step-by-step instructions will be provided for each project. Examples will be taken from Robotics, Finance and Business, Economics, Operations Research, Financial Modeling, Engineering, Mathematics, Biology and Physics. The concepts of machine learning algorithms and big data analysis will be introduced.

Prerequisite: Basic programming skills (in any languages) are required.

Please bring a flash drive to class.

CRN 7092  6 Sessions  COMP D5101 Section 01  Saturday 9:00AM-12:00PM  Begins 10/26/2019  Instructor: Nadia Udler
WEB DEVELOPMENT & DESIGN I

This course is also available as a Credit Division class. Prices may vary.

This course provides the entry into the fast moving website development industry. With its heavy hands on mode of delivery, students will learn XHTML, Cascading Style Sheets, and be exposed to JavaScript. Adhering to standards, specifically from the World Wide Web Consortium (W3C) and the European Computer Manufacturers Association (ECMA), will play a dominant role in the creation of web pages that are both platform and browser independent.

Prerequisite: Basic computer functionality
CRN 5028
COMP DS028 Section 02B
Saturday 10:00AM-2:45PM
Tuition: $764
No Class 11/30
Instructor: Ryan C. Fisher

XML FOR WORLD WIDE WEB

This course is also available as a Credit Division class. Prices may vary.

The course builds on students’ knowledge of HTML and JavaScript in the rich world of XML. Topics covered include creating well-formed and valid XML documents, Document Type Definitions (DTDs), namespaces, entities, XML Schemas, formatting using Cascading Style Sheets (CSS) and Extensible Style sheet Language (XSL) and transformations using XSL Transformations. Two hours of laboratory.

Prerequisite: Some programming experience required.
CRN 5346
COMP DS042 Section 01B
Online
Tuition: $819
Text Add'l
Instructor: Staff

PROGRAMMING MOBILE DEVICES I

This course is also available as a Credit Division class. Prices may vary.

The course will introduce students to the various platforms in use on small and mobile devices. Platforms will include Apple iPhone, GoogleAndroid OS, Microsoft Windows Mobile, OracleJ2ME and others. Students will create applications for each platform using specialized development environments. Three hours of lecture and two hours of laboratory.

Prerequisite: Students must have taken Intro to Programming.
CRN 7369
COMP DS107 Section 01B
Online
Tuition: $759
Text Add'l
Instructor: Thomas Duffy

INTERNET COMMERCE TECHNOLOGY

This course is also available as a Credit Division class. Prices may vary.

This introductory course covers the current technologies supporting today’s Internet commerce initiatives and the business rationales for conducting commerce via electronic rather than traditional means. Some of the technologies explored in the course include payment systems, web server tools, and security systems.

Prerequisite: Eligibility for English 101
CRN 7370
COMP DS204 Section 01B
Online
Tuition: $599
Instructor: Patrick Cassidy

Computer Specialized

INTRO TO AUTOCAD I

This is an introductory course and is of particular interest to Architects, Engineers, Contractors, Cabinet Makers, Landscape and Interior Designers. Topics will include basic drawing commands, editing text, and dimensioning techniques. Other areas addressed are layers, user coordinate system, file management, etc. Each student has his own workstation for the instruction. Please bring a flash drive to class. A PC based student version of the software is provided for homework. Class will be instructed on a PC platform, and MAC usage is possible but not instructed due to the different interface. We will be using the current version of AutoCAD.

Prerequisite: Students must be knowledgeable in basic computer use.
CRN 5368
COMP DS274 Section 01
Weekend 6:00PM-9:00PM
Tuition: $389
Instructor: Brad Yonkers

AUTOCAD II

This course examines all aspects of a small Cape Cod house design from conception to all phases of a working drawing set for construction, including floor plans, elevations, sections and details. The project will cover plotting and printing a finished drawing, file management, dimension variables, polylines, sketching, generation of curves, hatching, and editing text and layers. Participants will also be introduced to blocks and will be taught to create symbols for multiple uses.

Prerequisite: AutoCad I, Students must be knowledgeable in basic computer use. Each student has his own workstation for the instruction. A PC based student version of the software is provided for homework. Class will be instructed on a PC platform, and MAC usage is possible but not instructed due to the different interface. We will be using the current version of AutoCAD.

Please bring a flash drive to class.
CRN 6237
COMP DS275 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $389
No Class 11/27
Instructor: Brad Yonkers

REVIT-3D SOFTWARE

This course is also available as a Credit Division class. Prices may vary.

This course covers the use of 3-D application software for the creation of model design. Revit architectural software is used in this course. Topics include creation of architectural floor plans, the basics of creating 3-D walls, wall styles, wall modifier styles and object display control. Creating mass models, commercial structures and 3-D walkthroughs using the camera are also covered. Two hours of lecture; two hours of laboratory.

Prerequisite: Some drafting and/or CAD experience
CRN 7367
COMP DS051 Section 01B
Monday 6:00PM-9:55PM
Tuition: $659
Instructor: John E. Bermudez

Web Design Certificate

The demand for individuals who can design for the World Wide Web (WWW) is continuing to grow dramatically. This certificate program will provide you with the tools you need to enter this expanding and exciting industry.

Required Courses:
• Web Development & Design I
• Web Development & Design II
• Introduction to Programming
• Web Development with PHP
INTRODUCTION TO PHOTOSHOP VERSION CREATIVE CLOUD SUITE

In this class, the lessons are applicable to the Windows version of Photoshop as well as the MAC. It will introduce students to the basic interface, tools and functions of Adobe Photoshop. Learn about making selections and using layers to create and modify digital photos and other pixel-based images.

Prerequisite: Basic experience with personal computers. Students must be comfortable using a mouse to navigate an interface, opening menus and dialog boxes, saving files, etc.

Students must register at least three days prior to start of class in order to use our computers.

Please bring a flash drive for saving your files.

| CRN 5068 | 6 Sessions | NCC, Room W134 | Begins 9/10/2019 |
| COMP D5103 Section 01 | Tue/Thur 6:00PM-9:00PM | Tuition: $389 | Instructor: Thomas Nackid |

INTRODUCTION TO INDESIGN VERSION CREATIVE CLOUD SUITE

In this class, the lessons are applicable to the Windows version of Adobe as well as the MAC. This course will cover the basics of creating page layout and design, use of the tools and palettes, placing art and text, working with the various InDesign features.

Prerequisite: Knowledge of Illustrator, Photoshop, or Quark is helpful but not necessary. Students must be comfortable using a mouse to navigate an interface, opening menus and dialog boxes, saving files, etc.

Students must register at least three days prior to start of class in order to use our computers.

Please bring a flash drive for saving your files.

| CRN 5978 | 6 Sessions | NCC, Room W122 | Begins 10/1/2019 |
| COMP D5037 Section 01 | Tue/Thur 6:00PM-9:00PM | Tuition: $389 | Instructor: Thomas Nackid |

INTRODUCTION TO ILLUSTRATOR VERSION CREATIVE CLOUD SUITE

In this class, the lessons are applicable to the Windows version of Illustrator as well as the MAC. It will introduce artists and graphic designers to the fundamental concepts and techniques for using Adobe Illustrator for creating and editing vector-based artwork. Students will learn key features of the program including: creating and modifying shapes, drawing with the pen tool, coloring objects and using type.

Students must register at least three days prior to start of class in order to use our computers.

Prerequisite: Students must be comfortable using a mouse to navigate an interface, opening menus and dialog boxes, saving files, etc.

Please bring a flash drive for saving your files.

| CRN 5977 | 6 Sessions | NCC, Room W122 | Begins 10/22/2019 |
| COMP D5016 Section 01 | Tue/Thur 6:00PM-9:00PM | Tuition: $389 | Instructor: Thomas Nackid |

GRAPHIC DESIGN I: SKILLS AND PRINCIPLES

This course is also available as a Credit Division class. Prices may vary.

An introductory course focusing on the fundamental nature, skills and principles of graphic design. Students will learn about composition, communication and technology. Classes consist of lectures, demonstrations, applied practice and critiques.

Students are responsible for purchasing supplies.

| CRN 7056 | 28 Sessions | NCC, Room W237 | Begins 8/27/2019 |
| CENR D5300 Section 02B | Tue/Thur 7:00PM-9:15PM | Tuition: $759 | No Class 11/28 |

Registration is recommended at least one week prior to course start date.
Digital Media and Information Technology

PODCASTING: TELLING YOUR PERSONAL OR BUSINESS BRAND STORY WITH IMPACT

Your story has the power to transform people, communities, and organizations. Learn how to craft a captivating story that makes an impact with your audience. This course will teach you some basic skills and introduce you to some innovative tools to produce your own podcast. Designed for beginners, enthusiasts, and newcomers to podcasting, in this hands-on class you will learn the basics of capturing audio to share with others, some light audio editing skills, basic knowledge of podcast production apps, and storytelling to create your audio narrative. You will also learn ways to make your podcast into shareable social media content with new audio apps. This is a Bring-Your-Own Device (BYOD) class so please bring a chromebook, tablet, or laptop with an ability to access the internet and/or a cell phone with storage available to download a 120 MB app. By the end of the course, students will produce a short (no more than three minute) podcast.

CRN 7483 1 Session
PRFD D5092 Section 01 NCC, Room W134
Saturday 9:00AM-1:00PM 10/5/2019
Tuition: $59
Instructor: Dominique Johnson, Ph.D.

A+ Certification Prep

CompTIA is globally recognized for providing industry leading certifications that build a solid foundation for careers in IT. CompTIA A+ Certification certifies a student’s understanding of the most common hardware and software technologies used in business. CompTIA A+ is a powerful credential that helps IT professionals worldwide ignite their IT career. Students who complete the A+ Certification go on to become IT Support Technicians, Field Service Technicians, and Technical Support Specialists. Certification exam is given though the CompTIA organization.

Required Courses:
- A+ PC Fundamentals
- A+ Essentials
- A+ Practical Applications

SNAP

Computer Networking and Repair

A+ PC FUNDAMENTALS

This is an introductory course designed to teach the basics of maintaining and repairing PC’s. The course will cover the tools available to maintain computers such as Anti-virus, spyware, disk cleanup and more. Students will also learn how to make basic repairs and upgrades such as RAM and hard drives. For students preparing for A+ Certification, this is the first class in a three-class series designed to prepare you for the certification tests.

CRN 6872
COMP D5059 Section 01
Tue/Thur 6:00PM-9:30PM
Tuition: $349
Instructor: Keith Weston

A+ ESSENTIALS

This course teaches more advanced computer repair and maintenance and begins a more detailed preparation for students who wish to take the CompTIA A+ certification exams. Topics covered will include motherboards, CPU’s and printers.

CRN 6568
COMP D5063 Section 01
Tue/Thur 6:00PM-9:30PM
Tuition: $349
Instructor: Keith Weston

A+ PRACTICAL APPLICATIONS

This course teaches the process of troubleshooting computer issues and solving real world repair problems both hardware and software related. Advanced preparation for the CompTIA certification exams including practice tests is included.

Prerequisite: Completion of A+ PC Fundamentals and A+ Essentials

CRN 6873
COMP D5064 Section 01
Tue/Thur 6:00PM-9:30PM
Tuition: $349
Instructor: Keith Weston

BITCOIN AND BLOCKCHAIN FUNDAMENTALS

In this course, you will learn the basics of Blockchain and its first application - Bitcoin. Some believe that Blockchain will be the next internet and Bitcoin and other cryptocurrencies are now worth $200B after only ten years. Nearly every Fortune 100 company has a Blockchain project addressing everything from food safety to insurance to real estate. Bitcoin and Blockchain are multidisciplinary and include elements of computer science, law, cryptography, regulation and business. The course will cover the history of Bitcoin, how the technology works, public and private Blockchains, how business is using the technology, and a glance into the future of both.

CRN 7056
PRFD D5092 Section 01
1 Session
NCC, Room W134
Saturday 9:00AM-1:00PM 10/5/2019
Tuition: $59
Instructor: Dominique Johnson, Ph.D.

CRN 7483
PRFD D5092 Section 01
NCC, Room W134
Saturday 9:00AM-1:00PM 10/5/2019
Tuition: $59
Instructor: William E. Erickson, J.D.
CONNECTICUT CHILDCARE COURSE

The purpose of the American Red Cross Connecticut Child Care Course is to prepare individuals who work with children to prevent injuries, give immediate care to a suddenly ill or injured person until more advanced help arrives, recognize childhood communicable diseases, and identify safe action at the onset of illness. This class meets the State of Connecticut, Department of Public Health Regulatory Requirements for First Aid and Child Day Care Licensure Program. This is for existing childcare providers and those seeking to become childcare providers. Students will receive a certificate from the American Red Cross which is valid for two years. Please check with the State of CT Department of Health for a complete list of requirements for Child Day Care Providers. CT Childcare Participant Manual will be provided in class.

Course Objectives:

• To improve the quality of child care by training child care staff in health, safety and child development.
• To teach child care staff the basic first aid skills they need in order to care for an injured child or infant.
• To train child care staff to reduce the risk of injuries in the child care setting.
• To train child care staff to reduce the risk of infectious diseases in the child care setting.
• To provide child care staff with a working knowledge of common childhood illnesses, and the care and management of illness in the child care setting.
• To train child care staff to recognize and report the signs of child abuse.

SCIENCE AND MATH FOR CHILDREN

This course is also available as a Credit Division class. Prices may vary.

In this workshop, students become familiar with science and math activities and materials that are appropriate for young children. In addition to exploring the environment, students begin to understand science and math not only as bodies of knowledge but also as a way of learning through everyday objects and occurrences.

CRN 6198
PRFD D5151 Section 01B NCC, Room E112
Monday 6:00PM-8:55PM Begins 9/9/2019
Tuition: $599
Text Add'l
Instructor: Margaret Dana-Conway

INFANT TODDLER GROWTH AND DEVELOPMENT

This course is also available as a Credit Division class. Prices may vary.

This course focuses on the development of the child from birth to 36 months. Areas that will be studied are: the development of attachment, emotions and feelings, social skills, perception, motor skills, cognition and language. The course will require 10 hours of observation by students at accredited centers (or another approved site) serving infants and toddlers.

CRN 5942
PRFD D5093 Section 01B NCC, Room E122
Saturday 9:00AM-1:00PM Begins 9/14/2019
Tuition: $599
Text Add'l
Instructor: Margaret Dana-Conway

ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS

This course is also available as a Credit Division class. Prices may vary.

This course examines issues relating to the administration and supervision of preschool programs. Emphasis is placed on the duties and responsibilities of an administrator; the selection, supervision and evaluation of staff; program development; the budgeting process and fiscal management; food and health services; and laws and regulations concerning state child care licensing and parent involvement. Course eligibility for Connecticut Director credentials.

Prerequisite: ECE 182 or ECE 141, ECE 101 or ECE 241 or permission of coordinator, Kathy Coppola at KCoppola@norwalk.edu

CRN 6192
PRFD D5150 Section 01B NCC, Room E122
Saturday 9:00AM-1:00PM Begins 8/24/2019
Tuition: $599
Text Add'l
Instructor: Kathleen Coppola

THE EXCEPTIONAL LEARNER/CHILDREN WITH SPECIAL NEEDS

This course is also available as a Credit Division class. Prices may vary.

This course examines the history of treatment of children with handicapping conditions. Course content includes legislative milestones relating to the handicapped, identification of children with special needs and understanding the screening, assessment and evaluation process. Students also become aware of strategies for effective instruction as well as the impact on the family of a child with handicapping conditions.

Prerequisite: ECE 182 (Child Growth and Development) and ECE 101 (Introduction to Early Childhood Education) or permission of coordinator, Jennifer Wood at JWood@norwalk.edu

CRN 6193
PRFD D6005 Section 01B NCC, Room E122
Tuesday 5:30PM-8:25PM Begins 8/27/2019
Tuition: $599
Text Add'l
No Class 10/22
Instructor: Beatrice M. Krawiecki

Registration is recommended at least one week prior to course start date.
HEALTH CARE ASSESSMENT TESTING

Passing the Health Care Assessment Test is required prior to acceptance to:
- Certified Nurse Aide (C.N.A.)
- Phlebotomy Technician Specialist certificate programs

The Health Care Assessment is administered at The Testing Center (Room E211) and covers Reading Comprehension and Arithmetic. Your test score will be made available to you the day of the exam, and your scores will remain a permanent part of your student record in our data base.

If you do not have a previous academic record or NCC Basic Skills test scores in English and Math, please register for the Health Care Assessment by:
- Obtaining an NCC student (Banner) ID number at the Admissions Office (Room E106).
- Please note: You must have an NCC Student ID number in order to register for the exam.
- Schedule the Exam online at: http://www.norwalk.edu/dept/testingcenter/reservations/healthcare.asp

If you do not have internet access, please go to the Student Success Center (Room E107) for assistance in registering
- Bring a valid Photo ID and your NCC student ID number to the exam in Room E-211.

Students may be eligible for an exemption from the HCA based on previous college coursework or SAT/ACT/Accuplacer scores. Contact Extended Studies at (203) 857-7080 or visit West 102 with appropriate documentation for consideration of an exemption.

Required Materials:
- NCC approved wine-colored scrub top and pants, plain white leather shoes
- NCC name tag (purchased in the NCC bookstore)
- a watch with a second sweep hand
- textbook and workbook

Student Requirements:
Students must follow the rules and regulations of the program as described in the NCC CNA Student Handbook. These requirements include a medical exam to meet state requirements to work in a health care facility and must be submitted at the first class. The health form and medical requirements are online at www.norwalk.edu. Click on Continuing Education.
Health forms will be collected the first day of class.

Certified Nurse Aide (CNA)

This 111-hour course, prepares students to work in long-term-care-nursing facilities. The course includes 36 hours of classroom instruction, combined with 75 hours of practical hands-on training in the laboratory and clinical setting, which enables the student to deliver all aspects of personal care to clients. Students will have an opportunity to train in both a skilled nursing home as well as an acute care hospital. Students must attend all lectures, labs and clinical to be eligible for certification. Students learn about the physical and emotional changes related to aging. This course has been approved by the Connecticut Department of Public Health. At the conclusion of the semester, students will be given both the State written and clinical exams at no additional cost. Upon satisfactory completion of academic and clinical performance of this course, students are eligible to apply for the state certificate to work in long-term care facilities, assisted livings, and home care.

Entrance Requirements:
- Passage of Health Care Assessment Test. See instructions at left for Health Care Assessment Testing Procedures.
- Students must register for a clinical assignment at the time of C.N.A. registration. Students must attend all clinical sessions. This is a time-intensive course; please plan accordingly.
- Full payment for class is due at registration.
- Students are required to have a medical exam to meet state requirements to work in a health care facility and must be submitted by the first class. Students will receive Red Cross Adult CPR Certification, valid for two years.

CRN 5101
HMED D5030 Section 1XS 15 Sessions
NCC, Room W126
Wednesday 6:00PM-8:30PM Begins 8/28/2019
Class will also meet Thursday, 8/29
Tuition: $949
No Class 9/11

CRN 7456
HMED D5030 Section 2XS 15 Sessions
NCC, Room W126
Wednesday 3:00PM-5:30PM Begins 8/28/2019
Class will also meet Thursday, 8/29
Tuition: $949
No Class 9/11
Instructor: Nancy Kroszner, RN, LNHA, M.B.A.

C.N.A. CLINICALS

Certified Nurses Aide students must sign up for one of the clinicals listed below when registering for C.N.A. Fee included in cost of C.N.A. class. Students will meet in H101 on the first day of their clinical.

Please bring your medical forms to class.

CRN 5107
HMED D5031 Section 1XC 12 Sessions
Monday 8:00AM-2:00PM
No Class 10/14
Tuition: $949 Text Add'l

CRN 6513
HMED D5031 Section 2XC 12 Sessions
Monday 4:00PM-10:00PM
No Class 10/14
Tuition: $949 Off Campus

CRN 5419
HMED D5031 Section 3XC 12 Sessions
Tuesday 8:00AM-2:00PM
No Class 9/10, 11/19
Tuition: $949 Off Campus

CRN 5625
HMED D5031 Section 4XC 12 Sessions
Tuesday 4:00PM-10:00PM
No Class 9/10, 11/19
Tuition: $949 Off Campus

CRN 7544
HMED D5031 Section 5XC 12 Sessions
Saturday 8:00AM-2:00PM
No Class 10/12, 11/30
**Dental Assistant Certificate**

The dental profession is growing and dental assistants are needed in today’s job market. After graduating this program, candidates are fully prepared to successfully pass the Infection Control Exam and the Radiation Health and Safety Exam given by the Dental Assisting National Board. Graduates successfully passing these exams are infection control and radiation certified. With these certifications, candidates are highly sought after by dental practices and are preferentially hired. In order to become a fully certified dental assistant, candidates must pass the Dental Assisting National Board’s General Chairs exam. Graduates from this program have the knowledge to successfully pass this exam but it requires an additional 3,500 hours of clinical experience in the workplace. When all three exams are successfully taken and passed, the graduate is considered a certified dental assistant. However, only infection control and radiation safety certification are needed to enter the workforce.

**DENTAL ASSISTANT I: DENTAL TERMINOLOGY AND INFECTION CONTROL**

As of July 1, 2018, all dental assistants in the State of CT must pass the Dental Assisting National Board (DANB) Infection Control Exam (ICE). This course will introduce students to the profession of dental assisting, starting with basic dental terminology. The main focus of the course is a comprehensive review of infection control to aid the student in successfully passing the ICE.

**Entrance Requirements:**
- A high school diploma or equivalent
- Students are required to submit a health form to the instructor prior to starting the Dental Assisting III Clinical course. Health forms are available online at: www.norwalk.edu. Click on Continuing Education.
- The Customer Service for Health Care Professionals course may be taken concurrently. (This class may be taken at any time during the students course of study)
- Students are required to purchase the Dental AssistingII: GENERAL CHAIRSIDE ASSISTING

This course will expand on the knowledge learned in Dental Assisting I. Students will learn all the basic skills needed to work in a dental office. The course includes a comprehensive review of the information needed to assist in successfully passing the Dental Assisting National Board (DANB) General Chairside (GC) exam.

**Entrance Requirements:**
- A high school diploma or equivalent is required at time of registration.

**Prerequisite:** Dental Assistant I.

**Co-requisite:** Customer Service for Health Care Professionals

Please bring textbook to first class and read chapters 1-3. Students are required to purchase the Dental Assisting textbook plus the Mometrix Certified Dental Assistant review book.

CRN 4794
HMED D5007 Section 01
Tuesday 6:00PM-9:00PM
Tuition: $499
Instructor: Staff

**DENTAL RADIOLOGY**

This course will provide the dental assisting student with the fundamental principles upon which dental radiology is based. Content will focus on preparing the student to sit for the “Radiation Health & Safety” (RHS) portion of the Dental Assisting National Board (DANB) Certification as required by law in the state of Connecticut in order to expose radiographs in a dental setting. This course is a 30-hour, 10-week course.

**Entrance Requirements:**
- A high school diploma or equivalent is required at time of registration.

**Prerequisite:** Dental Assistant I and Dental II

CRN 4177
HMED D5014 Section 01
NCC, Room E218
Tuesday 7:00PM-10:00PM
Begin 9/10/2019
Tuition: $499
Text Add’l
Instructor: Maria Sciaudone, D.M.D., Ph.D.

**DENTAL ASSISTANT III: CLINICAL**

Students will spend a total of 30 daytime hours training to be dental assistants. Students will be supervised at a clinical site and their progress will be monitored by the program coordinator. Students must attend a mandatory meeting on 9/17 6:00pm, Room West 102 to discuss the hours and dates of attendance.

Note: All students must have a completed health form turned in before starting their clinical training. Please bring it to the mandatory meeting. Navy blue scrubs are required.

**Prerequisite:** Dental Assisting I, II and Radiology (may be taken concurrently). Clinicals will be held on Fridays.

CRN 4247
HMED D5021 Section 01
Off Campus
Tuition: $499
Begin 9/17/2019
Instructor: Staff
EKG Technician

In this course, students will gain a basic knowledge of the anatomy and physiology of the heart and an understanding of heart function. Students will learn proper patient information input into the EKG equipment and proper preparation and lead placement for obtaining an accurate and clear electrocardiogram. Students will learn about normal and abnormal EKG rhythms using analysis with hands on practice. A brief introduction to heart disease will also be included. Patient preparation for telemetry monitoring, holter monitoring and stress testing will also be included in the course. Upon successful completion of the course, the student will receive a certificate. This is an ideal course for CNAs or Medical Assistants wanting to expand their skills.

Entrance Requirements:
- A high school diploma or GED is required at time of registration

There is an optional observation class at Norwalk Hospital. If students elect to attend the observation, students are required to have had a physical within the past year in order to participate. These forms must be submitted prior to the second class. The health form is available online at www.norwalk.edu Click on Continuing Education.

- The NHA certification exam is optional, and students are responsible for exam fees.
- White lab coat and scrubs are required for some clinical areas.

Co-requisite: Customer Service for Health Care Professionals

CRN 5116 14 Sessions
HMED D5012 Section 01 NCC, Room H101
Thursday 6:00PM-9:00PM Begins 9/5/2019
Class will also meet on Tuesday, 12/17/2019 from 6:00PM-9:00PM Tuition: $599
Text Add'l
No Class 10/31, 11/28
Instructor: Dina Chappell

Homemaker Companion Certificate

This course will prepare students for entry-level positions in the field of health care. Students will have the opportunity to assist elders in maintaining their independence through in-home services. A variety of job opportunities are available to homemakers and companions trained to meet this important community need. Students will learn skills including roles and responsibilities, positive communication techniques, professional behavior, fall prevention, how to avoid ageism, cultural sensitivity, escorting and transporting clients, how to communicate with someone diagnosed with Alzheimer's, and nutrition and meal preparation. Students will spend a total of 18 hours over a six-week period learning from a diverse staff in an interactive environment.

Students must pass this class and Customer Service for Health Care Professionals in order to receive a certificate of completion.

CRN 4548 6 Sessions
HMED D5230 Section 01 NCC, Room W115
Saturday 9:30AM-12:30PM Begins 9/14/2019
Tuition: $149
Instructor: Elizabeth O'Connell

Pharmacy Technician Training

The Pharmacy Technician Training program will prepare students for entry-level positions in community and hospital pharmacy settings and for the Pharmacy Technician Certification Board (PTCB) Examination. Students will be instructed on prescription and OTC drugs, compounding, calculations, legal aspects of pharmacy, parenteral administration of drugs, and aseptic techniques. Chemistry, anatomy, physiology and pharmacology as it pertains to the pharmacy setting will also be covered. A strong background in mathematics is recommended.

Entrance Requirements:
- Passage of Health Care Assessment Test is required. See instructions on page 3 for Health Care Assessment Testing Procedures.
- Students must pass this class and Customer Service for Health Care Professionals in order to receive a certificate of completion.
- Students should bring a calculator to class.
- Textbook is required.
- This class prepares students to take the PTCB exam. Students are responsible for exam fees.

Please check the PTCB website for more exam information (www.ptcb.org). A high school diploma or equivalent is required to take the exam.

- Students will have one online assignment per week equivalent to approximately 50 hours of online simulation.

CUSTOMER SERVICE FOR HEALTH CARE PROFESSIONALS

Customer Service in a medical setting has a unique set of challenges. This course is designed to teach health care professionals how to meet these challenges and achieve service excellence. Content areas covered are Patient Bill of Rights, professionalism, telephone etiquette, communication skills, working with a culturally diverse patient population, bedside manners, and managing job stress. Learn how to interview for your next job. This course is required for completing certification programs in Phlebotomy, Dental Assistant, Pharmacy Tech, EKG, and Homemaker Companion.

Students are required to attend all five sessions.

CRN 3591 5 Sessions
HMED D5231 Section 01 NCC, Room E230
Tuesday 6:00PM-9:00PM Begins 10/15/2019
Tuition: $149

CRN 3592 5 Sessions
HMED D5231 Section 01 NCC, Room E230
Wednesday 6:00PM-9:00PM Begins 11/13/2019
Tuition: $149
Instructor: Celia M. Batan

ADULT & PEDIATRIC CPR/AED

This course covers recognizing and handling emergency situations, caring for breathing and cardiac emergencies, performing CPR and using an AED on adult and child victims of sudden cardiac arrest until advanced medical help is available. It also covers caring for breathing emergencies for adults, children and infants. Basic precautions for preventing disease transmission are also included.

Upon successful completion of this course, students will receive an American Red Cross certificate which is good for 2 years.

CRN 6670 2 Sessions
HMED D5271 Section 01 NCC, Room W105
Tuesday 5:00PM-8:00PM Begins 9/10/2019
Tuition: $119
Instructor: Jeanne Yusko


**Phlebotomy Technician Specialist Certificate**

This course prepares students to perform phlebotomy in health care facilities such as hospitals, clinics, laboratories, and physician group practices. The course includes 54 hours of classroom instruction and an additional 30 to 40 hours of hands-on phlebotomy training at affiliates. Classroom instruction includes anatomy and physiology of the circulatory system, legal implications to phlebotomy, blood collection equipment and supplies, and specimen collection and processing. Clinical assignments will be determined by the second week of class. Upon successful completion of the course, the student will receive a certificate and will be eligible to take an examination offered by the National Health Career Association to become a certified phlebotomist.

**Co-requisite:** Customer Service for Health Care Professionals. Students must pass Phlebotomy Technician Specialist and Customer Service for Health Care Professionals in order to receive a certificate of completion.

**Entrance Requirements:**
- A high school diploma or equivalent.
- Passage of Health Care Assessment Test. See instructions on page 16 for testing procedures. Applicants can call (203) 857-7122 for details.
- Students must submit a health form in order to perform clinical training at the assigned health care facilities. These forms must be submitted prior to the second class. The health form is available online at: www.norwalk.edu. Click on Continuing Education.
- Students are responsible for exam fees.
- Students will need royal blue scrubs, and student. will be mutually agreed upon by instructor through Friday. Time and day of the week.

**Recommended Student Population:**
- Students who currently work in the medical field drawing blood on live patients
- Students must submit a health form in order to perform laboratory training. These forms must be submitted prior to the second class. The health form is available online at: www.norwalk.edu. Click on Continuing Education.
- Students are responsible for NHA exam fees.
- Students will need royal blue scrubs, and closed toe shoes, no clogs unless they have a backing, no mesh sneakers.

**Advance Phlebotomy and Beyond: Recertification Certificate**

This course is an advanced phlebotomy class. Students will be versed in Point of Care testing, specimen processing, specimen collection and handling, and specimen stability. The course includes 42 hours of direct hands-on phlebotomy and classroom instruction. Students will also learn proper safety techniques and education in patient adverse reactions. This course is designed to develop previous learned skills and promote workforce advancement.

**Entrance Requirements:**
- On the first day of class, students must provide a “Letter of Phlebotomy experience” signed by Laboratory director/MD, program director of previous phlebotomy course stating students successful completion, proof of clinical experience (if provided), number of sticks accumulated upon completion of course or while on job.
- Provide lapsed phlebotomy certificate, if applicable.

**Passage of Health Care Assessment Test.** See instructions on page 16 for Health Care Assessment Testing procedures. Applicants can call (203) 857-7122 for details.
- Students must submit a health form in order to perform laboratory training. These forms must be submitted prior to the second class. The health form is available online at: www.norwalk.edu. Click on Continuing Education.
- Students are responsible for NHA exam fees.
- Students will need royal blue scrubs, and closed toe shoes, no clogs unless they have a backing, no mesh sneakers.

**Physical Therapy Aide Certificate**

The Physical Therapy Aide Certificate prepares students to work in the physical therapy environment, assisting therapists in improving the patient’s function and quality of life. Students will learn about the profession of physical therapy as part of the health care team, including rehabilitation terminology, PT settings and specialties, and common medical diagnoses. They will also learn safe guarding, transport and transfer skills, as well as skills for assisting with therapeutic exercise, gait and balance training, and other PT treatments. This course includes 12 classroom hours and nine hands-on laboratory hours. This certificate will count toward the admissions requirements of the Physical Therapist Assistant two-year degree program at NCC (see the PTA Program Director for details: jbresnick@norwalk.edu).

**Entrance Requirements:**
- High school diploma or equivalent is required. Please bring the copy to the first class.

**Registration is recommended at least one week prior to course start date.**

See page 47 for Registration Form.
MEDICAL TERMINOLOGY

This course is also available as a Credit Division class. Prices may vary.

This course is a comprehensive study of the technical language of medicine through word construction. The student will learn the anatomic and clinical medical terms, anatomy and physiology, pathophysiology, diagnostic testing, and pharmacological agents pertaining to each body system. This course will give the Billing and Reimbursement Specialist a solid foundation to function effectively in the business office of a health care facility. High School diploma or GED is required at time of registration.

CRN 5626
HMED D5934 Section 02B
Wednesday 6:00PM-8:55PM
Tuition: $599
Instructor: Erin J. Fitzgerald, R.N., B.S.N., M.B.A.

CRN 3584
HMED D5934 Section 03B
Online
Tuition: $599
Instructor: Michael L. Perretta

MEDICAL INSURANCE & BILLING

This course is also available as a Credit Division class. Prices may vary.

This course discusses medical insurance and billing as it relates to the effective management of Ambulatory care offices. It provides entry level skill practice in scheduling appointments, pre-authorization of surgery, verification of insurance, organization of medical records, billing and bookkeeping. The course acquaints the student with the major medical insurance programs and issues related to health care today including HIPAA, electronic medical records and health care reform. It is designed to offer practical skills necessary to become a successful administrative professional in the medical office.

Co-requisite: Medical Terminology
Prerequisite: High School diploma or GED is required at time of registration.

CRN 6693
HMED D5001 Section 01B
Monday 5:30PM-8:25PM
Tuition: $599
Instructor: Rita Horan CMA, Ed.D.

CRN 7375
HMED D5001 Section 02B
Mon/Wed 1:00PM-2:20PM
Tuition: $599
Instructor: Sharon Abrams

MEDICAL CODING

This course is also available as a Credit Division class. Prices may vary.

This course encompasses most aspects of fundamentals of the Official Coding and Reporting Guidelines used by providers to facilitate payment of health services. Students access the Internet to research and apply coding concepts and conventions of ICD-10 and CPT-4 coding as they review actual medical records. A hands-on experience is provided with a current medical practice management software application.

Prerequisite: Medical Terminology and Anatomy for Coding

CRN 6482
HMED D5245 Section 01B
Wednesday 5:30PM-8:25PM
Tuition: $599
Instructor: Sharon Abrams

MEDICAL ETHICS

This course is also available as a Credit Division class. Prices may vary.

This course explores, through lecture and Socratic dialogue, the philosophical and moral dimensions of current and future health care issues. It seeks to clarify the basic assumptions and practical implications involved in the study of medical ethics. Topics will include the practitioner-patient relationship, abortion, confidentiality, treatment and informed consent, experimentation and use of human subjects, withdrawal of lifesaving treatment as well as the allocation of scarce resources.

CRN 6222
PRFD D6010 Section 01B
Mon/Wed 10:00AM-11:20PM
Tuition: $599
Instructor: Joseph R. Mixie

Medical Billing & Reimbursement Specialist Certificate

This three-module certificate will prepare individual for a successful career as a Medical Biller in a health care facility. Upon completion of this certificate program you will be able to understand and facilitate the necessary steps for health insurance claims submission and follow-up. Successful completion of the following courses, with a grade of C or better, are required to receive the Medical Billing & Insurance Reimbursement Specialist Certificate.

Entrance Requirements: A high school diploma or equivalent is required. Please bring the copy to the first class.

Required Courses:
• Medical Terminology
• Medical Insurance & Billing
• Medical Coding

These courses may also be taken individually for skill enhancement if a certificate is not desired. Permission of the instructor and prerequisites requirement is necessary.

RX

EMT and Security Officer Certification

See page 37
Medical Coding Certification

The American Association of Professional Coders (AAPC) and the American Health Information Management Association (AHIMA) has established professional certifications known as the Certified Coding Professional certification (CPC) and the Certified Coding Specialist Certification (CCS). Certified coders are integral to medical billing and are employed in hospitals, health centers, billing companies, insurance companies and medical offices. With electronic medical records available, many coders may also work from home. Medical coding combines a foundation in medical terminology, disease process, and healthcare reimbursement and is a unique career path.

Required Courses:
- Medical Terminology and Anatomy for Coding
- Medical Coding
- Medical Coding II & Healthcare Reimbursement Systems

NCC also offers a CPC and CCS certification test preparation class to assist students who wish to sit for either or both of the national certification exams. These courses prepare students to sit for the nationally recognized certification exams.

Medical Coding

This course is also available as a Credit Division class. Prices may vary.

This course encompasses most aspects of fundamentals of the Official Coding and Reporting Guidelines used by providers to facilitate payment of health services. Students access the Internet to research and apply coding concepts and conventions of ICD-10 and CPT-4 coding as they review actual medical records. A hands-on experience is provided with a current medical practice management software application.

Prerequisite: Medical Terminology and Medical Insurance and Billing. High School diploma or GED is required at time of registration.

CRN 6482  
HMED D5245 Section 01B  
Wednesday 5:30PM-8:25PM  
Tuition: $599  
Instructor: Sharon Abrams

Home Health Aide Certificate

Home Health Aide is an entry-level position in the health care system. HHAs are valuable for the expertise and care they provide to patients living at home or in assisted living facilities, like monitoring vital signs and providing basic personal care to meet daily quality of life requirements. Unlike CNAs, Home Health Aides are not required to maintain a licensure through the department of health in the state of Connecticut (check other states Board of Nursing for their individual state requirements). HHA certified individuals are employable in the private sector at clients’ homes, through agencies providing private duty care. In addition, they may also be hired at adult day care centers and on occasion at assisting living facilities. The Home Health Aide certificate program is an excellent choice for those individuals interested in the entry level of the health care system for the first time.

CRN 7509  
HMED D5037 Section 01  
Tuesday 6:00PM-10:00PM  
Tuition: $659  
Instructor: Deysy Pelaez
Veterinary Assistant

**VETERINARY ASSISTING I: MEDICAL OFFICE ASSISTANT**

Gain knowledge of the skills required to effectively work in the front office of a veterinary clinic. Topics will include veterinary terminology, computer skills, client communication, telephone skills, pet insurance, care credit and compliance with OSHA requirements.

**Prerequisite:** A high school diploma or equivalent and proof of tetanus immunization is required at time of registration.

**CRN 3784**
HMED D5435 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $499
Instructor: Laura Dotta

**VETERINARY ASSISTING II**

This course will provide students with education and training for entry-level positions in veterinary medicine. The introductory class will familiarize students with the basic functions of being a veterinary assistant. Basic anatomy and physiology will be covered. Students will learn proper techniques for restraining and medicating pets and be trained in important minor procedures such as vaccination protocols, nail trimming, bandaging, bathing and grooming.

**Prerequisite:** A high school diploma or equivalent and successful completion of Veterinary Assisting I: Medical Office Assistant.

**CRN 3785**
HMED D5436 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $499
Instructor: Laura Dotta

**VETERINARY ASSISTING III**

This course will build upon the skills and training learned in Veterinary Assistant II. Students will learn advanced Diagnostics and laboratory procedures, such as how to set up and read fecal samples, run packed cell volumes, and total solids. Students will learn how to handle lab samples for both in house, and reference labs as well as be trained in proper preparation, and accepted radiological patient positioning, so that they will be proficient at obtaining clear and medically superior radiographs of patients. Recognizing emergencies, and some CPR will also be discussed as well as other pertinent topics appropriate for both the small Veterinary practice as well as the larger Veterinary Hospitals and Centers. Additional topics to be discussed as time allows.

**Prerequisite:** A high school diploma or equivalent and successful completion of Veterinary Assisting I and Veterinary Assisting II.

**CRN 3879**
HMED D5017 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $499
Instructor: Joseph Durso

**VETERINARY ASSISTANT IV: VETERINARY DENTAL AND SURGICAL ASSISTING**

This course will prepare students to assist with surgical and dental procedures. Basic anatomy of the canine and feline mouth, equipment use and maintenance, and aseptic technique will be some of the topics discussed.

*This class will be offered in January 2020. Registration begins 12/01/2019.*

**CLINICAL VETERINARY ASSISTING**

Students will spend a total of 30 daytime hours (5 -6 hour days). in an animal hospital or clinic and train to become veterinary assistants. Students will be supervised by technicians in the workplace; their progress will be monitored by the program coordinator. Scrubs required.

*This class will be offered in January 2020. Registration begins 12/01/2019.*

**VETERINARY ASSISTING III**

This course will build upon the skills and training learned in Veterinary Assistant II. Students will learn advanced Diagnostics and laboratory procedures, such as how to set up and read fecal samples, run packed cell volumes, and total solids. Students will learn how to handle lab samples for both in house, and reference labs as well as be trained in proper preparation, and accepted radiological patient positioning, so that they will be proficient at obtaining clear and medically superior radiographs of patients. Recognizing emergencies, and some CPR will also be discussed as well as other pertinent topics appropriate for both the small Veterinary practice as well as the larger Veterinary Hospitals and Centers. Additional topics to be discussed as time allows.

**Prerequisite:** A high school diploma or equivalent and successful completion of Veterinary Assisting I and Veterinary Assisting II.

**CRN 3879**
HMED D5017 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $499
Instructor: Joseph Durso

**VETERINARY ASSISTING III**

This course will build upon the skills and training learned in Veterinary Assistant II. Students will learn advanced Diagnostics and laboratory procedures, such as how to set up and read fecal samples, run packed cell volumes, and total solids. Students will learn how to handle lab samples for both in house, and reference labs as well as be trained in proper preparation, and accepted radiological patient positioning, so that they will be proficient at obtaining clear and medically superior radiographs of patients. Recognizing emergencies, and some CPR will also be discussed as well as other pertinent topics appropriate for both the small Veterinary practice as well as the larger Veterinary Hospitals and Centers. Additional topics to be discussed as time allows.

**Prerequisite:** A high school diploma or equivalent and successful completion of Veterinary Assisting I and Veterinary Assisting II.

**CRN 3879**
HMED D5017 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $499
Instructor: Joseph Durso

**VETERINARY ASSISTANT IV: VETERINARY DENTAL AND SURGICAL ASSISTING**

This course will prepare students to assist with surgical and dental procedures. Basic anatomy of the canine and feline mouth, equipment use and maintenance, and aseptic technique will be some of the topics discussed.

*This class will be offered in January 2020. Registration begins 12/01/2019.*

**CLINICAL VETERINARY ASSISTING**

Students will spend a total of 30 daytime hours (5 -6 hour days). in an animal hospital or clinic and train to become veterinary assistants. Students will be supervised by technicians in the workplace; their progress will be monitored by the program coordinator. Scrubs required.

*This class will be offered in January 2020. Registration begins 12/01/2019.*

**VETERINARY ASSISTING III**

This course will build upon the skills and training learned in Veterinary Assistant II. Students will learn advanced Diagnostics and laboratory procedures, such as how to set up and read fecal samples, run packed cell volumes, and total solids. Students will learn how to handle lab samples for both in house, and reference labs as well as be trained in proper preparation, and accepted radiological patient positioning, so that they will be proficient at obtaining clear and medically superior radiographs of patients. Recognizing emergencies, and some CPR will also be discussed as well as other pertinent topics appropriate for both the small Veterinary practice as well as the larger Veterinary Hospitals and Centers. Additional topics to be discussed as time allows.

**Prerequisite:** A high school diploma or equivalent and successful completion of Veterinary Assisting I and Veterinary Assisting II.

**CRN 3879**
HMED D5017 Section 01
Wednesday 6:00PM-9:00PM
Tuition: $499
Instructor: Joseph Durso

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*This class will be offered in January 2020. Registration begins 12/01/2019.*
Registration is recommended at least one week prior to course start date.

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**Art**

**ART COLLECTING 101**

Have you longed to start collecting art but did not know where to begin? As an art historian/dealer with 15 years in the Post-War and Contemporary Art market, Amy Jebrine can demystify this opaque world. Introducing you to the fundamentals of connoisseurship, as well as the history of collecting and art market, she will guide you through the process. In spite of record auction prices, the art world offers a range of possibilities for new collectors; you just need to know how to identify what you like and how to find it. We will cover the basics of art appreciation, and finding resources for expanding your knowledge. We will study art collections, who the influencers are and what roles they perform. We will also look where to buy art from auction houses, galleries, and dealers. Finally, we will cover valuation and the art of the deal, as well as curating your own collection.

**CRN 7538**

- **CENR D5419 Section 01**
- **6 Sessions**
- **NCC, Room W105**
- **Tuesday 6:30PM-8:30PM**
- **Begins 10/15/2019**
- **Tuition: $99**
- **Instructor: Amy Rutledge Jebrine**

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**Contemporary Art: Galleries of Chelsea**

Join contemporary artist and art gallery guide Jim Bergesen on a tour of the Chelsea gallery district to see the most vital and up-to-the-minute art. The art is ever changing and so is your experience on this tour, there’s always new art to see! Through viewing some of the season’s most significant exhibitions of new and established artists, students will explore the broad and stimulating landscape of art, media, and aesthetics on view. Wear your walking shoes and bring a snack. Students will be notified of location to meet in NYC.

Students are responsible for transportation fees to NYC. Please wear comfortable walking shoes and bring a snack. Students will be notified of location to meet in NYC. Please provide email address at time of registration.

**CRN 6305**

- **CENR D5049 Section 01**
- **1 Session**
- **Off Campus**
- **10/19/2019**
- **Tuition: $39**
- **Instructor: Jim Bergesen**

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**Emerging Art: Galleries of the Lower East Side**

Join contemporary artist Jim Bergesen to tour the emerging art spaces of the newly revived Lower East Side, where you will see the most interesting and up-to-the-minute art. Through viewing some of the season’s most significant exhibitions of emerging artists, students will explore the broad and stimulating landscape of art, media, and aesthetics of the moment. The art is ever changing, so don’t hesitate to join the tour again, as there will be new art to explore.

Students are responsible for transportation fees to NYC. Please wear comfortable walking shoes and bring a snack. Students will be notified of location to meet in NYC. Please provide email address at time of registration.

**CRN 6802**

- **CENR D5057 Section 01**
- **1 Session**
- **Off Campus**
- **9/22/2019**
- **Tuition: $39**
- **Instructor: Jim Bergesen**

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**Public Art of NYC: A Walking Tour**

The tour will start in the West Village at the GLBT pride monument and work its way to the latest of art commissions in Union Square, experiencing some significant historic and contemporary works of art in public places as well as learning their histories. Students will engage with a diverse spectrum of public art and consider the impact of artist’s intention. There will be time for an adventurous informal lunch, self-purchased at the Union Square Farmers Market, as time is taken to experience the public art of the area.

Students are responsible for transportation fees to NYC. Please wear comfortable walking shoes and bring a camera and/or small notebook if you wish. Please provide email address at time of registration.

**CRN 7545**

- **SPIN D5050 Section 01**
- **1 Session**
- **Off Campus**
- **9/21/2019**
- **Tuition: $39**
- **Instructor: Jim Bergesen**

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**Presidential Enrichment**

Continuing Education offers courses in a wide variety of areas. Whether it’s a new interest or something you’ve always wanted to try, our Personal Enrichment courses offer something for everyone.

**Au Pairs:** We welcome au pairs from the community to register and attend our classes. Au Pairs will be responsible for all required course work and attendance. Please notify your instructor in the beginning of your class that you will need your hours of attendance verified at the final class. The form instructors sign will reflect your actual hours attended. Please remember to sign the attendance sheet each time you are in class. Students will not get credit for missed class time.

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**Art Tours**

**Harlem Art Walk**

Explore contributions made by Harlem’s WPA artists and others by walking through the beautiful neighborhoods of Harlem. The Art Walk trail includes Harlem Hospital’s WPA Mural Pavilion, The Studio Museum in Harlem, Schomburg Center for Research in Black Culture, Marcus Garvey Park, Frederick Douglas Circle, and others. Different forms of art are explored including public installations, paintings, ceramics, textiles and more. Students are responsible for museum and transportation fees to NYC. Please wear comfortable walking shoes and be prepared to walk six miles. Students will be notified of location to meet in NYC. Please provide email address at time of registration. An hour is allocated to experience Harlem cuisine.

**CRN 7192**

- **CENR D5946 Section 01**
- **1 Session**
- **Off Campus**
- **9/28/2019**
- **Saturday 11:00AM-3:00PM**
- **Tuition: $49**
- **Instructor: Valerie A. Cooper**

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**EMERGING ART: GALLERIES OF CHELSEA**

Join contemporary artist Jim Bergesen on a tour of the Chelsea gallery district to see the most vital and up-to-the-minute art. The art is ever changing and so is your experience on this tour, there’s always new art to see! Through viewing some of the season’s most significant exhibitions of emerging artists, students will explore the broad and stimulating landscape of art, media, and aesthetics on view. Wear your walking shoes and bring a snack. Students will be notified of location to meet in NYC.

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**CRN 7545**

- **SPIN D5050 Section 01**
- **1 Session**
- **Off Campus**
- **9/21/2019**
- **Tuition: $39**
- **Instructor: Jim Bergesen**
BASIC DRAWING

In this class students will learn the fundamentals that make drawing easier. Using pencil and charcoal, students will render still life compositions to study contour, proportion, structure, value and the spatial relationships that exist between objects. Students will discover the perceptual techniques that make drawing both easy and fun.

Please bring a #2 pencil, a large stick of soft vine charcoal, soft black conte crayon and kneaded eraser to the first class. A complete list of supplies will be provided on the first day of class.

CRN 6803 8 Sessions
CENR DS651 Section 01 NCC, Room W243
Friday 10:00AM-12:30PM Begins 9/13/2019
Tuition: $199
Instructor: Steve Digiovanni

Tuition: $249
CRN 7466 8 Sessions
CENR DS931 Section 01 NCC, Room W244
Friday 10:00AM-12:00PM Begins 9/27/2019
Tuition: $249
Instructor: Joseph Fama

ACRYLIC PAINTING FOR THE BEGINNER

Class will learn how to compose images onto the canvas, mix vibrant color combinations and create expressive brushstrokes. See how easy and versatile acrylics are to use. Value, shape, form, and perspective will be emphasized. Subject matter will include Still-Life and Landscape compositions. Students will work from photos and from observation. Demonstrations and handouts will be provided.

Supplies: Acrylics: naphthol crimson, cerulean blue hue, cadmium yellow medium, titanium white, burnt umber, boar bristle brushes, bright (sizes 6,10), filbert (sizes 4,8), round (size 4), palette paper pad, 3 or more canvases (size 16x20 or larger), soft vine charcoal, spray bottle, pencil

CRN 7514 6 Sessions
CENR DS644 Section 01 NCC, Room W243
Tuesday 9:30AM-12:00PM Begins 9/17/2019
Tuition: $149
Instructor: Carey Parks-Schwartz

LANDSCAPE DRAWING

Class will learn a variety of drawing techniques to create expressive landscapes, still-life and portraits. Students will explore drawing using pencil, charcoal, and pen and ink. Value, shape, form, and perspective will be emphasized. Demonstrations and handout will be provided.

Supplies: pencils (4B,6B), drawing paper pad (Strathmore 400 series medium weight 14 x 17, or other like ), soft vine charcoal, compressed charcoal, sharpie fine point black, kneaded eraser, paper blending stump.

CRN 7515 6 Sessions
CENR DS505 Section 01 NCC, Room W243
Thursday 9:30AM-12:00PM Begins 9/26/2019
Tuition: $149
Instructor: Carey Parks-Schwartz

MIXED MEDIA PAINTING FOR THE BEGINNER

Class will paint, draw and collage on canvas and paper. See how combining a variety of materials loosens up the art making process. Value, shape, form, and perspective will be emphasized. Subject matter includes landscapes, still-life, and abstract themes. Demonstrations and handouts will be provided.

Supplies: pencils (4B,6B), charcoal sticks, drawing paper pad (Strathmore Acrylic 14 x 17 or other similar), Acrylics: naphthol crimson, titanium white, cerulean blue hue, cadmium yellow medium, burnt umber, palette paper pad, boar bristle brushes bright (size 8), filbert (size 6), round (size 6), plastic palette knife, tacky glue, spray bottle, kneaded eraser. Additional supplies will be discussed in class.

CRN 7516 4 Sessions
CENR DS516 Section 01 NCC, Room W243
Tuesday 9:30AM-12:00PM Begins 10/29/2019
Tuition: $99
Instructor: Carey Parks-Schwartz

DRAWING I

This course is also available as a Credit Division class. Prices may vary.

Drawing fundamentals are stressed in this beginning level course. Through hands-on experience, students learn fundamental drawing skills. Students will explore a variety of media, techniques and ideas while drawing from life and the figure.

Students are responsible for purchasing supplies.

 Corn 6687 28 Sessions
CENR DS562 Section 01B NCC, Room W243
Tue/Thur 1:00PM-3:55PM Begins 8/27/2019
Tuition: $759
Instructor: Joseph T. Fucigna

SCULPTURE I

This course is also available as a Credit Division class. Prices may vary.

Through studio experience, lectures and class discussions, students learn about the basic design concepts, techniques, materials and tools relevant to creating three-dimensional sculptural forms.

Students are responsible for purchasing supplies.

CRN 6690 28 Sessions
CENR DS669 Section 01B NCC, Room W243
Mon/Wed 9:00AM-11:15AM Begins 8/27/2019
Tuition: $759
Instructor: Joseph T. Fucigna

INTRODUCTION TO DECORATIVE PAINTING AND FAUX FINISHING TECHNIQUES WORKSHOP

Faux painting is a great way to experiment and realize creative ideas on walls, furniture, and architectural elements. These techniques can add interest, beauty, and texture to existing decor and enhance its value. During this workshop, we will explore materials, proper surface preparation, painting, glazing, and Venetian plaster techniques. We will also learn how to protect our work with various varnishes and wax mediums.

Note: Please wear clothes that can be stained.

CRN 7513 1 Session
CENR DS046 Section 01 NCC, Room W243
Tuesday 5:00PM-8:30PM 10/8/2019
Tuition: $35 plus $25 material fee payable to instructor for all supplies
Instructor: Dorota Matys

Tuition: $99
CRN 7514 6 Sessions
CENR DS644 Section 01 NCC, Room W243
Tuesday 9:30AM-12:00PM Begins 9/17/2019
Tuition: $149
Instructor: Carey Parks-Schwartz

PORTRAIT DRAWING

Every class will start out with demonstrations and individual attention to each student. We will spend two or three weeks learning proportions, structure, measurements, light and shade. Next step will be working from photos of the face, giving the face light, shade and drama. Students will have three class sessions drawing from a live model.

Prerequisite: Drawing I or permission of the instructor.

CRN 7515 6 Sessions
CENR DS505 Section 01 NCC, Room W243
Thursday 9:30AM-12:00PM Begins 9/26/2019
Tuition: $149
Instructor: Carey Parks-Schwartz

Prerequisite: Drawing I or permission of the instructor.

CRN 7516 4 Sessions
CENR DS516 Section 01 NCC, Room W243
Tuesday 9:30AM-12:00PM Begins 10/29/2019
Tuition: $99
Instructor: Carey Parks-Schwartz
ART HISTORY I: PREHISTORIC TO BAROQUE

This course is also available as a Credit Division class. Prices may vary.

This course offers a survey of Western art from prehistoric times to the Baroque period.

CRN 7365
CENR D5655 Section 01B
Mon/Wed 10:00AM-11:20AM
Tu-Thur 11:30AM-12:50PM
CRN 7516
CRN 7517
Food D5034 Section 01
Saturday 9:00AM-12:00PM
Food D5237 Section 01
Saturday 9:00AM-12:00PM
Tuition: $599
Tuition: $599
Instructor: Valerie Sioufas-Lalli
Instructor: Richard Barbour

ART HISTORY II: MODERN ART

This course is also available as a Credit Division class. Prices may vary.

This course provides a survey of art from the French Revolution to the mid-20th century. A paper based on direct observation of works in a major museum is required.

CRN 7366
CENR D5656 Section 01B
Tue/Thur 11:30AM-12:50PM
Tuition: $599
Instructor: Valerie Sioufas-Lalli

Culinary Arts

CULINARY TECHNIQUES

Learn knife construction and care, the use of the major types of knives, and the foodservice cuts, including batonnet and julienne, chiffonade, and brunoise. Dicing and mincing techniques and tricks, butterchering and boning are also covered. Utilizing these skills, students will construct a menu exploring all major cooking methods, such as grilled New York Strip Steak, Braised Chicken, Autumn vegetable soup and more.

CRN 7517
Food D5034 Section 01
Saturday 9:00AM-12:00PM
Tuition: $599
Instructor: Richard Barbour

FOODS OF ALSACE-LORRAINE (FRANCE)

Germany and France alternated ruling the area of Alsace-Lorraine for several centuries. Over time, Germany’s influence on traditional French dishes became apparent. We will make an Alsatian Bacon-Onion Tart, Farmhouse Chicken Vinagre, and an Apple Strudel.

CRN 7518
Food D5237 Section 01
Saturday 9:00AM-12:00PM
Tuition: $599
Instructor: Richard Barbour

MODERN NEW ENGLAND THANKSGIVING

New twist on the old standbys – fruitied stuffings, light yet satisfying sides, keys to the perfect turkey breast, and a special autumnal dessert.

CRN 7520
Food D5053 Section 01
Saturday 9:00AM-12:00PM
Tuition: $599
Instructor: Richard Barbour

BAKING 101

We will make both yeast and Baking Powder/ Soda breads, as well as muffins and cakes. Braided bread, pizza dough, fruit muffins, spicy-sweet cornbread and a honey cake.

CRN 7519
Food D5054 Section 01
Saturday 9:00AM-12:00PM
Tuition: $599
Instructor: Richard Barbour

FRENCH CHRISTMAS

Plan for a very special Holiday this year with this Winter repast: French 5-Onion soup, Individual Beef Wellingtons, and a fruit tart.

CRN 7133
Food D5229 Section 01
Saturday 9:00AM-12:00PM
Tuition: $599
Instructor: Richard Barbour

Professional Bartending Certification

This professional Bartending course includes the state and national SMART certification (Servers and Managers Alcohol Responsibility Training) recognized by the Connecticut Department of Liquor Control and police departments. Servers of alcohol are taught to serve responsibly, how to spot signs of intoxication, and how to respond appropriately. Students will learn to make more than 100 drinks from gin-and-tonics to daiquiris. Instruction focuses on opening and closing procedures, product knowledge, speed of preparation, and people skills. Upon successful completion of the course, students will be qualified to work in any environment that serves liquor, including restaurants, clubs, hotels, and catering companies. Students receive a certificate of completion and the SMART certification.

Please bring a bag lunch. Students must be 18 years of age.

CRN 6553
Food D5658 Section 01
Sat 9:00AM-5:00PM
Tuition: $279 plus $35 material fee payable to instructor
CRN 7480
Food D5658 Section 02
Saturday 9:00AM-5:00PM
Tuition: $279 plus $35 material fee payable to instructor
Instructor: Paul Rich
Instructor: Richard Barbour

PRINCIPLES OF BAKING I

This course is also available as a Credit Division class. Prices may vary.

This introductory course in baking and pastry arts offers intensive hands-on laboratory training in a professional baking environment. The production and quality control of baked goods emphasized. Laboratory classes focus on basic production techniques for yeast dough and other leavened dough, batters and mixes. Cookies, pastries, pies, fillings, toppings, and presentation of these items are taught and demonstrated. One-hour lecture and four hours laboratory.

Orientation and authorization required for this course by Justin L. Davis, Academic Associate, Hospitality Management and Culinary Arts. JDavis1@norwalk.edu. Text, uniform and cutlery additional.

CRN 7376
Food D5052 Section 01B
Thursday 9:00AM-1:55PM
Tuition: $759
No Class 11/28
Instructor: Jeff Trombetta

CRN 7377
Food D5052 Section 02B
Thursday 5:00PM-10:00PM
Tuition: $759
No Class 11/28
Instructor: Lisa M. Maronian

PRINCIPLES OF FOOD PREPARATION

This course is also available as a Credit Division class. Prices may vary.

Students develop basic cooking methods and culinary techniques in the production of vegetables, salads, meats, poultry, fish, soups, stocks, sauces and eggs. Students employ standard techniques with special attention to commercial and quantity preparation while applying proper kitchen sanitation. Tool and equipment use, weights and measures, physical facilities and recipe conversions are discussed and practiced. One hour of class work; four hours of laboratory.

Orientation and authorization required for this course by Justin L. Davis, Academic Associate, Hospitality Management and Culinary Arts. JDavis1@norwalk.edu. Text, uniform and cutlery additional.

CRN 7204
Food D5051 Section 01B
Monday 5:00PM-10:00PM
Tuition: $759
Instructor: Robert S. Rainone
Finance and Investing

Our instructors are hired to teach general concepts to groups of students, not to provide specific investment advice to individuals. Students should consult their own financial advisor or attorney before making any investment decisions based on specific examples used by our instructors.

FUNDAMENTALS OF INVESTING

This course is essential for anyone who wants to learn about different investment asset classes and how they can work for you. You will learn the lingo, as you begin to understand the meaning and use of cash equivalents, stocks, bonds, mutual funds and annuities. Once you know what the asset classes are and how they work together, we will review simple strategies you can use for a lifetime of investing.

CRN 6814 2 Sessions
FIN D5003 Section 01 NCC, Room E230
Monday 7:00PM-9:00PM Begins 9/16/2019
Tuition: $59
Instructor: Brenda Catugno

PERSONAL PORTFOLIO MANAGEMENT

Do you have a “portfolio” organized to meet your specific needs? Or do you have a random collection of investments, accounts and advisers that you’ve acquired over time? In this two-part class, professional money manager, Julie Jason will highlight key personal portfolio management techniques and insights that will help you gain control over your results along with a better sense of how to deal with the uncertainty that we all face as investors, especially during times of transition such as retirement, divorce, or the sale of a business.

CRN 7523 2 Sessions
FIN D5015 Section 01 NCC, Room W219
Saturday 9:30AM-11:30AM Begins 9/21/2019
Tuition: $59
Instructor: Julie Jason, J.D.

ESTATE PLANNING

This session gives a basic introduction to estate planning, and includes discussion of wills, trusts, federal and state estate taxes, as well as estate planning in both the probate and non-probate contexts. The goal is to familiarize students with the concepts, framework and vocabulary of estate planning, so that they can approach their own estate planning situations in an informed manner.

CRN 6289 1 Session
FIN D5006 Section 01 NCC, Room E230
Monday 7:00PM-9:00PM
Tuition: $40
Instructor: Stephen B. Keogh, Esq.

GAIN FINANCIAL CONTROL OF YOUR DIVORCE

Learn how to successfully navigate your finances prior to finalizing your divorce. This course reviews sources of income, insurance and spousal support, different types of property, the short term and long term effects of a divorce proposal settlement, retirement accounts and social security. Learn how all assets are not created equal and how taxes affect your settlement. Before you make any financial decisions regarding your divorce, become aware of potential pitfalls and learn smart questions you should be asking.

CRN 7521 1 Session
FIN D5809 Section 01 NCC, Room W219
Tuesday 7:00PM-8:30PM
10/22/2019
Tuition: $40
Instructor: Brenda Catugno

FACING YOUR FINANCES FOR WOMEN

Whether you don’t know what to ask or how to ask it, or are not sure about how to take the next steps, personal financial planning can be overwhelming. With help, it doesn’t have to be. We will cover each module of financial planning in easy to understand sections so you can gain the confidence to build a strong foundation for your financial future. We will get you started setting your financial goals, discuss organizing your accounts and review the benefits of and how to create a spending plan. Followed by what you need to know when establishing your estate plan, distinguishing between different types of investments, determining your investment risk tolerance and being tax wise so you can worry less and focus on your bright financial future.

CRN 7522 2 Sessions
FIN D5028 Section 01 NCC, Room W219
Tuesday 7:00PM-8:30PM
Tuition: $59
Instructor: Brenda Catugno

LONG-TERM CARE AND INCAPACITY PLANNING

Incapacity and long-term care are among the most serious issues confronting older americans and their families. This session will give an overview of the long-term care financing system, including Medicare, Medicaid and long-term care insurance, as well as discussing common tools for planning for the possibility of incapacity and long-term care.

CRN 7471 1 Session
FIN D5010 Section 01 NCC, Room E230
Monday 6:30PM-9:00PM
10/11/2019
Tuition: $49
Instructor: Stephen B. Keogh, Esq.

TAKE CONTROL OF YOUR FINANCES

Whether you are just joining the workforce, or have been struggling trying to navigate the sometimes confusing world of handling your money, this class is for you. We will touch upon budgets, savings, credit, credit cards, borrowing, insurance, retirement and more. Learn the steps necessary to have the best plan to achieve your goals.

CRN 7155 1 Session
FIN D5657 Section 01 NCC, Room W115
Monday 6:00PM-8:00PM
10/11/2019
Tuition: $40
Instructor: Jill Russo Foster

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FIN D5657 Section 01 NCC, Room W115
Monday 6:00PM-8:00PM
10/11/2019
Tuition: $40
Instructor: Jill Russo Foster

CREATING THE ULTIMATE RETIREMENT PLAN

For those at or near retirement, this is an interactive class focused on helping you create a successful roadmap for what should be the best years of your life. Learn what makes a retirement a success, why people fail at retirement, creative retirement planning, health insurance options, how to make the money last, saving money on taxes and more including insights from Stanford’s MIT AGE Lab. Workbook included.

CRN 7180 2 Sessions
FIN D5002 Section 01 NCC, Room E225
Thursday 6:30PM-8:00PM
10/10/2019
Tuition: $59
Instructor: Michael Aloi
FINANCIAL PLANNING FOR WIDOWS/WIDOWERS

Losing a loved one is a difficult time, but getting your financial affairs in order shouldn’t be. Learn how to get organized and plan for the future, including Social Security claiming strategies for survivors, income planning and what not to do. This class is especially for those who lost a loved in the past year or two. This is an interactive class, group discussion is encouraged. Workbook and handouts included.

CRN 7525 1 Session
FIN D5011 Section 01 NCC, Room W231
Tuesday 6:00PM-8:00PM 10/24/2019
Tuition: $40
Instructor: Michael Aloi

REVERSE MORTGAGE - SOLUTIONS TO STAY PUT

As over 10,000 people retire every day and are living longer healthier lives, up to 84% may be in jeopardy of running out of money. With $6.5 trillion in home equity, many are looking for solutions for staying at home and smart financial tools to keep them there. Topics include Reverse Mortgages, How to Qualify, Steps Involved, Facts & Myths. Evan Lister is a Reverse Mortgage Planner specializing in this field. Come with all your questions for this engaging two-hour class.

CRN 7526 1 Session
FIN D5007 Section 01 NCC, Room W231
Tuesday 6:00PM-8:00PM Begins 10/15/2019
Tuition: $40
Instructor: Evan Lister

TEENS AND MONEY: TEEN PERSONAL FINANCE - GRADES 8-12

Welcome To The Real World - Do you want to learn about money and finances? We will discuss real world examples – buying a car and paying for college scenarios – to understand the choices you make and how they affect your financial future. Learn lifelong skills now for a lifetime of money management.

CRN 6593 1 Session
KIDS D5117 Section 01 NCC, Room W216
Saturday 10:00AM-12:00PM 10/19/2019
Tuition: $35
Instructor: Jill Russo Foster

Gardening

GROW YOUR OWN FOOD

It’s Autumn, keep growing! Learn about the many crops you can start NOW to enjoy and keep through the winter. We will highlight crops that do well in cooler temps, how to harvest and store your bounty as well as seed saving, cover crops, preserving and preparing for winter. Each week will include a PowerPoint presentation followed by a hands-on demonstration/project.

Saturday, October 5, 10AM-Noon, we will visit The Hickories Organic Farm in Ridgefield, to experience a working farm that follows the regenerative agriculture principles we are learning about in class.

CRN 7546 6 Sessions
GARD D5008 Section 01 NCC, Room TBA
Wednesday 6:00PM-8:00PM Begins 9/11/2019
Tuition: $149
Instructor: Monique Bosch

GARDENS FILLED WITH LIFE - LATE SUMMER - FALL MEADOW TOUR AND LECTURE

Turn your garden into a nutritious stop-over site for birds and butterflies during fall and spring migrations by offering the right native plants. Add four-season interest to your garden with natives while also providing high quality food sources for our year-round songbirds and habitat for over-wintering pollinators. With so many beautiful plants native to our region, all the trees and shrubs, perennials and annuals, we have a lot of ground to cover. We will get outside and see native gardens both small and larger. We’ll talk about the invasive plants you need to know. Hear about the latest work of the New England Pollinator Pathway. We garden with a purpose, to support our native pollinators and songbirds. Add beauty and life to your garden with native plants and turn it into an oasis for birds, bees and butterflies!

This class will meet on campus Tuesday, 9/10 at 6:30PM, followed by an off-site garden walk Tuesday, 9/17 at 6:00PM. Directions will be provided in the first class.

CRN 7527 2 Sessions
GARD D5012 Section 01 NCC, Room W230
Tuesday 6:30PM-8:30PM Begins 9/10/2019
Tuition: $50
Instructors: Elizabeth Craig and Jacqueline Algon

Interior Design

COLOR AND LIGHTING FOR DESIGN

This course is also available as a Credit Division class. Prices may vary.

A study of color theory and its application to interior design. Fundamentals of lighting design, including lamps, luminaries, lighting techniques, and applications for residential and commercial projects. Two hours of lecture, two hours of laboratory.

CRN 7368
SPIN D5027 Section 01B NCC, Room W240
Tuesday 7:00PM-9:00PM Begins 8/27/2019
Tuition: $189
No Class 10/22, 11/28
Instructor: Staff

Languages

AMERICAN SIGN LANGUAGE I

This course introduces students to American Sign Language (ASL) through unit lessons, interactive practice, and storytelling. Students learn approximately 300 functional words, basic grammar and syntax, and finger spelling. Readings and class interactions reflect on current issues of deaf culture and encourage a variety of communication strategies.

CRN 3549 10 Sessions
FLAN D5831 Section 01 NCC, Room W208
Tuesday 7:00PM-9:00PM Begins 9/17/19
Tuition: $189
Text Add’l
Instructor: Alice Bianco

BEGINNING RUSSIAN

This course is designed for those who want to understand and speak Russian. Develop basic skills in grammar, writing, reading and conversation. Language study involves both everyday life situations and cultural training.

CRN 7477 10 Sessions
FLAN D5684 Section 01 NCC, Room W225
Wednesday 7:00PM-9:00PM Begins 9/19/19
Tuition: $189
Text Add’l
Instructor: Mariana Bolgova, Ph.D.

INTERMEDIATE RUSSIAN

This course is a continuation of Beginning Russian and is for students with a basic knowledge of Russian language. During the session we’ll continue developing skills in grammar and comprehension through reading, writing, and intensive conversational practice.

CRN 7125 10 Sessions
FLAN D5685 Section 01 NCC, Room W004
Tuesday 7:00PM-9:00PM Begins 9/19/19
Tuition: $189
Text Add’l
Instructor: Mariana Bolgova, Ph.D.
SPANISH FOR HEALTH CARE PROVIDERS

Learn the practical words and phrases that you need to communicate with non-English speaking patients and their families. Presented in an easy-to-follow and friendly atmosphere, this class will help you in everyday situations. Soon you will be understood by Spanish speakers and they will understand you.

CRN 7462
PRFD D5113 Section 01
Thursday 7:00PM-9:00PM
Begins 09/26/19
Tuition: $159
Text Add'l
Instructor: Solange Gomez

CONVERSATIONAL SPANISH I

This course is designed for those who want a basic working grammar in Spanish in order to be able to use it in conversation. Special emphasis is placed on pronunciation and conversation. Situations and dialogues will be used to practice basic grammatical concepts and to instill a feel for the structure of the language. Students need a high school level language for this class, not necessarily Spanish.

CRN 3551
FLAN D5436 Section 01
Tuesday 7:00PM-9:00PM
Begins 09/11/19
Tuition: $189
Instructor: Solange Gomez

CONVERSATIONAL SPANISH II

This course is designed as a continuation of Conversational Spanish I. The course will focus on the mastery of more complex tense structures and advanced conversational skills. Real-life situations will be used as the basis for dialogues and oral practice. Special emphasis will be placed on pronunciation and vocabulary.

CRN 7472
FLAN D5437 Section 01
Wednesday 7:00PM-9:00PM
Begins 09/18/19
Tuition: $189
Instructor: Solange Gomez

PORTUGUESE

This course is designed for those who want a basic working grammar in Portuguese in order to be able to use it in conversation. Special emphasis is placed on pronunciation and conversation. Situations and dialogues will be used to practice basic grammatical concepts and to instill a feel for the structure of the language.

CRN 7126
FLAN D5046 Section 01
Saturday 9:30AM-11:30AM
Begins 09/14/19
Tuition: $189
Instructor: Solange Gomez

CONVERSATIONAL ITALIAN I

This course for beginners, is designed for the practical use of the language in a variety of everyday situations. The conversation and reading text will help the student to discover the essentials of Italian grammar in a pleasant and natural sequence.

CRN 7473
FLAN D5464 Section 01
Thursday 6:00PM-8:00PM
Begins 10/10/2019
Tuition: $189
No Class 11/28
Instructor: Stefania DiGiuseppe

CONVERSATIONAL ITALIAN II

This course is designed for students who have taken Conversational Italian I or who have an elementary knowledge of Italian. They will review the basics of Italian grammar, and be encouraged to speak and enrich their vocabulary through role-playing, games, discussions, and readings.

Prerequisite: Italian I or with permission of the instructor

CRN 7127
FLAN D5465 Section 01
Saturday 9:30AM-11:30PM
Begins 10/12/2019
Tuition: $189
No Class 11/30
Instructor: Stefania DiGiuseppe

CONVERSATIONAL ITALIAN III

This course is the continuation of Conversational Italian II. It is designed to further develop students’ comprehension of the Italian language by expanding their vocabulary and improving their grammar skills. Students will also continue to develop their abilities to verbally communicate while learning more about the Italian culture.

Prerequisite: Italian II or with permission of the instructor

CRN 7528
FLAN D5069 Section 01
Wednesday 6:00PM-8:00PM
Begins 10/9/2019
Tuition: $159
No class 11/27
Instructor: Stefania DiGiuseppe

FRENCH I

This course is designed for beginners. Students will develop introductory conversational, grammatical, and pronunciation skills, as well as an overview of French customs and culture.

CRN 6532
FLAN D5462 Section 01
Monday 6:00PM-8:30PM
Begins 10/7/2019
Tuition: $189
Instructor: Staff

ELEMENTARY FRENCH I

This course is also available as a Credit Division class. Prices may vary.

This course introduces students to basic French vocabulary and practical grammar with emphasis on speaking and listening. Students also read simple materials and write brief responses in French. These language patterns and skills are taught within a cultural context and focus on practical applications to daily life. A minimum of one language laboratory hour per week is required. Native speakers of French are not permitted to register for this course without written permission of the instructor before class begins.

CRN 5694
FLAN D5941 Section 01B
Tue/Thur 11:30AM-1:20PM
Begins 08/27/2019
Tuition: $769
Text Add'l
Instructor: Pascale Van Tulder

ELEMENTARY FRENCH II

This course is also available as a Credit Division class. Prices may vary.

In this continuation of French I, students expand their vocabulary, learn more complex grammatical forms, read longer selections, and write short paragraphs in French. They continue to develop a continuation of Elementary French I. A minimum of one language laboratory hour per week is required. Native speakers of French are not permitted to register for this class without the written permission of the instructor before classes begin.

Prerequisite: Students should have taken Elementary French I or can be admitted with permission of the instructor.

CRN 7385
FLAN D5052 Section 01B
Tue/Thur 11:30AM-1:20PM
Begins 08/27/2019
Tuition: $769
Text Add'l
Instructor: Pascale Van Tulder
ELEMENTARY ITALIAN I

This course is also available as a Credit Division class. Prices may vary.

In this continuation of Elementary Italian I, students expand their vocabulary, learn more complex grammatical forms, read longer selections, and write short paragraphs in Italian. They continue to develop speaking and listening skills in a cultural context.

Native speakers of Italian are not permitted to register for this course without written permission of the instructor before class begins.

Prerequisite: Italian I or with permission of the instructor.

CRN 5339
FLAN D5293 Section 01B
Mon/Wed 11:30AM-1:20PM
Tuition: $769
No Class 9/2
Instructor: Estelle V. Dattolo

CRN 6792
FLAN D5293 Section 02B
Tue/Thu 9:30AM-11:20AM
Tuition: $769
No Class 10/22, 11/28
Instructor: Estelle V. Dattolo

INTRODUCTION TO LATINO STUDIES

This course is also available as a Credit Division class. Prices may vary.

This course introduces students to the fields of Latino Studies. Although a broad range of topics will be covered, there will be a focus on certain aspects of history, culture, politics, race, gender and sexuality. Students will be asked to examine how a heterogeneous and changing Latino population both shapes and is shaped by life in the United States, and specifically, in Connecticut and the East Coast. Over the course of the semester, students and instructor will also engage in conversations about the experiences of being Latino in the USA to stimulate discussions of identity, class, race and/or ethnicity, religion, gender and sexuality, migration, language, and popular culture.

CRN 7077
CENR D5108 Section 01B
Tuesday 11:30AM-12:50PM
Tuition: $599
No Class 10/22
Instructor: Andres Aluma Cazorla

BEGINNING HARMONICA

Our focus is on having FUN as we learn powerful breathing techniques to make popular melodies and rhythms come alive, and a special focus on the many tricks and techniques to get “that sound” that makes the harmonica cry, moan and wail da Blues! No previous experience needed only a desire to have fun and a 10-hole harmonica in the key of C (available for $13 in class if you don’t have one). Course material fee $20 for instructional CD and handouts.

CRN 7134
CENR D5043 Section 01
Friday 7:00PM-9:00PM
Tuition: $39
Instructor: Dave Broida

PIANO I

This course is also available as a Credit Division class. Prices may vary.

An Introductory piano course, presenting simple notes values in double and triple meter, in both F and G clefs. Focuses on the organization of the keyboard. Develops skills in performing major scales and arpeggios, simple five-finger position compositions, and exercises for technique.

CRN 6790
CENR D5031 Section 01B
Mon/Wed 5:30PM-6:50PM
Tuition: $599
No Class 9/2
Instructor: Christopher Dabbo

MUSIC HISTORY AND APPRECIATION

This course is also available as a Credit Division class. Prices may vary.

This course offers a comprehensive exploration of creative imagination in music from a multicultural, global perspective, including the examination of Western music in the context of musical practices throughout the world. Students also will explore the elements of music, learn musical terminology, and discover the sounds of instruments from many world cultures.

No previous musical experience is required.

CRN 5341
CENR D5039 Section 01B
Mon/Wed 9:30AM-11:45AM
Tuition: $599
No Class 9/2
Instructor: David Wonsey

GUITAR I

This course is also available as a Credit Division class. Prices may vary.

An introductory guitar course, presenting simple note values in double and triple meter, in G clef. Students will develop rudimentary note reading skills on all six strings and learn to perform simple melodies. In addition, students will learn to accompany these melodies with basic chordal accompaniment.

CRN 7383
CENR D5054 Section 01B
Mon/Wed 5:30PM-6:30PM
Tuition: $599
Instructor: D. Kellieher

JAPANESE II

This course is also available as a Credit Division class. Prices may vary.

In this continuation of Japanese I, students will expand their vocabulary, learn more complex grammatical forms, and further develop reading and writing skills using kanji, hiragana, and katakana. They will also continue to develop listening and speaking skills within a cultural context.

Prerequisite: Japanese I or with permission of the instructor.

CRN 6789
FLAN D5837 Section 01B
Mon/Wed 11:30AM-1:20PM
Tuition: $769
No Class 9/2
Instructor: Yumi McCarthy

MUSIC

BEGINNING HARMONICA

Our focus is on having FUN as we learn powerful breathing techniques to make popular melodies and rhythms come alive, and a special focus on the many tricks and techniques to get “that sound” that makes the harmonica cry, moan and wail da Blues! No previous experience needed only a desire to have fun and a 10-hole harmonica in the key of C (available for $13 in class if you don’t have one). Course material fee $20 for instructional CD and handouts.

CRN 7134
CENR D5043 Section 01
Friday 7:00PM-9:00PM
Tuition: $39
Instructor: Dave Broida

Lumina String Quartet
Fall 2019 Concert

To request complimentary tickets, please email bcartsounis@norwalk.edu or call (203) 857-7302

Registration is recommended at least one week prior to course start date.

See page 47 for Registration Form.
**MUSIC THEORY I**

This course is also available as a Credit Division class. Prices may vary.

An introduction to music theory, including the development of basic skills in reading and notating music, ear-training, sight-singing and the study of rhythm, melody, scales, keys, intervals and triads. No musical background is required.

- **CRN 6217**
  - 28 Sessions
  - CENR D5073 Section 01B
  - NCC, Room E108
  - Tuition: $599
  - Text Add'l
  - No Class 9/2
  - Instructor: Christine Mangone, Ph.D.

**PHOTOGRAPHY**

Understanding the principals of light while utilizing basic digital camera controls will enable you to improve your image making. In this course students will learn the fundamentals of photography by exploring the use of the visual elements and camera techniques. There will be presentations on exposure controls, using the light meter; depth of field (DOF); white balance and color. In addition, we will examine successful photographs of people, places and things to discover what makes them "work". Assignments will be given and there will be weekly critiques of work.

- **CRN 7537**
  - 8 Sessions
  - CENR D5035 Section 01
  - NCC, Room E108
  - Saturday 10:30AM-12:30PM
  - Tuition: $169
  - Instructor: Richard Mancini

- **CRN 7538**
  - 8 Sessions
  - CENR D5004 Section 01
  - NCC, Room E108
  - Saturday 1:00PM-3:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7539**
  - 8 Sessions
  - CENR D5026 Section 01
  - NCC, Room E108
  - Saturday 4:30PM-7:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7540**
  - 8 Sessions
  - CENR D5027 Section 01
  - NCC, Room E108
  - Sunday 1:30PM-3:30PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7541**
  - 8 Sessions
  - CENR D5030 Section 01
  - NCC, Room E108
  - Sunday 4:30PM-6:30PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7542**
  - 8 Sessions
  - CENR D5031 Section 01
  - NCC, Room E108
  - Monday 10:00AM-12:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7543**
  - 8 Sessions
  - CENR D5032 Section 01
  - NCC, Room E108
  - Monday 1:00PM-3:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7544**
  - 8 Sessions
  - CENR D5033 Section 01
  - NCC, Room E108
  - Monday 4:30PM-6:30PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7545**
  - 8 Sessions
  - CENR D5034 Section 01
  - NCC, Room E108
  - Tuesday 10:00AM-12:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7546**
  - 8 Sessions
  - CENR D5035 Section 01B
  - NCC, Room E108
  - Tuesday 1:00PM-3:00PM
  - Tuition: $599
  - No Class 10/22, 11/28
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7547**
  - 8 Sessions
  - CENR D5036 Section 01
  - NCC, Room E108
  - Tuesday 4:30PM-6:30PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7548**
  - 8 Sessions
  - CENR D5037 Section 01
  - NCC, Room E108
  - Tuesday 7:00PM-9:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7549**
  - 8 Sessions
  - CENR D5038 Section 01
  - NCC, Room E108
  - Wednesday 10:00AM-12:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7550**
  - 8 Sessions
  - CENR D5039 Section 01
  - NCC, Room E108
  - Wednesday 1:00PM-3:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7551**
  - 8 Sessions
  - CENR D5040 Section 01
  - NCC, Room E108
  - Wednesday 4:30PM-6:30PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7552**
  - 8 Sessions
  - CENR D5041 Section 01
  - NCC, Room E108
  - Thursday 10:00AM-12:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7553**
  - 8 Sessions
  - CENR D5042 Section 01
  - NCC, Room E108
  - Thursday 1:00PM-3:00PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.

- **CRN 7554**
  - 8 Sessions
  - CENR D5043 Section 01
  - NCC, Room E108
  - Thursday 4:30PM-6:30PM
  - Tuition: $599
  - Instructor: Christine Mangone, Ph.D.
LEARN RAPID READING

We live in a world of too much information and it is essential to develop a new skill set to help process information more efficiently. Information is vital to schooling, your work, your financial life, and your day-to-day life. But at the rate it multiplies every day, most people experience information overload unless they learn better ways to get their reading done more effectively and efficiently. You want to read faster, retain what is most important, and use it for your purposes, whether for business, school, training, or in pursuit of your hobbies or passion as a life-long learner. Learn easy-to-use techniques to power through your daily reading at a faster rate with better comprehension. This system works on all reading material from light to highly technical. It is suitable for professionals, college students, high school juniors and seniors, and all adults who have too much to read, not enough time and are looking for an alternative but fun way to get all their reading done.

Please bring one nonfiction book 200-300 pages on a topic that interests you, for reading exercises. Participants will receive a workbook, and copies of articles which will also be used for the workshop.

CRN 7539
SPIN D5023 Section 01
Tuesday 7:00PM-9:00PM
Tuition: $89
Instructor: Sisi Ferine

LONG-TERM CARE AND INCAPACITY PLANNING

Incapacity and long-term care are among the most serious issues confronting older Americans and their families. This session will give an overview of the long-term care financing system, including Medicare, Medicaid and long-term care insurance, as well as discussing common tools for planning for the possibility of incapacity and long-term care.

CRN 7471
FIN D5010 Section 01
Monday 6:30PM-9:00PM
Tuition: $49
Instructor: Nancy Follis

BEGINNER KNITTING

Come “sit ‘n knit” and learn in a class that was created just for you – a beginner knitter! You will learn the basic stitches – knit, purl, garter, stockinette, how to increase and decrease, how to read a yarn label, and how to read a knitting pattern.

The instructor will provide yarn and knitting needles to learn and practice with at home, which will be returned to her at the end of the class. We will discuss projects in the fourth class and you’ll pick a project to work on, as well as the color and type of yarn you’d like to use, with the instructor’s help. You will purchase the materials needed for your project and bring them with you to the fifth class, then you’ll begin your project, work on it at home, and bring it to the sixth class to continue working on it and finish it...or at least come close to finishing it!

CRN 7147
SPIN D5509 Section 01
Saturday 11:30AM-1:30PM
Tuition: $89
Instructor: Andrea Dener
CROCHET TODAY! BEGINNERS CROCHETING

Come learn in a class that was created just for you – a beginner crocheter! (Returning students welcome, and will work on individual projects.)

You will learn the five basic stitches, how to increase and decrease, how to read a yarn label, and how to read a crochet pattern.

The instructor will provide yarn and a crochet hook to learn and practice with at home, which will be returned to her at the end of the class. We will discuss projects in the fourth class and you’ll pick a project to work on – a scarf, a cowl, a hat, and/or boot cuffs – as well as the color and type of yarn you’d like to use. The instructor will purchase the materials you’ll need for your project and will bring them to the fifth class. Then you’ll begin your project, work on it at home, and bring it to the sixth class to continue working on it and finish it.

CRN 7149 6 Sessions
SPIN D5075 Section 01 NCC, Room W103
Saturday 9:00AM-11:00PM Begins 9/21/2019
Tuition: $89 plus $18 material fee (to be paid to instructor at first class)
Instructor: Andrea Dener

MATH MADE SIMPLE

Math Made Simple (designed for adult learners) teaches a series of “must know” concepts (The Power Tools) in mathematics. Learn to master and apply basic mathematical concepts in everyday life, while easing your phobias and enhancing your appreciation for mathematics. Math Made Simple will cover the Essentials of Arithmetic, Basic Algebra and Basic Geometry and Everyday-Life Math Usage (modeling). The course will be taught in a relaxed and stress-free environment. No diagnostic test is required; however, it is recommended that students have pre-knowledge of addition, subtraction and multiplication.

CRN 7547 8 Sessions
SPIN D5441 Section 01 NCC, Room TBA
Mon/Wed 9:30AM-12:00PM Begins 9/16/2019
Tuition: $189
Instructor: Mervyn Edwards

THE KABBALISTIC TREE OF LIFE AND THE JOURNEY OF THE SOUL

Kabbalah is the mystical tradition that underlies the Judaic, Greek, and Christian esoteric philosophies of the West and corresponds with those of the East. The Kabbalistic Tree of Life is a universal paradigm or “map of existence” that everything is organized around. It corresponds with the Chakra system, the seven sacraments of Christianity, Jungian Archetypes and Maslow’s Hierarchy of Needs, etc. Looking at the diagram from the top down it outlines the structure, function and dynamics of the universe. Utilizing it from the bottom up it offers a step-by-step progression of the journey of the soul to experience Higher Consciousness, love and purpose. In this introductory class, through thought-provoking discussion and experiential exercises we will explore concepts of creation, life, death, reincarnation, regeneration and ancestral lineage influences, ego, inner self, higher self and angels, archangels and spirit guides and our relationship to it all.

CRN 7531 3 Sessions
PHIL D5003 Section 01 NCC, Room W103
Thursday 7:00PM-9:00PM Begins 10/3/2019
Tuition: $79
Instructor: Penny Cohen, L.C.S.W.

INTRODUCTION TO THE AMAZING WORLD OF PET THERAPY

What type of dog qualifies for this? How do I get started? Where do I find out information? Why should I do this? What does a “session” involve? What does a “Reading” dog do? What does a “Therapy” dog do? How can I help in a Disaster? How can I help Veterans?

This workshop is intended to familiarize the general public with the steps it takes to become a Therapy Dog team. The class will also learn what is required to become a R.E.A.D. team (Reading Education Assistance Dogs). Students will view actual videos of dogs at work and hear about visits that have been taking place in local health, veterans hospitals and library facilities. The class will be given resources to use. At the end of this workshop, each participant will have enough information to decide if he/she wants to become involved in the rewarding experience of Pet Therapy. (No dogs at this session.)

CRN 7505 1 Session
SPIN D5866 Section 01 NCC, Room W215
Tuesday 6:30PM-8:30PM Begins 10/22/2019
Tuition: $29
Instructor: Judith P. Audevard

BECOME A SAFER DRIVER WITH THE AARP SMART DRIVER COURSE

The AARP Smart Driver course teaches valuable defensive driving skills and provides a refresher of the rules of the road. Since 1979, the course has helped over 14 million drivers learn proven safety strategies and tips for how to adapt one’s driving to compensate for physical and cognitive changes that may come with aging. Plus, you may qualify for an automobile insurance discount by completing the course (participants should check with their auto insurance agent for details).

CRN 6032 1 Session
SPIN D5424 Section 01 NCC, Room W115
Friday 9:00AM-1:00PM Begins 9/13/2019
Tuition: $15.00 for AARP members; $20.00 for non members. Please bring payment to class, make check payable to AARP.
Instructor: AARP Staff
**WORLD RELIGIONS**

This course is also available as a Credit Division class. Prices may vary.

Seven of the major religious traditions of the modern world are introduced: Hinduism, Buddhism, Judaism, Christianity, Islam, as well as Chinese and Japanese religious thought. The course explores the history of each tradition, its major ideas and its leading figures. It also covers the influence of these traditions in the world today.

CRN 7393
PHIL D5609 Section 01B
Mon/Wed 10:00AM-11:20AM
Tuition: $599
No Class 9/2
Instructor: Christopher Paone

CRN 7394
PHIL D5609 Section 02B
Tuesday 10:00AM-12:55PM
Tuition: $599
No Class 10/22
Instructor: Edward Grippe, Ph.D.

**WRITING**

**CREATIVE WRITING**

Learn the art of creative writing through knowing the basics. Understand the use of symbolism and metaphor, the importance of organizational development of character, plot and story through the detail of description and the power of the ending. Enjoy and learn through special writing assignments and sharing this work with others. This course will strengthen students’ writing skills, ideas and talent. Come and learn with a published writer and author.

CRN 6272
PRFD D5956 Section 01
Tuesday 7:00PM-9:00PM
Tuition: $189
Instructor: Regina Krummel

**WRITING MOVIE AND TV SCRIPTS**

Writing a story that is meant to be seen happening on a screen – rather than read – is a special skill. In this intensive course, students will learn from a professional all the techniques of writing movie and television scripts, including plotting, character development, dramatic scene construction and dialogue writing, as well as how to use camera directions in a script. The special formats for screenplays and teleplays, and how they differ, will be defined. In addition, students will receive realistic advice on how to go about bringing their scripts to the attention of agents and producers.

CRN 7113
PRFD D5957 Section 01
Saturday 11:00AM-1:00PM
Tuition: $169
Instructor: Stewart Bronfeld

**BLOGGING FOR BUSINESS OR PLEASURE**

If you’ve ever wanted to create a blog to share your expertise or passion, then this class is for you. In this introductory workshop, you will learn the basics of blogging including selecting your content niche, your target market, establishing yourself as an expert, developing a content calendar, and securing followers and fans. Students should have a solid knowledge of the Internet, social media, and a passion to write! Jennifer Covello is an award-winning author who has been blogging for over 10 years on a variety of topics, including small business marketing, parenting, and spirituality.

CRN 7114
PRFD D5954 Section 01
Thursday 7:00PM-9:00PM
Tuition: $35
Instructor: Jennifer Covello
Wellness, Fitness & Sports

AROMATHERAPY & ESSENTIAL OILS WORKSHOP

This course establishes an understanding of how the body, mind, and general wellness can be influenced by aromatherapy and essential oils, and how these can be used to assist and support the body in its natural healing process. After introducing the main essential oils and examining their influence on the body and mind, students will learn the practical applications of essential oils, including the basics of aromatherapy, as well as how to supplement a reliance on standard household chemicals with natural alternatives. By the end of the class, students will have a basic understanding of aromatherapy and will participate in a mini workshop where they will blend three recipes, which are aimed to support the immune system, a healthy mood, and a toxin-free lifestyle.

CRN 7532
SPIN D5850 Section 01
Tuesday 7:00PM-9:30PM
Tuition: $49
Instructor: Dorota Matys

AROMATHERAPY FOR EMOTIONAL WELLNESS/AFT METHOD

This course introduces students to The Aroma Freedom Technique (AFT). Students will tap into the power of smells to learn how to shift awareness from negative thoughts, feelings, and memories and to gain a new perspective on their goals and dreams. We will create three blends to utilize in AFT (Aroma Freedom Technique/Dr. Perkus’ method).

CRN 7533
SPIN D5851 Section 01
Tuesday 7:00PM-9:30PM
Tuition: $49
Instructor: Dorota Matys

The Group Exercise Instructor Certificate

The Group Exercise Instructor Certificate at Norwalk Community College is a 15-week online course through Blackboard, designed to provide fundamental and theoretical knowledge as well as practical skills necessary to assume the role of a group exercise instructor in commercial or clinical exercise settings. The certificate will integrate up-to-date guidelines and recommendations into the curriculum to meet specific job tasks of a group exercise instructor, including but not limited to: class design, leadership and motivation, general exercise testing and prescription and studio management. Graduates of the certificate will demonstrate sound communication skills, lifelong learning, safe and effective exercise programming and compassion for those they work with. This certificate will also prepare the students for the American College of Sports Medicine’s Group Exercise Instructor Certification Exam and the exam fee is included within the tuition for this course. (Students will need their student ID and password to log onto myCommNet).

CRN 7463
PRFD D5140 Section 01
Online
Begins 8/27/2019
Tuition: $599
Instructor: Nicole Mendola

AROMATHERAPY WITH FALL RECIPES

Aromatherapy is a powerful art and science that can support and enhance immunity and mind-body wellness. In the changing season with colder climates creeping in, this is the perfect time to explore applications that essential oils and blends can offer. In addition to covering essential oils for wellness support in the changing season, we will create three recipes that can be used for better sleep, relaxation, and immune system support.

CRN 7534
SPIN D5852 Section 01
Tuesday 7:00PM-9:30PM
Tuition: $49
Instructor: Dorota Matys

REIKI FIRST DEGREE WORKSHOP

This ancient Eastern healing technique uses light-touch healing to enhance mental, spiritual and physical well-being. Reiki means “universal life force energy,” and this course teaches how to tap into and utilize this energy for stress reduction, relaxation/meditation and healing. Students will be able to give self-healing reiki with techniques taught in this class. After completing the class, students will be Reiki first degree practitioners and will receive a certificate.

Please bring a bag lunch and pillow to sit on to class.

CRN 7503
RECR D5638 Section 01
Saturday 9:00AM-4:50PM
Tuition: $149 plus $20 material fee payable to instructor.
Instructor: Gigi Benanti

LEARN TO MEDITATE

This class offers a broad range of simple and effective exercises to calm the mind and get in touch with your inner self. This class includes breathing and concentration exercises, creative visualization and the use of music and mantras. This class will also provide an opportunity to develop one’s own personal program of meditation. This will be held in a classroom setting.

If you wish to sit on the floor, please bring a yoga mat and blanket to class.

CRN 5493
LFST D5828 Section 01
Tuesday 7:00PM-8:30PM
Tuition: $No Charge
Instructor: Sutushti Lang
GOLF FITNESS PLUS

Gain distance off the tee and finesse on the green! With plenty of the golf season still left to enjoy, our Golf Fitness class will enhance your autumn experience on the course and show you how to keep your skills honed during the off season. Medicine balls, resistance bands, balance boards, weighted body bars, and a few other “surprises” will be the new equipment in your golf bag that will have you hitting the ball further, straighter, and more consistently than ever before. With the added value of certified putting instruction from the exclusive Frankly Golf Putting Program, this unique Golf Fitness class will take your game to a whole new level! Designed for golfers of all skill levels, ages 16 years and up.

CRN 7535  6 Sessions
RECR D5013 Section 01  NCC, Room H004
Saturday 12:00PM-1:00PM  Begins 9/14/2019
Tuition: $89
Instructor: Karen Jewell

INTERMEDIATE YOGA

This class is a continuation of Basic Yoga at a moderate pace. We will work on a variety of yoga postures with an emphasis on strengthening, stretching and moving with the breath, which in return releases stress. All the work you put into developing yourself will make it much easier to do the things you love to do! You will leave class feeling stronger, more relaxed and at peace with yourself.

CRN 5090  12 Sessions
RECR D5588 Section 01  NCC, Room H004
Saturday 10:30AM-11:45AM  Begins 9/7/2019
Tuition: $180
No Class 9/21, 10/12, 11/30
Instructor: Sandra Adamczyk

INTRODUCTION TO SCIENCE

An introduction of the profession of Fitness Training and the five components of physical fitness. This course relates human anatomy and physiology, exercise, and nutrition to fitness and their effects on the body.

CRN 6062  28 Sessions
PRFD D5951 Section 01B  NCC, Room H007
Tue/Thur 10:00AM-11:20AM  Begins 8/27/2019
Tuition: $599
No Class 11/28
Instructor: Paul Gallo, Ed.D.

INTRODUCTION TO WELLNESS

This course is also available as a Credit Division class. Prices may vary.

This course is intended to explore general physiological concepts as they apply to physical fitness, nutrition, stress and overall wellness throughout life. All students will be afforded an opportunity to assess and generate a personal health-fitness profile, identifying strengths and weaknesses associated with physical fitness, nutrition, weight management and stress management. Behavior modification will be emphasized in this course as students learn to set realistic and achievable goals as they plan for safe methods of improving general wellness.

CRN 6768  28 Sessions
RECR D7129 Section 01B  NCC, Room E318
Mon/Wed 10:00AM-11:20AM  Begins 8/28/2019
Tuition: $599
Instructor: Nicole Mendola

INTRODUCTION TO EXERCISE SCIENCE

This course is also available as a Credit Division class. Prices may vary.

This course is intended to explore general physiological concepts as they apply to physical fitness, nutrition, stress and overall wellness throughout life. All students will be afforded an opportunity to assess and generate a personal health-fitness profile, identifying strengths and weaknesses associated with physical fitness, nutrition, weight management and stress management. Behavior modification will be emphasized in this course as students learn to set realistic and achievable goals as they plan for safe methods of improving general wellness.

CRN 6062  28 Sessions
PRFD D5951 Section 01B  NCC, Room H007
Tue/Thur 10:00AM-11:20AM  Begins 8/27/2019
Tuition: $599
No Class 11/28
Instructor: Paul Gallo, Ed.D.

STRENGTH & TONE

This course is also available as a Credit Division class. Prices may vary.

Strength and Tone is a challenging course designed to build muscular strength and endurance in a non-traditional way. This course will teach the student how to use alternate types of resistance tools such as medicine balls, resistance cords, etc. Through this course, the student will understand the fundamentals of alternate resistance programs and will be able to develop training protocols for themselves.

CRN 7119  19 Sessions
RECR D7127 Section 01B  NCC, Room H005
Mon/Wed 10:00AM-10:50AM  Begins 9/11/2019
Tuition: $180
Instructor: Suzanne Joy Leonard

BASIC YOGA

Designed for students new to yoga or with limited experience who want to work slowly and thoroughly. The session will teach you yoga postures to strengthen and increase your flexibility. You will learn how the breath works with your postures, making it much easier to do the things you love to do...and fast! This course will take participants through a variety of training modules similar to those used for sports including plyometrics, wall drills, speed starts, reacceleration, cutting moves, multi-directional movements, retreating skills, and more. Take your fitness – and your energy – to a whole new level through this comprehensive and unique training experience. Adults 16+

CRN 5088  12 Sessions
RECR D5008 Section 01  NCC, Room H004
Saturday 9:00AM-10:15AM  Begins 9/7/2019
Tuition: $180
No Class 9/21,10/12,11/30
Instructor: Karen Jewell

CRN 5089  12 Sessions
RECR D5009 Section 01  NCC, Room H004
Monday 12:00PM-1:15PM  Begins 9/9/2019
Tuition: $180
No Class 9/21
Instructor: Karen Jewell

CRN 5090  12 Sessions
RECR D5588 Section 01  NCC, Room H004
Saturday 10:30AM-11:45AM  Begins 9/7/2019
Tuition: $180
No Class 9/21, 10/12, 11/30
Instructor: Sandra Adamczyk

CRN 7112  19 Sessions
RECR D7125 Section 01B  NCC, Room H005
Tue/Thur 5:30PM-6:20PM  Begins 9/10/2019
Tuition: $180
Instructor: Joyce Generoso

SPAG FITNESS CLASS

You don’t need to be an athlete to be as fit as an athlete! The new SPAG (Speed and Agility) Fitness class is designed to boost your metabolism, improve your cardiovascular health, and tone all the muscles of the body. Add a spring to your step and enjoy more energy throughout the day as you get fit...and fast! This course will take participants through a variety of training modules similar to those used for sports including plyometrics, wall drills, speed starts, reacceleration, cutting moves, multi-directional movements, retreating skills, and more. Take your fitness – and your energy – to a whole new level through this comprehensive and unique training experience. Adults 16+

CRN 7122  19 Sessions
RECR D7125 Section 01B  NCC, Room H005
Tue/Thur 5:30PM-6:20PM  Begins 9/10/2019
Tuition: $180
Instructor: Joyce Generoso

YOGA

This course is also available as a Credit Division class. Prices may vary.

This 6,000 year old ancient practice will teach the student the true meaning of union by combining physical, mental, and spiritual states of wellness. The course is designed to provide the history of yoga, its theory and benefits, and afford the student an opportunity to experience this art firsthand.

CRN 7112  19 Sessions
RECR D7125 Section 01B  NCC, Room H005
Tue/Thur 5:30PM-6:20PM  Begins 9/10/2019
Tuition: $180
Instructor: Joyce Generoso
This course is also available as a Credit Division class. Prices may vary.

This course is designed to target the mid-section of the body. Appropriate back care, posture, and abdominal exercises will be demonstrated and practiced. The student will be educated in basic concepts of abdominal training and will understand the benefits of strong abdominal and lower back muscles.

CRN 7352
RECR DS839 Section 01B
Tue/Thur 10:30AM-11:20AM
Tuition: $180
Instructor: Nora Spaulding

MAT PILATES

This course is also available as a Credit Division class. Prices may vary.

Developed in the 1920s by Joseph H. Pilates, this form of exercise combines the concept of strong body with strong mind. Mat Pilates will focus on core strength, stabilization, and proper breathing through various movements. The students will not only benefit physically from Pilates, they will also understand basic theory and fundamentals.

CRN 6492
RECR D5007 Section 01B
Tue/Thur 6:30PM-7:20PM
Tuition: $180
Instructor: Joyce Generoso

BOOT CAMP

This course is also available as a Credit Division class. Prices may vary.

Boot Camp is a high intensity activity patterned after military style training using sports drills and calisthenics to develop cardiovascular fitness, muscular strength, endurance and flexibility. Workouts will include core conditioning, circuit training, kickboxing and other sports drills, and obstacle courses. Students will be exercising as individuals, with a partner and in groups. While modifications will be demonstrated, this non-contact course is targeted toward intermediate and advanced levels of fitness.

CRN 7377
RECR D7128 Section 01B
Tue/Thur 12:00PM-12:50PM
Tuition: $180
Instructor: Nora Spaulding

ZUMBA

This course is also available as a Credit Division class. Prices may vary.

This course provides an introduction to the Latin dance-based fitness program that combines a moderate intensity aerobic workout with a party atmosphere. Students will learn simple dance moves to a variety of international music and how they can be structured into a challenging exercise routine. What constitutes cardio-respiratory fitness and its values to the individual will be discussed.

CRN 5907
RECR D5832 Section 01B
Mon/Wed 2:30PM-3:20PM
Tuition: $180
Instructor: Suzanne Joy Leonard

Boating

CONNECTICUT BASIC BOATING COURSE

In cooperation with the State of Connecticut’s Department of Environmental Protection, this comprehensive boating safety program teaches students how to enjoy the water safely. The eight-hour course includes instruction in navigational rules, legal requirements, safety afloat and other topics that can help participants become safer and more knowledgeable boaters. Students completing the course receive a course-completion diploma, thereby satisfying the educational requirement to purchase a Certificate of Personal Watercraft Operation, which is good for boats and jetskis. It also includes the safe waterski endorsement required to tow water skiers. Students must attend all three sessions to receive the course-completion diploma.

Students over age 16 should bring personal ID to first class.

CRN 7137
BOAT D5573 Section 01
Tue/Thur 6:00PM-9:00PM
Tuition: $25
Instructor: Department of Environmental Protection

COMBINATION SAFE BOATING & PERSONAL WATERCRAFT SAFETY CERTIFICATION

A complete basic safe boating certification course taught in one (eight-hour) day. Successful completion will allow the student to obtain a Connecticut Certificate of Personal Watercraft Operation, which enables them to operate recreational vessels up to 65 feet in length including Jet Skis. An easy to understand classroom format is designed for students age 12 and over. PRIOR TO TAKING THIS CLASS, each student should create an account online at www.ct.gov/deep, then click “Purchase a Hunting/Fishing License” and click the START button. Create an account if you don’t already have one, and then print the page that includes your Conservation ID number and bring it to class. Once we have entered your score in the DEEP system you will use your account to purchase and print the certificate after the class.

Students should bring a pen or pencil to class.

CRN 7484
BOAT D5572 Section 01
Saturday 9:00AM-5:00PM
Tuition: $99
Instructor: Current Boating Education, LLC
No Class 9/2, 11/28

Instructor: Lt. Thomas Roncinske

In addition, all students are required to complete EMS clinical time at Norwalk Hospital. Students are required to provide evidence of a physical exam performed within 12 months prior to the start date of class.

Students must be at least 16 years old by the end of class. Textbooks available at a discount through the instructor. Purchasing directions will be sent prior to class. Please provide email address at time of registration.

CRN 5000 39 Sessions
PUBS D5110 Section 01 NCC, Room W114
Mon/Thur 6:00PM-10:00PM Begins 8/26/2019
Class will also meet on the following Saturdays from 8:00AM-4:00PM in W217: 9/7, 9/14, 9/28, 10/12, 11/9, 11/23, 12/7, 12/21
Tuition: $998
Text Add'l

Instructor: Harry A. Downs II, EMT-P, EMS-I

STUDENTS MUST ATTEND BOTH CLASSES IN ORDER TO RECEIVE THEIR OFFICIAL PAPERWORK FOR THE SECURITY GUARD LICENSE. Students must be at least 18 years old. Eligibility and additional information can be found on the Department of Emergency Services and Public Protection’s website at: www.ct.gov/dessp.

CRN 5114 2 Sessions
PRFD D5029 Section 01 NCC, Room W215
Monday 5:30PM-9:30PM Begins 9/16/2019
Tuition: $139

CRN 7453 2 Sessions
PRFD D5029 Section 02 NCC, Room W215
Monday 5:30PM-9:30PM Begins 11/4/2019
Tuition: $139
Instructor: Mark Basil

Registration is recommended at least one week prior to course start date.

See page 47 for Registration Form
Credit Offerings

At NCC, we also offer Associate degree and credit-bearing Certificate programs to prepare you for further education and a rewarding career. You can use your Associate degree as a career credential or continue your studies toward a Bachelor’s degree. In fact, many of our graduates do transfer as a junior to a four-year college or university, greatly reducing the overall cost of their college education.

For more information about credit enrollment, call (203) 857-7060 or visit www.norwalk.edu.

Associate Degrees (60-65 Credits)

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<tr>
<th>Allied Health</th>
<th>Business</th>
<th>Engineering</th>
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<tbody>
<tr>
<td>Medical Office Management</td>
<td>Accounting</td>
<td>Engineering Science</td>
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<tr>
<td>- Administrative</td>
<td>Business Administration</td>
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<td>- Clinical</td>
<td>Finance</td>
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<td>Legal Assistant</td>
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<td>Physical Therapist Assistant</td>
<td>Management</td>
<td>Honors Program</td>
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<td>Respiratory Care</td>
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<td>Art, Architecture &amp; Design</td>
<td>Communication Arts</td>
<td>Liberal Arts &amp; Sciences</td>
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<tr>
<td>Architectural Engineering Technology</td>
<td>Film &amp; Television Production</td>
<td>Culinary Arts Option</td>
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<td>Construction Technology</td>
<td>Journalism</td>
<td>Hotel Option</td>
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<tr>
<td>Design for the Web</td>
<td>Media Studies</td>
<td>Restaurant Option</td>
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<td>Fine Arts</td>
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<td>Graphic Design</td>
<td>Computer Science</td>
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<td>Interior Design</td>
<td>Networking</td>
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<td>Studio Art</td>
<td>Relational Database</td>
<td>Psychology</td>
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<td>Smartphone App Development</td>
<td>Teaching Career Pathway</td>
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<td>Web Developer</td>
<td>Veterinary Technology</td>
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Degree Certificates (20-35 Credits)

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<td>Health Careers Pathways</td>
<td>Digital Journalism</td>
<td>Administrative Option</td>
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<td>Medical Assistant</td>
<td>Film &amp; Television Production</td>
<td>Education Option</td>
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<td>Medical Office Specialist</td>
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<td>Infant/Toddler</td>
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<tr>
<td>Art, Architecture &amp; Design</td>
<td>Computer Science</td>
<td>Engineering</td>
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<td>Web Developer</td>
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CSCU’s Transfer Tickets

Connecticut State Colleges and Universities’ (CSCU’s) Transfer Tickets are new degree programs providing pathways for Connecticut community college students to complete degree programs that transfer to Connecticut State Universities and Charter Oak College without either losing any other credits or being required to take extra credits in order to complete a bachelor’s degree in that same discipline.

Pathway Transfer Degree: Art Studies
Pathway Transfer Degree: Biology Studies
Pathway Transfer Degree: Business Studies
Pathway Transfer Degree: Chemistry Studies
Pathway Transfer Degree: Communication Studies
Pathway Transfer Degree: Criminology Studies
Pathway Transfer Degree: Early Childhood TC Studies
Pathway Transfer Degree: English Studies
Pathway Transfer Degree: Exercise Science Studies
Pathway Transfer Degree: French Studies

Pathway Transfer Degree: German Studies
Pathway Transfer Degree: History Studies
Pathway Transfer Degree: Italian Studies
Pathway Transfer Degree: Mathematics Studies
Pathway Transfer Degree: Physics Studies
Pathway Transfer Degree: Political Science Studies
Pathway Transfer Degree: Psychology Studies
Pathway Transfer Degree: Social Work Studies
Pathway Transfer Degree: Sociology Studies
Pathway Transfer Degree: Spanish Studies

Details can be obtained at the Transfer Ticket Degree Navigator.

More programs may be added; please check the website for more information: http://www.ct.edu/transfer.
Pathways to Credit

“Blended” Classes for Non-Credit Students

Are you considering taking college classes toward a degree but hesitate to take the next step? If yes, consider taking a “Blended” class (see list at right). Blended classes offer non-credit students the opportunity to experience, firsthand, what a Credit Division class entails and are an ideal way to begin a pathway to pursue a college certificate or degree program.

Blended classes have a limited number of seats available for continuing education/non-credit students. Upon successful completion of a Blended class, if eligible, a student may apply to “transfer” the class for college credit. Prices and prerequisites may apply.

Please call (203) 857-7080 for details.

**EARLY CHILDHOOD EDUCATION**
- Administration and Supervision of Early Childhood Programs
- Science and Math for Children
- The Exceptional Learner/Children with Special Needs (page 15)
- Infant Toddler Growth and Development

**COMPUTER SCIENCE**
- Programming Mobile Devices I
- Web Development & Design I (page 12)
- XML for World Wide Web
- Introduction to Programming (page 11)

**BUSINESS AND LIBERAL ARTS**
- Introduction to Philosophy
- Introduction to Theater
- Piano I
- Introduction to Archaeology
- Introduction to Business

**CULINARY ARTS**
- Baking and Pastry Arts I

**MEDICAL BILLING AND REIMBURSEMENT**
- Medical Coding
- Medical Ethics
- Medical Insurance & Billing (page 20)
- Medical Terminology (page 20)

**ENGINEERING AND DESIGN**
- CAD Mechanical AutoCAD
- Graphic Design I: Skills and Principles
- Two-Dimensional Design
- Revit-3D Software (page 12)

Note: Classes offered in the Fall semester are indicated with page numbers for this catalog. Remaining classes will be offered in the Fall or Spring semester.
## English as a Second Language

### Non-Credit (Basic)

Fall 2019 classes begin Tuesday, August 27. Register now to get the class/time you want!

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<tr>
<th>CRN</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
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<td>ESL D5010</td>
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<td>ESL for Beginners 10</td>
<td>8/27-12/16</td>
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*EDO - No book. Price includes internet textbook. TBA - To be announced
## Descriptions of Specialized ESL Non-credit Courses

### Conversation Circles 26/36 (Basic):
This class is for Au Pairs and is open to all ESL students. Practice speaking, listening, pronunciation, and vocabulary for basic, everyday conversation. This is a fun, dynamic, interactive, informal conversation class. Open to students in Levels 20 and 30. Section 01N–38.5 hours; Section 02N–35 hours; Section 03N–20 hours.

### Conversation Circles 76 (Intermediate):
This class is for Au Pairs and is open to all ESL students. Practice speaking, listening, pronunciation, and vocabulary for more interesting conversation. This is a fun, dynamic, interactive, informal conversation class. Open to students in Levels 40, 50, 60 and up. Section 01N–38.5 hours; Section 02N–35 hours; Section 03N–33 hours; Section 04N–20 hours.

### Reading Circles 78 (High Intermediate+)
Read and discuss classic North American short stories to improve vocabulary, reading comprehension, speaking and listening. Practice some writing, grammar, and idioms. This is a dynamic, interactive class for higher-level students. Open to students in Levels 132 and up. Section 01N–38.5 hours.
English as a Second Language

Credit Classes for No Credit - Blended (Intermediate & Advanced)

Students must be level 022/70 or higher. They must complete all work to pass and go to the next level.

Fall classes begin Tuesday, August 27. Register now to get the class/time you want!

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<tr>
<th>CRN</th>
<th>Course</th>
<th>Section</th>
<th>Course Title</th>
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Accelerated ESL Sequence (ACE)

**LEVELS 132 & 142**

**COL 100 - College Forum, CSA 105 - Intro to Software Applications, 132 Reading/Writing III & 142 Reading/Writing IV**

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<td>CSA 105</td>
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**LEVELS 152 & 192**

**HIS 102 - Western Civilization, COM 173 - Public Speaking, 152 Reading/Writing V & 192 ESL Writing Workshop**

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New Students:
- New ESL students need to complete an NCC Application (free) and take an ESL Placement Test.
- Get the application at www.Norwalk.edu/Admissions/ApplicationPackage or in the Admissions Office, East Campus.
- For online application and ESL Placement Test information, visit www.norwalk.edu/prospective_students.

Registration is recommended at least one month prior to course start date.
Important reminders about our program:

- Pre-registration is required.
- Please pack a snack for Saturday classes, please no peanuts or peanut products.
- Parents must accompany children to and from classes.
- Classes subject to cancellation due to low enrollment.
- QUESTIONS: Please call (203) 857-7080.

BACK TO THE CLASSROOM: HOW TO STUDY

Career change? Going back to the classroom could feel daunting. Working and going for your certification at the same time? Shifting from work to academics requires focus and efficient time management. Whether you are in high school, already in college, or an adult learner, this course will help you examine your learning style and study habits. This four-session course gives you tools to remember what you read, how to take notes during lectures, and how to compose your thoughts on paper. You will have control over studying and organizing information for coursework. You can make studying fun and meaningful.

CRN 7540 1 Session
PRFD DS948 Section 01
Tuesday 6:00PM-9:00PM
Tuition: $129
Instructor: Celia M. Batan

TEENS AND MONEY: TEEN PERSONAL FINANCE - GRADES 8-12

Do you want to learn about money and finances? We will discuss real world examples – buying a car and paying for college scenarios – to understand the choices you make and how they affect your financial future. Learn lifelong skills now for a lifetime of money management.

CRN 6593 1 Session
KIDS DS117 Section 01
Saturday 10:00AM-12:00PM
Tuition: $35
Instructor: Jill Russo Foster

Test Prep

SAT PREP

Get ready for the "NEW" SAT! This class covers every one of the five sections (Reading, Writing, Math without a Calculator, Math with a Calculator, and the Essay) and the best test-taking strategies. Timed practice, in-class drills, and at-home assignments will sharpen your problem solving skills and boost your score. This class is for high school sophomores, juniors, and seniors.


CRN 5416 6 Sessions
SPIN DS016 Section 01
Saturday 1:00PM-4:00PM
Tuition: $189
Instructor: Matt Cousins

Courses for High School Students

THE COLLEGE PLANNING PROCESS

This is an interactive college readiness class that will review all facets of the college planning process and will include a college introduction, college research and tools, finding the fit, personal statement, test-prep, resume development, and career research and exposure to inventories. This course will provide early college awareness and assist students in creating a viable post-secondary plan. We will have guest speakers on such subjects as College Admissions Representative(s), Alumni Parents, recent HS grads, and private college counselors. Parents are welcome to attend the first and last session. Only the student need register.

CRN 7536 6 Sessions
SPIN DS426 Section 01
Saturday 9:00AM-12:00PM
NCC, Room W140
Tuition: $189
Instructor: Daniel Sullivan, Ed.D.

College for Kids

2019 FALL PROGRAM FOR GRADES 1-8

BUILD & PROGRAM YOUR OWN ROBOT - GRADES 4-8

Students will build and program their very own robot that thinks for itself! In this hands-on course, students will learn about soldering, computer programming, DC motor theory, Bluetooth technology, smartphone apps and microcontrollers. By the end of the class, students will walk away with a working robot. No experience necessary! The brain of this bot is an Arduino microcontroller and students will get a full demonstration on how to upload code to the board, blink some LEDs, turn the wheels on their robot and read sensor data. All these skills can be used in other DIY Projects.

CRN 6863 5 Sessions
KIDS DS217 Section 01
Saturday 9:00AM-12:00PM
NCC, Room W002
Tuition: $199
Instructor: John Robert

BABYSITTING TRAINING - AGES 11-15

Students will learn to care for children and babies and earn an American Red Cross babysitting certificate. Working with mannequins, they will learn safety rules, diapering, feeding, appropriate toys, and communication with parents. Students must attend BOTH sessions in order to be certified.

CRN 7482 2 Sessions
KIDS DS036 Section 01
Saturday 9:00AM-12:30PM
NCC, Room W101
Tuition: $99
Instructor: Jeanne Yusko

by The College Board (Author)
MaLiPing Chinese

This Saturday Mandarin class is designed for students who have a Mandarin Chinese-speaking environment at home. The class uses MaLiPing method and literature rich textbooks. The textbooks incorporate a large amount of Chinese culture and literature, which gives the children a chance to learn the language as well as their heritage. Speaking and listening are practiced in the Chinese-only class environment. Adjusted for kids’ busy after-school schedules, the teaching focus is divided into steps: decoding, reading, and then writing. Speaking Mandarin Chinese at home regularly is essential to the success of this curriculum.

New students: Students must be at least in 1st grade. New students must check placement information at http://ctchineseschool.org/

MALIPING CHINESE - 1ST GRADE
CRN 3818
KIDS DS177 Section 01
Saturday 1:30PM-3:30PM
Tuition: $235
Instructor: Bing Li

MALIPING CHINESE - 2ND GRADE
CRN 4019
KIDS DS177 Section 02
Saturday 1:30PM-3:30PM
Tuition: $235
Instructor: Ping Jin

MALIPING CHINESE - 3RD GRADE
CRN 4251
KIDS DS177 Section 03
Saturday 1:30PM-3:30PM
Tuition: $235
Instructor: Xuemei Cao

MALIPING CHINESE - 4TH GRADE
CRN 5966
KIDS DS177 Section 04
Saturday 1:30PM-3:30PM
Tuition: $235
Instructor: Kaili Chen

MALIPING CHINESE - 5TH GRADE
CRN 5097
KIDS DS177 Section 05
Saturday 1:30PM-3:30PM
Tuition: $235
Instructor: Yi Fang

MALIPING CHINESE - 6TH GRADE
CRN 5427
KIDS DS177 Section 06
Saturday 1:30PM-3:30PM
Tuition: $235
Instructor: Wei (Vicky) Zhang

MALIPING CHINESE - 7TH GRADE
CRN 7508
KIDS DS177 Section 07
Saturday 1:30PM-3:30PM
Tuition: $235
Instructor: Li Ding

MALIPING CHINESE - 9TH GRADE
CRN 6585
KIDS DS177 Section 08
Saturday 1:30PM-3:30PM
Tuition: $235
Instructor: Wei (Vicky) Zhang

MALIPING BASIC PAINTING - AGES 7+
Learn how to paint using acrylic paint in this class. Students will learn basic skills of how to use brushes and apply paint onto the canvas. Basic color theory, proportion, structure, shading will be covered. Students will be able to create artworks of landscape and still life with the techniques learned during the class.

This class is for students registered in a MaLiPing Chinese class.

MALIPING BASIC PAINTING - AGES 8-13
Learn how to paint using acrylic paint in this class. Students will learn basic skills of how to use brushes and apply paint onto the canvas. Basic color theory, proportion, structure, shading will be covered. Students will be able to create artworks of landscape and still life with the techniques learned during the class.

MALIPING ZUMBA - KIDS

MALIPING ZUMBA - ADULT
Zumba Adult Classes are taught by instructors licensed by Zumba Fitness, LLC. In one Zumba class, a person can burn up to 600 calories, depending on the energy put forth. The music comes from the following dance styles: cumbia, salsa, merengue, mambo, flamenco, chacchach, reggaeton, soca, samba, hip-hop music, axé music, tango, etc. This class is for parents of the MaLiPing Chinese class students.

MALIPING ZUMBA - KIDS
Zumba Kids classes are perfect for our youngest Zumba fans! Kids 5-11 years old get the chance to be active, socialize with friends and jam out to their favorite music. We break down the steps, add games, activities, and cultural exploration elements. Our program helps develop a healthy lifestyle and incorporate fitness as a natural part of children’s lives. Classes include key childhood development elements such as teamwork, confident, self-esteem, creativity, coordination, balance, and culture awareness. This class is for students in the MaLiPing Chinese classes.

Chinese Classic Dance

CHINESE CLASSIC DANCE - AGES 5-9
This class is designed for students who are interested in learning classic and folk Chinese dancing. The class will emphasize the footwork, hand styles, body postures and facial expressions. It will help learning Chinese language and culture through dancing.

Students must contact the coordinator for class placement. Please contact http://ctchineseschool.org.

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# College for Kids Registration Form

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>Child’s Birth Date:</th>
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<tbody>
<tr>
<td>Parent:</td>
<td>Child’s Age:</td>
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<tr>
<td>NCC Student ID Number (if returning student):</td>
<td>Grade:</td>
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<td>Address:</td>
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<td>City/State/Zip:</td>
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<td>Home Phone:</td>
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<td>Cell Phone:</td>
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<td>Emergency Contact:</td>
<td>Emergency Phone:</td>
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Who will pick up student?

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<th>Name:</th>
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<th>CRN:</th>
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Parent’s Signature:  

Date: 

Parent’s Signature:  

Date: 

Parent’s Signature:  

Date: 

**Total $:** __________

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**Medication & Emergencies:** Medication cannot be administered by any employee of NCC. If a medical issue should arise, your child will be transported to the nearest hospital.

**Photo Policy:** NCC often takes or commissions photos and videotapes of students, faculty, staff, and campus visitors. These images are taken in classrooms, labs, study areas, as well as College events around the campus. NCC reserves the right to use the photographs/video clips as part of its publicity and marketing efforts. Students who enroll at NCC do so with the understanding that these photographs might include them and might be used in College publications, both printed and electronic, and for publicity. If you do not want your child photographed, contact Continuing Ed. at (203) 857-7080.

**Refund Policy:** College for Kids students must withdraw 24 hours prior to the class start date to receive a refund.

---

**To register, complete and return this form with payment.** Your cancelled check will be your receipt. All information is kept strictly confidential.

**ONLINE:**  
https://norwalk.edu/ext/register

**BY MAIL:**  
Mail completed form with payment to: NCC Records Office, 188 Richards Avenue, Norwalk, CT, 06854-1655

**BY FAX:**  
Fax this completed form to (203) 857-7012.

**IN PERSON:**  
Bring completed form to the Records Office, Room E102, East Campus, Mon-Thurs, 10:00am-4:30pm; Fri, 10:00am – 3:30pm

**BY PHONE:**  
Call (203) 857-7237, Mon-Fri, 10:00am-3:00pm.

**PAYMENT:**  
☐ Check  ☐ Money Order enclosed, payable to Norwalk Community College in the amount of $ __________.

Mail to Norwalk Community College, Records Office, 188 Richards Avenue, Norwalk, CT 06854.

Charge my:  
☐ American Express  ☐ Visa  ☐ MasterCard  ☐ Discover Card

Card #:  
Expiration Date: /  
CSV:

Cardholder’s Signature:
Continuing Education / Non-Credit Registration Form

Flexible Online Registration
Available 24 hours a day! Go to www.norwalk.edu and click on the Continuing Education link. Then click on Flexible Online Registration. Questions relating to Flexible Online Registration, call: (203) 857-7237

By Mail
Make check or money order payable to NCC and mail to: NCC Records Office 188 Richards Ave., Norwalk, CT 06854 Must be received 3 business days before class begins.

In Person
Visit us in the Records Office, NCC East Campus, Room E102. Registration hours: Mon.-Thurs. 8:30am to 4:45pm; Friday 8:30am to 3:45pm.

By Fax
Complete registration form and fax to (203) 857-7012. We accept MasterCard, Visa, American Express and Discover Card only. Must be received up to 24 hours before class begins.

By Phone
Call (203) 857-7237, Monday through Friday, 10:00AM to 3:00PM. We accept MasterCard, Visa, American Express and Discover Card only.

PLEASE CAREFULLY PRINT ALL INFORMATION REQUESTED BELOW:

Please circle the semester for which you wish to register: Fall Spring Summer Year__________ Are you a veteran? _____ yes

STUDENT ID # @ ________________________________ (New and Readmit Students must contact the Admissions Office to activate your student status. It may take 24 hours for access to your myCommNet account).

LEGAL LAST NAME (PLEASE PRINT) LEGAL FIRST NAME MI FORMER NAME

PERMANENT ADDRESS
Check box if this is a new address

APT. CITY STATE ZIP CODE

SOCIAL SECURITY NUMBER

( ) ( )

BIRTH DATE: (MM/DD/YYYY)

HOME PHONE (include area code) MOBILE PHONE (include area code) EMAIL

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<tr>
<th>CRN #</th>
<th>Subject &amp; Course ID #</th>
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<th>Course Title</th>
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Advisor’s authorization is required for ESL non-credit course registration.

Advisor’s Signature ________________________ Advisor’s Printed Name ________________________ Date _____ / _____ / _______

The college reserves the right to cancel classes or limit class size. The semester Course Schedule is subject to change.

Refund Policy: A student who withdraws by the last BUSINESS DAY (24 hours) prior to the class start date is entitled to a full refund. No refund will be made after the first class meeting of the course except in cases of: serious illness, call to active military duty, or other extenuating circumstances. Documentation will be required by the Division of Continuing Education to support the refund appeal.

PAYMENT IS DUE AT TIME OF REGISTRATION

I understand that a form of payment must be processed at the Business Office. I have read and understand the refund policy.

Student’s Signature ________________________ Student’s Printed Name ________________________ Date _____ / _____ / _______

CHARGE TO MY (circle one): Discover MasterCard Visa American Express

Credit Card Number ________________________________ Exp. Date _____ / _____ CSV: ______

Registration is recommended at least one week prior to course start date.
Index

### Art

- **Art**
  - Art Collecting 101
  - Art History
  - I Prehistoric to Baroque
  - II Modern Art
  - Decorative Painting and Faux Finishing Techniques, Intro. to

- **Drawing**
  - Basic
  - Drawing & Fig. 1
  - Landscape
  - Portrait

- **Painting**
  - Acrylic for Beginner
  - Mixed Media for Beginner
  - Sculpture I

- **Two-Dimensional Design**

### Art Tours

- Contemporary Art Galleries of Chelsea
- Emerging Art of the Lower East Side
- Harlem Art Walk
- Public Art of NYC: A Walking Tour

### Boating

- Combination Safe Boating & Personal Watercraft Safety Certification
- Connecticut Basic Boating Course

### Business & Bookkeeping

- Agile Project Management, Intro to
- Art & Science of Win-Win Negotiations
- Blogging for Business or Pleasure
- Communication & Conversation Skills
- Back to the Classroom: How to Study
- Bookkeeping, National Certification
- Bookkeeping Practices
- Bridging Traditional Marketing with Digital Marketing
- Business, Intro to
- Communication & Conversation Skills
- Entrepreneurship Course
- Job Hunting
- Job Hunting for Individuals with Disabilities
- Legal Secretary Certificate
- Legal Secretary, Legal Concepts
- Legal Secretary, Administrative Procedures
- Podcasting: Telling Your Story
- Real Business Issues
- Retail Customer Service and Sales Certificate
- Workplace & Careers Strategies

### College for Kids

- Babysitting Training
- Chinese Classic Dance
- MaLiPing Chinese
- MaLiPing Painting
- MaLiPing Zumba, Adults, Kids
- Robotics

### Computers & Information Technology

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- A+ PC Fundamentals
- A+ Essentials
- A+ Practical Applications
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- Adobe InDesign, Intro to
- Adobe Photoshop, Intro to
- AutoCAD I 2018, Intro to
- AutoCAD II 2018
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- CAD Mechanical
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- Keyboarding
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- Microsoft Excel Advanced 2016
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- Microsoft Office Suite, Intro
- Microsoft PowerPoint 2016
- Microsoft Technology Associate Certificate
- Microsoft Word
- Beyond the Basics
- Intro to
- Word 2016
- Podcasting: Telling Your Story
- Programming, Intro to
- Programming Mobile Devices I
- Programming with C#.Net-Visual Studio 2013, Intro to
- Python I & II
- QuickBooks-Pro 2018
- QuickBooks Online (QBO), Intro. to
- Relational Databases and MS SQL
- Server Programming, Intro. to
- Revit-3D Software
- Web Design Certificate
- Web Development and Design I
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- XML for World Wide Web

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- Degree Certificates
- CSCU’s Transfer Tickets
- Pathways to Credit

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- Baking I, Principles of
- Culinary Techniques
- Food Preparation, Principles of
- Foods of Alsace-Lorraine (France)
- French Christmas
- Modern New England Thanksgiving
- Professional Bartending Certificate

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- Connecticut Childcare Course
- Infant Toddler Growth & Development
- Science & Math for Children
- The Exceptional Learner/Children with Special Needs

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- Credit Classes for No Credit “Blended” (Intermediate & Advanced)

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- Estate Planning
- Facing Your Finances for Women
- Financial Literacy
- Financial Planning for Widows(ers)
- Fundamentals of Investing
- Long-Term Care and Incapacity Planning
- Personal Portfolio Management
- Take Control of Your Finances
- Ultimate Retirement Plan, Creating the
- Reverse Mortgage Solutions
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- Grow Your Own Food

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- Dental Assistant I, II, III
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- EKG Technician Certificate
- Health Care Assessment Testing
- Fundamentals of Clinical Informatics
- Home Health Aide Certificate
- Homemaker Companion Certificate
- Medical Billing & Reimbursement Specialist Certificate
- Medical Coding Certification
- Medical Coding
- Medical Ethics
- Medical Terminology
- Medical Terminology & Anatomy for Coding
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- College Planning
- SAT Prep
- Teens and Money

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- Italian, Conversational I, II & III
- Italian, Elementary I & II
- Japanese I & II
- Latino Studies, Introduction to
- Portuguese
- Russian, Beginning & Intermediate
- Spanish, Conversational I & II
- Spanish for Health Care Providers

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- Music Theory I
- Piano I

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- What’s So Funny? A Century of Comedy in Performance

### Personal Enrichment

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- Archaeology, Introduction to
- Become Happier: How to Create Daily Joy and Lasting Fulfillment
- Bitcoin and Blockchain Fundamentals
- Crochet Today! Beginners Crochet
- Estate Planning
- Genealogy, Intro to
- Kabbalistic Tree of Life & The Journey of the Soul
- Knitting, Beginner
- Learn Rapid Reading
- Long-Term Care & Incapacity Planning
- Math Made Simple
- Pet Therapy, Intro. to
- Philosophy, Introduction to
- Retiring Abroad
- World of Projection, Reflection & Repair
- World Religions

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- Residential Appraiser
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- Real Estate Continuing Seminars
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- Continuing Education/Non-Credit Registration Form

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- Aromatherapy Fall Recipes
- Aromatherapy for Emotional Wellness
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- Dance Across the World
- Exercise Science, Intro to
- Fitness For Golf
- Group Exercise Instructor Certificate
- Mat Pilates
- Meditate, Learn to
- Reiki First Degree Workshop
- Spag Fitness Class
- Strength & Tone
- Yoga
- Yoga, Basic, Intermediate
- Zumba

### Writing

- Blogging for Business or Pleasure

For Instructor’s Bios, please visit www.norwalk.edu/ce-wd
Are you a born teacher? Do you have a talent, skill or interest that you would like to share with others? If so, we would like to hear from you.

To submit a course for review, please go to the following link and complete the online form:
https://norwalk.edu/extended-studies/teaching-opportunities

All courses submitted will be reviewed and assessed to meet market needs in Fairfield County.

Midge King:
mking@norwalk.edu

Would you like to teach a course for us?

Are you a born teacher? Do you have a talent, skill or interest that you would like to share with others? If so, we would like to hear from you.

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Lifetime Learners Institute (LLI) is an independent non-profit institute for lifelong learning, residing within Norwalk Community College. LLI offers non-credit educational programs for area residents age 50 and older. Daytime weekday courses in the arts, current events, literature, music and more are offered during the Spring, Summer, Fall and Winter terms.

For more information please visit www.Lifetimelearners.org

info@Lifetimelearners.org

(203) 857-3330
New Certificate Programs

- Medical Coder
- Home Health Aide
- Exercise Science

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